

Certificate of insurance application form for oil tankers and ships

Last updated: January 2024

This document is uncontrolled if printed. Please refer to the Maritime New Zealand website for the latest version.

About this form

Use this form to apply for a certificate of insurance, which provides evidence of owner/operator's holding public liability insurance that will cover costs of potential damages caused by oil pollution.

This form is for the following ship types:

- regulated oil tankers carrying more than 2,000 tonnes of oil in bulk as cargo
- ships of 1,000 GT and above
- ships 400 GT to less than 1,000 GT.

How to complete this form

You need to read and understand all of the information on this form including:

- our requirements under Marine Protection Rules Part 102, Certificates of Insurance (see below)
- the *Explanatory notes* (page 8).

Note

Marine Protection Rules Part 102 requires New Zealand to fulfil its obligations as a party to the International Convention on Civil Liability for Oil Pollution Damage. A certificate of insurance issued by Maritime New Zealand meets this obligation.

Refer to the Maritime New Zealand website for more information about this rule.

maritimenz.govt.nz/rules

1. Ship details

1.1 Application type

Indicate what your application is for:

A regulated ship

If you have ticked this box, you need to complete the details below.

Ship's gross tonnage

Does the ship carry oil
in bulk as cargo?

Yes

No

An oil tanker

If you have ticked this box, you need to complete the details below.

Tanker's gross tonnage

1.2 Ship details

Provide basic details about your ship:

Full name of ship

Distinctive numbers or
letters

IMO ship identification
(if applicable)

Port of registry
(if applicable)

1. Ship details (continued)

1.3 Ship owner's details

Provide basic details about the owner of your ship:

Owner (or Company name)	<input type="text"/>
Contact person	<input type="text"/>
Phone (day time)	<input type="text"/> Eg +64 1 234-5678
Mobile phone	<input type="text"/> Eg +64 21 123-4567
Fax number	<input type="text"/> Eg +64 1 234-6789
Email address	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/>
City and country	<input type="text"/>
Postcode	<input type="text"/>
Physical address for service (must be in New Zealand)	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Name and full address of the principal place of business of the registered owner	<input type="text"/>
Preferred means of contact (tick only one)	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Phone <input type="checkbox"/> Fax

If your ship has more than one owner, you will need to provide details for each owner.
Ensure you attach the additional owners' details with your application.

2. Insurance details

2.1 Insurer details

Provide details of your insurer:

Insurer name	<input type="text"/>
Postal address	<input type="text"/>
	<input type="text"/>
City and country	<input type="text"/>
Postcode	<input type="text"/>
Insurers financial rating	<input type="text"/>
	Eg. AAA, B+

2.2 Insurance cover details

Provide details of your insurance cover:

Period insured for	Start date	<input type="text"/>	End date	<input type="text"/>
		DD / MM / YYYY		DD / MM / YYYY
Sum insured for (\$NZD)	<input type="text"/>			
Does this meet the amount of cover required under Marine Protection Rule 102.4(2)(b)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

To support the information above, you will also need to provide the following with this application:

- a copy of your insurer's contract/certificate of insurance
- proof of your insurer's financial rating

3. Fees and payment

3.1 Application fee

There is a fee for your application. It is charged at an hourly rate.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

Refer to the MNZ website for more information about fees.

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

3.2 Invoice

You will be invoiced once we have processed your application. A reference number and instructions explaining how to pay will be sent with the invoice.

The invoice will be in your name **unless** you indicate below the name and address of a different entity or individual who has agreed to be invoiced (such as your employer).

Name on the invoice

Postal address

City and country

Postcode

Purchase order number

4. Declaration

The appropriate person(s) must complete this section.

The number of authorised people required to sign this declaration depends on your operation.

Print and complete extra pages if required.

Authorised person's
name

Position title

Company

By ticking this box, you (the above named person) agree that the details provided on this form are true and correct. You also agree that any papers sent with this form are true and genuine and were given and signed by the persons whose names appear on them. (Note: we will only accept certified copies of any supporting documents.)

Your signature below indicates that you authorise us to:

1. use any of the personal information you have provided on this form for maritime safety purposes, or to further our lawful activities
2. disclose this information to any division of Maritime New Zealand, our agents, contractors, or any other person where such disclosure is necessary to further the purposes, activities or objectives specified in 1 above.

We will keep the information secure and only disclose it in the manner stated above. You are entitled to see and correct the personal information you've provided on this form.

Caution: providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence, in the case of an individual, is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000 or \$50,000 for a body corporate.

Your signature

Date

DD / MM / YYYY

Privacy information

Personal information collected in this form will be used for the purpose of assessing the application for a certificate of insurance, and for maintaining Maritime NZ's records in relation to maritime transport operations. Maritime NZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information Maritime NZ holds about you, please contact the Maritime NZ Privacy Officer at PO Box 25620, Wellington 6140 or by phoning +64 4 473 0111.

5. Where to send your application

Send your completed application form, and both your insurer's contract/certificate of insurance and proof of financial rating to Maritime NZ by email, courier or post.

Sending your application by email is preferred. Remember to sign the *Declaration* section of the form before scanning and attaching to the email along with other documents required. Make sure the scanned copies of your form and documents are legible and of a good quality.

Email your application to:

operators@maritimenz.govt.nz

Or

Courier your application to:

Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Certification
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND

6. Explanatory notes

- A. Owners of ships are required to hold public liability insurance to meet their potential liabilities under the Maritime Transport Act 1994.
- B. A certificate of insurance provides evidence/security that there is a contract of insurance or other financial security in place to cover the owner's potential liabilities for oil pollution damage and gives a direct right of action against the party providing the insurance or security.
- C. Marine Protection Rules Part 102: Certificates of Insurance, together with associated provisions in the Maritime Transport Act 1994, elaborates the requirement that owners of ships carrying more than 2,000 tonnes of persistent oil in bulk as cargo have certificates which verify the existence of public liability insurance sufficient to cover any claims for oil pollution damage arising from a marine oil spill. The requirement gives effect to provisions of the Protocol of 1992 to amend the International Convention on Civil Liability for Oil Pollution Damage (1969) to which New Zealand is party.

Part 102 also requires other ships of 400 gross tonnage or more to hold certificate of insurance for liability cover for oil pollution damage.

- D. For ships of over 1000 gross tonnage (GT) and ships over 2000 GT carrying oil in bulk as cargo, these requirements give effect to the Bunker Convention and 1992 Protocol to the International convention on Civil Liability for Oil Pollution Damage, 1969. This enables those ships travelling overseas to present certificates accepted in other countries. The requirements for ships between 400 and 1000 GT are a requirement of New Zealand domestic law.
- E. You need to provide evidence of the insurer's financial strength rating that is given by an approved rating agency, for example Standard and Poors or AM Best.