



Marine Notice No. 37 of 2007

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

Mercantile Marine Office Payment Options Information

The Department of Transport would like to advise that in order to assist customers in making payments, under the Merchant Shipping and Wireless Telegraphy Acts, the following payment options are 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 relevant Mercantile Marine Office as follows:

**Superintendent,
Mercantile Marine Office,
Department of Transport,
Room G26,
Leeson Lane,
Dublin 2,
Ireland.**

**Superintendent,
Mercantile Marine Office,
Department of Transport,
Government Buildings,
Sullivan's Quay,
Cork,
Ireland.**

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 one of our public offices, 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 both the Mercantile Marine Offices are 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	Cork Office
Account Name:	Mercantile Marine Office	Mercantile Marine Office
IBAN Number:	IE92 BOFI 900017 22476544	IE91 BOFI 902768 13780587
BIC/SWIFT Address:	BOFIIIE2D	BOFIIIE2D

Following payment to either of the above accounts, the remittance part of your invoice and/or your completed application form should be posted or delivered in person to the relevant 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 banks 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 both Mercantile Marine Offices.

(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.

Please debit my card with the amount indicated: € _____

Card Type: MasterCard/Maestro VISA/ VISA Electron Laser

Card Number:

Expiry Date: -

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	Cork Office
Telephone:	+ 353 (0)1 6783480	+ 353 (0)21 4968989

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 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.

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

14 November 2007

For any assistance in relation to payments please contact
The Mercantile Marine Office, Leeson Lane, Dublin 2 + 353 1 6783480
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