

## Maritime Authority of the Cayman Islands

### Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice  
Updated January 2022 and published February 2022.*

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#### 1. About the Publication Scheme

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Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Maritime Authority of the Cayman Islands to making information available to the public as part of its normal business activities.

The Maritime Authority of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## 2. Information that may be withheld

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The Maritime Authority of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the Maritime Authority of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *Section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Maritime Authority of the Cayman Islands' (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *Section 6: Complaints*.

## 3. Methods of access

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Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme.

### Online

Many of our documents are published electronically on our website, [www.cishipping.com](http://www.cishipping.com) and can be downloaded in PDF format.

If you have any trouble locating information, please contact [foi@cishipping.com](mailto:foi@cishipping.com)

Should you not have access to a computer or the internet the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit:

Tel: +1 345 949-8831

Fax: +1 345 949-8849

Email: [foi.maci@gov.ky](mailto:foi.maci@gov.ky)

Monday – Thursday, 10.00am – 3pm | Friday, 10.00am - 2pm

### Email

Some information listed in our publication scheme may not be published on our website. This may be an existing chargeable service or this information may be sent by email. You can email us at [foi@cishipping.com](mailto:foi@cishipping.com) to request information. Please provide a telephone number so that we can call you to clarify details, if necessary.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345 949-8831.

### Post

All information listed in the publication scheme may be available in hard copy. Requests may be addressed to:

Manager, Information - FOI  
Maritime Authority of the Cayman Islands (MACI)  
PO Box 2256  
Grand Cayman KY1-1107  
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details, if necessary. For faster processing, please also include any applicable fee. (See *Section 4: Fees and charges* for further details)

### Personal visits

If you are required or wish to make an appointment to view information in a physical format, please contact by email at [foi@cishipping.com](mailto:foi@cishipping.com) or by telephone on +1 345 949-8831.

### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact by email at [foi@cishipping.com](mailto:foi@cishipping.com) or by telephone on +1 345 949-8831.

The Maritime Authority of the Cayman Islands will adhere to its obligations under *Section 10: Forms of Access* of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Maritime Authority of the Cayman Islands is legally required to translate any information, it will do so.

#### **4. Fees and charges**

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The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Maritime Authority of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on compact disc. Charges will reflect the actual costs of reproduction and postage.

##### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Please refer to *Freedom of Information (General) Regulation (2021 Revision), Schedule 3* for a complete list of fees.

##### Postage costs

The Maritime Authority of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will then be provided once the Maritime Authority of the Cayman Islands has received your payment.

##### Existing services

Fees will be charged for information that is already an existing service.

Existing services may be viewed on our website:

[www.cishipping.com](http://www.cishipping.com)

# VESSELS LOCALLY OWNED, OPERATED AND HOME PORTED IN THE CAYMAN ISLANDS

## SECTION 1 – SERVICES FOR WHICH FIXED FEES ARE CHARGED

### Part A – VESSEL AND MORTGAGE REGISTRATION AND RELATED SERVICES

Service / Activity	Yachts	Local	Merchant
A.1. Vessel Registration	Fee US\$	Fee US\$	Fee US\$
1) Registration, Transfer, Transmission or Deletion of vessels:			
Yachts up to 400 GT	700	n/a	n/a
Yachts over 400 GT	1,150	n/a	n/a
All Merchant Vessels	n/a	n/a	1,750
All Local Vessels	n/a	350	n/a
2) Optional initial 3-Year Term Registration for pleasure vessels with a length (TL) under 24 m. Includes initial registration fee and prepaid annual tonnage fee for 3 years.	1,700	n/a	n/a
Renewal for further 3 years	1,200	n/a	n/a
3) Registration of Transfer or Transmission of Ownership of a vessel	900	450	800
4) Transfer of Port of Registration for a vessel between Cayman Islands Ports	700	350	n/a
5) Registration of a Ship Under Construction	600	300	600
6) Registration of alterations and changes in particulars to a vessel (per change)	450	225	450
7) Authorisation of a “Declaration of Lifeboats and Tenders attached to a vessel”, where applied for other than at the time of initial registration of the parent vessel	200	100	200
8) Change of vessel type: (Pleasure Yacht, Commercial Vessel, Yacht Engaged in Trade, etc)	550	225	n/a
9) Processing and approval for reservation of a name for a vessel (valid for 12 months)	600	600	600
10) Out of Hours Service Surcharge (in addition to the normal applicable fee) per hour or part thereof	-	-	-

