



CHANGE OF CONTACT DETAILS

Use this form to notify us of a change of address or request a change of responsible person.
If you wish to notify us of a change to the vessel rather than a change of person details, please use our form CVD.

VESSEL DETAILS	
Vessel Name	
Unique Number	(e.g. Y00AB1234567)

Please select the type of change you are requesting - Depending on the nature of the change, there may be additional actions required and charges, which have been detailed below.

CHANGE REQUEST (please tick)	ACTIONS REQUIRED	FEE
Change of Address of Managing Agent <input type="checkbox"/>	1. Complete relevant sections in this form only	Administration Fee
Change of Address of Owner <input type="checkbox"/>	1. Complete relevant sections in this form only	Administration Fee
New Managing Agent at new address <input type="checkbox"/>	1. Complete relevant sections in this form 2. New SCV1 3. New front and back page from SCV2A/B 4. Change of Owner Examination by Surveyor	Application Fee
New Managing Agent at same address <input type="checkbox"/>	1. Complete relevant sections in this form 2. New SCV1 3. New front and back page from SCV2A/B	Administration Fee
New Owner <input type="checkbox"/>	1. Complete relevant sections in this form 2. New SCV1 3. New front and back page from SCV2A/B 4. Change of Owner Examination by Surveyor	Application Fee
Company owned vessel with new responsible person at same address <input type="checkbox"/>	1. Complete relevant sections in this form 2. New front and back page from SCV2A/B	Administration Fee
Change of Captain/Skipper if they are/were the responsible person <input type="checkbox"/>	1. Complete relevant sections in this form 2. We require a letter/email to be attached to this form signed by the vessel owner confirming the appointment of a new captain/skipper. 3. New front and back page for SCV2A/B	Administration Fee
Removing a Managing Agent <input type="checkbox"/>	1. Complete relevant sections in this form 2. New SCV1 3. New front and back page from SCV2A/B	Administration Fee

Vessel Name (repeated from page 1)	
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Please Note: If a vessel has been out of code for 2 years or more, the vessel will need to start a new cycle, meaning a new compliance examination from your Nominated Coding Surveyor.

Please Note: If MLC is required and the person who has signed the MLC documentation (SCV2C) has changed, then a new MLC inspection is required along with a new SCV2C and the MLC Compliance Fee.

Please Note: In some circumstances a change of Responsible Person will require starting a new cycle, meaning a new compliance examination from your Nominated Coding Surveyor.

NEW DETAILS			
Title (e.g. Mr, Mrs)			
First Name(s)			
Last Name			
Company Name			
Address			
City/Town		County/State	
Postal Code		Country	
Telephone			
E-mail			
VAT Number			

DECLARATIONS BY (please tick relevant box)

OWNER MANAGING AGENT OTHER RESPONSIBLE PERSON

I, the Owner / Managing Agent / Responsible Person of the vessel named above, declare the above information is correct. I also agree to pay all administration charges to the YDSA Certifying Authority and any charges for inspections carried out by the Nominated Coding Surveyor.

Name of Owner / Managing Agent / Responsible Person

Signature of Owner / Managing Agent / Responsible Person Date

Day Month Year

PAYMENT DETAILS

Card Payments and PayPal

This is through a secure online payment system. Please go to our website <http://ydsa.co.uk/coding> and see the Payments section.

Note: We cannot take payments over the telephone.

Bank Transfer

Please use the **name of the vessel** as your reference so we can apply your payment to the correct vessel straight away. Failure to do so may delay your application.

Account name:	YBD&SA Holdings Ltd	IBAN no:	GB26LOYD30939400458802
Account no:	00458802	SWIFT no:	LOYDGB21218
Sort Code:	30-93-94		
Bank address:	Lloyds Bank, 12 High Street, Haslemere, Surrey, GU27 2JG		