VESSEL TAKEOVER DATA SHEET

|  |
| --- |
| ***The information contained below should be used for pre-takeover planning. Please confirm receipt by signing a photocopy and returning it to the undersigned.*** |

To: Department Signed on behalf (date)

CEO

Hotel Operations Crewing

Accounts Insurance

Safety & Quality Procurement

Marine Planning Group MKT

**VESSEL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Flag and Port of Registry |  |
| IMO Number |  |
| GT / NT / DWT |  |
| Class |  |
| Main Engine(s)  maker, type, output |  |
| Ship Type/Special Characteristics |  |
| Maximum number of passengers |  |
| Maximum number of crew |  |
| Maximum number of vehicles (ferry) |  |
| Year built |  |
| Last Drydock / cycle |  |
| Anticipated Trading Area |  |

**CLIENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| Client Name  (Name / Address) |  | |
| Contact Person(s)  (Name/Tel/Mobile/e-mail) |  | |
| IMO Company Number |  | |
| Owners – (as per Certificate of Registry) if different from Client  (Name / Address) |  | |
| Owners Contact Name  (Name/Tel/Mobile/e-mail) |  | |
| Scope of Management (tick as appropriate) | Full Management + Hotel  (D&E Mgt., Hotel Mgt. and all Crew) |  |
| Full Management + Hotel Crew  (D&E Mgt. and all Crew) |  |
| Full Management  (D&E Mgt. and D&E Crew) |  |
| Technical Management  (D&E Mgt./ISM, no crew) |  |
| Crew  (Manning Contract and Manning Fees) |  |
| Marine Planning and Port Operations  *(tick as required)*  □ Ports and Itinerary  □ Port Agents  □ Bunker procurement |  |
| Insurance Services *(tick as required)*  □ P&I  □ Hull and Machinery |  |
| Manning  (Manning Fees only) |  |
| ISM Monitoring  (ISM Monitoring/Consultancy) |  |
| Shipsure  (V.Ships Proprietary Integrated Marine Software Management Suite):  □ Marine SQ modules  □ Technical Planned Maintenance |  |
| Reporting Requirements |  | |
| Full Style Invoicing Address |  | |
| Finance Contact Person  (Name/Tel/Fax/e-mail) |  | |
| Invoices paid by V.Ships /Owners (instructions) |  | |
| Financial Year |  | |
| Funding Requirements |  | |
| Technical Budget Agreed |  | |
| Other Vessels in Fleet (Managed/Not Managed) |  | |

**V.SHIPS MANAGEMENT / OPERATIONAL DETAILS**

|  |  |
| --- | --- |
| Head Managing Office  (eg: V.Ships Monaco etc.) |  |
| Responsible Office |  |
| Managing Office / Group  (eg: MONA/LEISURE or MIAM/Leisure etc) |  |
| Operational Office |  |
| Estimated Takeover Date |  |

**CREWING**

|  |  |
| --- | --- |
| Office Responsible |  |
| Person Responsible / Crewing Contact |  |
| Crew Nationality at Takeover / Required |  |
| Date Crew Required |  |
| Crew ITF Agreements? Y/N |  |
| Crewing Instructions |  |
| Variations to Standard Agreement |  |
| Other Manning Agents Crew Onboard |  |
| Wage Group Type |  |

**TECHNICAL**

|  |  |
| --- | --- |
| Office Responsible |  |
| Person Responsible / Superintendent |  |

**SAFETY AND QUALITY**

|  |  |
| --- | --- |
| Office Responsible |  |
| Person Responsible / Superintendent |  |

**MARINE PLANNING AND PORT OPERATIONS**

|  |  |
| --- | --- |
| Office Responsible |  |
| Ports and Itinerary - Person Responsible / Manager |  |
| Port Agents - Person Responsible / Manager |  |
| Bunkering - Person Responsible / Manager |  |

**PURCHASING**

|  |  |
| --- | --- |
| Office Responsible |  |
| Person Responsible / Purchasing Contact |  |
| Purchasing Instructions |  |
| Shipsure Contract, installation and initial onboard training:  □ Marine SQ modules  □ Technical Planned Maintenance setup |  |

**ACCOUNTING**

|  |  |
| --- | --- |
| Office Responsible |  |
| Person Responsible / Accounting Contact |  |
| Accounting Instructions |  |

**INSURANCE DETAILS**

|  |  |  |
| --- | --- | --- |
| Insurance placed by  (VShips or Client) |  | |
| Person (s) Responsible |  | |
| Broker |  | |
| Hull & Machinery Lead Underwriters |  | |
| Sum Insured (US$) | Hull & Machinery (US$) |  |
| Total Loss Value (US$) |  |
| Hull & Machinery Deductible (US$) |  |
| P& I Club |  | |
| Loss of Hire | Daily Indemnity (US$) |  |
| Number of Days Covered |  |
| Number of Deductible Days |  |

**OTHER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Agreements** | **PURCH.** | **MARINE** | **TECHNICAL** |
| MTI – MEDIA RESPONSE |  | X |  |
| QUALIFIED INDIVIDUAL – OPA 90  (USA TRADING SHIPS ONLY) |  | X |  |
| ERS –EMERGENCY RESPONSE SERVICE with vessel’s Class Society |  |  | X |
| HUDSON TRIDENT – PORT SECURITY RISK ASSESSMENT |  | X |  |
| GMDSS SHOREBASED MAINT. | X |  |  |
| INMARSAT RE-COMMISSIONING  RADIO SERV. ACCOUNTING AUTHORITY | X | X |  |
| VIDEOTEL Training Computer | X |  |  |
| NAUTICAL CHARTS/PUBL. UPDATING SERVICE | X |  |  |
| F.O. / L.O. ANALYSIS PROGRAM | X |  |  |
| CLASS BLOCK FEES |  |  | X |
| Shipsure (V.Ships Proprietary Integrated Marine Software Management Suite) | X |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Special Agreements** | **Yes/No** | **PURCH.** | **MARINE** | **TECH.** |
| PEST MANAGEMENT CONTRACT |  | X |  |  |
| SSAS – (TRACKING SERVICES ASS. E.G.PURPLEFINDER ) |  |  | X |  |
| Specifically required ISO/Other Standards accreditations with a Recognized Organization (ie ISO14001, OHSAS18001 etc) |  |  | X |  |

**Documents Attached:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_