



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

RAD-003
Rev. 09/22

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AUTHORIZED CLASSIFICATION SOCIETIES, AND APPROVED ACCOUNTING AUTHORITIES

SUBJECT: Maritime Mobile and Maritime Mobile Satellite Services Radio Accounting Authority including Iridium Service Provider - Approval and Operating Procedures

Reference:

- (a) **Maritime Regulation 6.180**
- (b) **ITU Radio Regulation S58**
- (c) **ITU-T Recommendation D.90 (03/95)**
- (d) **[List of Approved Accounting Authorities](#)**
- (e) **[List of Approved Iridium Service Providers](#)**

Supersedes: Marine Notice RAD-003, dated 02/19

The following changes have been included:

- a. **Revised rules for approval of maritime mobile and maritime mobile satellite services Accounting Authority;**
- b. **Added rules for approval of Iridium Service Providers**

PURPOSE:

This Notice explains the radio messaging accounting procedures required by Liberian Maritime Regulations and provides the Office of the Deputy Commissioners (DCO) procedures and criteria for approving and monitoring maritime mobile and maritime mobile satellite services radio Accounting Authorities including Iridium Service Providers. This Notice also provides a list of the Accounting Authorities and Iridium Service Providers approved by the DCO.

APPLICABILITY:

This Notice applies to all Liberian flag vessels equipped with ship radio stations, recognized maritime mobile satellite service ship earth stations and to all entities requesting approval or approved as an Accounting Authority or Iridium service provider

REQUIREMENTS:

- 1.0** The International Telecommunication Union (ITU) Convention currently in force provides for Accounting Authorities to settle maritime radio communication accounts for ships licensed by the Administration.

- 1.1 The Office of the Deputy Commissioner of Maritime Affairs through its agent is responsible for approving Accounting Authorities and Iridium Service Providers that wish to provide settlement services for Liberian registered ships. The Rules for certification are provided at [Annex I](#) of this Marine Notice.
- 1.2 Entities that wish to become an approved Iridium Service provider for the Liberian flagged ships must contact the IridiumServices@liscr.com for additional information on application and approval as an Iridium Service Provider. Upon satisfactory review of the application, a Service Provider Authorization and Reporting Agreement will be provided to the applicant for signature and acceptance.
- 2.0 For all Liberian flagged vessels except for vessels equipped only with Iridium maritime mobile satellite service ship earth stations, it is mandatory that all international maritime radio traffic charges for radio communication from ship to shore, both terrestrial and satellite, shall be settled by an approved radio Accounting Authority (AA) which has the legal contract with the owner of the vessel.
- 2.1 For Liberian flagged vessels equipped with Iridium maritime mobile satellite service ship earth stations, it is mandatory that all international maritime radio traffic charges for radio communication from ship to shore, both terrestrial and satellite, broadcaster or received via the Iridium equipment shall be settled via an approved Iridium service provider which has the legal contract with the owner of the vessel.
- 3.0 Except for vessels equipped only with Iridium maritime mobile satellite service ship earth stations, no ship is entitled to be registered or to maintain registration under the Liberian Flag unless the owner shall have entered into a valid contract with a radio Accounting Authority approved by the Administration.
- 3.1 Vessel equipped with an Iridium marine mobile satellite service ship earth station in order to register or maintain registration under the Liberian flag shall have entered into a valid contract with an Iridium service provider approved by the Administration.
- 3.2 The approved Accounting Authority or if applicable, the approved Iridium service provider, pursuant to the terms of the contract, shall assume the maritime mobile and maritime mobile satellite radio services accounting obligation and may assume responsibility for obtaining the vessel's Ship Radio Station License.
- 4.0 The approved Accounting Authority or, if applicable, the approved Iridium service provider for the vessel shall be fully responsible for the payment of the radio and satellite communication charges including all activation and deactivation fees prescribed in the Service Provider Authorization and Reporting Agreement. The approved Accounting Authority and the approved Iridium service provider must give a guaranty to the Liberian Government that no charges will accrue to the account of the Liberian Government and ensure that the guaranty remains fully effective.
- 5.0 All shipowners, operators, and managers should ensure that all radio and satellite communication charges are sent to the approved Accounting Authority or, if applicable, the approved Iridium service provider only and not to any other third party. In the event that an approved Accounting Authority or, if applicable, the approved Iridium service provider does not remit proper and timely payments on behalf of the ship station licensee:

- (1) The ship station licensee will be responsible for making arrangements for another approved Accounting Authority to perform futuresettlements;
 - (2) The ship station licensee will settle any outstanding accounts due to radio stations or communications entities;
 - (3) Neither the Administration nor its agent will be liable for any outstanding accounts due to radio stations, approved Accounting Authorities, approved Iridium service providers, or any other communications entities.
- 6.0 The list (**Reference (d)**) of radio service companies approved by the Administration as radio Accounting Authorities and the list (**Reference (e)**) of Iridium service providers will be updated periodically as entities are added or removed from the list.
- 7.0 Entities that wish to become an approved radio Accounting Authority for the Liberian flagged ships will need to complete an Application for Certification and Re-Certification as an Accounting Authority “Form RLM 208AA” and send the completed application to Inmarsat Activations at email: inmarsatactivations@liscr.com. A copy of the application is attached to this Notice as **Annex II**. Upon Satisfactory review of the application, a Service Providers Authorization and Reporting Agreement will be provided to the applicant for signature and acceptance.

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ANNEX I

Rules for Certification of Maritime Mobile and Maritime Mobile Satellite Services Radio Accounting Authorities.

PURPOSE: The following rules delineate the Republic of Liberia's requirements for certifying and monitoring radio accounting authorities in the maritime mobile and maritime mobile satellite radio services. Radio Accounting Authorities settle accounts for public correspondence for messages transmitted at sea by or between maritime mobile and maritime mobile satellite stations located on board Liberian registered ships and utilizing coast and coast earth station facilities.

Section 1 Basic qualifications

Applicant organizations must:

- a) Meet the requirements and conditions contained in these rules in order to be certified as a radio Accounting Authority (AA). No individual or other entity, including Accounting Authorities approved by other Administrations, may act as a Liberian Accounting Authority and settle accounts of Liberian registered vessels in the maritime mobile or maritime mobile satellite radio services without executing an Accounting Authority Provider Authorization Agreement with the Office of the Deputy Commissioner of Maritime Affairs (DCO) and receiving certification from the DCO.
- b) Provide formal documentation and proof of their ability to settle accounts.
- c) Be authorized as an AA by the Administration of their resident country and represent shipowners willing to register ships under the Liberian flag.
- d) Agree to pay the required fees prescribed in the Service Provider Authorization and Reporting Agreement.

Section 2 Application

- a) Applications must be made to the DCO on Republic of Liberia Form RLM 208AA, "Application for Certification and re-Certification as an Accounting Authority". Form RLM 208AA is attached to this Notice as [Annex II](#). Additional copies may be obtained from the DCO by sending an e-mail or fax request to the Inmarsat Activations Department, LISCR:

email: inmarsatactivations@liscr.com.
- b) All new applicants shall submit one signed copy of the form with a processing fee prescribed in the Service Provider Authorization and Reporting Agreement.
- c) The application shall be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity for which he or she is a representative.
- d) Applications should be sent to: inmarsatactivations@liscr.com at least 30 days prior to scheduled commencement of settlement activities to allow time for the DCO to review the application.
- e) If it is determined by the DCO that the applying entity is acceptable for recognition as an AA to provide services to Liberian flagged vessel, the entity will be sent an Accounting Authority Provider Authorization and Reporting Agreement that must be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity and the signed Agreement must be return to the DCO for countersigning and execution.

- f) Upon execution of the Accounting Authority Provider Authorization and Reporting Agreement, the DCO shall issue the AA a Certificate of Authorization. The Certificate is valid for two (2) years and upon expiration of the Certificate a new Application must be submitted requesting renewal of the Certificate.
- g) All applicants for renewal of their Certificate of Authorization shall submit one signed copy of the application form with a renewal processing prescribed in the Accounting Authority Provider Authorization and Reporting Agreement.

Section 3 Approval

- a) The DCO will notify each applicant in writing as to whether the applicant has been approved as an Accounting Authority. A Certificate of Authorization will be issued to each approved applicant.
- b) The DCO will notify the International Telecommunication Union (ITU) and other applicable authorities within 30 days of any changes to its approved list of accounting authorities.
- c) Authorization to act as approved radio Accounting Authority for Liberian flagged ships may not be reassigned, sold, bartered or transferred and do not convey upon sale or absorption of a company or firm without the express written approval of the DCO.