<b>Service / Activity</b>	<b>Yachts</b>	<b>Local</b>	<b>Merchant</b>
	<b>Fee US\$</b>	<b>Fee US\$</b>	<b>Fee US\$</b>
11) Over-the Counter Service Surcharge (in addition to the normal applicable fee)	100% of normal fee	100% of normal fee	100% of normal fee
12) Survey for tonnage measurement and issue of appropriate Tonnage Certificate under the Tonnage Regulations for vessels under 24 meters in length	450	225	n/a
<b>A.2. Mortgage Registration</b>			
13) Registration/Discharge/Transmission/Transfer of a mortgage	600	300	600
14) Recording of a Priority Notice regarding a mortgage	400	200	400
15) Change in mortgage particulars (per hange)	450	225	450
<b>A.3. Annual Tonnage Fee (ATF), Casualty Investigation Fund and Annual Flag State Compliance Fee</b>			
16) a) Annual Tonnage Fee Type 1			
Minimum Annual Fee (for vessels up to 400 GT)	500	150	n/a
For the first 1,000 GT	700	300	1,100
Each gross tonnage unit over 1,000 GT	0.200	0.100	0.075
For merchant vessels over 37,500 GT (max. fee)	n/a	n/a	3,725
16) b) Annual Tonnage Fee Type 2			
Minimum Annual Fee	n/a	n/a	3,700
For the first 1,000 GT	n/a	n/a	3,700
Each gross tonnage unit over 1,000 GT	n/a	n/a	0.075
For merchant vessels over 37,500 GT (max. fee)	n/a	n/a	6,325

<b>Service / Activity</b>	<b>Yachts</b>	<b>Local</b>	<b>Merchant</b>
	<b>Fee US\$</b>	<b>Fee US\$</b>	<b>Fee US\$</b>
17) Casualty Investigation Fund			
Yachts up to 400 GT	30	12	n/a
Yachts over 400 GT	45	18	n/a
All Merchant Vessels	n/a	30	75
18) Annual Flag State Compliance Fee			
Yachts up to 400 GT	7,200	n/a	n/a
Yachts over 400 GT	10,500	n/a	n/a
All Merchant Vessels	n/a	n/a	2,600
<b>A.4. Issuance of Transcripts, Inspection of the Register, Re-processing of documents and Change of Particulars</b>			
19) Issuance of a Transcript or Certificate of Registry or certified copies thereof	300	300	300
20) Issuance of a Transcript of Register (Online application)	200	200	200
21) Inspection of Register Book, Re-processing a document, Change of particulars (per transaction)	200	200	200
<b>B.1 Crew Compliance and Safe Manning</b>			
1) Assessment of application for and initial issuance of a Minimum Safe Manning Document (MSMD)	700	700	700
2) Assessment of application to vary and re-issue an existing MSMD or the renewal of a MSMD upon its expiration, as appropriate	350	350	350

<b>Service / Activity</b>	<b>Yachts</b>	<b>Local</b>	<b>Merchant</b>
	<b>Fee US\$</b>	<b>Fee US\$</b>	<b>Fee US\$</b>
3) Issuance of, and/or assessment of application for, an Endorsement or License recognising a Certificate as valid for service on a Cayman Islands vessels (50% for cancellations/re-issuances)	320	320	320
4) Processing of an application for a Seaman's Discharge Book or other seafarer's document (50% for cancellations/re-issuances)	110	110	110
5) Verification of sea service from a seafarer who has served on a Cayman Islands vessel	110	110	110
<b>B.2 Supply of vessel books Etc.</b>			
6) Vessel Log and Record Books	50	50	50
7) Cayman Islands Merchant Shipping Legislation	Varies by Instrument	Varies by Instrument	Varies by Instrument
<b>B.3 Miscellaneous Charges</b>			
8) Communication and/or faxing of documents (per transaction)	50	50	50
9) Sending documents by courier			
Where cost is paid by the Authority	Cost + 10%	Cost + 10%	Cost + 10%
Otherwise	25 Service fee	25 Service fee	25 Service fee



## SECTION 2 – HOURLY RATES FOR CHARGEABLE TIME & COURIER FEES

The hourly rate for chargeable time shall be:

Hourly Rate	Yachts	Local	Merchant
	Fee US\$	Fee US\$	Fee US\$
Professional Surveyor Rate (PSR)	245	245	245
Consultative Rate (COR)	305	305	305

Sending documents by Courier:

Sent From	Sent To	US\$
George Town & USA	SA, Canada and Caribbean	60
	United Kingdom	65
	Rest of World	75
All other offices-	Within country of origin	60
	Rest of World	65

*Note: For guidance only, an exchange rate of US\$1.00 = CI\$0.82 is normally applied when converting between US\$ and CI\$ amounts. This exchange rate is subject to change without notice.*

Where fees are charged on a time expended basis, the hourly rate applied shall be that appropriate to the level at which the work is necessarily carried out, as determined by the Chief Executive Officer, and more than one hourly rate may apply for any service or related activity.

All travel undertaken by the authority will incur a daily allowance rate of US\$122.

## 5. Requests for information outside the Publication Scheme

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Information held by the Maritime Authority of the Cayman Islands that is not published under this scheme can be requested in writing and should be addressed to:

Manager, Information - FOI  
Maritime Authority of the Cayman Islands (MACI)  
PO Box 2256  
Grand Cayman KY1-1107  
Cayman Islands

Fax: +1 345 949-8849  
Email: [foi@cishipping.com](mailto:foi@cishipping.com)

Monday – Thursday, 8.30am – 5pm | Friday, 8.30am - 4pm

Requests will only be accepted in writing and can be sent via fax, email, post or hand delivered. Please include a name, mailing or email address. Kindly indicate the format in which you wish to receive the information you have requested, e.g. photocopies or scanned copies. Your request will be considered in accordance with the provisions of the FOI Law.

