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## **Mackay Services: GMDSS Shore Based Maintenance (SBM) Contract Certificate Procedures**

Dear Customer,

Mackay Communications, Inc. currently provides a contract for major ports of the world ensuring the availability of Shore Based Maintenance (SBM) as specified by Regulation IV/15.7 of the 1974 SOLAS Convention and amended by the 1988 GMDSS Conference.

The GMDSS certificate is provided at \$75.00 with an expiration date of five years ahead. Unless otherwise requested, we will send you a soft copy of the certificate by email and the original certificate along with the agreement will be sent by regular mail. The renewal of a previously issued certificate will be charged at the current SBM fee.

This certificate will become invalid if the vessel(s) changes name, flag or owner/management company, and a new certificate will need to be requested for us to issue it in a timely manner. Please be advised that it could take three to four business days for us to issue the certificate.

To apply for a new or renewal SBM Certificate, please complete Page 2, save the pdf file to include your Vessel Name, and forward it to [satserv@mackaycomm.com](mailto:satserv@mackaycomm.com). Contact us if you need Mackay to provide you with a "Multiple Vessel SBM Request Form".

Thank you for your business!

Best Regards,

*Satellite Services Department*  
**Mackay Communications**  
[satserv@mackaycomm.com](mailto:satserv@mackaycomm.com)

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**SBM (Shore Based Maintenance) data sheet to be  
completed by the ship-owners and/or management company:**

<b>A. Vessel Name:</b>	
<b>B. Call Sign:</b>	
<b>C. Owner and/or management company:</b> <i>(as it will appear in the certificate)</i>	
<b>D. IMO:</b>	
<b>E. MMSI:</b>	
<b>F. Gross Tons:</b>	
<b>G. Vessel Type:</b>	
<b>H. Flag:</b>	
<b>I. Registry Class:</b>	
<b>J. Certificate effective Month:</b>	
<b>K. Certificate Mailing Instructions:</b>	<b>HARD COPY</b> <input type="checkbox"/> and/or <b>PDF COPY</b> <input type="checkbox"/>
<b>Company Name:</b>	
<b>Contact:</b>	
<b>Mailing Address:</b>	
<b>Country:</b>	
<b>L. Invoice Billing Instructions:</b>	Invoice to be received by: <b>MAIL</b> <input type="checkbox"/> and/or <b>EMAIL</b> <input type="checkbox"/>
<b>P.O. number:</b>	
<b>Company Name:</b>	
<b>Contact:</b>	
<b>Billing Address:</b>	
<b>Country:</b>	
<b>M. Mackay Account Number*:</b>	

\*If you are a new customer without a Mackay Account Number, we will send you the 'Mackay New Account Registration' form to complete. If you are not requesting credit, we have options for prepayment via credit card, wire transfer, and ACH payments.

Please save this completed sheet as a PDF file, including your Vessel Name in the filename.  
Return that file to our **Satellite Services Department** at [satserv@mackaycomm.com](mailto:satserv@mackaycomm.com).