

## 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.ca](mailto:contracts@ecrc.ca)), fax or mail. 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 at [www.ecrc.ca/BankInfo.pdf](http://www.ecrc.ca/BankInfo.pdf) 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.