See: [www.cishipping.com](http://www.cishipping.com) - FOI - Making a Request

## 6 Complaints

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The Maritime Authority of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme you may contact our Information Manager who will try to resolve your complaint as quickly as possible. Also, if you are dissatisfied with our response, you are entitled to an internal review. Please contact:

Physical address:

Manager, Information - FOI  
Maritime Authority of the Cayman  
Islands (MACI)  
Unit 1, Breezy Castle  
125 Owen Roberts Drive,  
George Town

Mailing address:

Manager, Information - FOI  
Maritime Authority of the  
Cayman Islands (MACI)  
PO Box 2256  
Grand Cayman KY1-1107  
Cayman Islands

Tel: +1 345 949-8831  
Fax: +1 345 949-8849  
Email: [foi@cishipping.com](mailto:foi@cishipping.com)

Monday – Thursday, 8.30am – 5pm | Friday, 8.30am - 4pm

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Physical address:

Office of Ombudsman,  
5<sup>th</sup> Floor, Anderson Square,  
64 Shedden Road  
George Town, Grand Cayman

Mailing address:

Office of Ombudsman,  
PO Box 2252  
Grand Cayman KY1-1107  
Cayman Islands

Tel: +1 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

Monday - Friday, 9:00am - 4:30pm

## 7. Categories of information

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- About us
- Finance & Administration
- Decisions & Recommendations
- Strategic Management
- Policies & Procedures
- Our Services & FAQ

### ABOUT US

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The Maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Law (2005) which came into effect on July 1, 2005. The Authority is wholly-owned by the Government of the Cayman Islands but governed by a Board of Directors appointed by the Governor of the Cayman Islands.

#### Ministry

Ministry of Financial Services and Commerce (MFSC).

#### Principal Officers and Key staff

Chief Executive Officer: A. Joel Walton

Divisional Heads:

Global Director Commercial Services:

Kenrick Ebanks

Global Director of Global Safety and Compliance:

Greg Evans

Global Director Human Resources and Admin:

Glenda Dilbert-Davis

#### Information manager

Information Manager: Nicola Moore-Gothár

#### Organisation and functions

As the national maritime administration for the Cayman Islands, the Maritime Authority of the Cayman Islands (MACI) facilitates the development of Cayman as an international maritime centre and helps foster a dynamic environment that supports its clients' efforts to maximise their respective stakeholders' growth opportunities and returns in global shipping; whilst promoting compliance with international standards, regional agreements, and Cayman's legislation in the areas of maritime safety and security, marine environmental pollution prevention, and social responsibility, particularly in respect to seafarers' welfare.

#### Global Offices

Head Office – Grand Cayman

European Regional Office – Southampton, U.K.

#### Global Network of Representatives

Representative – Australia

Representative – London

Representative – France

Representative - Panama

Representative – Greece

Representative - Philippines

Representative – Italy

Representative – New Zealand

Representative – Holland

Representative – Spain

Representative – Japan

Representative – Singapore

Representative - Jersey

Representative – U.S.A.

#### Boards and committees

Please request information relating to boards and committees in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Name	Meetings
Cayman Islands Ship-owners Advisory Council	Annually
Cayman Island Shipowners' Advisory Council – Yacht Committee	Annually
Marine Patrol Strategy Workgroup	Bi-annually
Maritime (Shipping) Sector Consultative Committee	Quarterly
Maritime Authority Board of Directors	Quarterly
Red Ensign Group Conference	Annually

## **STRATEGIC MANAGEMENT**

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Administering the Authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the Authority's functions and responsibilities; obtaining legal advice from external sources.

### ***Copies of all Laws and Regulations available at cost from the Legislative Assembly:***

#### **Primary Legislation:**

1. The Maritime Authority Act (2013 Revision)
2. The Merchant Shipping Act (2021 Revision)
3. The Merchant Shipping (Marine Pollution) Act, 2001

#### **Regulation Made Under the Current Merchant Shipping Law and the Current Marine Pollution Law:**

1. The Merchant Shipping (Returns of Births and Deaths) Regulations, 2004.
2. The Merchant Shipping (Classes of Ships) Regulations, 2002.
3. The Merchant Shipping (Carriage of Packaged Irradiated Nuclear Fuel Etc) (INF Code) Regulations, 2003.
4. The Merchant Shipping (Classes of Ships) Regulations, 2002.
5. The Merchant Shipping (Prevention of Collisions and Use of Distress Signals) Regulations, 2003.
6. The Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations, 2002.
7. The Merchant Shipping (Entry into Dangerous Spaces) Regulations, 2004.
8. The Merchant Shipping (Guarding of Machinery and Safety of Electrical Equipment) Regulations, 2004.
9. The Merchant Shipping (Load Line) Regulations, 2002.
10. The Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) Regulations, 2004 Revision
11. The Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) (Amendment) Regulations, 2014
12. The Merchant Shipping (Marine Pollution) Regulations, 2004.
13. The Merchant Shipping (Means of Access) Regulations, 2004.
14. The Merchant Shipping (Carriage of Nautical Publications) Regulations, 2002.
15. The Merchant Shipping (Port State Control) Regulations, 2003.
16. The Merchant Shipping (Registration of Ships) Regulations, 2002.
17. The Merchant Shipping (Marine Pollution) (Reporting of Incidents Involving Harmful Substances) Regulations, 2004.
18. The Merchant Shipping (Safety of Navigation) Regulations, 2004.
19. The Merchant Shipping (Tonnage) Regulations, 2002.
20. The Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations, 2002.
21. The Merchant Shipping (Pleasure Yachts Carrying Passengers) Regulations 2011.
22. The Merchant Shipping (Wreck Removal Convention) Regulations, 2017
23. The Merchant Shipping (Maritime Labour Convention) (Crew Accommodation) Regulations, 2014
24. The Merchant Shipping (Maritime Labour Convention) (Food and Catering) Regulations, 2014

