



MONGOLIA MARITIME ADMINISTRATION

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Date 19 July 2024
Ref. 01/283

Marine Circular № 01/283/2024

SUBJECT: Electronic Certificates issued by the Mongolia Maritime Administration and use of Electronic Certificates onboard.

APPLICATION: Shipowners/Operators, Managers, Masters, Registrars, Port State Control Administrations, International Maritime Organization, Recognized Organizations, US Coast Guard, Paris MOU Secretariat, Tokyo MOU Secretariat, Black Sea MOU Secretariat, Mediterranean MOU Secretariat, Riyadh MOU Secretariat, Caribbean MOU Secretariat, Abuja MOU Secretariat, Acuerdo De Vina Del Mar Secretariat, Indian Ocean MOU Secretariat and other relevant organization.

PURPOSE OF THE GUIDELINE

The purpose of this Marine Circular is to inform that the Mongolia Maritime Administration has introduced the use of Electronic Certification in accordance with the FAL.5/Circ.39/Rev.2 (Guidelines for the Use of Electronic Certificates) adopted by the International Maritime Organization's Facilitation Committee. This guideline aims to promote the use and acceptance of electronic certificates on board.

Electronic certificates issued by the Mongolia Maritime Administration (MMA), whose template formats are available on the IMO GISIS website, shall be considered valid under all applicable Regulations, International Conventions, Codes, or Agreements to which the MMA is or may become a party. This Marine Circular shall be kept on board to facilitate the acceptance of these electronic certificates and shall be recognized by all relevant authorities and stakeholders.

The electronic certificates will incorporate all necessary features outlined in FAL.5/Circ. 39/Rev.2, including the emblem of MMA, a digital signature, and a distinct unique tracking number.

To verify the authenticity and validity of electronic certificates, parties can use the unique QR Code included in each electronic certificate. Alternatively, verification can be done online by visiting www.shipregistry.monmarad.gov.mn/verify and entering the certificate unique tracking number in the online verification system. All verification information is securely protected from alteration or tampering. Clear and simple instructions have been prepared and is annexed to this Marine Circular for verification for any relevant party wishing to verify the electronic certificates.

Mongolia Maritime Administration shall issue the following certificates electronically:

- Provisional Certificate of Registry
- Provisional Minimum Safe Manning Certificate
- Provisional Ship Radio Station Licence Certificate
- Permanent Certificate of Registry

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- Permanent Minimum Safe Manning Certificate
- Permanent Ship Radio Station Licence Certificate
- Provisional Certificate of Registry (SDV)
- Provisional Certificate of Registry (BBC In)
- Carving and Marking Note
- Certificate of Closure
- Certificate of Non-Encumbrance
- Certificate of Insurance Pollution
- Certificate of Mortgage
- Certificate of Ownership
- Certificate of Suspension
- Continuous Synopsis Record
- Deletion Certificate
- Provisional Certificate of Insurance Pollution
- Provisional Deletion Certificate
- Provisional Deletion Certificate (SDV)
- Registry of Ships
- Registry of Ships (BBC)
- Attestation
- Special Voyage Permit
- Bunker Blue Card Certificate (BCC)
- Civil Liability Certificate (CLC)
- Declaration of Maritime Labor Convention (DMLC)
- Provisional Certificate of Endorsement
- Permanent Certificate of Endorsement
- Register of Mongolian Ships

REFERENCES

- FAL.5/Circ.39/Rev.2 (attached for reference)

Any inquiries or requests regarding this marine circular should be directed to Mongolia Maritime Administration (E-mail address: info@monmarad.gov.mn)


This Marine Circular will be effective from of 22 July 2024.



