



30<sup>TH</sup> WORLD RADIOCOMMUNICATION SEMINAR

24 – 28 October 2022

Geneva, Switzerland

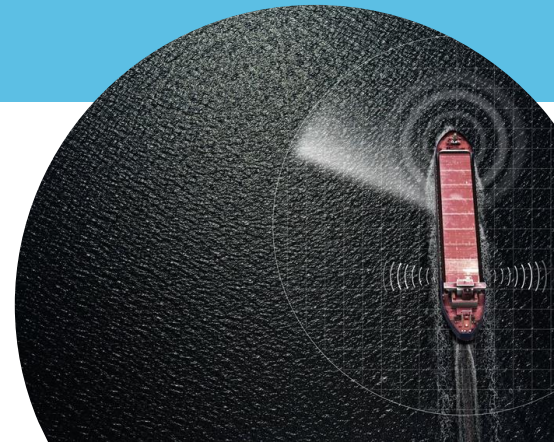
# Notifications for updating the Maritime mobile Access and Retrieval System (MARS)

[www.itu.int/go/wrs-22](http://www.itu.int/go/wrs-22)

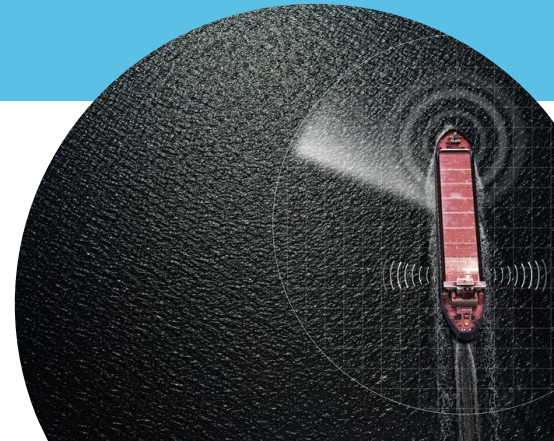
#ITUWRS



# How are MARS and the maritime publications kept up-to-date?



# Regular Notifications from Administrations to the BR



# Accurate up-to-date notifications from Administrations

Essential for maritime industry:

- Safety of life at sea
- Crew onboard ships
- Search and rescue authorities
- Port authorities etc.

# Q: Who can notify information the ITU?

Only Administrations of ITU Member States

with jurisdiction over the stations or, entities officially designated by Administrations can make a notification

# Administration notification provisions (RR 20.16)

In view of the importance of this information, particularly with regard to safety

- Administrations **shall immediately notify** the BR of changes in the operational information in **List IV** (Coast stations) and **List V** (Ship stations)
- For ship data published in **List V and MARS**, administrations shall communicate changes at least once a month



# The Radio Regulations are free to download on MARS



Screenshot of the ITU MARS website. The page title is 'Maritime mobile Access and Retrieval System (MARS)'. The navigation bar includes 'ITU', 'General Secretariat', 'Radiocommunication', 'Standardization', 'Development', 'ITU Telecom', 'Members' Zone', and 'Join ITU'. The main content area is titled 'Ship Stations' and includes a description: 'Using specific search criteria, such as the ship name, call sign, MMSI, EPIRB Hex Id code, IMO or national registration number, users can retrieve operational information of ship stations that have been notified to the ITU Radiocommunication Bureau.' Below this is a large image of a ship's mast with various antennas. To the right, there is a 'Quick links' section with a list of links: 'Download ship stations, coast stations, and MMSI assigned to AtoN and SAR aircraft. (Restricted Access)', 'Radio Regulations (Edition 2020)', 'Maritime Modification Digest (MMD)', 'International Call Sign Series', 'Assignment and use of identities in the maritime mobile service (MMSI). (Recommendation ITU-R M.585)', 'Standard form for ship station Licence - RECOMMENDATION 7 (REV.WRC-97)', 'Accounting Authorities (Recommendation ITU-T D.90)', and 'BR Maritime Circular Letters (CM Series)'. The 'Radio Regulations (Edition 2020)' link is circled in red. At the bottom, there are sections for 'SHIP STATIONS' and 'COAST STATIONS'.

# Types of information notified by Administrations



Ship stations



Coast stations



Search and Rescue aircraft



AIS Aids to Navigation



Accounting Authorities Information



Notifying Administration information



**ITUWRS**  
GENEVA2022





# Overview of Ship Station Licensing and Notification Processes

1. Ship owner/operator applies to their Administration for a ship station license

2. Administration issues license (RR Article 18) in accordance with their national criteria and legislation

Administration issues unique vessel identifiers i.e. call sign and MMSI (RR Article 19) ([Rec ITU-R M.585](#))

3. Administration notifies ITU of ship station particulars for recording in MARS and Publication in List V



# Ship Station License Requirements

**Article 51 and Appendix 16**  
**Specify the documents to be carried onboard ships**

**Includes the ship station licence prescribed by Article 18 (Licences)**

ANNEX 2 TO RECOMMENDATION 7 (REV.WRC-97)

(Full name of the authority issuing the licence, in the national language)

.....\*

**SHIP STATION LICENCE**  
**LICENCE DE STATION DE NAVIRE**  
**LICENCIA DE ESTACION DE BARCO**

No. ....  
 Period of validity .....