25. The Merchant Shipping (Maritime Labour Convention) (Health and Safety) Regulations, 2014
26. The Merchant Shipping (Maritime Labour Convention) (Medical Care) Regulations, 2014
27. The Merchant Shipping (Maritime Labour Convention) (Medical Certification) Regulations, 2014
28. The Merchant Shipping (Maritime Labour Convention) (Repatriation) Regulations, 2014
29. The Merchant Shipping (Maritime Labour Convention) (Seafarer Employment Agreement, Shipowners' Liabilities and Wages) Regulations, 2014
30. The Merchant Shipping (Maritime Labour Convention) (Survey and Certification) Regulations, 2014
31. The Merchant Shipping (Fees) Regulations, 2014
32. The Merchant Shipping (Maritime Security) Regulations 2007
33. The Merchant Shipping (Marine Pollution) (Prevention of air pollution from ships) Regulations, 2012
34. The Merchant Shipping (Pleasure Yachts Carrying Passengers) Regulations 2011

**Regulations Made Under Earlier Merchant Shipping Law and Marine Pollution Law but Retained Under Current Laws:**

1. The Merchant Shipping (Control of Pollution by Noxious Liquid Substances in Bulk)(Cayman Islands) Regulations 1988.
2. The Merchant Shipping (BCH Code) (Cayman Islands) Regulations, 1988.
3. The Merchant Shipping (IBC Code) (Cayman Islands) Regulations, 1988.
4. The Merchant Shipping (Prevention of Pollution by Garbage) (Cayman Islands) Regulations, 1988.
5. The Merchant Shipping (Submersible Craft Construction, Equipment and Survey)(Cayman Islands) Regulations 1991.
6. The Merchant Shipping (Submersible Craft Operations) (Cayman Islands) Regulations, 1991.
7. The Merchant Shipping (Repatriation) (Cayman Islands) Regulations, 1989.
8. The Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) Regulations, 1992.

**Other Laws:**

1. The National Archive and Public Records Act (2015 Revision).
2. The Freedom of Information Act (2021 Revision).
3. The Data Protection Act (2021 Revision).
4. The Cayman Islands Constitutional Order (2009).
5. The Public Authorities Act (2017).
6. The Evidence Act (2021 Revision).
7. The Electronics Transactions Act (2003 Revision).
8. The Limitation Act (1996 Revision).
9. The Public Service Pensions Act (2021 Revision).
10. The National Pensions Act (2012 Revision).
11. The Public Management and Finance Act (2020 Revision).
12. Penal Code (2019 Revision).
13. Grand Court Act (2015 Revision).

## **Local and International Standards followed by MACI**

1. International Maritime Organisation.
2. International Labour Organisation.
3. Regional and International Instruments.
4. International Standard ISO 15489–2002, Records Management.
5. ANSI/ISO/ASQ Q9001:2008, Quality Management.
6. Cayman Islands National Archive's standards and guidance.

## **Corporate management**

Annual report

Press Releases

Audit reports

Statistics

Plans for business continuity

Disaster recovery

Minutes of meetings

## **FINANCE & ADMINISTRATION**

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Administering the Authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

### **Financial management**

Documents relating to the administration of the Authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

Annual budget

Public Management and Finance Act (2020 Revision)

***Copies of all Laws and Regulations available at cost from the Legislative Assembly.***

### **Administration**

Documents relating to other administrative functions carried out within the Authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Disposal schedule

***Copies of these documents will not be available until final.***

## **POLICIES & PROCEDURES**

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Current written protocols used by the Authority for carrying out functions, activities and delivering services.

Employee and Office Policies Handbook

Cayman Maritime Employment Application

Information Management Policy

## **DECISIONS & RECOMMENDATIONS**

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This information is covered under MACI Corporate.

## **LISTS & REGISTERS**

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Information held on the Register, including mortgage details, is considered to be available, for a fee, to anyone. Persons may inspect the Register at Head Office (George Town) between normal office hours or we can provide the information in the form of a document called a "Transcript of Registry".

Shipping Registry

Statistics

Specialized reports can be created to collate specific information, when necessary

## **OUR SERVICES**

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The Maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Act, 2005, which came into effect on 1 July, 2005.

