



**THE REPUBLIC OF LIBERIA**  
**LIBERIA MARITIME AUTHORITY**

**Marine Notice**

**SEA-006**  
**Rev. 09/24**

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AGENTS, LIBERIAN AUDITORS AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Minimum Requirements to become or renew Authorized Liberian Filing Agent status**

**Reference:** (a) [RLM-118](#) & [RLM-280](#)  
(b) [MLC-002](#)

**Supersedes: Marine Notice SEA-006 Rev. 01/24**

The following changes have been made:

- (a) applicability to anyone with access to SEA System
- (b) required documentation to be kept on file with this Administration

**PURPOSE:**

The purpose of this note is to emphasize the requirement for all persons, companies, or entities who currently have or in future shall have access to Liberia's SEA System to submit all required documentation to Flag State.

**APPLICABILITY:**

To all persons, companies, or entities who currently have or in future shall have access to Liberia's SEA System.

**REQUIREMENTS:**

- 1.0** Copy of the valid ISO 9001 Certificate, or DOC Certificate or similar Quality Management System Certification plus the latest surveillance/audit report completed by the issuing authority.
- 2.0** Copy of the valid SRPS (Seafarer Recruitment and Placement Services) Certificate from a National Competent Authority or equivalent to the satisfaction of the Administration.
- 3.0** Copy of the current procedures which includes internal controls for recruiting and processing of seafarers, maintaining the privacy of personal information and preventing the submission of fraudulent seafarers' credentials.

- 4.0 List of names and positions for all SEA System Users detailing their relevant experience for the responsibilities detailed under item #3 above.
- 5.0 Letter from shipowner/ship operator appointing the Agent as the Liberian Filing Agent for each of their owned/managed Liberian ships. The letter must include ship's name, IMO number and Liberian official number. The Letter from the shipowner/operator must include the shipowner/operator company name, physical address, complete contact information, and be signed by a corporate executive of the shipowner/operator to include title of said executive.
- 6.0 Applicable Filing Agent Fees shall be assessed by the Seafarer Portal ( [Seafarer Portal](#)) used to submit all of the above Authorized Liberian Filing Agent documentation.
- 7.0 Upon approval, the final authorization to access the SEA System shall be valid for a period of three (3) years.

**Renewal application requirements**

- 8.0 In addition to the above documentary requirements every Authorized Liberian Filing Agent shall be required to complete an annual CSA (Control Self-Assessment) form.