



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

ADM-003
Rev. 01/12

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND AGENTS**

SUBJECT: Consolidated List of Fees and Charges for Official Documents and Services

Section 1.01 Supersedes: Marine Notice ADM-003, revision 01/11

PURPOSE:

This notice updates the fee structure, which became effective 1 January 2005.

APPLICABILITY:

The Notice is for the information of all owners and potential owners and operators of Liberian flag vessels and all seafarers having or intending to obtain Liberian seafarers documentation for service aboard Liberian flag vessels.

REQUIREMENTS:

The fees in the following Sections are to be remitted by credit card, wire transfer or check.

“Payment instructions with banking details are listed on the Home Page of the LISCR website www.liscr.com, and at the bottom of the page under NEW click on the payment details link”

1.0 Initial Registration Fee and Annual Tonnage Tax

- 1.1 Initial Registration Fee per vessel
For vessels of 14,000 Net Registered Tons and above \$0.13/NRT
(not to exceed \$3,900) plus \$1,500
Registration Administrative Fee: \$6,500

For vessels less than 14,000 Net Registered Tons \$2,500
- 1.2 Annual Fees per vessel
For vessels of 14,000 Net Register Tons¹ and above:
Annual Tonnage tax \$0.10/NRT
Plus \$3,800

For vessels less than 14,000 Net Register Tons:
Annual Tonnage tax \$0.40/NRT
(but not less than \$880.00)

2.0 Marine Safety Inspection

- 2.1 For each vessel 500 gross tons or over, and annual inspection fee is required, as provided by Maritime Regulation 7.191 \$1, 750
- 2.2 For inspections outside a station area or outside normal working hours, or for release of a vessel from detention, restoration of documents, examining rectification of a deficiency, etc., all actual costs will be charged in addition to the fee in sub-paragraph 2.1 above.
- 2.3 As indicated in Regulation 9 (5) of the Maritime Fees Regulations, the fee for Marine Inspection shall be adjusted in accordance with the inflation index in the form of the published Producer Price Index (PPI) of the United States Bureau of Labor Statistics with calendar year 1995 being the base year and \$1200 being the base price. Such adjustments may be subject to a delay in application due to delay in the publication of such statistics.

The Office of the Deputy Commissioner will make this adjustment by amendment to this Marine Notice, effective from the date of publication of said amended Marine Notice.

3.0 Marine Investigations

- 3.1.1 Annual fee payable under Maritime Regulation 2.4 for Marine Investigations and International Participation (MIIPS) for vessels of 14,000 Net Registered Tons and above is:
..... \$.03 per net ton plus \$2,000.
- 3.1.2 Annual fee payable under Maritime Regulation 2.4 for Marine Investigations and International Participation (MIIPS) for vessels less than 14,000 Net Registered Tons is
..... \$.07 per net ton plus \$1,000.
- 3.1.3 While no fees are payable regarding specific Hearings, the Parties and interested persons may be required to pay certain actual costs in connection therewith.

¹ The alternative pricing for vessels of 14,000 NRT and larger is applicable only for vessels entering the registry after July 1,2000.

4.0 Change of Name

- 4.1 For securing the change of name of a vessel under Section 77 of the Maritime Law:\$100
- 4.2 A supplemental fee is also charged to cover the cost of publishing name changes \$150

5.0 Documentation of Vessels

- 5.1 For the issuance of a Certificate of Registry
(Permanent or Provisional)..... \$250
- 5.2 For the re-issuance of a Certificate of Registry
(Permanent or Provisional)..... \$250
- 5.3 For the issuance of an Extension to a Provisional Certificate of Registry:
 - .1 For a vessel in navigation \$500
 - .2 For a vessel in Laid-up Status..... \$250
- 5.4 For the issuance of a Port Authority Letter \$100
- 5.5 For the issuance of a Letter of Consent to Bareboat Charter Register\$100
- 5.6 For the issuance of a Letter of Consent to Foreign Bareboat Charter Register\$100
- 5.7 For issuance of a Certificate of Permission for Bareboat Charter Registration\$100
- 5.8 For issuance of a Certificate of Permission for Foreign Bareboat Charter
Registration\$250
- 5.9 For Bareboat Charter Registration renewal.....\$500
- 5.10 For Foreign Bareboat Charter Registration renewal\$500
- 5.11 For termination of Bareboat Charter or Foreign Bareboat Charter Registration\$300
- 5.12 For Bareboat Charter Deletion Notation \$250
- 5.13 For processing of documentation in connection with re-registration (does not include
issuance of Permanent and Provisional Certificates of Registry) \$1,500
- 5.14 For processing of documentation in connection with bareboat re-registration of a Liberian
flagged vessel from a regular official number to a bareboat official number or from a
bareboat official number to a regular official number \$2,500
- 5.15 For the issuance of a Certificate of Permission to Sell for re-registration \$250
- 5.16 For the issuance of a Certificate of Permission to Transfer out of Liberian Registry:

