

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). Payment is required within five (5) business days of the effective date. Contracts are renewable annually.
- 6 Submit the appropriate Registration Fee plus taxes (if applicable). Registration fees and additional 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.