



**MONGOLIA MARITIME  
ADMINISTRATION**

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Date 23 December 2020  
Ref. 4/283

**Marine Circular No .4/283/2020**

TO: SHIP-OWNERS/OPERATORS, LEGAL REPRESENTATIVES OF MONGOLIA  
FLAGGED VESSELS

SUBJECT: REVISED APPLICATION FORM M1 AND M2

The purpose of this circular is to inform the abovementioned Shipping Communities that Application Forms M1 and M2 have been revised.

Application Form M1's newly added "Master's particulars" section is compulsory and must provide genuine contacts of Master and Chief Mate for Inspection purpose.

Application Form M2's newly added "Owner's Contact Details" section is compulsory and must provide genuine contacts of the Owner.

The Application Form M1 and M2 will be invalid without the above mentioned information upon submission.

This circular will enter into effect as of 01st January 2021

Sincerely Yours,

  
TUVSHINTUR SARANJAV  
Director

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MONGOLIA MARITIME  
ADMINISTRATION

MONGOLIA  
MONGOLIA MARITIME ADMINISTRATION

Application to Register a Ship  
(Form M1)

Chapter 3 of the Regulations for Registration of ship 2003

Mongolia Maritime Administration  
#612 Government Building-11  
J.Sambu's Street-11  
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A. SHIP'S PARTICULARS

|                                      |                                  |                        |                            |
|--------------------------------------|----------------------------------|------------------------|----------------------------|
| Ship Name (for registration)         | Type of Ship                     | Year Built             | Keel Laid                  |
| Place / Country Built                | IMO Number of Ship               | Gross Tonnage          | National Gross Tonnage     |
| Net Tonnage                          | National Net Tonnage             | Deadweight             | Hull Material (steel, etc) |
| Length of Ship (Metres) <sup>①</sup> | Breadth (Metres)                 | Moulded Depth (Metres) | Moulded Draught (Metres)   |
| LOA                                  |                                  |                        |                            |
| Builder's Name                       | Previous Registry                |                        |                            |
| Previous Owner                       | Ship Name (in Previous Registry) |                        |                            |

B. SHIP VOYAGE INFORMATION

|  |                          |
|--|--------------------------|
| Sea Area   | Trading Area             |
| <b>For special registration, please fill in the following information.</b> |                          |
| Voyage Limitations   |                          |
| Port of Departure  | Port of Arrival          |
| Estimate Date of Departure   | Estimate Date of Arrival |

C. MASTER'S PARTICULARS

This section is compulsory and must provide genuine contacts of Master and Chief Mate for Inspection purpose.  
Note: The M1 application will be invalid without this information upon submission.

|                        |                  |
|------------------------|------------------|
| Master's Full Name     | Telephone        |
|                        | E-mail           |
| Chief Mate's Full Name | Telephone        |
|                        | E-mail           |
|                        | Ship's Facsimile |

<sup>①</sup> Length of ship (LOA) – Overall length of the ship.  
Length of ship (ITC-69) – Length of the ship as defined under International Tonnage Convention

**D. ENGINE PARTICULARS**

|                   |                              |                  |                                 |
|-------------------|------------------------------|------------------|---------------------------------|
| Number of Engines | Type of Engine (diesel, etc) | Make & Model     |                                 |
| Year Made         | Total Power (KW)             | Number of Shafts | Estimated Speed of ship (Knots) |

**E. SAFE MANNING REQUIREMENT**

|   |                        |  |                     |   |                       |   |  |
|---|------------------------|--|---------------------|---|-----------------------|---|--|
| Unmanned Machinery Spaces:<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* |                        | Bride Control of Machinery:<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* |                     | Engine Room Watch Alarm:<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* |                       | Automatic Boilers:<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* |  |
| <b>DECK</b>   | <b>STCW Regulation</b> | <b>No. of Persons</b>  | <b>ENGINE</b>       | <b>STCW Regulation</b>  | <b>No. of Persons</b> |   |  |
| Master  |                        |  | Chief Engineer      |   |                       |   |  |
| Chief Mate  |                        |  | Second Engineer     |   |                       |   |  |
| Deck Officer  |                        |  | Engineer Officer    |   |                       |   |  |
| Deck Watch Rating   |                        |  | Engine Watch Rating |   |                       |   |  |
| Deck Rating   |                        |  | Engine Rating       |   |                       |   |  |
| Other   |                        |  | Other               |   |                       |   |  |
|   |                        |  |                     |   |                       |   |  |
| Conditions (to specify)   |                        |  |                     |   |                       |   |  |

\*Select as appropriate.