.1	90 days validity	\$250
.2	180 days validity	\$350
5.17	For the issuance of Certificate of Cancellation of Registry of Liberia	\$250
5.18	For processing of documentation in connection with deletion of directly registered vessel (does not include issuance of Permission for Transfer and Certificate of Cancellation)	\$750

6.0 Recording of Instruments

6.1	For recording a Bill of Sale of a vessel	\$250
6.2	For the recordation of any other instrument, including a Mortgage, Amendment, Supplement or other instrument recordable under the Liberian Maritime Act or Regulations, whether or not it provides for the addition of new security, or deals with an obligation unrelated to that described in the original Mortgage	\$600
6.3	For the recording of a Mortgage Satisfaction, Release or Discharge	\$250
6.4	For recording Fleet Mortgage (per vessel).....	\$600
6.5	For Fleet Mortgage Release (per vessel).....	\$250

7.0 Radio Communications

7.1	For the issuance of a Temporary Authority to operate a Ship Station at registration	\$100
.1	First renewal	\$100
.2	Second and subsequent renewals.....	\$200
7.2	For Ship Permanent Station License at registration: Original issuance; amendment:	\$200
7.3	Renewal of Ship Permanent Station License	\$400

8.0 LRIT Fees

The following fees shall apply to LRIT documentation issued by The Liberian Administration:

8.1	Initial Conformance Test Report.....	\$250
8.2	Amended and/or subsequent Conformance Test Report.....	\$250
	For duplicate Conformance Test Report.....	\$150
8.3	The Conformance Test Report will be returned by courier to the applicant.	

9.0 Merchant Marine Personnel Certification

(See publication RLM-118 for further details.)

- 9.1 For examination of an applicant, and/or initial issuance of Officer Certificate upon qualification, as follows:
 - .1 Charge for submitting paper applications per application; this does not include charges for secure handling and processing \$100
 - .2 For all officers’ navigational and engineering licenses \$275
(Fee includes GMDSS and other required officer functions)
 - .3 First and Second Class Radio Electronic Operator – GMDSS \$275
(Fee includes GMDSS and other required officer functions)
 - .4 Examination Fee for any Navigational Engineering or MOU Officer exam.....\$275
 - .5 Certification Fee for Officer’s Certificate after successfully completing Liberian Officer’s Examination\$275
 - .6 Re-examination Fee after failure of one or more sections of Liberian Officer examination..... \$275
- 9.2 Translation Fee for examination, if taken in any language other than English..... \$100
- 9.3 For license renewal..... \$275
- 9.4 For issuance of Certificate of Receipt of Application (if done by the agent) \$35
If done by Seafarer’s Documentation Department Client Services Staff..... \$50
- 9.5 For replacement of lost officer certificate \$50
- 9.6 For Seafarer’s Identification and Record Book
 - .1 Issuance of Seafarer’s Identification and Record Book \$50
 - .2 Issuance of Supernumerary Book \$50
 - .3 Renewal of Seafarer’s Identification and Record Book \$50
 - .4 Replacement of lost Seafarer’s Identification and Record Book..... \$50
- 9.7 For issuance of the following special qualification certificates:
 - .1 Wiper, Junior Ordinary Seaman, GP-Trainee, Messman with book n/c
 - .2 Wiper, Junior Ordinary Seaman, GP-Trainee, Messman w/o book \$30
 - .3 For issuance of the following special qualification certificates when requested to be placed in applicant’s Seaman’s book; Basic Training, GMDSS, Advanced Firefighting, Medical Care Person in Charge, First Aid Provider, and Proficient in Survival Craft/Rescue Boats\$30

.4	For issuance of the following special qualification certificates when not included on an officer certificate; GMDSS, Advanced Firefighting, Medical Care Person in Charge, First Aid Provider, and Proficient in Survival Craft/Rescue Boats.....	\$30
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RATINGS

