

## AMENDED PAGES

- 1) Convert all amended pages to .pdf and combine in a single document or Zip the pages together.
- 2) Include a revision page or history of changes page showing details of amended pages or sections. Include and amended Index page if necessary.
- 3) Send only pages where a change has been made. Prices are per page (no charge for cover page, index pages or revision/history of revision pages). If your plan pages are numbered consecutively and you must add a page, number it as A or 1. Example: 12-A or 12-1.
- 4) TO UPLOAD your amendments, sign on to the website, select amendment services button then select the last menu item, Submit Amendments.....

## VESSEL NAME CHANGE

In order to endorse a change in vessels name, we require the following:

- 1) A copy of the vessels Registration Certificate (Provisional or Permanent)
- 2) Submit one of the following:

For plans in which the vessel name appears on more than 5 pages, submit a numbered addendum signed by a corporate officer or the CSO stating vessels IMO number, new name and previous name. This addendum should read as follows:

***"In Ship Security Plan Version No. (state version no.) wherever the name (state the old name of the vessel) appears, it is to be replaced with (state the new name of the vessel). All other information contained in the Ship Security Plan Version No. (state version no.) is to remain the same".***

or

For plans in which the vessel name appears on 5 or less pages, submit the amended pages showing the new vessel name and, where appropriate, change the version number on the page.

## WHAT TO EXPECT

You will receive an invoice for your amendments via email. The amendments will be reviewed with 72 hours of receipt. The approved amended pages will be inserted into the most current plan version that we have on file. Changes you have made but did not submit for review will, of course, not be in our most current version. The approved amended pages, the approved revised plan and an amended approval certificate will be uploaded to the website and available to you on the Manage Your Documents page. You will be notified by email when they are available.

## ARCHIVE SSP SERVICES

- 1) Prepare your SSP in .pdf format. From the Archive Services page:
- 2) Enter your username and password, where indicated, even if you have already logged in, **or** apply for a username and password, (you will have to come back to the website to complete the archive service after your username has been activated) **or** upload your document and apply for user name and password later (recommend). Instructions are given for each option. Click>continue.
- 3) Enter the vessels IMO number and click verify. If the IMO number is recognized you can browse for the SSP and upload it to the website. If the system does not recognize the IMO number you will be asked to enter the vessel's name, owner's name, gross tons and type of vessel. Then you will be directed to upload.
- 4) After upload is complete you will be given an invoice and asked to select a method of payment, either wire transfer or credit card. Your archived plan will be available within 24 hours after receipt of funds. You will be notified by email.