

Commonwealth of Dominica



Office of the Maritime Administrator

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND RECOGNIZED ORGANIZATIONS

SUBJECT: amendments to the format of Continuous Synopsis Record

REFERENCE:

- (a) SOLAS Chapter XI-1/5
- (b) IMO Resolution A.959(23)
- (c) IMO Resolution MSC.198(80)
- (d) IMO Resolution MSC.160 (78), 21 May 2004
- (e) IMO Circular Letter 2554, 24 June 2004
- (f) Circular CD-MSC 01-04 rev.02 Continuous Synopsis Record
- (g) Circular CD-MSC 01-08 rev.01 Company and Registered Owner Identification Number

PURPOSE: This Circular serves to provide up-dated format of the Continuous Synopsis Records.

APPLICABILITY: This Circular applies to Owners and Operators of all vessels of 500 gross tons (ITC) or more registered under the Dominica Maritime Registry. The amendments to the format of CSR will enter into force on 1 January 2009.

BACKGROUND:

In May 2005, IMO adopted a new SOLAS regulation XI-1/3-1 *Company and registered owner identification number* and amendments to regulation XI-1/5 on the mandatory company and registered owner identification number, with entry into force expected to be on 1 January 2009.

Regulation 3-1 states that "every Company and registered owner shall be provided with an identification number which conforms to the IMO Unique Company and Registered Owner Identification Number Scheme adopted by the Organization." It refers to resolution MSC.160 (78) entitled "Adoption of the IMO Unique Company and Registered Owner Identification Number Scheme", adopted in 2004 as a measure to enhance maritime safety, security and environmental protection, and to facilitate the prevention of maritime fraud. Its purpose is to

assign a permanent number for identification purposes to each Company and/or Registered Owner managing ships engaged on international voyages.

Resolution MSC.198 (80) introduced the amendments to the format of CSR in order include the registered owner and the company identification numbers.

REQUIREMENTS:

IMO Unique Company and Registered Owner Identification Number

- 1.0** All of the Companies and Registered Owners managing Dominica flagged ships of 100 gross tonnage and above engaged on international voyages shall be provided with an identification number which conforms to the IMO Unique Company and Registered Owner Identification Number Scheme adopted by the IMO.
- 2.0** Detailed procedures and guidance on obtaining IMO Company and Registered Owner Number is described in circular CD-MSc 01-08 rev. 01 *Company and Registered Owner Identification Number*.

Implementation

- 3.0** The Commonwealth of Dominica is implementing the Scheme with the effect as of the 25 November 2008.
- 4.0** Companies and Registered Owners of ships which are required to be issued CSR are therefore required to notify the Commonwealth of Dominica Maritime Administration of the Numbers assigned to them without delay.
- 5.0** This policy is to ensure that ships comply with the requirements prior to the date of to the date of entry into force, i.e. 1 January 2009.
- 6.0** The Continuous Synopsis Record (CSR) (insertion of Registered Owner and Company Numbers) will have to be reissued prior to 1 January 2009.
- 7.0** In accordance with the provisions of SOLAS 1974, as amended, Regulation IX-1/3-1.5, the International Safety Management Code (ISM Code) and International Code for the Security of Ships and Port Facilities (ISPS Code) certificates, which are issued by the Commonwealth of Dominica Maritime Administration or by the Commonwealth of Dominica Recognized Organizations, shall be amended to include the IMO Company number when the affected certificate is issued or renewed on or after 1 January 2009.

Up-dated format of Continuous Synopsis Record

- 8.0** The Applications for Continuous Synopsis Record (CDVR-2023) is attached as Annex 1 to this Marine Safety Circular.
- 9.0** The Continuous Synopsis Record Form (CDVR-3043), CSR Amendment Form (CDVR-2023a) and Index of Amendments to CSR Form (CDVR-2023b) are attached as Annexes 2, 3 & 4, respectively, to this Marine Safety Circular.

