



**Subject:**

1. New single contact point for technical matters
2. New MAR email addresses

## Objective

This circular intends to advise stakeholders of MAR, namely ships registered in MAR, companies operating them and Recognized Organizations surveying and issuing statutory certificates to MAR ships, of a single contact point for technical matters and of new MAR email addresses for specific administrative matters.

## Single contact point for technical matters

**Considering** the fact that the functions related with the various statutory matters are assigned mostly to two entities of the Portuguese maritime administration – DGRM and MAR – which requires articulation and coordination between those two entities;

**Noting**, on the other hand, that it would be very advantageous for the stakeholders, which have to address or provide information to either one of these entities on technical matters related with the implementation and the enforcement of the conventions or with procedures established for the monitoring of the fleet;

**It was decided**, by agreement between the DGRM Director-General and the MAR Technical Commission President, to establish an email address that will automatically distribute the messages, thus providing compliance with reporting requirements to both entities through a single contact point.

The **single contact point** for technical matters is the following: [technical.mar@madeira.gov.pt](mailto:technical.mar@madeira.gov.pt)

## New MAR email addresses

In order to improve our services and provide faster response new email addresses were created for specific administrative matters. We kindly request you to use them according to the matter of your contact, as follows:

Matters	Email address
Crew lists and crew embark/disembark matters	<a href="mailto:crew.mar@madeira.gov.pt">crew.mar@madeira.gov.pt</a>
CSR application and submission of relevant documentation	<a href="mailto:csr.mar@madeira.gov.pt">csr.mar@madeira.gov.pt</a>
Requests of MAR log books and publications	<a href="mailto:logbooks.mar@madeira.gov.pt">logbooks.mar@madeira.gov.pt</a>
Minimum safe manning application and other matters not included above	<a href="mailto:mar@madeira.gov.pt">mar@madeira.gov.pt</a>