



LAID UP RETURNS NOTICE / APPLICATION

ACTUAL AND INTENDED LAY UP

VESSEL NAME:	
IMO NO.	
MEMBER NAME:	

We hereby certify that:-

1.	The above vessel has been or is intended to be safely laid up (<i>Tick box</i>)	
2.	In accordance with the procedures set out in the vessel operator's Safety Management System (SMS) – (<i>Delete as appropriate</i>)	YES / NO
	or	
	In accordance with the Club recommended Guidelines – (<i>Delete as appropriate</i>) ¹	YES / NO
3.	Without cargo and for a period in excess of 30 or more consecutive days	YES / NO
4.	In PORT within official port limits (state PORT in box):	
	or	
	PLACE ² (state PLACE in box):	
5.	Anticipated Duration of Lay up - Total Days :	

¹ These guidelines may be found on the Club's website at <http://www.simsi.com/Risk-Alerts/RA05LayingUpVessels.pdf>

² If necessary specify the latitude/longitude of the vessel's position

6.	Vessel Mooring arrangements :		(Tick box)
	Berthed		
	Anchor(s)		
	Buoy(s)		
	Alongside other vessel(s)		
	Fixed position or swinging		
	Other – please clarify :		
7.	Vessel's main or auxiliary machinery in operation – (<i>Delete as appropriate</i>)		YES / NO
8.	Crew		
	Number of crew on board :		
	Number of normal trading crew :		

9. WARRANTED that the above-named Member and Ship shall, whilst the Ship remains entered in the Club during the period of lay up :

9.1 continue to comply with the provisions of the Club Rules and in particular Rule 26,

and

9.2 comply with all legal and regulatory requirements imposed by the relevant authorities exercising jurisdiction over the ship in its place of lay up, including but not limited to the relevant port state(s) and harbour authorities, as well as with any conditions imposed by the ship's hull and machinery underwriters, and any requirements of the ship's classification society and flag state.

STEAMSHIP INSURANCE MANAGEMENT SERVICES LIMITED

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(Registered in England and Wales – Registration number 3855693. FCA registration number 314468)

ADDITIONAL REQUIREMENTS WHERE LAID UP RETURN CLAIMED

10.	PERIOD for which laid up return is or is intended to be claimed:	
	From (Date):	
	To (Date):	
	Total Days :	

If the vessel remains laid up, please indicate the anticipated further duration of lay up (days/date):	
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11. We enclose a certificate from the port or other relevant authority where appropriate confirming the location of the vessel during the above period of lay-up, or for a vessel located outside port limits extracts from the vessel's deck logbook. If the vessel shifted position during lay-up, please provide details of any movements supported by appropriate deck log extracts.
12. We confirm that we are not aware of any casualty, claim or event likely to lead to a claim upon the Club occurring during the period of lay-up.
13. We request a laid up return of premium under the Rules of the Association.

Laid up Return claimed – (<i>Delete as appropriate</i>)	YES / NO
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Yours faithfully,

SIGNED:	
NAME :	
EMAIL ADDRESS :	
POSITION :	
COMPANY :	
DATE :	