.5	For issuance of the following special qualification certificates; Able Seaman, Ordinary Seaman, and Bosun.....	\$30
.6	For issuance of the following special qualification certificate: Chief Steward, Chief Cook, Cook, and Assistant Cook.....	\$30
.7	For issuance of the following special qualification certificates: Oiler/Motorman, Fireman/Watertender, GP-1, GP-2 Electrician, and Pumpman.....	\$30
.8	Proficient in Survival Craft/Rescue Boats and Fast Rescue Boat Operator.....	\$30
.9	All Tankerman special qualification certificates.....	\$30
.10	Examination Fee to take Able Seaman, Oiler or MOU Rating exam.....	\$30
.11	Ship Security Officer Special Qualification Certificate.....	\$30
.12	Special qualifications renewals/replacements (when ordered with a renewed book).....	\$10

9.8	All applications reviewed and rejected are subject to an assessment for work performed of up to.....	\$100
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9.9	Training course approval.....	Cost Recovery Basis
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9.10	Secure delivery (courier) packaging and handling fees:	
.1	Per Identification and Record Book (after the first seven docs).....	\$5
.2	Per Officer Certificate of Competence (after the first seven docs).....	\$5
.3	Per special qualification certificates sent separately (after the first seven docs).....	\$5
.4	Per special qualification certificates sent with book.....	n/c
.5	Minimum secure delivery fee (up to the first seven documents).....	\$45

10.0 Miscellaneous

10.1	For the issuance of each Certificate of Ownership and Encumbrance of a vessel,	\$150
10.2	For Certified Extract of Preferred Mortgage Index.....	\$150

10.3	For providing certified copies of a Mortgage.....	\$250
10.4	For providing certified copies of documents (other than mortgage instruments), for first copy of each document provided and certified (plus costs)	\$100
	Additional certified copies, each (plus costs)	\$100
10.5	For issuance of a waiver under Section 51(5), 51(6) or 51(7) of the Liberian Maritime Law:	
	.1 Under Section 51(5), or 51(7) of the Liberian Maritime Law	\$250
	.2 Under Section 51(6) of the Liberian Maritime Law	\$500
10.6	For certification of Articles of Agreement, entire set	\$100
10.7	For signing on or off Articles of Agreement, each crewmember.....	\$10
10.8	For issuance of Minimum Safe Manning Certificate	\$200
	For replacement/duplicate of Minimum Safe Manning Certificate	\$200
10.9	For issuance of Manning Dispensation	\$200
10.10	For certification of extract from log book.....	\$50
10.11	For noting or receiving Note of Protest in duplicate, and certifying two copies Hereof.....	\$50
10.12	Investigation (Narrative) Report approved for release and published.....	\$50
	(Plus shipping & handling charge). Each additional copy.....	\$25
	(Plus shipping & handling charge).	
10.13	Issuance of an Initial or Renewal Civil Liability Certificate for Oil Pollution Damage, per vessel.....	\$200
	Plus courier fee per shipping Address.....	\$45
10.14	Issuance of an Initial or Renewal Civil Liability Certificate for Bunker Oil Pollution Damage, per vessel for Liberian registered vessel:	\$200
	Plus courier fee per shipping Address:.....	\$45
10.15	Issuance of an Initial or Renewal Civil Liability Certificate for Bunker Oil Pollution Damage, per vessel for Non-Liberian Vessel.....	\$450
	Plus courier fee per shipping Address:.....	\$45
10.16	Approving Shipboard Oil Pollution Emergency Response Plan, per vessel.....	\$500
	For each additional plan submitted by an owner based on the original approved plan, per vessel.....	\$250
10.17	Continuous Synopsis Record (CSR):	
	1. Issuing or Updating the Continuous Synopsis Record (CSR).....	\$250
	2. For replacing a ship's Liberian CSR file.....	\$300

For duplicate Continuous Synopsis Record (CSR)	\$100
10.18 Ship Security:	
1. Approving Ship's Security Plan	\$1000
2. Verification audit with issue of International Ship Security Certificate	\$2100
10.19 Loadline Alteration Book.....	\$500
10.20 For exemptions granted under IMO Conventions for Load Line, SOLAS, MARPOL, COLREG or IMO Codes	\$150 – \$1,000
10.21 For a Certificate of a Marriage, Birth, Death or Burial at Sea	\$100
10.22 For issuance of exemptions, approvals or authorizations not otherwise specified.....	\$*
	*Case by case basis.
10.23 For issuance of any Certificate or document not otherwise specified (plus costs).....	\$200
10.24 For Certified Extract of BCR Index	\$150
10.25 For Certified Extract of FBCR Index	\$150
10.26 For authentication of any document not otherwise specified.....	\$100

