



ZANZIBAR MARITIME AUTHORITY

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Circular No. FSI/12/2026

To: Registered Owners, ISM Companies, Ship Operators, Masters, Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Registration Agents, and Other Interested Parties of Tanzania Zanzibar Registered Vessels

Subject: Mandatory Declaration and Notification of the ISM Company, Designated Person Ashore and Company Security Officer.

Purpose: This Circular establishes a consistent mechanism for TZIRS to identify the entity responsible for the operation of each applicable ship and the persons designated for shore-based safety and security functions.

Scope and Applicability: This Circular applies to TZIRS-registered ships to which chapter IX of SOLAS and the International Safety Management (ISM) Code apply. The Company Security Officer requirements apply to ships within the scope of SOLAS chapter XI-2 and the International Ship and Port Facility Security (ISPS) Code.

Date: 14 September 2026

1. Legal basis

SOLAS regulation IX/3 requires ships and the companies responsible for their operation to comply with the ISM Code. Under ISM Code section 1.1.2, the Company may be the owner or another organization or person, such as the manager or bareboat charterer, that has assumed responsibility for operating the ship and has agreed to take over all duties and responsibilities imposed by the Code.

ISM Code section 3.1 requires the owner to report the full name and details of any other entity that has assumed responsibility for operation of the ship. ISM Code section 4 requires the Company to designate a person or persons ashore with direct access to the highest level of management to provide the link between the Company and those on board and to monitor safety and pollution-prevention aspects of ship operations.



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SOLAS chapter XI-2 gives mandatory effect to Part A of the ISPS Code. ISPS Code section A/11 requires the Company to designate a Company Security Officer and establishes the CSO's responsibilities for ship security assessment, the Ship Security Plan, security training, drills, communication and continuing effectiveness of security arrangements.

2. Mandatory declarations

For each applicable vessel, the following declarations shall be completed using the forms annexed to this Circular and submitted to the TZIRS Technical Department:

- **Form FSI-ISM-01** - Declaration of ISM Company, completed and signed by the registered owner and acknowledged by the declared ISM Company.
- **Form FSI-ISM-02** - Declaration of Designated Person Ashore, completed by an authorized representative of the ISM Company and acknowledged by the DPA.
- **Form FSI-ISPS-01** - Declaration of Company Security Officer, completed by an authorized representative of the Company and acknowledged by the CSO.

Where one person performs both the DPA and CSO functions, both forms remain mandatory because each appointment arises under a separate statutory framework. An alternate DPA or alternate CSO shall be identified when formally appointed by the Company.

3. Information and supporting documents

The declarations shall identify the ship, registered owner, ISM Company, IMO Company Number where applicable, DOC issuing body, DPA, CSO and reliable office, mobile, email and 24-hour emergency contact details. The information shall correspond with the applicable Certificate of Registry, Continuous Synopsis Record, Document of Compliance, Safety Management Certificate and International Ship Security Certificate.

The submission shall include:

- a copy of the ISM Company's valid Document of Compliance, including the ship type concerned;
- a copy of the vessel's Safety Management Certificate, or the interim certification arrangements where the Company or management has changed;
- documentary evidence that the declared Company has assumed responsibility for operation of the ship and has accepted all duties and responsibilities imposed by the ISM Code, when it is not the registered owner;



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- evidence that the DPA and CSO possess the competence, knowledge and training appropriate to their respective functions under the ISM and ISPS Codes.

4. Submission deadlines

Existing applicable vessels shall submit all required declarations and supporting documents within thirty (30) calendar days from the entry into force of this Circular.

For a new registration or transfer to TZIRS, the declarations shall be submitted before completion of registration and before TZIRS authorizes or recognizes the relevant initial or interim ISM and ISPS certification.

Any change of registered owner, ISM Company, ship manager, DPA, alternate DPA, CSO, alternate CSO or declared contact details shall be reported by filing a replacement declaration no later than two (2) working days after the change. A planned change of ISM Company shall be notified before the new Company assumes responsibility. Emergency changes shall be notified immediately, followed by the completed replacement form within two (2) working days.

5. Responsibilities of owners and Companies

Submission of a declaration does not transfer, limit or discharge any obligation imposed on the registered owner, Company, master or other responsible party by national law, SOLAS, the ISM Code, the ISPS Code or any other applicable instrument. The registered owner remains responsible for ensuring that the entity identified as the Company has validly assumed operational responsibility and accepts the full duties imposed by the ISM Code.

The Company shall ensure that the DPA has direct access to its highest level of management and sufficient authority and resources. It shall also ensure that the CSO can discharge all duties under ISPS Code section A/11 and can be contacted without delay for security communications.

6. Verification and coordination with ROs and RSOs

ROs and RSOs acting on behalf of TZIRS shall verify consistency between the declarations and the statutory certification within their authorized scope. Any discrepancy, invalid DOC, interruption of ISM certification, unreported change of management, ineffective shore-based



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contact or material inconsistency affecting the CSR, SMC or ISSC shall be reported promptly to TZIRS.

Acceptance of a declaration by TZIRS is an administrative record and does not replace ISM or ISPS verification, certification, audit, approval of the Ship Security Plan or oversight by the Administration.

7. Non-compliance

Failure to submit accurate and current declarations may result in the withholding of registration or related approvals, a requirement for additional verification, notification to the relevant RO or RSO, suspension or withdrawal of affected statutory documents, or other administrative action available under the applicable laws, regulations and TZIRS procedures. Materially false or misleading declarations shall be referred for investigation and enforcement.

8. Entry into force

This Circular enters into force on 14 September 2026.

For additional enquiries on this circular, please contact to:

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(MTUMWA S. SANDAL)

DIRECTOR GENERAL & REGISTRAR OF SHIPS

