



**REPUBLIQUE TOGOLAISE
DIRECTORATE OF MARITIME AFFAIRS
INTERNATIONAL SHIP REGISTRY**

DATE: 23/MARCH/2011

REF: 001C/TG/03/11

Dear All,

Kindly be advised that as off today, your esteemed society as recognized Organization under Togo flag is kindly requested to submit the attached "TOGO REQUEST OF SURVEY" prior attending on board.

Your surveyors are not authorized to proceed on board until the relative application is received from our office dully endorsed.

After satisfactory completion of the surveys / audits on board, the attached "PRELIMINARY REPORT" is to be submitted to this Administration, within 48 hours maximum, along with a copy of the issued certificates.

In due course, upon issuance of the full term certificates (if any), a copy is required to be submitted to this Administration within 48 hours from the date of issuance.

After the receipt of the attached "TOGO REQUEST OF SURVEYS" approved by this Administration, and in case, for any reason, the surveys and/or audits are not carried out, you are kindly requested to send a notification for the cancellation of the authorization accordingly. The authorization is valid for one month from the date of approval, and in case surveys postponed further, the approved authorization shall be considered cancelled automatically, and a new application is required from your good self.

Furthermore, your esteemed society is kindly requested to submit to us on regular basis, on every 1st week of January, March, June & September, a complete survey status for each ships under Togo with your esteemed Organization, even if the vessel is laid up, inactive or has suspended or overdue surveys.

Any certificate(s) issued outside the above new procedure will be considered ineffective and incorrect, and the attending / issuing surveyor will be suspended on spot, by your good self under Togo flag authority, pending consideration of the case for any further measures deemed necessary.

For any further clarification, please feel free to contact us,

Thank you in advance for your kind attention & co-operation.

FOR THE INTERNATIONAL REGISTRY OF TOGO


Vera Medawar
Registrar of Maritime Affairs