OTGONSUREN DAMDINSUREN
DIRECTOR-GENERAL
MONGOLIA MARITIME ADMINISTRATION

INSTRUCTION MANUAL

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MONGOLIA
MONGOLIA MARITIME ADMINISTRATION

PROVISIONAL CERTIFICATE OF REGISTRY


Issued under the provisions of
Chapter 3 of the Regulations for Registration of Ships 2023

Official Number XXXX2424	Call Sign JVXX8	IMO Ship Number 1234567
Name of Vessel SAMPLE		
Name and Address of Owner ABC SHIP OWNER 123 Street, ABC Avenue	IMO Registered Owner Number 1234567	Shares % 100%
Description of Vessel		
Type of Vessel General Cargo	Year Built 2024	Hull material Steel
Gross Tonnage 456	Length(Metres) LOA - 34.56 ITC - 23.45	Previous Registry / Name Mongolia / SAMPLE
Net Tonnage 234	Breadth(Metres) 4.5	Name of Builder ABC SHIPBUILDING, Mongolia
Deadweight 567	Depth(Metres) 2.3	Number of Engines 1
		Type of Engine / Total Power (KW) DIESEL / 500
		Speed of Vessel (Knots) 10
		Engine Make / Model ABC ENGINES
Date of Provisional Registry 08 July, 2024	Port of Registry Ulaanbaatar	Date of Expiry 08 January, 2025

Issued at Ulaanbaatar on 08 July, 2024.
The Registrar of the Mongolia Ship Registry, by the powers vested thereupon by the Regulations for Registration of Ships 2023, hereby authorizes this Provisional Registration of Vessel **SAMPLE**



Scan QR code to verify



Digital Signature


Certificate No: 9165430327e782e697135e19d1112code
Scan to verify or visit shipregistry.monmarad.gov.mn

ONON ANUJIN
REGISTRAR

MONGOLIA SHIP REGISTRY
MONGOLIA MARITIME ADMINISTRATION



MONGOLIA MARITIME ADMINISTRATION



Certificate valid
[View Certificate](#)

Certificate details

Certificate Type: **Provisional Certificate Of Registry**
 Issued Date: **2024-07-08**
 Expiry Date: **2025-01-08**
 Status: **ACTIVE**

Ship details

Ship Name: **SAMPLE**
 Official Number: **XXXX2424**
 IMO Number: **1234567**
 Ship Status: **ACTIVE**
 Registration Type: **NORMAL**

Ship Type: **General Cargo**
 Entry Date: **2024-07-08**

Other certificates under this vessel

Type	Issued Date	Expiry Date	Options
Provisional Ship Radio Certificate	2024-07-17	2025-01-17	✓ Verify View
Provisional Safe Manning Certificate	2024-07-18	2025-01-18	✓ Verify View
Carving and Marking Note	2024-07-18		✓ Verify View

Verify with Certificate Unique Tracking Number

Certificate Unique Tracking Number to verify

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Scan QR code to verify →

Certificate unique tracking number →

Certificate validity →

Other certificates for the vessel →

Manual verification →

← Digital Signature

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FAL.5/Circ.39/Rev.2
20 April 2016

GUIDELINES FOR THE USE OF ELECTRONIC CERTIFICATES

- 1 The Facilitation Committee, at its fortieth session (4 to 8 April 2016), approved the attached *Guidelines for the use of electronic certificates* (the Guidelines).
- 2 Member Governments are invited to bring the Guidelines to the attention of all stakeholders, in particular, those who are involved in the process of issuance, maintenance, endorsement and revision of electronic certificates, such as recognized organizations, port State control officers, shipowners and crew, agents and vetting companies.
- 3 Member Governments are also invited to take the necessary actions at the national level to ensure that adequate legislation is in place for the use and acceptance of electronic certificates, as may be required.
- 4 Member Governments, international organizations and non-governmental organizations with consultative status are also invited to bring to the attention of the Committee, at the earliest opportunity, the results of the experience gained from the use of the Guidelines for consideration of action to be taken.
- 5 This circular revokes FAL.5/Circ.39/Rev.1.

ANNEX

GUIDELINES FOR THE USE OF ELECTRONIC CERTIFICATES

1 Introduction

1.1 The Organization aims to reduce the administrative burden on Administrations, port State control officials, ships' crews and other stakeholders caused, amongst other reasons, by reliance on traditional paper certificates.