**F. APPLICATION FOR RADIO LICENSE**

|  |  |   |  |
|--|--|---|--|
| Licensee   |  | Entity Responsible for Radio Accounts (AAIC)  |  |
| Primary Electrical Supply<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* | Emergency Electrical Supply<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* | MMSI Number required<br><input type="checkbox"/> Yes / <input type="checkbox"/> No* |  |

\*Select as appropriate.

Radio installations

| Apparatus                             | Manufacturer | Type Number | Frequency Band |
|---------------------------------------|--------------|-------------|----------------|
| VHF Radiotelephony                    |              |             |                |
| VHF DSC Encoder/Decoder               |              |             |                |
| MF Radiotelephony                     |              |             |                |
| MF DSC Encoder/Decoder                |              |             |                |
| MF/HF Radiotelephony                  |              |             |                |
| MF/HFDSC Encoder/Decoder              |              |             |                |
| Inmarsat S E S 1                      |              |             |                |
| Inmarsat S E S 2                      |              |             |                |
| Inmarsat S E S 3                      |              |             |                |
| Navtex Receiver                       |              |             |                |
| EGC Receiver                          |              |             |                |
| Satellite EPIRB                       |              |             |                |
| VHF EPIRB                             |              |             |                |
| Radar Transponder (SART)              |              |             |                |
| Main Transmitter                      |              |             |                |
| Main Receiver                         |              |             |                |
| Reserve Transmitter                   |              |             |                |
| Reserve Transceiver                   |              |             |                |
| Radiotelephony Transceiver            |              |             |                |
| VHF Transceiver                       |              |             |                |
| SSB Radiotelephony                    |              |             |                |
| Two-way Radiotelephone                |              |             |                |
| Radar 1                               |              |             |                |
| Radar 2                               |              |             |                |
| Radar 3                               |              |             |                |
| Automatic Identification System (AIS) |              |             |                |
| Ship Security Alert System (SSAS)     |              |             |                |
| Lifeboat VHF                          |              |             |                |

**G. TRADING CERTIFICATES**

|  | Existing certificates |             | New certificates to be issued by Recognised Organisation |
|--|-----------------------|-------------|--|
|  | Issued by             | Expiry date |  |
| International Tonnage Certificate                          |                       |             |  |
| National Tonnage Certificate                               |                       |             |  |
| International Load Line Certificate                        |                       |             |  |
| Passenger Ship Safety Certificate                          |                       |             |  |
| Cargo Ship Safety Construction Certificate                 |                       |             |  |
| Cargo Ship Safety Equipment Certificate                    |                       |             |  |
| Cargo Ship Safety Radio Certificate                        |                       |             |  |
| International Oil Pollution Prevention Certificate         |                       |             |  |
| International Sewage Pollution Prevention Certificate      |                       |             |  |
| International Garbage Pollution Prevention Certificate     |                       |             |  |
| International Air Pollution Prevention Certificate         |                       |             |  |
| International Ballast Water Management                     |                       |             |  |
| International Anti-fouling System Certificate              |                       |             |  |
| ISM Code - Document of Compliance (DOC)                    |                       |             |  |
| ISM Code - Safety Management Cert. (SMC)                   |                       |             |  |
| International Ship Security Certificate                    |                       |             |  |
| Certificate of Fitness – Dangerous Chemicals in Bulk       |                       |             |  |
| Certificate of Fitness – Dangerous Liquefied Gases in Bulk |                       |             |  |
| Certificate of Fitness – Solid Bulk Cargoes                |                       |             |  |
| Certificate of Fitness – Bulk Cargoes                      |                       |             |  |
| Certificate of Fitness – Grain in Bulk                     |                       |             |  |
| Classification Certificate                                 |                       |             |  |
| Others ( to specify)                                       |                       |             |  |
|  |                       |             |  |
|  |                       |             |  |
|  |                       |             |  |

**H. APPLICANTS' PARTICULARS, ETC**

|                               |                    |                                     |                        |
|-------------------------------|--------------------|-------------------------------------|------------------------|
| Full Name of Applicant        | Address            | Citizenship                         | Passport No.           |
| Intended Date of Registration | Port Where Ship Is | Address for Certificates to be sent | Owner's Representative |

I hereby certify that:

1. I have the authority to make this application;
2. the consent of the Authority of the current registry has been, or, before the registration, will be, obtained for the transfer of the ship to the Mongolia Ship Registry; and
3. the information given in this application and the documents submitted herewith are, to the best of my knowledge and belief, true and correct.

.....  
Signature of applicant

Date: ..... Place: .....

**MANNING REQUIREMENTS FOR MONGOLIAN SHIPS**

1. Required Minimum Number of Deck Officers:

- a) No Mongolian ship registered under the provisions of the Mongolia (Ship Registration) Regulations shall be navigated unless she has onboard and in her service a duly licensed Master.
- b) The numbers of mates and bridge watch officers required, and the grades in which they shall be duly licensed, shall be prescribed for each Mongolian ship by the Director, or an official who is authorised to act for and on behalf of the Mongolia Ship Registry.

