

INSTRUCTIONS

The following guidelines are provided to assist you in completing the Multiple GAR (geographic area of response) Membership Agreement and ensure proper coverage for the vessel.

- 1 The contract **MUST** be in the name of the **SHIP OWNER** and can be care of an agent, manager or operator. It can be signed by the Owner, an Authorized Agent, a Manager or an Operator.
- 2 The “**Effective Date**” is the date the arrangement is or was to commence (the first day/month/year the vessel requires a contract).
- 3 The “**Person Authorized to Implement Arrangement**” is the person(s) that would contact the appropriate Response Organization (ECRC, ALERT or PTMS) to respond to an oil spill. This entry **MUST** include phone numbers where the authorized person can be reached 24 hours per day, 7 days per week (i.e., phone, cellular, office, fax, home, etc.). Do not use Telex or Inmarsat numbers.
- 4 The “**Canadian Goods and Services Tax (GST) Exemption Form**” should be completed and returned to the Response Organization Group if the owner is considered non-registered/non-resident for tax purposes. The completion of this form exempts the ship owner from paying GST.
- 5 Complete and sign the appropriate contract and forward via email (contracts@ecrc-simec.ca), or fax. Payment is required within five (5) business days of the effective date. Contracts are renewable annually.
- 6 The Annual Registration Fee is \$750.00 CDN per vessel plus taxes (if applicable). Payment information is available for your convenience on our [website](#) or you may contact our office at 613-230-7344. If you choose to make a payment via bank wire transfer, **you must add \$17.50 CDN for bank charges** to the amount being transferred. Please also add any charges your bank or intermediate bank will be deducting. Please include either the vessel name or contract number in the payment details.