Below is a list of services available listed under MACI Divisions:

### **Registration**

*Serving both pleasure yachts and commercial shipping interests.*

Vessel Name Proposal and Reservation

Appointment of an Authorised Person

Vessel Registration in the Cayman Islands

Application for Miscellaneous Services

### **Crew Documentation**

*Ensuring that a ship is safely manned and the crew properly trained, certified and medically fit to work on Cayman ships.*

Endorsement Application

Seaman's Discharge Book

Safe Manning Application (Ships)

Safe Manning Application (Yachts)

### **Survey and Certification**

*Professional survey services to Cayman-registered vessels globally, and to new builds of another Flag, to ensure these ships are built and maintained in accordance with international and domestic legislation.*

Request for Services

Request for the issue of a Continuous Synopsis Record

### **Shipping Notices**

<http://www.cishipping.com/policy-advice/shipping-notices>

Further Information is available on the Maritime Authority of the Cayman Islands' website:

[www.cishipping.com](http://www.cishipping.com)

Should you not have access to a computer or the internet, the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit:

Tel: +1 345 949-8831

Manager, Information – FOI - Maritime Authority of the Cayman Islands

Monday – Thursday, 8.30am – 5pm | Friday, 8.30am - 4pm

All other information can be purchased through the Maritime Authority of the Cayman Islands.

## FREQUENTLY ASKED QUESTIONS

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[www.cishipping.com](http://www.cishipping.com)

### REGISTRATION

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#### **Can I have an Official Number and Call Sign allocated before vessel registration?**

Yes. Provided that the Cayman Registry is in receipt of the necessary application forms, supporting documentation and relevant fee. At this time, the client may wish to apply for a Ship Radio Station License via the Information & Communications Technology Authority. Also, once the Official Number and Call Sign have been issued, the client may wish to have the vessel marked and a Carving and Marking Note may be issued once the Certificate of Survey has been submitted and approved.

#### **Can you complete the registration of a vessel with a copy of evidence of title documents such as a Bill of Sale for an existing vessel or a Builder's Certificate for a new vessel?**

Yes. All registration documentation may be provided either in original form or copies accompanied by an Undertaking to deliver the originals to Cayman within 7 days of the date of service.

#### **How long does the vessel registration process take?**

Under normal circumstances, transactions are completed within 24 hours upon receipt of all forms, supporting documentation and applicable fees.

#### **Can the Shipping Registry transaction be done today?**

Yes. For an additional service charge, we offer an "over-the-counter" service whereby transactions may be completed "on-the-spot" on the same day once the required forms, supporting documentation and applicable fees are paid to the Cayman Registry. For further information, please contact the relevant Registration location at which you are interested in having the service completed.

#### **Can vessel and mortgage registrations be done at any time other than within normal opening hours?**

Yes. By pre-arrangement, we can provide an "out-of-office" service that is available outside normal office hours, however, there is an additional fee for this service. For further information, please contact the relevant Registration location at which you are interested in having the service completed.

#### **Is the Certificate of Survey from a previous Shipping Registry acceptable for vessel registration purposes?**

In most cases yes, provided that it has all of the information required by Cayman and that it has been issued by one of the six Classification Societies authorised by Cayman. In some instances, however, additional supporting information may be requested.

#### **Can I inspect the Shipping Register?**

Yes. All information held on the Shipping Register, including mortgage details, is considered to be public record and available for viewing for a fee. Persons may inspect the Shipping Register at our Head Office, during normal office hours. This information is also available, for a fee, in the form of a Transcript of British Registry.

#### **Can I have a copy of the Certificate of British Registry for a Cayman-Flagged vessel?**

The documentation held on a vessel's registration file is available only to the registered owner or his/her authorised representatives. The only documentation available to third parties is the vessel's Transcript of British Registry.



## **Can I submit vessel registration forms, supporting documentation and mortgage documents at locations other than Head Office?**

Yes. All documents can be physically delivered or emailed to any of the Registration locations throughout the world. Additionally, if copies are being supplied, the documentation should be supported by an Undertaking that originals will be delivered within 7 days of the date of service.

## **CREW DOCUMENTATION**

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### **How do I apply for a Cayman Islands Endorsement and what is the supporting documentation that is required?**

See [Applying for an Endorsement](#).

<https://www.cishipping.com/services/seafarers/cayman-islands-endorsement>

### **How long does it take for the application for an Endorsement to be processed?**

If all required supporting documents and the relevant fees have been included it may take up to 5 working days from the day an application has been received.

### **May I obtain a Cayman Seaman's Discharge Book (SDB)?**

Yes. A bona-fide seaman may be issued with a Cayman Seaman's Discharge Book to serve on Cayman-registered ships including yachts.

### **What documents are required to be submitted to support the application for a Cayman Seaman's Discharge Book (SDB)?**

See [Applying for a SDB](#).

<https://www.cishipping.com/services/seafarers/seafarer-discharge-books>

### **Where should I send my completed application for a Cayman Endorsement, Seaman's Discharge Book, Minimum Safety Manning Document or Dispensation?**

Head Office processes all Crew Documentation and related applications.

### **The ship I am going to join has been issued with a Minimum Safe Manning Document which requires a Second Engineer holding a R.III/2 (Y2) Certificate of Competency. May I obtain some form of dispensation since I possess a MCA C/Eng Y4 (III/3) Certificate of Competency.**

Article VIII of the STCW Convention 1978, as amended, regulates the issue of a dispensation by a Flag State, however, the Convention stresses "in circumstances of exceptional necessity" and therefore a continuing difficulty to crew a vessel with fully-qualified personnel does not qualify for dispensation.

