



Luxembourg, 6 March 2018

Circular CAM 03/2018

O/Ref. : AH/108948

Subject: **Release of a new version of the Guichet Unique**

To : All Accredited Shipping Managers, ship owners, ship operators, Designated Persons Ashore and Masters of Luxembourg flagged ships.

A new version of the Guichet Unique application will be put on line on the 19th March 2018. The current application assistants have been actualized and several new assistants have been added.

The following table shows all the available assistants with a live link to their respective web pages. The new assistants appear in bold.

<u>Demande de certification</u>
<u>Demande d'agrément d'un dirigeant d'entreprise maritime</u>
<u>Demande d'agrément d'une entreprise maritime</u>
<u>Demande de certificat de service</u>
<u>Demande d'attestation de cuisinier (MLC)</u>
<u>Demande de dérogation de nationalité</u>
<u>Demande de livret de marin - Perte / Vol</u>
<u>Demande de livret de marin - Première demande</u>
<u>Demande de livret de marin - Renouvellement</u>
<u>Demande d'endossement pour la reconnaissance de brevets/certificats d'aptitude et documents justificatifs - Perte / Vol</u>
<u>Demande d'endossement pour la reconnaissance de brevets/certificats d'aptitude et documents justificatifs - Première demande</u>
<u>Demande d'endossement pour la reconnaissance de brevets/certificats d'aptitude et documents justificatifs - Renouvellement</u>
<u>Déclaration d'équipage minimal</u>
<u>Nouvelle immatriculation - Déclaration d'affrètement coque nue</u>
<u>Nouvelle immatriculation - Demande d'autorisation de frètement coque nue</u>
<u>Nouvelle immatriculation - Déclaration de pleine immatriculation</u>
<u>Notification de modification selon article 8 de la loi du 9 novembre 1990</u>
<u>Renouvellement immatriculation - Déclaration d'affrètement coque nue</u>
<u>Renouvellement immatriculation - Demande d'autorisation de frètement coque nue</u>
<u>Renouvellement immatriculation - Déclaration de pleine immatriculation</u>
<u>Demande de radiation de navire</u>

The older version of the Guichet Unique will no longer be available as of 1st April 2018. They will however remain visible in your professional space of the Guichet Unique.

Starting 19th March 2018, a new application procedure will be introduced at the Commissariat aux affaires maritimes (CAM) using the new links. Any application introduced with the older versions after that date will be ignored.

Applications that have been introduced before the 19th March 2018 and that are not finalized by the 1st April 2018 will have to be completed using email exchanges with the CAM (cam@cam.etat.lu) as the older versions will no longer be available.

Demande de certification

This new version of the application has to be completed once. It will allow CAM to generate a unique identifier for each accredited shipping manager thanks to which some fields of the assistants will be automatically filled in upon registration renewal applications.

Déclaration d'équipage minimal

The minimum safe manning proposal is no longer linked to the vessel's registration application and can be introduced separately. If no change is requested, it no longer has to be completed upon the registration renewal application.

Please note that the column "Grade particulier" can only be filled when "Autre" is selected in the column "Grade".

Notification de modification selon article 8 de la loi du 9 novembre 1990

"Any fact requiring an amendment to the information contained in the application and the documents submitted in support of the application, as laid down in Article 6, must be notified by the declarants to the Commissioner of Maritime Affairs within thirty days of its occurrence, so that it may be entered in the register."

The following changes can now be reported using the Guichet Unique :

Full registration	Bareboat in charter	Bareboat out charter
Change of ownership	Change of ownership	Change of ownership
Change of declarant article 6b	Change of charterer	Change of declarant article 6b
Change of ship's name	Change of ship's name	Change of ship's name
Other	Other	Other

Other new application procedures

The other three new applications are self-explanatory. However, circular CAM 02/2018 is linked to the new "*Demande de certificate de service*" procedure.

Helpdesk

Technical help is provided by the CTIE either by phone : 2478 2000 or by a the contact form : <http://www.guichet.public.lu/myguichet/de/contact/index.php>

You are kindly requested to ensure adequate dissemination of this information within your company.



(s) Robert BIWER
Government Commissioner
for maritime affairs