

www.maritimenz.govt.nz/mtocrenewal

“MTOCs” are starting to expire – answers to your questions: How do I apply? What does it cost?

Maritime Transport Operator Certificates (MTOCs) are starting to expire. Maritime NZ staff are speaking about this when we are working with people in the industry and at industry conferences.

Two questions often being asked are: How do I apply to renew my MTOC? And, what will it cost?

Maritime NZ wants MTOC renewals to be straightforward. We will send you a reminder six months before your MTOC expires. That will tell you your expiry date and let you know that three months before that date we will send you everything you need to apply.

You must apply before your MTOC expires. Maritime NZ cannot renew an expired MTOC and you would have to apply for a new one, which is a much longer process.

The three-month email will include two tables of information Maritime NZ has about your operation. There will be a column asking “yes/no” is this information correct? If it is not correct, there will be a space to correct it. You will also be asked to complete and return a fit and proper person (FPP) form for each person who you name as having responsibilities.

If there are changes to either table, please submit these to Maritime NZ as soon as you can, ideally before applying to renew your MTOC. Having that information updated and correct will make the renewal process as smooth as possible.

One of the tables in the three-month email will be, “Changes you must notify Maritime NZ of”. There are no fees for these changes.

The second table will be, “Changes that must be approved by the Director of Maritime NZ”. There are fees for making changes to the following information:

- the full legal name of the operator
- the categories and activities of operation (e.g. trawling, adventure tourism etc.)
- the primary harbours or ports from which your vessels operate
- the responsible person(s).

The cost of renewing an MTOC is the same as the application fee was 10 years ago, \$814, and your new MTOC will be valid for another 10 years. If your application requires additional assessment, we will let you know and you will be charged for extra work at an hourly rate of \$245.

Maritime NZ will help you renew your MTOC:

- Talk to your Maritime Officer
- Email operators@maritimenz.govt.nz
- Phone, toll-free, 0508 22 55 22, then when you hear the menu press 1
- Website [Renewing an MTOC](#)
- Website [Table of fees](#)