

Bunkers Convention Certificate of Insurance

Use this form to apply for a Bunkers Convention Certificate of Insurance under [International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001](#)

For more information see AMSA.gov.au/form350

For guidance on completing this form, see the instructions on Page 3

1 Registered owner details

Registered Owner details MUST be identical on **this form**, the **P&I Club Blue Card** and the Vessel's Registration information on the **Australian General Shipping Register**

Name of registered owner(s)

Address of the principal place of business, as set out on the Blue Card issued by the P&I Club

2 Ship details

Name of ship

Type of ship (purpose)

Distinctive number or letters

IMO ship identification number

Tonnage

Port of registry

Flag State

3 Insurance details

The Authority must be satisfied that the registered owner of the ship is maintaining insurance or other financial security for the ship in an amount that will cover the limits of liability referred to in *Article 7 of the International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001* in relation to the ship.

Name of insurer/financial security provider

Type of Security

Business address of insurer/financial security provider

Postal address of insurer/financial security provider

Address of place where insurance or security is established

Commencement date of security

Cessation date of security

Day

Month

Year

Day

Month

Year

4 Applicant declaration

To the Minister of State administering the *Protection of the Sea (Civil Liability for Bunker Oil Pollution Damage) Act 2008*, the registered owner(s)/master/agent of the ship, particulars of which are set out here, hereby apply for the issue of an insurance certificate under sub-section 18(1) of the *Protection of the Sea (Civil Liability for Bunker Oil Pollution Damage) Act 2008*, in respect of that ship.

Full name(s)

I/We

Address

Of

Email

Phone

5 Applicant payment

Fees for Certificate of Insurance:

First Issue: A fee of AUD \$70.00 is payable for the issue of a first certificate or, in the case of certificate renewal, when substantial changes are made - Apply for a first issue if the following details have changed: vessel name, owner, insurance provider, or flag state.

Renewal: A fee of AUD \$40.00 is payable on annual renewal of the certificate where existing arrangements continue and information has not substantially changed.

Postage and Handling (per certificate): Deliveries within Australia: AUD \$40.00; International deliveries: AUD \$80.00.

Certificate Delivery Address:

Before you send us your application, scan the QR code or visit [Bunkers Convention Payments](#) and pay your application fee.

Record your payment reference number:

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6 Submitting your application

Supporting documentation to include:

<input type="checkbox"/>	A copy of insurance document / blue card	<input type="checkbox"/>	Written authorisation (if applicable)
<input type="checkbox"/>	Proof of fee payment	<input type="checkbox"/>	Any other supporting documents (if applicable)

Email your application and supporting documentation to: opsadmin@amsa.gov.au

** Any applications without a valid payment reference number and an insurance blue card will not be processed.*

7 Applicant signature

Applicant identified in Section 1 must sign the application form.

Name

Position

Signature

Date

Privacy statement

Your personal information is being collected to deliver AMSA's functions under the Australian Maritime Safety Authority Act 1990, the Navigation Act 2012 and/or the Marine Safety (Domestic Commercial Vessel) National Law Act 2012. Failure to provide personal information may mean we cannot provide a service to you. More details about how we handle your personal information can be found in AMSA's Privacy Policy (visit www.amsa.gov.au/privacy).

Giving false or misleading information is a serious offence under section 137.1 of the Criminal Code. Aiding, abetting, counselling or procuring a person to submit false or misleading information is also an offence.

How to complete this form

Ensure that all sections (1 – 7) are completed:

- **Section 1** – Ensure that details on this form are consistent with the information on the P&I Club Blue Card (or other financial security) and accurately reflect the ownership details of the vessel, including charter details. For Australian vessels, information on this form should also be consistent with the details held in the Australian General Shipping Register.
- **Section 2** – Ship details must include all the details requested, including Tonnage. Ship tonnage is defined in accordance with *paragraph 11 of Article 1 of the International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001*, as “gross tonnage calculated in accordance with the tonnage measurement regulations contained in Annex 1 of the International Convention on Tonnage Measurement of Ships, 1969”.
- **Section 3** – Insurance (or other financial security) for the ship is in an amount that will cover the limits of liability referred to in *Article 7 of the International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001* in relation to the ship.
- **Section 4** – Ensure that the registered owner/master/agent details are correct, and that where necessary, written authorisation to act on behalf of the registered owner is supplied with the application.

Making the payment

- **Section 5** – In accordance with paragraph 4 (3) (a) and (b) of the [Protection of the Sea \(Civil Liability for Bunker Oil Pollution Damage\) Regulations 2009](#):

(3) The fee for the renewal of an insurance certificate for a ship is:

- (a) \$70, if, at the time of the application, the applicant had made a change to any of the following details for the ship since the insurance certificate was last issued or renewed:
 - (i) the insurance provider, or other provider of financial security, for the ship;
 - (ii) the owner of the ship;
 - (iii) the name of the ship;
 - (iv) the country in which the ship is registered; or
- (b) \$40, if, at the time of the application, paragraph (a) does not apply.

Postage and Handling, charged per certificate:

For deliveries within Australia: AUD \$40.00

For international deliveries: AUD \$80.00

Ensure that delivery address details for the Certificate of Insurance are provided if they differ from the Registered Owner Details principal place of business.

Please note: a physical address is required; we are unable to deliver to PO Box addresses.

To make a payment, please scan the QR code on your form. You will be directed to the AMSA Online Payment Portal, where you can make a secure payment.

Please enter all required details on the screen in relation to the ship and pay for the certificate you require, ensuring that courier fees are included in the total amount.

Please note: if you are requesting several certificates at the same time, please make separate payments for each application to enable AMSA to allocate the payment and process the application.

Once the payment is processed, you will receive a 12-digit payment reference number.

Record your payment reference number into Section 5 of the form and attach supporting documents **before** emailing your application to OpsAdmin@amsa.gov.au.

Please note: Applications without a valid payment reference number and an insurance blue card will not be processed.

Submitting the form

- **Section 6** – Ensure you have recorded the payment reference number in Section 5 of the form.

Include all required supporting documents:

- P&I Blue Card (or other evidence of financial security)
- Written authorisation to apply on behalf of the registered owner (if applicable)
- Any other supporting documents (such as charter details, if applicable)

- **Section 7** – The applicant identified in Section 1 must sign the application form.

Email the completed form, with payment reference number and all necessary supporting documents to opsadmin@amsa.gov.au

If you prefer to submit the application by post, please forward to:

Ship Inspections
Australian Maritime Safety Authority
GPO Box 2181
Canberra City, ACT 2601
Australia

Processing of applications

As per AMSA's [Service Charter](#), please allow 20 business days for the processing of applications and issuing of certificates.

Early submission of applications is encouraged to allow sufficient time for applications to be assessed and processed, as well as certificates to be delivered to the nominated address.

Please note: Additional assessment criteria apply when obtaining a Blue Card from a P&I Club that is not a member of the [International Group of P&I Clubs](#). Refer to IMO Circular Letter 3464 which can be obtained from the [IMO website](#).

Certificates are issued based on the commencement and expiry dates stipulated on the Blue Card or financial guarantee for a period of up to 12 months and are valid from the date they are issued by AMSA.