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](mailto: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](http://example.com) 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.