### **From which countries are Endorsements and Medicals accepted by the Cayman Islands?**

Please refer to **Shipping Notice 05-2011 (Rev 11) *The STCW Convention and the Issue of Endorsements Attesting to the Recognition of a Certificate of Competency*** for the most up to date lists.

## **LARGE COMMERCIAL YACHT SURVEY AND AUDIT**

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### **What is the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels?**

This Code of Practice was introduced in 1998 (as an equivalent approach) to address the requirements of SOLAS, International Load Line Convention (LL 66) and the STCW Convention in a yacht-specific manner. IMO Circular letter 1966 dated 27th July 1997 gave effect to the Code as equivalence on an international basis.

**How does the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels relate to the term LY1, LY2 and LY3?**

LY1 is the abbreviated term used to refer to the original Large Commercial Yacht Code which came into effect in December 1998. LY2 is the abbreviated term for the revised Code, which came into effect in September 2004. LY3 is the abbreviated term for the revised Code, which came (or comes, depending on the time of the web-site update) into effect in August 2013.

**When do I need to comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels**

When the yacht is engaged in trade/commercial activities, such as chartering-out. Further details are available in Shipping Notice CISN 14a/2004 (2010 Version) - Large Private and Commercial Yachts Compliance with Regulations.

**Can I comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels on a voluntary basis?**

Yes, many owners will build to the Code or bring their yachts into the Code, for a number of reasons, including the peace of mind of knowing their yacht complies with an internationally recognised safety standard. Other reasons include vessel resale value maximisation and risk management issues such as risk mitigation.

**What are the requirements for maintaining Large Commercial Certificates once these are issued?**

Large Commercial Yacht Certificates are valid for a maximum of 5 years subject to periodic inspections followed by a renewal survey at the end of the 5 years.

**What Happens if the periodical vessel inspections are not carried out?**

The periodic inspections can be carried out within 3 months either side of the anniversary date, which corresponds to the expiry date of the certificate otherwise the certificate becomes invalid.

**Does the yacht have to be on the Commercial Vessel Register to be able to Charter?**

No, the vessel may remain on the Pleasure Yacht Register, but the yacht must have valid Large Commercial Yacht Certificates appropriate to the size of the vessel and be manned in accordance with Cayman Manning Regulations and LY3 requirements.

**Does a Commercial Yacht have to engage in trade or Charter activities?**

No, Cayman does not require that the yacht engage in trade.

**Can a yacht switch between Commercial Vessel and Pleasure Yacht Registration on a regular basis?**

Yes. However, a yacht can only be issued with one Certificate of Registry at a time. In order for the yacht to be registered as a commercial vessel it must be in possession of valid certificates appropriate to its size. For yachts over 500 GT, this includes, but is not limited to, a Safety Management Certificate, an International Ship Security Certificate, a Continuous Synopsis Record, Maritime Labour Certificate (when applicable) and a Minimum Safe Manning Document. These Certificates must remain valid for the duration of the period that the yacht remains registered as a commercial vessel. The Certificate of Registry which is not in current use must be returned to Cayman but can then be re-issued on application.

**Does the MARPOL Convention apply to Yachts?**

Yes, MARPOL applies to all vessels, commercial and pleasure, however only yachts over 400 GT are required to be certificated.

**Is the COLREG applicable to Yachts?**

Yes, the Convention on the International Regulations for Preventing Collisions at Sea (COLREG), prescribes safe measures for visibility, navigation and sound signalling to ensure safe navigation for all users of the world's oceans.

### **Is MLC 2006 applicable to Yachts?**

Yes. See MLC Guidance Note 03/2012 Implementation of the Maritime Labour Convention, 2006

[https://www.cishipping.com/policy-advice/guidance-notes?field\\_code\\_value=2012\\_03\\_CIGN](https://www.cishipping.com/policy-advice/guidance-notes?field_code_value=2012_03_CIGN)

### **When does the yacht need to comply with the Minimum Safe Manning Document?**

If the vessel maintains a Certificate of Code Compliance (LY2/LY3) the vessel should maintain the manning levels as indicated in the Minimum Safe Manning Document. If it is privately operated the yacht can replace the Certificate of Code Compliance with a Statement of Compliance if it does not wish to comply with the manning requirements. Please also see Shipping Notice 02/21012 regarding Manning for yachts carrying 12 passengers or less on the commercial part of the register as "Commercial Vessels" or which are engaged in trade.

### **What are the insurance requirements for a Cayman Islands yacht?**

Every Cayman Islands Ship shall carry insurance cover against risks of loss or damage to third parties. All vessels with a gross tonnage of 1000 or greater are additionally required to carry third party (Protection and Indemnity (P&I)) insurance to meet their liabilities under the Bunkers Convention and evidenced by a Certificate issued by the CISR. Please see Shipping Notice: CISN 01/2012 (Rev 1.1) regarding Insurance Requirements for Cayman Islands Vessels.