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ANNEX 1

Application Form for Continuous Synopsis Record

- 1 Ship IMO Number:
 - 2 Flag State:
 - 3 Date of registration with the State indicated in 2:
 - 4 Name of the ship:
 - 5 Port of registration:
 - 6 Name of current registered owner(s):
Registered address(es):
 - 7 Registered owner identification number
 - 8 If applicable, name and address of current registered bareboat charter(s):
 - 9 Name and address of Company (International Safety Management):

Address from where the company carries out safety management activities if other than that listed
 - 10 Company identification number
 - 11 Name of all classification societies with which the ship is classed:
 - 12 Administration/Government/Recognized Organization which issued Document of Compliance:

Body which carried out audit for DoC (if different):
 - 13 Administration/Government/Recognized Organization which issued Safety Management Certificate:

Body which carried out audit for SMC (if different):
 - 14 Administration/Government/Recognized Organization which issued International Ship Security Certificate:

Organization that conducted ISPS verification if different from that issuing the ISSC
- Name of contact person for the Company:

Name: _____ Place: _____ Date: _____

Signature _____

**Amendments to the Continuous Synopsis Record (CSR) for the ship
with IMO Number: _____**

These amendments refer to Synopsis Record no. (fill in): _____ for this ship.
The amendments are shown in the table. Indicate N/C for all items not being changed.

Info. no.	Information	
1	This document applies from (date)	
2	Flag State	N/C
3	Date of registration with the State indicated in 2	
4	Name of ship	
5	Port of registration	
6	Owner's Name and Address	
7	Registered owner identification number	
8	Bareboat Charterer's Name and Address	
9	Name and Address of Company responsible for the Ship's Safety Management System	
	Address from where the Company carries out safety management activities	
10	Company identification number	
11	Classification Society	
12	Administration/Government/ Recognized Organization that issued DOC	
	Body which carried out audit (if different)	
13	Administration/Government/Recognized Organization that issued SMC	
	Body which carried out audit (if different)	
14	Administration/Government/Recognized Organization that issued ISSC	
	Body which carried out verification (if different)	
15	Date on which ship ceased to be registered with the State indicated in no. 2	
16	Remarks (<i>insert relevant information as appropriate</i>)	

THIS IS TO CERTIFY that this record is correct in all respects.

Issued by: Master/Company

Name: _____

At:

Place of Issue of the Record

Date of Issue

Signature of authorized person issuing the record

ANNEX 3

**Continuous Synopsis Record (CSR) for the ship with
IMO Number:**

**This document contains Synopsis Record no. (fill in): for this ship. All
information boxes should be completed. Indicate N/A if "not applicable".**

Info. no.	Information	
1	This document applies from (date):	
2	Flag State	DOMINICA
3	Date of registration with the State indicated in 2	
4	Name of ship	
5	Port of registration	
6	Owner's Name and Address	
7	Registered owner identification number	
8	Bareboat Charterer's Name and Address	
9	Name and Address of Company responsible for the Ship's Safety Management System	
	Address from where the Company carries out safety management activities	
10	Company identification number	
11	Classification Society	
12	Administration/Government/ Recognized Organization that issued DOC	
	Body which carried out audit (if different)	
13	Administration/Government/Recognized Organization that issued SMC	
	Body which carried out audit (if different)	
14	Administration/Government/Recognized Organization that issued ISSC	
	Body which carried out verification (if different)	
15	Date on which ship ceased to be registered with the State indicated in no. 2	
16	Remarks (<i>insert relevant information as appropriate</i>)	

THIS IS TO CERTIFY that this record is correct in all respects.

Issued at:

Place of Issue of the Record

Date of Issue

Signature of the duly authorized official issuing the record

This document was received by the ship and attached to the ship's CSR

on the following date (fill in):

Signature:

When issued, this document specified the most recent Synopsis Record issued by the Administration.

ANNEX 4

**Index of Amendments to CSR document no. (fill in): _____
for the ship with IMO Number:**

After this CSR document was issued, the following amendments to entries on the document have been made by the Company or the Master, and have been attached to the ship's CSR file and have been notified to the Administration:

Date of application of Amendments	Amendment to CSR Information (2-16)	Date amendment form attached to the ship's CSR file

NOTE: *If more amendments are issued than allowed for in the above table, add copies of this table as Appendices to this page. Such Appendices should be numbered from 1 and upwards.*

When relevant, indicate as follows: Appendix no..... has been added to this page.