Section 4 Accounting Authority Identification Code (AAIC)

- a) A certified Accounting Authority maintaining settlement operations outside the Republic of Liberia will be assigned the same AAIC as that originally assigned to such entity by the Administration of the country of operation. However, in no case will an entity be certified as an Accounting Authority for settlement of Liberian licensed vessel accounts unless the entity has already been issued an AAIC by another Administration.
- b) AAs with settlement operations within Liberia will be assigned the AAIC of the Republic of Liberia and will not be subject to paragraph (a)
- c) AAICs may not be reassigned, sold, bartered or transferred and do not convey upon sale or absorption of a company or firm without the express written approval of the DCO. The DCO will not unduly deny such a request.

Section 5 Operations

- a) All Accounting Authority operations must be conducted in accordance with Accounting Authority Provider Authorization and Reporting Agreement, the applicable Liberian Maritime Law, Rules and Regulations, the International Telecommunication Regulations (ITR), and other international rules, regulations, agreements, and, where appropriate, ITU-T Recommendations to which Liberia is apart.
- b) Shipowners are responsible for the selection of the AA of their choice provided that such AA is recognized by the Republic of Liberia and is in good standing with the Liberian Administration.

Section 6 Settling Accounts

- a) All maritime telecommunications accounts should be timely paid in accordance with applicable ITU Regulations and ITU-R requirements. Accounting Authorities are deemed to be responsible for remitting, in a timely manner, all valid amounts due to earth stations, other applicable

communication administrations or their agents. Settlements must adhere to the standards set forth in these rules and must be in accordance with the ITU-R taking into account the applicable ITU-T Recommendations, Accounting Authority Provider Authorization and Reporting Agreement, and other guidance that may be issued by the DCO.

- b) Accounting Authorities must cooperate fully with the DCO in all respects concerning international maritime settlements issues, including the resolution of questions of fact or other issues arising as a result of settlement operations.
- c) Accounting Authorities must pay the Liberian Registry all DCO fees associated with activation, deactivation and other radio services prescribed in Accounting Authority Provider Authorization and Reporting Agreement within 30 days of the date of the invoice issued by the DCO for such fees.

Section 7 Annual Review

Accounting Authorities accept their certifications on condition that their settlement activities may be audited with respect to Liberian vessels by the DCO or its duly authorized representative. Additionally, the DCO reserves the right to verify any statement(s) made or any materials submitted to the DCO under these rules. Failure to respond satisfactorily to any audit findings is grounds for forfeiture or suspension or cancellation of authority to act as an Accounting Authority for Liberian vessels.

Section 8 Retention of settlement records

Accounting Authorities must retain, for the purpose of compliance with these rules, all settlement records for a period of at least five years following settlement of an account.

Section 9 Cessation of operations

- a) The DCO must be notified immediately should an Accounting Authority plan to relinquish its certification or cease to perform settlements as authorized.
- b) When an Accounting Authority is transferred, merged or sold, the new entity must apply for certification in its own right if it is interested in becoming an Accounting Authority to settle accounts for Liberian vessels.
- c) The applicant must certify acceptance of all accounts and must furnish a list of existing accounts to the DCO at the time of application.

Section 10 Complaint/inquiry resolution

Accounting Authorities must maintain procedures for resolving complaints and/or inquiries from its contractual customers (vessels for which it performs settlements), the DCO, the ITU, and foreign Administrations or their agents. These procedures must be available to the DCO upon request.

Section 11 Notification of refusal to provide telecommunications service to Liberian registered vessel(s).

An Accounting Authority must inform the DCO immediately should it receive notice from any source that a communication facility is refusing or plans to refuse legitimate public correspondence or GMDSS services to or from any Liberian registered vessel.

Section 12 Notification of change in address

The DCO must be notified in writing within 15 days of any change in address of an Accounting Authority. The Accounting Authority must provide the DCO with all relevant new particulars including telephone and telefax numbers, e-mail addresses, street addresses, and name of a contact person.

Section 13 Reports

- a) Initial Inventory of Vessels.

Within 30 days after receiving final approval from the DCO to be an Accounting Authority, each certified Accounting Authority must provide to the DCO an initial list of Liberian registered vessels for which it is performing settlements. Such list shall be in the general format of the following and provide the information shown:

Vessel Name, IMO Number, Call Sign, INMARSAT I.D. Number(s) and Effective Date

- b) Annual Statistical Report of Settlement Operations.

