

GUIDANCE NOTE 03/2008

COMPANY CONTACTS

To: OWNERS, MANAGERS, MASTERS OF CAYMAN ISLANDS SHIPS

This Guidance Note was previously issued as Shipping Notice MACI 003/08 and the content remains unchanged.
A copy of Shipping Notice MACI 003/08 is attached to, and forms part of, this Guidance Note.

Date of original publication: **20 May 2008**

Date of this publication: **01 September 2014**



3rd Floor, Kirk House
22 Albert Panton Street
P.O. Box 2256
Grand Cayman KY1-1107
CAYMAN ISLANDS

Fax: (1 345) 949 8849
Tel: (1 345) 949 8831
E-mail: survey@cishipping.com
Web site: www.cishipping.com

SHIPPING NOTICE NO. MACI 003/08 – COMPANY CONTACTS

THIS SHIPPING NOTICE CONTAINS INFORMATION AND GUIDANCE TO ENSURE THAT THE CAYMAN ISLANDS SHIPPING REGISTRY HAS CURRENT CONTACT DETAILS TO DISSEMINATE IMPORTANT INFORMATION

THIS NOTICE IS DIRECTED PRIMARILY AT:

- OWNERS, MANAGERS OR OPERATORS OF CAYMAN ISLAND SHIPS,
OR THEIR AGENTS;

1 Introduction

In order for the Cayman Islands Shipping Registry to keep ship owners and managers informed of current developments in maritime security and maritime safety, it is important that we maintain up to date details of contact persons within companies.

This is an ongoing process as changes are made in organizations to staff positions, telephone numbers and email addresses.

The Cayman Islands Shipping Registry is making improvements in the ways we distribute this information to our clients. As part of these improvements we are currently updating our client contact database. When complete, this database will enable us to distribute safety and security information directly to the appropriate people.

The database will be split into two sections. One will relate to maritime security and the other to general safety and regulatory issues. There is, of course, no reason why individuals can not be included in both.

2 Maritime Security

The maritime security list is primarily intended for Company Security Officers. However, the company may nominate additional individuals to also receive this information, provided such individuals have a genuine need to access this information. This information will not be publically available through www.cishipping.com.

The information distributed will include:

Changes to worldwide maritime security levels for Cayman Islands ships.

Maritime security related information distributed by the UK Government.

Security Advisories from the Cayman Islands Shipping Registry.

3 Safety and Regulation.

This section is primarily intended for Designated Person, as defined in Section 4 of the ISM Code. Again, companies may nominate additional persons to receive this information. Generally, this information will also be available from www.cishipping.com.

Such information will include:

Cayman Islands Shipping Notices, as they are published.

Information and guidance on changes to regulation which will have an impact on Cayman Islands ships.

Recommendations and “lessons learned” from the investigation of accidents and marine casualties.

4 Ensuring up to date information.

Attached to this Shipping Notice is a “Contact Information Form” that companies should complete to nominate the recipients of the above information.

Section one contains general company details, section two the recipients for security information and section three the recipients of safety related information.

Under the heading “function”, please use one of the following designations:

“CSO” – Company Security Officer

“DCSO” – Deputy Company Security Officer

“DPA” – Designated Person

“DDPA” – Deputy Designated Person

“Other” – Recipients with functions other than those above

Should a company wish to delegate more than five recipients in each section, additional sheets should be completed. This form should also be used when the company wishes to make changes to their nominated recipients.

It is important that companies complete this form and return to CISRUK@cishipping.com as these details will be used exclusively to distribute this information from 01 August 2008.

CAYMAN ISLANDS SHIPPING REGISTRY

1st Floor, Vanbrugh House
Grange Drive
Hedge End
Southampton, SO30 2AF
United Kingdom



For enquiries please contact:
Fax: +44 1489 799 204
Tel: +44 1489 799 203
E-mail: cisruk@cishipping.com
Web site: www.cishipping.com

COMPANY CONTACT DETAILS

Company Information¹.

Company Name:
Address:

Telephone:
Fax:
Email:

Maritime Security Contact Details².

Function	Name	Email	24hr Telephone
CSO			

Maritime Safety Contact Details³.

Function	Name	Email	24hr Telephone
DPA			

Date Submitted: SHEET of

When complete, please email this form to CISRUK@cishipping.com. This form should also be used when making changes to the persons you wish to receive safety and security related information.

¹ General contact information for the company. The name and address should be as is shown on the ISM Document of Compliance.

² Details of who in the company is to receive maritime security information from the Cayman Islands Shipping Registry and **must** include all Company Security Officers (ISPS A/11) with responsibilities in relation to Cayman Islands ships. All persons should have a genuine "need to know" in relation to this information.

³ Details of who in the company is to receive general safety information and Shipping Notices. This **must** include all Designated Persons (ISM 4) with responsibilities in relation to Cayman Islands ships.