2. Required Minimum Number of Engineers:

- a) No Mongolian ship propelled by machinery of 300 KW or greater shall be navigated unless she has onboard and in her service a duly licensed Chief Engineer.
- b) The numbers of assistant engineers and engine room watch officers required, and the grades in which they shall be duly licensed, shall be prescribed for each Mongolian ship by the Director, or an official who is authorised to act for and on behalf of the Mongolia Ship Registry.

3. Required Minimum Number and Ratings of crew:

- a) The Director, or an official who is authorised to act for and on behalf of the Mongolia Ship Registry, may prescribe for any vessel a required minimum number of crew members to be rated and/or certificated as he deems necessary.

4. Required Minimum Number of Certificated Persons Proficient in Survival Craft:

Every passenger vessel shall have on board each lifeboat, or other survival craft carried a number of certificated survival craft crewmen in accordance with a Certificate issued for the vessel by the Director or an official who is authorised to act for and on behalf of the Mongolia Ship Registry. This Certificate shall be conspicuously posted.

- 5. Manning certificate – The Director, or an official who is authorised to act for and on behalf of the Mongolia Ship Registry, shall issue to each vessel a Minimum Safe Manning Certificate setting forth the required minimum numbers of officers and crew, in specified grades and ratings, which has been prescribed for the safe navigation and operation of that vessel. This certificate shall be conspicuously posted.

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**MONGOLIA SHIP REGISTRY**

**MINIMUM MANNING SCALE**

**PART A – DECK OFFICERS**

| COLUMN 1<br>Trading Area | COLUMN 2<br>Description of ship in tons | COLUMN 3<br>Minimum number of qualified Deck Officers & Ratings |               |      |         |
|--------------------------|---|---|---------------|------|---------|
|                          |   | Master  | Chief Officer | OOW  | Ratings |
| Near Coastal             | Below 100                               | 1(a)  |               | 1(b) | 1(c)    |
|                          | 100 to 500                              | 1(a)  |               | 1(b) | 2(c)    |
| Near Coastal             | Below 3000                              | 1(d)  | 1(e)          |      | 2(c)    |
|                          | 3000 & above                            | 1(d)  | 1(e)          | 1(f) | 3(c)    |
| Foreign Going            | Below 3000                              | 1(d)  | 1(e)          |      | 2(c)    |
|                          | 3000 & above                            | 1(g)  | 1(h)          | 1(f) | 3(c)    |

- (a) COC under Reg II/3 (Master on ships less than 500 GT)
- (b) COC under Reg II/3 (OOW on ships less than 500 GT)
- (c) Certification of ratings forming part of a navigational watch, Reg II/4
- (d) COC under Reg II/2 (Master on ships between 500 and 3000 GT)
- (e) COC under Reg II/2 (Chief Mate on ships of between 500 and 3000 GT)
- (f) COC under Reg II/1 (OOW on ships of 500 GT and above)
- (g) COC under Reg II/2 (Master on ships above 3000 GT)
- (h) COC under Reg II/2 (Chief Mate on ships above 3000 GT)

**PART B – ENGINEERS**

| COLUMN 1<br>Trading Area | COLUMN 2<br>Description of ship in KW | COLUMN 3<br>Minimum number of qualified Engineers & Ratings |      |         |         |
|--------------------------|---------------------------------------|---|------|---------|---------|
|                          |                                       | C/E   | 2/E  | OOW/Eng | Ratings |
| Near Coastal             | Below 750                             | 1(a)  |      |         | 1(c)    |
|                          | 750 & >                               | 1(a)  |      | 1(b)    | 2(c)    |
| Unlimited                | Below 750                             | 1(a)  |      |         | 1(c)    |
|                          | 750 to 3000                           | 1(a)  | 1(d) |         | 2(c)    |
| Unlimited                | 3000 & above                          | 1(e)  | 1(f) | 1(b)    | 3(c)    |

- (a) COC under Reg.III/3 (C/E on ships between 750-3000 KW)
- (b) COC under Reg. III/1 (OOW Engineer on ship above 750 KW)
- (c) Certificate of engine rating forming part of an engine watch, Reg III/4
- (d) COC under Reg.III/3 (2/E on ships between 750-3000 KW)
- (e) COC under Reg.III/2 ( C/E on ships above 3000 KW)
- (f) COC under Reg III/2 (2/E on ships above 3000 KW)