In accordance with *(Title of the National Regulation)* and with the Radio Regulations which complement the Constitution and the Convention of the International Telecommunication Union now in force, this authorization is herewith issued for the installation and for the use of the radio equipment described below:

1	2			3	4
Name of ship	Identification of the ship station			Holder of licence	Accounting authority identification code, or additional information including accounting information if required
	Call sign	MMSI	Other identification (optional)		

	Equipment	Type or description of equipment	Frequencies
5	Transmitters		**
6	Other equipment (optional)		

For the Issuing Authority

.....

Place                      Date                      Authentication

\* The words "Ship Station Licence" written in the national language, if this is not English, Spanish or French.  
 \*\* Specifically or by reference to List V, columns 8 and 9.



# Appendix 16 to the RR: Ship stations shall be provided with the licence prescribed by Article 18

Under Article 49 of the Radio Regulations:  
Ship stations may be subject to inspection

Licence issued by Administration should be  
available for inspection

ANNEX 2 TO RECOMMENDATION 7 (REV. WRC-07)  
(Full name of the authority issuing the licence, in the national language)

.....

SHIP STATION LICENCE  
LICENCE DE STATION DE NAVIRE  
LICENCIA DE ESTACION DE BARCO

No. ....

Period of validity: .....

In accordance with *(Title of the National Regulations)* and with the Radio Regulations which complement the Constitution and the Convention of the International Telecommunication Union now in force, this authorization is herewith issued for the installation and for the use of the radio equipment described below:

1	2		3	4
Identification of the ship station				
Name of ship	Call sign	MMSI	Other identification (optional)	Holder of licence

Accounting authority identification code, or additional information including accounting information if required

Equipment	Type or description of equipment	Frequencies
1	Transmitter	...
2	Other equipment (optional)	

For the Issuing Authority:

Place: ..... Date: ..... Authentication: .....

<sup>1</sup> The words "Ship Station Licence" written in the national language, if this is not English, Spanish or French.  
<sup>2</sup> Specifically or by reference to List V, columns 8 and 9.



# Formation of call signs

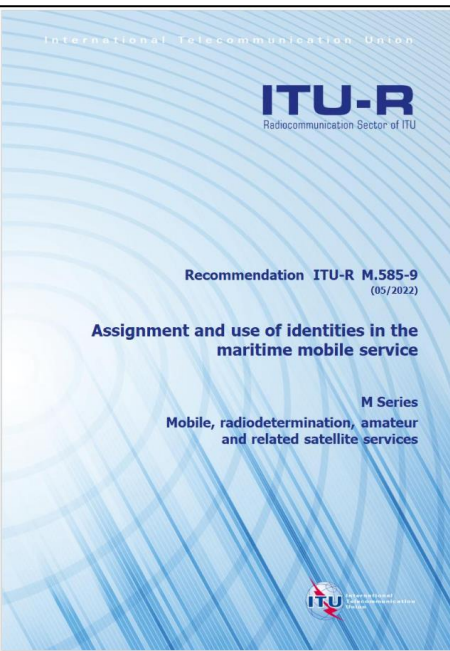
Ship Station call signs are formed from the international call sign series of Appendix 42 to the RR and as indicated in provision 19.55 of the RR are as follows:

- two characters and two letters, or
- two characters, two letters and one digit (other than the digits 0 or 1), or
- two characters (provided that the second is a letter) followed by four digits (other than the digits 0 or 1 in cases where they immediately follow a letter), or
- two characters and one letter followed by four digits (other than the digits 0 or 1 in cases where they immediately follow a letter)

Permitted formations	No. of combinations
XXAA-XXZZ	676
XXAA2-XXZZ9	5408
XL2000-XL9999	8000
XXA2000- XXZ9999	208 000

# Assignment and use of identities in the maritime mobile service

## Recommendation ITU-R M.585-9



Provides guidance to administrations for the assignment identities for maritime mobile service

### Describe formats of MMSI for:

- Ship stations
- Coast stations
- SAR aircraft
- Aids to navigation
- Craft associated with a parent ship

