



Date: 07<sup>th</sup> May 2025

Circular no.: 0070C/TG/05/25

**To:** Recognized Organizations // Port State Control Authorities // Masters and Seafarers on board Togolese flag vessels // Deputy Registrars // Ship Owners // Managers

**Subject:** Electronic certificates issued on behalf of Togolese Maritime Administration

**References:**

- a) FAL.5/Circ.39/Rev.2 of 20 April 2016 (Guidelines for the Use of Electronic Certificates)

**Purpose**

1. The purpose of this Marine Circular is to inform all interested parties, where the present is addressed to, that the Republic of Togo welcome the Guidelines in Reference and accept statutory certificates issued by the Recognized Organizations and (Recognized Security Organizations) for Togo flagged vessels in electronic form.

**Guidelines for the Issuance and Control of Electronic Certificates**

2. The Recognized Organizations who intend to issue electronic statutory certificates on behalf of the Republic of Togo, should provide simple and clear instructions on the validity and authenticity of each electronic certificate for verification purposes.

3. It is underlined that the present circular does not affect the practice of issuance of the relative certificates in hard copies. And that means both practices remain equally acceptable.

4. Electronic statutory certificates issued by a Recognized Organization acting on behalf of the Republic of Togo should contain the features as stated in FAL.5/Circ.39/Rev.2 of 20 April 2016, and in particular the following:

- Validity and consistency with the format and content required by the relevant International Convention or Instrument, as applicable,
- Protection from edits, modifications or revisions,
- A Unique tracking number used for verification,
- Reliable and secure verifiability through a conveniently accessible and continuously available platform,
- A printable and visible symbol that confirms the source of issuance. **A**



5. Vessels Owners, Managers Operators, Masters and designated crew on board Togo registered vessels, who receive and use electronic certificates are required to ensure that these certificates are controlled through the Safety Management system, as required by the Section to Documentation Control, of the ISM Code.

6. Port State Control Administrations are kindly invited to accept electronic certificates issued by Recognized Organizations on behalf of the Republic of Togo, subject to the conditions of the present marine circular.

7. Should any of the Interested parties need any clarification to the above may Contact the Registrar as follows:

**Contact Information:**

Registrar for Togo flagged vessels: Mrs. Vera N. Medawar [administration@togoregistrar.com](mailto:administration@togoregistrar.com),  
[reg1@togoregistrar.com](mailto:reg1@togoregistrar.com)

For the International Ship Registry of Togo

  


Vera N. Medawar  
Ship Registrar

  


For the Togolese Maritime Authority

Mr. Matchonawe BAKAI  
Director of Maritime Affairs