<https://www.cishipping.com/policy-advice/shipping-notices>

### **How can I contact a surveyor?**

Call The Head Office on +1 345 949-8831 or send an e-mail to [technical@cishipping.com](mailto:technical@cishipping.com)

### **What if I have an emergency?**

Call The Head Office on +1 345 949-8831. Outside of normal office hours, on weekends and public holidays a recorded message will give details of how to contact a Cayman surveyor on duty.

### **Does our commercial vessel require to be surveyed prior to registration?**

Yes. Prior to accepting a commercial vessel for registration, a Merchant Ship Flag-in Matrix "scoring" system is used by Cayman to ensure that the vessel meets minimum safety and operational standards. Generally vessels over 15 years old or those vessels with a medium to high score may require a pre-registration survey, depending on the particular case.

### **What surveys and audits can be carried out by the vessel's classification society at Flag-in?**

Providing the vessel has a low Merchant Ship Flag-in Matrix score (50 or less) surveys and audits at flag-in may be delegated to the relevant classification societies.

### **Can a classification society surveyor/auditor carry out ISM and/or ISPS Code audits on my company or ships?**

Only in very exceptional circumstances will Cayman authorise classification societies to carry out these audits. Cayman endeavours to carry out all such audits using its own fully trained and experienced auditors.

### **How much does a survey cost?**

See CISN 2018/01 Notice of Fees and Charges <http://www.cishipping.com/policy-advice/shipping-notices>

### **Does Cayman issue Ship Radio Station Licences?**

Ship Radio Station Licences for Cayman-registered ships are all issued by the Cayman Islands Information & Communications Technology Authority (ICTA). On-island assistance with your application for a Ship Radio Station Licence is also available from [survey.ky@cishipping.com](mailto:survey.ky@cishipping.com) or [survey.uk@cushipping.com](mailto:survey.uk@cushipping.com).

### **Do I need to report an accident to my vessel?**

Yes. Under Section 159 of The Merchant Shipping Law (2005 Revision), the Owner or Master is required to report any accident resulting in loss of life or serious injury to any person. Also, the Owner or Master is required to report any material damage to the vessel which may affect its seaworthiness.

### **Do I need to keep an official log book?**

Yes. Under Section 140 (1) of The Merchant Shipping Law (2005 Revision), all Cayman ships are required to keep an official log book. An official log book can be obtained by shopping online

([https://online.cishipping.com/portal/page?\\_pageid=4362,7343543&\\_dad=portal&\\_schema=PORTAL](https://online.cishipping.com/portal/page?_pageid=4362,7343543&_dad=portal&_schema=PORTAL))

or by contacting our Head Office or our European Regional Office in the UK.

### **Where can I get an official log book?**

An official log book can be obtained by shopping online

([https://online.cishipping.com/portal/page?\\_pageid=4362,7343543&\\_dad=portal&\\_schema=PORTAL](https://online.cishipping.com/portal/page?_pageid=4362,7343543&_dad=portal&_schema=PORTAL))

or by contacting our Head Office or our European Regional Office in the UK. In addition to the official log book, we also supply oil record books, garbage record books, and GMDSS log books. We do not supply deck log books or engine room log books but these can be purchased from various maritime documentation suppliers.

## **IMPLEMENTATION OF THE INTERNATIONAL SHIP & PORT FACILITY SECURITY CODE**

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### **Where can I get more information and advice?**

Although CISR is not delegating any responsibilities under the ISPS Code to Classification Societies or other Recognized Security Organizations, most of these organizations have help and advice on their websites. The websites of the major Classification Societies can be found at [www.iacs.org.uk](http://www.iacs.org.uk). Advice from CISR can be obtained from Survey, please ensure you include details of your Cayman Islands registered ships with your enquiry so we can offer the most relevant advice.

### **Do yachts over 300GT require AIS in accordance with SOLAS V/19?**

AIS is to be provided on all yachts which have been issued with a Certificate of Compliance for a Large Charter Yacht, regardless of whether they operate in a purely private capacity. Further, the CISR recommends the fitting of AIS to all yachts engaged on international voyages.

### **What are the acceptable methods for marking the Ship Identification Number on large yachts?**

The CISR will accept marking of the external Ship Identification Number in line with the requirements for passenger ships. That is, the external marking may be on a horizontal surface visible from the air, providing the marking is clear of awnings and other obstructions. For yachts, transfers will be considered an acceptable method for externally marking the Ship Identification Number; provided these are clearly visible, clear of any other markings on the hull and of a contrasting colour to the hull.

When marking the Ship Identification Number internally in the machinery space, the following methods are considered acceptable:

Steel Hull	Aluminium Alloy Hull	GRP / FRP Hull
Raised lettering by welding or centre punching.	Raised lettering by welding or centre punching.	Raise lettering mechanically fastened to the ships structure by means of bolts, screws etc or laminated.

The size of the markings shall be in accordance with SOLAS XI-1/3.

### **Does the Ship Identification Number required by SOLAS XI-1/3 require the prefix “IMO” or is just the seven figure number acceptable?**

The ship identification number must include the prefix “IMO”. That is, the number should be in the form “IMO 1234567” and not just “1234567”. This was decided by IMO at MSC 77 in June 2003. The reasoning lies in IMO Assembly Resolution A.600(15) which covered the adoption of Ship Identification Numbers by IMO. The number “1234567” is legally a “Lloyd’s Register Number”, while “IMO 1234567” is the Ship Identification Number as adopted by IMO.

