



Marine Notice No. 47 of 2009

NOTICE TO ALL SHIPOWNERS, FISHING VESSEL OWNERS, AGENTS, SHIPMASTERS, PASSENGER SHIP MASTERS, SKIPPERS, FISHERMEN, YACHTSMEN AND SEAFARERS

**Mercantile Marine Office – Cork
Suspension of Service**

The Department of Transport wishes to advise that the Mercantile Marine Office (MMO) at Centre Park House, Centre Park Road, Cork, will suspend its services as and from 30th November 2009 until further notice. All enquiries and business previously carried out at the MMO Cork will transfer to the MMO in Dublin. All applications for survey (SUR6) and associated fees will only be processed at the MMO, Dublin from the above date.

The following payment options are now available:

1. POST

Post the remittance part of your invoice and/or your completed application form together with your cheque, bank draft, postal order or credit/debit card details (see item 4 (b) below) to the Mercantile Marine Office in Dublin, as follows:

**Superintendent,
Mercantile Marine Office,
Department of Transport,
Leeson Lane,
Dublin 2,
Ireland.
Tel. + 353 (0) 1 678 3480
Fax. +353 (0) 1 678 3489**

To avoid any undue delays with processing payments, please ensure that all cheques, bank drafts and postal orders are completed correctly and made payable to ‘**Superintendent, Mercantile Marine Office**’ and crossed and marked ‘not negotiable’.

Payments found not to be in order will be returned immediately to the applicant and applications will remain unprocessed until correct payment has been received.

2. IN PERSON

Bring the remittance part of your invoice and/or completed application form to our public office, as outlined under item 1 above, together with your cheque, bank draft, postal order, cash (Euro only) or credit/debit card (see item 4 (a) below).

While the Mercantile Marine Office is open from 9:15-5:30 Monday-Thursday and 9:15-5:15 Friday, the public office opening times are as follows:

Monday – Friday 10:00 am – 12:30 pm and 2:00 pm and 4:00 pm

3. ELECTRONIC FUND TRANSFERS (EFT)

Should customers wish to make payments electronically to the Mercantile Marine Office, the following bank details should be used:

	Dublin Office
Account Name:	Mercantile Marine Office
IBAN Number:	IE92 BOFI 900017 22476544
BIC/SWIFT Address:	BOFIE2D

Following payment to the above account, the remittance part of your invoice and/or your completed application form should be posted or delivered in person to the Mercantile Marine Office, along with confirmation/receipt from your bank of the electronic fund transfer. Sufficient reference information should also be provided when completing the bank's EFT form, i.e. Invoice Number, vessel name, seafarers name etc.

4. CREDIT & DEBIT CARDS

MasterCard, Maestro, VISA, VISA Electron and Laser cards are all accepted when making payment by credit or debit card at the Mercantile Marine Office.

(A) WHEN MAKING PAYMENTS IN PERSON - CARDHOLDER PRESENT

Credit/Debit Card payments are accepted in person provided the applicant is the cardholder and the card is presented for processing. If the applicant is not the cardholder then the information detailed under item 4 (b) below should also be submitted.

(B) WHEN MAKING PAYMENTS BY POST - CARDHOLDER NOT PRESENT

Credit/Debit Card payments are accepted by post and when the cardholder is not present provided the following information is enclosed with each invoice remittance/application form submitted.

Card Type: MasterCard/Maestro VISA/ VISA Electron Laser

Card Number:

Expiry Date: - 2 0

Card Holder Name (Print):

Card Holder Signature:

Date:

(C) WHEN MAKING PAYMENTS BY PHONE

Credit/Debit Card payments are accepted by phone, as follows:

Dublin Office

Telephone: + 353 (0)1 6783480

Applicants will be asked to provide details, over the phone, as outlined under item 4 (b) above, as well as their postal address and daytime contact number.

An individual reference number (receipt number) will be issued to all customers who make payments by phone and this number should be inserted, by the applicant, on the top left hand corner of the remittance part of your invoice, completed application form or other correspondence submitted relating to the service provided. Applications will not be processed until this documentation is received.

Marine Notice [37 of 2007](#) is hereby withdrawn.

Director General
Maritime Safety Directorate
Department of Transport
Leeson Lane
Dublin 2

27/11/2009

For any technical assistance in relation to this Marine Notice please contact
The Marine Survey Office, Leeson Lane, Dublin 2., tel: +353 1 678 3400
For information in relation to technical specification/type approval of radio equipment
contact the Radio Surveyors, tel: +353 1 678 2363/2364/2365/2367.
For general enquiries please contact the Maritime Safety Division tel: +353-1-678 3418
Any enquiries concerning Marine Notices should be addressed to:
Maritime Safety Directorate, Department of Transport, Leeson Lane, Dublin 2
email: marinenotices@transport.ie or visit us at: www.transport.ie