1.2 Signed paper certificates issued by Governments and recognized organizations authorized to act on their behalf have been the traditional means of documenting compliance with IMO requirements.

1.3 Contracting Governments using electronic certificates, including printed versions of electronic certificates, have experienced instances of port State control officers or other stakeholders denying the validity of these certificates, resulting in a burden to the master and crew, shipowner or operator, port State control officers, Administration and other stakeholders.

1.4 In addition, ships have experienced instances of port State control actions because a traditional paper certificate has been issued but has not arrived on the ship or the traditional paper certificate has been damaged or lost.

1.5 Establishing a recognized set of features for using electronic certificates should help alleviate problems inherent in reliance on paper.

2 Purpose

The purpose of these Guidelines is to facilitate the use and acceptance of electronic certificates.

3 Definitions

For the purpose of these Guidelines:

- .1 *Certificate* means a document issued by an Administration or its representatives that is used to show compliance with IMO requirements and used to describe operating conditions, crewing requirements, and ship equipment carriage requirements. The term "certificate" does not include publications, manuals, instructions or ships' logs used to record ongoing operations;
- .2 *Electronic certificate* means a certificate issued in an electronic format;
- .3 *Electronic signature* means data in electronic form which is attached to or logically associated with other electronic data to serve as a method of authentication of the issuer and contents of the electronic data;

- .4 *Printed version of electronic certificate* means a paper printout produced from the electronic certificate;
- .5 *Unique tracking number* means a string of numbers, letters or symbols used as an identifier to distinguish an electronic certificate issued by an Administration or its representative from any other electronic certificate issued by the same Administration or its representative; and
- .6 *Verifying* means a reliable, secure and continuously available process to confirm the authenticity and validity of an electronic certificate using the unique tracking number and other data contained on or embedded in the electronic certificate.

4 Features

4.1 Administrations that use electronic certificates should ensure that these certificates have the following features:

- .1 validity and consistency with the format and content required by the relevant international convention or instrument, as applicable;
- .2 protected from edits, modifications or revisions other than those authorized by the issuer or the Administration;
- .3 a unique tracking number used for verification as defined in paragraphs 3.5 and 3.6; and
- .4 a printable and visible symbol that confirms the source of issuance.

4.2 Administrations that use websites for online viewing or verifying electronic certificates should ensure that these sites are constructed and managed in accordance with established information security standards for access control, fraud prevention, resistance to cyberattacks and resilience to man-made and natural disasters.¹

4.3 Shipowners, operators and crews on ships that carry and use electronic certificates should ensure that these certificates are controlled through the safety management system, as described in section 11 of the International Safety Management Code.

4.4 Electronic signatures applied to electronic certificates should meet authentication standards, as adopted by the Administration.

5 Verification

Instructions for verifying (see paragraph 3.6) the information contained in the electronic certificate, including confirmation of periodic endorsements, when necessary, should be available on board the ship.

¹ Such as the International Organization for Standardization/International Electrotechnical Commission 27000 series standards and similar guidelines, including requirements of the Administration.

6 Notifications

Administrations deciding to issue or authorize issuance of electronic certificates are invited to inform the Committee on their experience. All Administrations are urged to communicate to the Organization through the relevant module in the Global Integrated Shipping Information System (GISIS), the list of certificates categories identified in FAL.2/Circ.127-MEPC.1/Circ.817-MSA.1/Circ.1462 which will be issued by the Administration or its representative as electronic certificates.

7 Acceptance

All stakeholders should accept electronic certificates containing the features identified in section 4. These electronic certificates should be verified, when necessary, following the instructions available on board the ship (see paragraph 3.4). Furthermore, port State control officers, in accepting electronic certificates, should follow the *Procedures for Port State Control, 2011* (resolution A.1052(27)).

8 Implementation

Administrations should put in place the necessary procedures in order to ensure that all related stakeholders' needs, capacities and expectations are taken into consideration before and during the implementation of electronic certificates.
