



MEMORANDUM IMM-019 (26)

Title:	Alignment of MSMC's and Non-STCW's with COR Expiration Dates & Introduction of Updated MSMC Draft Templates
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To:	Deputy Registrars & Designated Offices
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Issuance Date:	04 Feb. 26 2026	Effective Date:		11 Feb. 26
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1. PURPOSE

1.1. To maintain consistency in vessel certification and ensure compliance with regulatory requirements, the Belize Maritime Administration has reviewed the current practice regarding the issuance of Minimum Safe Manning Certificates (MSMCs) and non-STCW Manning Certificates (non-STCW). To standardize the validity periods of these certificates, the Administration has decided that all MSMCs and non-STCW Certificates shall have the same expiration dates as the corresponding Certificate of Registry (COR).

2. INTRODUCTION

2.1. **This policy introduces the issuance and renewal of MSMC's and non-STCW Certificates.** These certificates will now be strictly aligned with the COR expiration date to ensure uniformity and avoid discrepancies between related ship documents.

3. OBJECTIVES

3.1. The objectives of this policy are to:

- Ensure consistency **in the validity periods of MSMC's and Non-STCW Certificates** in relation to the COR.
- Enhance compliance with maritime regulatory requirements and administrative procedures.
- Streamline documentation by adopting standardized validity terms for provisional and permanent registrations.
- Introduce updated MSMC draft templates for all applicable registration categories, improving clarity and reducing administrative errors.



4. APLICABILITY

4.1. This policy applies to all Deputy Registrars processing vessel registrations under the flag, specifically in relation to:

- Provisional Registrations
- Permanent Registrations
- Dual-In Registrations
- Special Registrations

5. IMPLEMENTATION

5.1. Effective immediately:

New and Updated MSMC Draft Templates shall be used for:

- Provisional Registrations – Form SFC-008
- Permanent Registrations – Form SFC-009
- Special Registrations- Form SFC-017
- Dual-In Registrations – Form SFC-018
- MSMC for Small Yachts (24m or less and 500GT) – Form SFC-010
- MSMC for Sailing Yachts – Form SFC-011
- MSMC for Super Yachts – Form SFC-012

These new templates replace all previous versions and must be used for any new issuance or renewal.

6. Application Policy Update

To ensure consistency and compliance with the updated policy, Deputy Registrars are required to follow the guidance below when processing MSMC and Non-STCW applications for all types of vessel registrations:

6.1. Making an application

When submitting an MSMC, Deputy Registrars must submit the following to the Administration:

- Completed Application Form – All vessel details must be filled in.
- Draft MSMC – Validity must match the Certificate of Registry (COR) expiration date.
- Supporting Documents – All required documents (e.g., Blue Cards, manning scale, safety equipment list) must be valid and complete.



- Crew Compliance Confirmation – The manning scale must meet MSMC requirements. If the crew composition does not meet these requirements, amendments will be requested until the Administration is satisfied.

6.2. Validity Period Alignment

- Provisional Registrations: **MSMC's and/or non-STCW's shall have an expiration date not exceeding six (6) months from the date of issuance, in alignment with the provisional COR.**
- Permanent Registrations: **MSMC's and/or non-STCW's shall have an expiration date not exceeding five (5) years from the date of issuance, in alignment with the permanent COR.**
- Dual-In Registrations: **MSMC's and/or non-STCW's shall have an expiration date not exceeding five (2) years from the date of issuance, in alignment with the permanent COR.**
- Special Registrations: **MSMC's and/or non-STCW's shall have an expiration date not exceeding 3 months from the date of issuance or until voyage is completed, whichever comes first, in alignment with the permanent COR.**

6.3. Communication & Submission

- **Send all completed applications and draft certificates to our seafarers' department, seafarerservices@immabe.com**
- Clearly indicate the type of registration (Provisional, Permanent, or Dual-In) in all correspondence and ensure that the email clearly specifies the service being requested, rather **than simply submitting attachments with a generic statement such as “these are the files for the vessel.”**

7. Administrative Compliance

Deputy Registrars are to ensure that all MSMC and Non-STCW certificates issued henceforth comply with this policy. Any certificates currently in process must be reviewed and amended, if necessary, to align these requirements before issuance.