By January 31st of each year, each Accounting Authority settling accounts for Liberian registered vessels must submit to the DCO an Annual Statistical Report, which details for each vessel the number of settlements, by foreign Administration, earth stations, or other communications entities or their agents as applicable, during the preceding twelve months. Information contained in this report provides statistical data that will enable the DCO to monitor operations to ensure adherence to these rules and to appropriate international settlement procedures. This report will be kept confidential as noted in Sec. 16 below.

Section 14 Barring of Terminals

The Accounting Authority that causes a mandatory barring to be raised on a maritime mobile earth station must:

- a) notify the Liberia PSA in advance that the maritime mobile earth station will be barred in 14 days
- b) in the case of an unpaid account, ensure the invoice is outstanding for at least three months
- c) implement the barring in such a way that the ability of a vessel to use distress communication and transmitting LRIT Data is not impeded
- d) be prepared throughout the 24-hour day to be able to quickly unbar the mobile earth station if requested by an RCC either directly or through Inmarsat, to facilitate RCC response to a distress situation.

Section 15 DCO Responsibilities

The DCO will be responsible for the following:

- (1) Providing COSPAS/SARSAT with a list of Liberian flag vessels along with their call signs and MMS numbers

- (2) Issuance of the applicable radio station licenses
- (3) Maintaining a database of radio telecommunication data containing information on the radio and communications systems on Liberia vessels
- (4) Provide the necessary reports to the ITU and applicable organizations
- (5) Maintain a public list of Accounting Authorities as approved by the DCO

Section 16 Confidentiality

All information provided by the accounting authorities will be considered confidential and will be only for the official use of the DCO and its authorized agent. All information provided is for the use of the Administration only and will not be released to any third party (other than the ship identification information needed by maritime safety and distress rescue agencies for the purposes of assisting in distress and safety missions).

Section 17 Investigations and Penalties

- a) The DCO may investigate any complaints made against Accounting Authorities to ensure compliance with all applicable DCO rules, ITU Regulations and other international maritime accounting procedures which Liberia recognizes.
- b) The DCO may issue written warnings or forfeitures to Accounting Authorities which are found not to be operating in accordance with established rules and regulations. Warnings will generally be issued for violations that do not seriously or immediately affect settlement functions or international relations. Continued or unresolved violations may lead to further enforcement action by the DCO, including suspension or cancellation of the Accounting Authority certification.
- c) The DCO may take further enforcement action, including suspension or cancellation of an Accounting Authority certification, if it is determined that the Republic of Liberia's or ship owners interest so requires. Reasons for which such action may be taken include but are not limited to:
 - (1) Illegal activity or fraud;
 - (2) Non-payment or late payment to a foreign administration or agent;
 - (3) Failure to follow ITR requirements and procedures that Liberia recognizes;
 - (4) Failure to take into account ITU-T Recommendations which Liberia recognizes;
 - (5) Bankruptcy or liquidation;
 - (6) Providing false or incomplete information to the DCO or failure to comply with or respond to requests for information; or
 - (7) Failure to pay DCO fees.
- d) Prior to taking any of the enforcement actions listed in this section, the DCO will give notice of its intent to take the specified action and the grounds therefore, and afford a 30-day period for a response in writing; however, where the interest of the ship owners or the Republic of Liberia so requires, the DCO may temporarily suspend a certification pending completion of these procedures.

Section 18 Liability for payment

- a) In the event that an Accounting Authority does not remit proper and timely payments on behalf of the ship station licensee, including payment of DCO fees:
 - (1) The ship station licensee will be responsible for making arrangements for another Accounting Authority to perform future settlements.
 - (2) The ship station licensee will settle any outstanding accounts due to radio stations or communications entities.
- b) The DCO will, upon request, take all possible steps, within the limits of applicable national law and maritime regulations, to ensure settlement of the accounts of the ship station licensee.
- c) The Republic of Liberia, the DCO or its agent(s), will be not liable for any outstanding accounts due to radio stations, Accounting Authorities, or any other communications entities.
- d) The AA will be responsible for indemnifying the Republic of Liberia and its agent against all settlement claims arising from the failure to fully settle accounts.