**MINIMUM REQUIREMENTS FOR CERTIFICATION OF RADIO PERSONNEL**

|         |   |
|---------|---|
| Area A1 | At least 1 officer with Restricted Operator's Cert. (ROC) – Reg. IV/2   |
| Area A2 | At least 1 officer with General Operator's Cert. (GOC) – Reg. IV/2  |
| Area A3 | At least 2 officers with a GMDSS General Operator's Certificate (GOC) or 1 dedicated officer with a GMDSS GOC - Reg. IV/2 |
| Area A4 | At least 2 officers with a GMDSS General Operator's Certificate (GOC) or 1 dedicated officer with a GMDSS GOC - Reg. IV/2 |

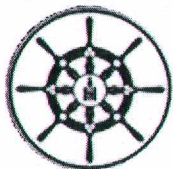
**ADDITIONAL REQUIREMENTS UNDER CHAPTER V OF THE STCW CODE**

- a) For Tankers (Gas, Liquefied, crude or chemical) Masters, Officers and ratings assigned with specific duties and responsibilities related to cargo or cargo equipment on tankers must have an endorsement under Reg. V/ 1.
- b) For Ro/Ro Passenger ships, Masters, Officers and ratings and other personnel serving onboard Ro/Ro passenger ships engaged on an international voyage, must have completed the approved relevant courses as mentioned in Reg. V/ 2.
- c) For passenger ships other than Ro/Ro passenger ships, Masters, officers, ratings and other personnel serving onboard passenger ships, other than Ro-Ro passenger ships, engaged on International voyages must have completed the approved relevant courses as mentioned in Reg. V/3.

For further enquires and clarification, please contact the Mongolia Ship Registry.

Yours sincerely

Maritime Administration of Mongolia (Operations)  
Tel: +65 6225-0125  
Fax: +65 6225-0305



**MONGOLIA MARITIME  
ADMINISTRATION**

**MONGOLIA**  
MONGOLIA MARITIME ADMINISTRATION

**Declaration of Ownership  
(Form M2)**

Chapter 3 of the Regulations for Registration of ship 2003

Mongolia Maritime Administration  
#612 Government Building-11  
J.Sambuu's Street-11  
Chingeltei District, 4<sup>th</sup> Khoroo  
Ulaanbaatar 15141  
Tel: 976-70114802  
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**A. SHIP'S PARTICULARS**

|                                      |                      |                        |                                  |
|--------------------------------------|----------------------|------------------------|----------------------------------|
| Ship Name (for registration)         | Type of Ship         | Year Built             | Keel Laid                        |
| Place / Country Built                | IMO Number           | Gross Tonnage          | National Gross Tonnage           |
| Net Tonnage                          | National Net Tonnage | Deadweight             | Hull Material (steel, etc)       |
| Length of Ship <sup>①</sup> (Metres) | Breadth (Metres)     | Moulded Depth (Metres) | Moulded Draught (Metres)         |
| LOA                                  |                      |                        |                                  |
| Builder's Name                       |                      |                        | Previous Registry                |
| Previous Owner                       |                      |                        | Ship Name (in Previous Registry) |

**B. OWNER'S PARTICULARS**

This section is compulsory and must provide genuine contacts of the Owner.

Note: The M2 application will be invalid without this information upon submission.

|   |                  |                        |
|---|------------------|------------------------|
| Full name(s)  | Full address(es) | Number of shares owned |
|   |                  |                        |
| Total number of shares in ship  |                  | 100 %                  |
| Owner's IMO number  | Telephone        | E-mail                 |
| Nature of interest*: <input type="checkbox"/> Sole ownership <input type="checkbox"/> Joint ownership <input type="checkbox"/> Ownership in severalty |                  |                        |

**C. DECLARANT'S PARTICULARS**

|  |         |             |
|--|---------|-------------|
| Full name(s)   | Address | Nationality |
| Status of declarant*:<br><input type="checkbox"/> Director of owning corporation <input type="checkbox"/> Secretary of owning corporation<br><input type="checkbox"/> Individual/joint owner(s) <input type="checkbox"/> Authorised person |         |             |

I/We\*, whose name(s) is/are\* hereunto subscribed, hereby declare that:

- .1 I am/we are\* duly authorised to make this declaration;
- .2 all the particulars stated hereon and in the application form dated ..... are correct;
- .3 the property in the ship is divided into 100 shares; and
- .4 no person, other than those mentioned in section B is/are\* entitled to be registered as owner(s) of the ship,

And I/we\* make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act (Cap 320).

|  |  |
|--|--|
| Name(s) and signature(s) of declarant(s) | Declared before me on (date):                          |
| Date: _____ Place: _____                 | Signature & Qualification of person taking declaration |

<sup>①</sup> Length of ship (LOA) – Overall length of the ship.

Length of ship (IMO Conventions) – Length of the ship as defined under International Tonnage Convention

\* Select as appropriate.