STEAMSHIP MUTUAL

Correspondents

Prompt notice of any claim, AND OF ANY EVENT WHICH IS LIKELY TO LEAD TO A CLAIM, should be provided to the Managers and Members are reminded of their obligations under Rules 28 and 31.

The correspondent, although listed and named by the Association, acts for the shipowner/charterer whose vessel is entered with the Association. Where possible the Club requests that all correspondence, including survey reports and letters are sent to the Club by email. Unless a case handler requests otherwise, the Club will not need to be sent physical copies of any exchanges by post.

The Club's preferred method of invoicing is www.igfeesable.net and if possible, all service providers are requested to invoice by this method. For information regarding VAT on invoices please view our Club Circular or alternatively contact our finance department.

The Club does not appoint Agents but when difficulties arise at or near any of the places listed below, Members or their Masters are recommended to apply to any of the following firms for assistance.

Lawyers are marked thus *

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