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ANNEX II

Application for Certification and Re-Certification as an Accounting Authority

INSTRUCTIONS: This application is to be used to apply to be certified as an Accounting Authority in accordance with the provisions of Liberian Marine Notice RAD-003, Maritime Mobile and Maritime Mobile Satellite Radio Services accounting procedures and to renew certification. The completed application should be sent together with a copy of any applicable Articles of Incorporation and/or Bylaws to:

REPUBLIC OF LIBERIA
OFFICE OF DEPUTY COMMISSIONER for MARITIME AFFAIRS
C/O Inmarsat Department
Liberian International Ship & Corporate Registry 22980 Indian Creek Drive,
Suite 200
Dulles, Virginia, 20166 USA
Email: inmarsatactivations@liscr.com

Failure to respond to all items may result in your application being returned. Please review the application carefully and ensure that the application is signed by the appropriate official(s) and that all required information is provided.

Upon satisfactory review of the application, a service and reporting agreement will be provided to the applicant for signature and acceptance. Upon receipt by the Administration of the service provider authorization and reporting agreement signed by the applicant and the processing fee as required by the service provider agreement, a Certificate of Authorization valid for two years will be issued to the Accounting Authority.

RENEWAL AND RECERTIFICATION: Approved Accounting Authorities are required to renew their Certificate every two (2) years. The Accounting Authority must complete and submit an application requesting renewal of their certification. A processing fee in accordance with the service provider authorization and reporting agreement must be submitted with each request for renewal application.

All applicants for renewal of a Certificate of Acceptance must settled all unpaid DCO fees that 30 days or more overdue (measured from the date of the invoice for the fees) prior to DCO approval of the application for renewal.

Name of Applicant (Corporation):

Purpose: **Initial** **Renewal**

Are you currently an Accounting Authority? **Yes** **No**

If yes, enter current AAIC: _____

BUSINESS ADDRESS	ADDRESS WHERE SETTLEMENTS WILL ACTUALLY BE PROCESS IF DIFFERENT FROM BUSINESS ADDRESS
Street Address:	Street Address:
City:	City:
State/Province:	State/Province:
Zip/Postal Code:	Zip/Postal Code:
Country:	Country:

Telephone Number (include area code): _____

E-Mail Address:

Normal Business Hours:

Will you be settling accounts for other Registered vessels for other jurisdictions?
If yes, list these jurisdictions.

Structure of Company or Corporation *(Use additional sheets if necessary)*
Please provide a brief summary describing the structure of your settlement operation as it relates to your overall company or corporate structure. Provide a copy of your Articles of Incorporation, and/or Bylaws, or equivalent documents.

Qualifications *(Only required if not currently a recognized Accounting Authority. Use additional sheets if necessary)*
Detail any prior qualifying experience as well as how you plan to conduct settlements. Your statement should provide sufficient information for the DCO to determine if you are qualified to perform settlements, and issue Certification of maintenance on behalf of Liberia.

Evidence of Financial Responsibility *(Use additional sheets if necessary)* All applicants who intend to settle accounts for ship's radio station licenses on Liberian Registered ship must provide letter of financial responsibility from a financial institution or equivalent documentation.

By virtue of my signature below, I hereby make application to the Republic of Liberia to become an Accounting Authority. I have responded to all items on this application honestly and completely. I understand that should I be approved to be an Accounting Authority, I must adhere to all applicable Liberian Maritime laws, rules and regulations, the International Telecommunications Regulations (ITR), and other rules, regulations, agreements, and where applicable, ITU-T Recommendations. I also acknowledge that I will submit to the Office of the Deputy Commissioner (DCO) all required information reports and fees in a timely manner and that I will meet all financial responsibility requirements. I also agree to pay the Liberian Registry all DCO fees associated with activation, deactivation and other radio services within 30 days of the date of the invoice issued by the DCO for such fees. I acknowledge that failure to pay the DCO fees within 30 days of the invoice date may result in the suspension or revocation of my AA Certificate of Acceptance.

I further acknowledge that I may not trade, reassign, sell or otherwise transfer my authority to act as an Accounting Authority without the express approval of the DCO and that I may not be assigned more than one Accounting Authority Identification Code. I agree to maintain my processing operation within the country stated above and notify the DCO of any changes. Should I cease to function as an Accounting Authority, I agree to notify the DCO immediately. I agree to maintain acceptable complaint resolution procedures and to notify the DCO immediately should I receive notice of any refusal of a foreign administration/facility to handle legitimate telecommunications between Liberian registered ships, licensed vessels, and the foreign entity providing services.

I acknowledge that I am familiar with the Liberia rules and regulations concerning sanctions and grounds for forfeiture or suspension or cancellation of an Accounting Authority certification.

Signed and Dated this Day: _____

Date: _____