11.0 Fees for Special Services

11.1 New York Office:

11.1.1 The fees for services requiring the attendance of a representative of the Office of The Deputy Commissioner during a transaction conducted outside the normal hours of business 0900 to 1700 hours

First two (2) hours of transaction or any portion thereof.....	\$525
Each additional one (1) hour or portion thereof	\$175

11.1.2 The fees for services requiring the attendance of a representative of the Office of The Deputy Commissioner during a transaction conducted after 1700 on Friday and before 0700 on Monday, or is scheduled on a holiday as defined by the New York Office of The Deputy Commissioner:

First two (2) hours of transaction or any portion thereof.....	\$650
Each additional one (1) hour or any portion thereof.....	\$225

11.2 Regional Office:

11.2.1 For services performed by the personnel in a Regional Office outside of normal business hours:

First two (2) hours of transaction or any portion thereof.....	\$250
Each additional one (1) hour of transaction or any portion thereof.....	\$125

If the above transaction commences after 1700 on Friday and before 0700 hours on Monday, or is

scheduled on a local holiday, the fees for the services are:

First two (2) hours of transaction or any portion thereof.....	\$350
Each additional one (1) hour transaction or any portion thereof	\$175

Where such services are made available outside the normal business hours of a regional office, the actual cost of meals & transportation shall also be applied per transaction.

11.2.2 For services performed outside of the Regional Office during weekdays and travel is requested,

First two (2) hours of transaction or any portion thereof.....	\$250
Each additional one (1) hour transaction or any portion thereof	\$125

Plus the actual cost of meals, lodging, transportation or any portion thereof.

11.3 Fees for secretarial, cable, fax, photocopying and secure delivery expenses incurred for the convenience of the requesting party and/or for the secure delivery of Official Documents shall be charged as follows:

Fixed fee for New York Office vessel initial registration transactions.....	\$150
Fixed fee for other New York Office vessel transactions	\$100
Secure delivery fee per Seafarers Identification and Record Book	\$5
Secure delivery fee per Officer Certificate of Competence	\$5
Delivery of any other Official Documents listed in §5.0 thru §9.0.....	Actual Cost

12.0 Consular Fees

The following are only payable in U.S. Dollars directly to a Liberian Consul who issues the indicated document or performs the indicated services at the prior request of the shipowner or Master

12.1 Bill of Health, issue or certification, in duplicate	\$25
12.2 Bill of Health, supplement, in duplicate.....	\$25
12.3 Bill of Health, variance	\$25
12.4 Bill of Health, certification, in duplicate.....	\$25
12.5 Manifest or Cargo list, certification of each list, in duplicate.....	\$25
12.6 Manifest or cargo list, certification of each additional copy.....	\$25
12.7 Passenger list, certification of each list	\$25
12.8 Passenger List, certification of each additional copy.....	\$25
12.9 Crew List, certification of each list	\$50
12.10 Crew List, certification of each additional copy	\$50
12.11 Articles of Agreement, certification of entire set and attachments	\$50

11.12	Articles of Agreement, opening and closing	\$50
12.13	Articles of Agreement, signing on or off, per crewmember	
	.1 For one (1) to ten (10) crewmembers	\$25
	.2 For eleven (11) or more crewmembers	\$10
12.14	Logbooks, opening (stamping all pages).....	\$50
12.15	Logbooks, closing (stamping cover and all pages)	\$50
12.16	Logbooks, certification of original extract therefrom,	\$25
12.17	Logbooks, certification of original extract therefrom, each additional copy	\$25
12.18	Protests, noting or receiving, in duplicate	\$25
12.19	Protest, certification thereof, in duplicate	\$25
12.20	Protests, certification of each additional copy	\$25
12.21	Verification of sea time for Seafarer’s Identification and Record Book.....	\$25
12.22	Issuance of (Port) Clearance only where it is required by local authorities.....	\$25

13.0 Corporate Fees

13.1 Initial Fees

The following are payable to LISCR Corporate department prior to completion of the registration of the ship owning entity in Liberia. The fee includes the first year’s annual fees.

