
Correspondents Annual Review

December 2023

Dear Correspondent

It is customary at this time of year for Steamship Mutual ("the Club") to review its List of Correspondents for the next policy year.

A listing does not constitute your appointment as an agent of the Club or the Club Managers. The Correspondent, although listed by the Club, acts for the Member whose vessel is entered with the Club.

Your organisation appears on the Club's List of Correspondents for the year 2023/2024. Your contact details are published in the Club's List of Correspondents on the Club's [website](#). Those details may also be passed from time to time to others with whom the Club and its Members have dealings.

Your current entry is as recorded on the Club's website. In order to renew the list we need to update our records and ask that you please check your entry on the Club website and then provide us with your up-to-date contact details BY RETURN EMAIL WITHOUT DELAY. The website can accommodate a maximum of four "after office hours" contacts only.

If changes occur at any time during the P&I year please advise us of those as soon as they become effective by sending an email with the updated details or by completing the [online form](#).

Even if there are no changes to the existing details, please confirm that is the case. **This is important as otherwise we may have to reconsider your inclusion in the list.**

Failure to respond to this message prolongs the production time for the revised list so your cooperation and prompt reply would be greatly appreciated.

Appreciating that you are already familiar with the role of Club Correspondent, it may assist your staff if we underline the following points.

1. Please study the [International Group Guidelines for Correspondents](#). These Guidelines were published in September 2022. We expect all Correspondents to abide by the International Group Guidelines for Correspondents. We rely on you to keep the Club updated on the provision of general information and/or changes to local laws and regulations in your jurisdiction which are or may be relevant to shipping, the operations of the Club Members and the provision of insurance to shipowners and operators (see in particular Section 11 of the IG Guidelines). We also draw your attention to Section 2 of the Guidelines on matters of Governance.
2. Prompt assistance to Members is very important to the Members and the Club. We know that you will do your utmost to help us to achieve this. If you need to contact us during holidays or weekends, mobile numbers and the weekend duty phone number will be found in the current

Rule Book which is also published on our [website](#) under Rules and Covers. The [contact us](#) page on the Steamship website also has information about contact numbers and Correspondent Contacts are identified on the [Correspondents page](#) of our website.

3. Guarantees should never be given on the Club's behalf without authority from one of the Club Managers' Representatives in London or the Club Managers' Representatives in Cyprus, Hong Kong, Piraeus, Rio de Janeiro, Singapore, or Tokyo (if the claim is being handled by that office).
4. Questions concerning the interpretation and application of the Club's Rules and the settlement of claims should be referred to the Managers' Representatives in London (or, as appropriate, Cyprus, Hong Kong, Piraeus, Rio de Janeiro, Singapore, or Tokyo) before advice is given to Members by your office.
5. Unless requested otherwise, all exchanges with the Club are to be sent electronically only (including reports, letters, etc) and should be sent to/from corporate rather than personal email accounts on public servers. Please see our Circulars relating to data privacy at [Circular 314](#) and [Circular 312](#).
6. You should notify the Club as soon as possible of any P&I or FD&D incident in respect of which you may be contacted directly by a Member.
7. The UK Bribery Act 2010 came into force in the UK on 1 July 2011. Further to our email letter sent to all listed Club Correspondents in August 2011, we also remind Correspondents, and those you instruct to assist Members, of the importance of strict compliance with the standards set by the Act. We draw your attention to the Club's [Statement concerning the Bribery Act and Bribery Prevention Policy for Service Providers](#) published on the Club's website and to Section 2 of the IG Guidelines.
8. The Club no longer supports the use of the IG Feesable application. As such, Correspondents are requested to submit their invoices to the Club via email to feereg@simsl.com. Please note that all invoices should contain a clear summary of the services provided and should include the vessel name and the Club's file reference. Disbursements should be shown separately and should be supported by vouchers. As to billing, we require the submission of your invoices at least on a biannual basis provided that unbilled fees/disbursements are in excess of US\$250 or at any time when unbilled fees/disbursements are in excess of US\$5,000 unless otherwise agreed. If you are uncertain whether your invoice should attract VAT you should refer to the Club's website for [further information](#). Billing regularly helps the management of costs and the avoidance of late deterioration in the Club's estimates. For our part, if we have agreed to be responsible for your fees we aim to pay your invoices no later than 30 days after approval. However, we will not be responsible for the settlement of any fees if invoiced more than six months after we consider any claim or dispute in which you have been instructed to have been concluded. If your bank account details for billing purposes change, please let us know as soon as possible - any such notice should be provided on your Company/Firm's headed paper, setting out the reason for the change.
9. Please send us details of your rate structure if your rates have changed in the last year. If any local tax or VAT is to be applied, please specify what the tax is and what the rate is.

10. The Club should be informed as soon as you are aware of any potential conflict of interest and/or any potential breach of the Club's Rules, allowing the Club to take appropriate action to safeguard the interest of the Member or other affected parties – we refer you to Section 3 of the IG Guidelines.
11. You should operate a designated client bank account for the receipt of funds advanced by the Member or in some exceptional cases by the Club. This account should be separate from your day-to-day business account.
12. Please confirm that you have a business continuity plan in place for both the Correspondent business and also for the handling of a major casualty as a Correspondent.

Remember you can follow Steamship on X (formerly Twitter) at [@SteamshipMutual](#) and also on LinkedIn - [Steamship Insurance Management Services](#).

Please do not hesitate to contact us on any aspect of your role of Correspondent which requires clarification. You may either contact the Correspondent Manager, Ceri Done, or one of the Syndicate Correspondent Contacts listed on our [website](#).

Yours faithfully,

STEAMSHIP MUTUAL
UNDERWRITING ASSOCIATION LIMITED