



DATE: 07/OCTOBER/2014

**CIRCULAR NO:0010C/TG/10/14**

**AUTHORIZATION FOR SURVEY PROCEDURE ON TOGOLESE VESSELS BY THE  
RECOGNISED ORGANISATIONS/CLASS AND PAYABLE AUTHORIZATION FEES**

TO: ALL RECOGNIZED ORGANIZATIONS ( R.O.) AND CLASS SOCIETIES PERFORMING SURVEYS FOR THE ISSUANCE OF STATUTORY CERTIFICATES ON BEHALF OF THE TOGOLESE ADMINISTRATION FOR VESSEL HOSTING THE TOGO FLAG.

Dear Sirs,

You are kindly requested to follow up the following procedures once your organizations is called to attend a Togolese vessel for its certification:

The below is applicable for any Initial or Annual or Intermediate or Renewal survey.

- 1- Application for survey/audit by Recognized Organization form to be submitted to this administration duly filled showing the exact surveys to be performed and signed / stamped by the applicant. (Form here with attached)
- 2- The administration will evaluate the application / case and will revert with approval and job authorization number.  
In case of any additional requirements from the administration relative note will be sent with the approval form.
- 3- Upon submission of the form duly signed by the relative R.O , this administration will issue and send the invoice relative to the Authorization fees payable by each R.O to this administration.
- 4-Upon completion of the Surveys/Audits , the R.O should send within a period not exceeding 15 days from the date of the surveys a copy of the relative statutory and class certificates issued for the vessel with any recommendation note imposed on the vessel.
- 5-Upon issuance of full term certificates , the R.O must send to this administration a copy of the certificates for this administration records.
- 6- The R.O is hereby requested to send every 6 months an updated survey status for this administration records.

Your strict compliance of the above procedures will be highly appreciated

For the Ship Registrar of the  
Togolese Directorate of Maritime Affairs

  
Vera Medawar