13.1.1	Liberian Corporation, LLC Registration Cost.....	\$713.50
13.1.2	Foreign Maritime Entity (FME) Registration Cost	\$1,525
13.1.3	Limited Partnership	\$1,225
13.2.	<u>Recurring Annual Fees</u>	
13.2.1	Liberian Corporation, LLC Annual Fees	\$450
13.2.2	Foreign Maritime Entity (FME), Limited Partnership Annual Fees	\$500



LISCR, LLC

SEAFARERS & MARITIME OPERATION
CREDIT CARD AUTHORIZATION FORM



Article V. PLEASE SEE INSTRUCTIONS FOR COMPLETION OF THIS FORM

Type of Payment: Seafarers Maritime Operation

Account Holder (Person who signed on back of the card):

Name:	Signature:
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Billing Address (Address to which the credit card invoice/statement is mailed):

Street Address:	
City:	
Country:	Postal/Zip Code:

Email Address of Account Holder:

Contact Numbers of Account Holder:

Telephone:	Fax:
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Credit Card Information: VISA AMEX MASTERCARD

Credit Card Number:																				
Security Code: (SEE INSTRUCTIONS)	Issue Number: (SEE INSTRUCTIONS)																			

Expiration Date:

Valid From (DDMMYY):																				
Valid To (DDMMYY):																				

Payment Information:

Agent Name:	Agent Number:								
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Invoice/Work Order Number	Vessel Name/Payment Description	Official Number	Amount
Total Charge:			\$

Section 5.01 Fax form to LISCR at +1-703-790-5655

Article VI. INSTRUCTIONS FOR PAYMENT BY CREDIT CARD

Please provide the following information:

- **Account Holder:** The account holder is the person whose signature appears on the back of the card. While this may seem obvious in case of personal cards, there might be confusion when someone is paying with a corporate card. The account holder is NOT the company named on the card, but the employee to whom the card has been issued. The spelling of the name of the account holder must be the same as on record with the credit card bank, or the transaction will be rejected.
- **Billing Address:** The billing address is the address to which the credit card statement is mailed. In case of a corporate credit card, that would be the address of the company, not the address of the employee or account holder. The billing address must contain at least two lines for a street address and city, and must agree with the address on file with the credit card bank, or the transaction will be rejected.
- **Email Address** (if available)
- **Contact Telephone and Fax Numbers:** Both telephone and fax numbers of the account holder are required, as the credit card bank needs a telephone number to contact the account holder if necessary.
- **Credit Card Information:**
Select Visa, Mastercard or American Express and enter the following required information in the fields provided:
 - **Credit Card Number:** This is the 16 digit number shown on the face of the credit card
 - **Security Code:** The security code is a number printed on the card. The number is not embossed on the card and hence not printed on receipts etc. making it much harder for anyone other than the cardholder to know what the code is. This will help prevent 'cardholder not present' fraud. A security code is now printed on the vast majority of credit/debit cards. The format and position of the security code varies across card schemes. Some cards have a three-digit number printed at the end of the cards' signature strip. Some (AMEX cards for example) have a four-digit number on the front of the card. Some card issuers refer to this number as the 'Security Code', others as the 'personal security code' and others as 'Card Verification Value'. In addition, it may also go by the name of 'CVV2' for Visa Cards, 'Card Verification Code' (CVV) for Mastercard/Eurocard and 'Security Code' for AMEX cards. If the security code is unknown or if there is no security code on the card, leave the field blank.
 - **Issue Number:** The issue number is generally used on European, and especially UK credit cards. If present on the card, the code will be properly identified as "issue number"; if there is no issue number, leave the field blank.
- **Expiration Date:**
 - **Valid From – Valid To:** European cards generally have "Valid From" and "Valid To" dates embossed on the card. Most US cards have only "Valid To" dates, which are generally referred to as "Expiry Date" or "Expiration Date". Although six fields have been provided for day, month and year, many cards will show only month and year, in which case enter the information provided in the appropriate fields.
- **Payment Information:**
The following payment information must be provided:

For Maritime Operations:

- Agent Name and Number
- Vessel Name and Official Number
- Invoice Number / Payment Description
- Amount

For Seafarers:

- Agent Name and Number
- Description and Work Order Number
- Amount

If you are paying more than one invoice, each invoice is to be recorded separately on the Authorization Form.

Amount: All amounts paid must be shown in US\$ and should correspond to the amount due shown on the invoice. If you make a partial payment of the invoice, please provide an appropriate explanation. If you pay an amount larger than the sum of the invoices listed on the Visa-MasterCard-American Express Authorization Form, please provide an explanation on how to treat the overpayment (apply to next year's invoices, credit to other outstanding invoices, refund at a later date, etc.). The total of all invoices paid must be entered in the last line under "Total Charge". This is the amount of the credit card charge.