



## Merchant Marine Notice MMN-19-002r3

**Title:** Updated Requirements for the issuance of Technical Certificates

**To:** Deputy Registrars, Ship Owners, ISM Operators, Recognized Organizations, Recognized Security Organizations, Shipping Agents, General Safety Inspectors

**Issuance Date:** 24 October 2025                      **Effective Date** 24 October 2025

<b>Revision No.:</b>	3	<b>MMN Superseded:</b>	MMN-19-002r2, MMN-19-002r1 & MMN-19-002 (28 August 2024, 20 February 2020 & 1 April 2019)
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### 1. PURPOSE

1.1 This notice serves as the third revision to the circular originally issued on 1st April 2019, regarding the issuance of Technical Certificates by the International Merchant Marine Registry of Belize (IMMARBE).

It outlines the updated requirements and validity conditions for the issuance of various Technical Certificates, including but not limited to:

- Attestation Letters
- Declaration of Maritime Labour Convention (MLC), 2006 – Part I
- Dispensations
- Exemptions
- Waivers of Requirements
- Equivalents of Arrangements
- Regulatory Determinations

### 2. CONTENT

2.1 This revision reflects IMMARBE’s continued efforts to ensure compliance with evolving international maritime regulations, particularly in light of amendments to mandatory instruments issued by the International Maritime Organization (IMO).

2.2 To maintain alignment with current requirements and to avoid potential issues with Port State Control Authorities, IMMARBE will continue enforcing the application of expiration dates on all Technical Certificates.



### 2.3 UPDATED POLICY – VALIDITY OF TECHNICAL CERTIFICATES

- Technical Certificates linked to a statutory certificate shall carry an expiration date aligned with the validity of the corresponding statutory certificate, up to a maximum of five (5) years.
- Technical Certificates not linked to a statutory certificate shall generally be valid for one (1) year, with the option for renewal.
- In exceptional cases, certificates may be valid for up to five (5) years, depending on the type of certificate and at the discretion of the Administration.

### 2.4 IMPLEMENTATION & EFFECTIVE DATE

- This policy remains effective as of 1st April 2019, with this notice serving as the third revision to the original circular. All provisions outlined herein supersede previous versions where applicable.

## 3. REQUIREMENTS

- 3.1 All Technical Certificates held by Belize-registered vessels that do not currently have an expiration date **must be renewed** to comply with this requirement and to be harmonized with the relevant Statutory Certificate, if applicable.

## 4. RECOGNIZED ORGANIZATION INSTRUCTIONS (Optional)

- 4.1 Recognized Organizations (ROs), during the certification of a Belize-registered vessel, may issue Provisional Technical Certificates on behalf of IMMARBE, except for Minimum Safe Manning Certificates and the Declaration of Maritime Labour Convention (MLC) Part I. The provisional certificate will be valid for up to one (1) month to prevent delays and ensure that vessels remain properly certified.
- 4.2 After issuing a Provisional Technical Certificate, the Shipowner/ISM Operator should promptly submit their application to IMMARBE through their Designated Office or Deputy Registrar. This allows IMMARBE's Technical Department to evaluate the request for the issuance of a Full-Term Technical Certificate, which can be valid for up to five (5) years.
- 4.3 Alternatively, Shipowners/ISM Operators may apply directly for a Full-Term Technical Certificate through their Designated Office or Deputy Registrar, following the "**Making an application**" requirements.

## 5. MAKING AN APPLICATION

- 5.1 To issue or renew a Technical Certificate, the Owner/Operator must submit the following through their Designated Office or Deputy Registrar:
- 5.1.1 A completed Application Form [TDF-006 \(latest revision\)](#) - *Application for Technical Certificate* or Form [TDF-005 \(latest revision\)](#) - *Application for DMLC Part I*.
- 5.1.2 Supporting documentation, if applicable (e.g., Statement of Fact, Financial Security Certificates, Purchase Agreement, Technician Reports, Statutory Certificate, etc.).
- 5.1.3 A statement from the vessel's RO confirming agreement, if applicable.



- 5.1.4 Latest Vessel Survey Status.
- 5.1.5 Provisional Technical Certificate issued by the RO, if applicable.
- 5.1.6 Relevant Statutory Certificate with its Form, if applicable.
- 5.1.7 If the relevant Statutory Certificate is unavailable, provide the expiration date of the relevant Full-Term Statutory Certificate from the vessel's RO.
- 5.1.8 Previous Technical Certificate, if applicable.

5.2 Once all the required documents have been collected, the Designated Office or Deputy Registrar should submit the application to IMMARBE's Technical Department at [technicalservices@immarbe.com](mailto:technicalservices@immarbe.com) for processing.

### 5.3 **Seafarer Dispensation**

5.3.1 Application for Seafarer Dispensation shall be made by the vessel's Deputy Registrar to IMMARBE's Seafarer Department at [seafarerservices@immarbe.com](mailto:seafarerservices@immarbe.com) using **Form SFF-010**.

5.3.2 The application must include:

- a. A clear explanation of the circumstances that necessitate the dispensation.
- b. The name/position of the crew member who will assume the duties of the dispensed seafarer.
- c. A list of ports to be called during the dispensation period.
- d. An updated Crew List (Form SFF-022), excluding the seafarer being dispensed. The form can be accessed on the IMMARBE website at: <https://www.immarbe.com/seafarers-services/>

5.3.3 Additionally, once the replacement seafarer has embarked at the designated port stated in the Dispensation Certificate, an updated Crew List must be submitted to the Administration without delay.

**Note:** The **Master** or **Chief Engineer** of a vessel **cannot** be dispensed from a Belize-flagged ship.

5.3.4 Dispensations are granted for a limited period and **only** to allow time for a replacement crew member to join the vessel.

## 6. FEES

6.1 Fees will be in accordance with **IMMARBE'S Fee Schedule**.



## 7. ACTIONS REQUESTED

7.1 The Administration encourages all Shipowners, Operators, Deputy Registrars, Recognized Organizations, and Recognized Security Organizations to review and comply with the contents of this Notice and to ensure that its provisions are implemented on all vessels registered with IMMARBE.

## 8. DISCIPLINARY MEASURES

- 8.1 Failure to adhere to the requirements outlined in this Notice may result in disciplinary action as deemed appropriate by IMMARBE. This may include, but is not limited to:
- Suspension or revocation of the vessel's certification.
  - Imposition of fines or penalties.
  - Restrictions on the vessel's operations or trading activities.
  - Other legal actions as specified under the Belize Merchant Ships (Registration) Act, (as revised), and Statutory Instrument 56 of 1999.
- 8.2 It is imperative that all parties adhere fully to the procedures and requirements to ensure proper certification and avoid any regulatory issues.
- 8.3 We respectfully ask that you read this Notice carefully and follow its guidance.

IMMARBE appreciates your cooperation and assistance.

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This notice was issued in Belize City, Belize on 24 October 2025.

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Eng. Eduardo Simon  
Director of Technical Seafarer  
Services  
IMMARBE

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For: Mr. Paul Gersok  
Managing Director  
IMMARBE

Any queries related to this Notice should be directed to [technicalservices@immarbe.com](mailto:technicalservices@immarbe.com).