#### **How do I obtain a Continuous Synopsis Record?**

Application forms for the CSR can be obtained from the Forms area on the website

<https://www.cishipping.com/forms>

### **When should I submit SSPs for approval and offer ships for verification?**

The simple answer is “as soon as possible”. Regardless of the Administration your ships are registered with, or if your Administration has delegated to a RSO, the number of ships to be verified is far in excess of the number of qualified auditors to conduct the verifications. If every ship requires verification in the last few weeks before 1 July 2004, the demand for verifications will outstrip the global capacity to supply the qualified auditors. As well as being a SOLAS requirement, recent reports suggest that failure to obtain an ISSC by the due date will invalidate P&I cover.

### **Do I need to duplicate work I have already done to comply with the ISM Code?**

No! You already conduct internal audits, perform management reviews and prepare for emergencies related safety; it makes sense to employ this knowledge and experience in complying with the ISPS Code. A word of warning though; your existing procedures and practices may need revising to fully meet the requirements of the ISPS Code. One important difference between the ISM and ISPS Codes is that the SSP requires formal approval. When you submit your SSP for approval it must be complete. Common ISM / ISPS procedures and contingency plans must be included if full. The SSP can not state “internal audits will be conducted in accordance with ISM Procedure XXX” unless the full procedure s included in the SSP.

### **Section 9 of the of the ISPS Code calls for many procedures to be included in the SSP. What constitutes as acceptable procedure?**

A procedure is not a simple restatement of the requirements of the Code; rather it describes how you will meet these requirements. What is to be done? Who does it? How is it done? What controls do you have in place to ensure it is done? Draw on the experience you have gained in complying with the ISM Code. A simple statement that “internal audits will be carried out annually by persons independent of the area being audited” would not be accepted as an internal audit procedure for ISM, and similarly it would not be considered acceptable as an internal audit procedure for the ISPS Code.

### **The ISPS Code talks of “security and surveillance” equipment. What equipment is classed as “security and surveillance” equipment?**

If the operation of any equipment is necessary to fulfill a requirement of the SSP or the ISPS Code it will be classed as “security equipment” for the purposes of the ISPS Code. This will include “dual use” equipment, even when the equipment’s primary function is not related to security. As an example, deck lighting will probably be classed as security equipment as it is required to effectively monitor deck areas during the hours of darkness. Similarly, communications equipment will be classed as security equipment if it is used for security related communications. Conversely, an internal door lock would not normally be classed as security equipment unless, say, it was also used to control access to a restricted area.

### **What is the minimum evidence a CISR auditor will need to see in order to issue an International Ship Security Certificate (ISSC)?**

Because of the short time scale ships have to comply with the ISPS Code, the CISR is not requiring a minimum implementation period before an ISSC can be issued. Up until 1 July 2004, the CISR will issue an ISSC if there is satisfactory objective evidence that:

1. All onboard have received appropriate instruction and training and are fully conversant with their roles and responsibilities related to ship security.
2. Both the master and the SSO are fully conversant with all aspects of the Ship Security Plan (SSP).
3. The SSP is onboard and has been approved by the CISR.
4. There are plans to conduct an internal audit within 3 months of the SSP being implemented onboard (if an internal audit has not already been carried out).
5. At least one security drill specified in the SSP has been carried out and any identified corrective action implemented.
6. Security equipment has been included in the ships maintenance system and has been maintained in accordance with the requirements of that system.
7. All security equipment is operational and is fit for its intended service.
8. All security measures indicated for the current security level are being implemented and that the ship is able to implement the security measures for all security levels.

After 1 July 2004, minimum implementation requirements will be harmonized with those for the ISM Code.

### **What security officer training will be accepted by the CISR?**

Although the CISR will not be approving individual training courses, we will accept security officer training that is approved, accepted or recognized by any Administration on the STCW “White List” as meeting the requirements of the relevant IMO Model Course. It should be noted that the CISR auditors will verify the effectiveness of this training during the onboard verifications.

### **How will the CISR keep companies informed of the current Security Level applicable ships?**

Current security levels will not be available via [www.cishipping.com](http://www.cishipping.com), as the UK Government considers this information as “Sensitive” or “Restricted”. When the Security Level changes the company security officer (CSO) will be informed by email of the change.

### **How long should records relating to security be retained onboard?**

The CISR requires records to be retained onboard for three years. This is to ensure that all records that have been made since the last verification are available at the next verification.

### **How do I submit the Ship Security Plans (SSP) for my vessels for approval?**

The Ship Security Plan, and the Ship Security Assessment (SSA) on which it is based, should be submitted to the Cayman Islands Shipping Registry (CISR) in George Town. The SSP and SSA can be submitted either as a hard and electronic copy or purely as an electronic submission. If a hard copy is submitted it will be stamped after approval and returned to the company. If only electronic copies are submitted, the title, index and revision status pages will be printed and stamped and returned to the company for inclusion in the copy of the SSP that is to be forwarded to the vessel. The CISR will only retain an electronic copy of the approved SSP and the SSA. Any additional hard copies that have been submitted will be destroyed by secure shredding after the approval process is complete.