### Also describes formats of identification of other maritime devices

- Handheld VHF transceivers with digital selective calling (DSC)
- AIS-search and rescue transmitter (AIS-SART)
- Man Over-Board (MOB) devices
- Emergency Position-Indicating Radio Beacons (EPIRBs)-AIS
- Autonomous Maritime Radio Devices (AMRD)

# General Notification Process:

**1. Data notified by Administrations to ITU BR**  
(Txt/Excel file, or Word/PDF notification forms)

**2. Data received by BR is validated**




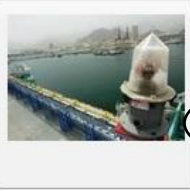
If a notification contains errors, ITU reverts to the Administration for clarification and to provide assistance

**3. Valid Information accepted into ITU maritime database**

# Guide on the notification processes available on MARS

See “How to notify” link for each type of station:

- Coast Stations
- Ship Stations
- Search and Rescue (SAR) Aircraft Stations
- AIS Aids to Navigation (AtoN)

SHIP STATIONS	COAST STATIONS
 <p>Retrieval of information &gt; <a href="#">How to notify &gt;</a></p>	 <p>Retrieval of information &gt; <a href="#">How to notify &gt;</a></p>
SAR AIRCRAFT STATIONS	AIS AIDS TO NAVIGATION
 <p>Retrieval of information &gt; <a href="#">How to notify &gt;</a></p>	 <p>Retrieval of information &gt; <a href="#">How to notify &gt;</a></p>

# Ship Stations Notifications

Notifications can be made by  
electronic submission (txt notification file)

Recommended!

```
A;DUYFKEN;VMH4455;;503507400;450302223;;AUS;;;;;;;;;;855969;;;;;;
M;KESTREL BAY;VMQ4105;;503739000;450300754;;AUS;;;;;;;;9071478;;;;
M;MUSTIQUE;VMQ8072;;503323000;;AUS;;;;;;;;851867;;;;
A;SHALA;VLV7487;;503078400;450302117;;AUS;;;;;;;;854166;;;;
S;AVOLARE;;503592300;;AUS;;;;;;;;856417;;;;
M;CORAL EXPEDITIONS II;VJQ5202;;503796000;;AUS;;;;;;;;8409240;;
A;STV ONE AND ALL;VKON;;503305000;450301974;;AUS;;;;;;;;852032;;
S;EXPERIENCE;VLV7305;;503074070;;AUS;;;;;;;;854036;;
A;TARATIBU;VKN9984;;503598700;;AUS;;;;;;;;850074;;
M;MUSTANG SALLY;VMH4696;;503024610;;AUS;;;;;;;;853063;;
S;STAR DANCER III;VMQ9226;;503732700;;AUS;;;;;;;;858310;;
A;COGNAC;VKV6761;;503025800;;AUS;;;;;;;;856854;;
M;TEVAKE II;VKV6965;;503039450;;AUS;;;;;;;;858081;;
M;TAO;VJN3893;;503662300;;AUS;;;;;;;;860224;;
M;GLEEWYND;VHS5778;;503018570;;AUS;;;;;;;;857071;;
A;WALKABOUT II;VJN2993;;503367900;;AUS;;;;;;;;857852;;
A;GANNET II;VKN3069;;503395300;;AUS;;;;;;;;856933;;
```

Notifications can be made using individual  
Word or PDF form documents

EXAMPLE OF NOTIFICATION (SHIP STATIONS) Radio Regulations (RR) Article 20	
1.1	EXAMPLE
1.2	Ship (word) name
1.3	Call sign
1.4	IMO number (if applicable)
1.5	Maritime Mobile Service Identity (MMSI)
1.6	Satellite number(s)
1.7	ITU number
1.8	Issuing Administration
1.9	Address
1.10	General Classification
1.11	Index of frequencies (primary and secondary)
1.12	Service status
1.13	Telephone transmission frequency bands
1.14	Priority and other identification code (AWT)
1.15	Owner name
1.16	Ship (word) name
1.17	Call sign
1.18	ITU number (MMSI or MMSI-Call Sign)
1.19	Ship (word) identification number
1.20	Cross Termination
1.21	Emergency Contact Person name
1.22	
1.23	Alteration 24 hour emergency phone number
1.24	Specify the person on board
1.25	Ship radio installation
1.26	ITU number (if not included, separate notification will be required)
1.27	MMSI assigned to craft associated with a parent ship, where applicable. Separate notification will be required.
1.28	Identify assigned to land-based VHF transmitter (where applicable). Separate notification will be required.





# Ship station notifications electronic txt format



DATA ELEMENTS FOR ELECTRONIC SUBMISSION  
(SHIP STATIONS)  
Radio Regulations (RR) Article 20

Field	Field Name	Field Length (Max.)	Occurrences (Max.)	Total Field Length (Max.)
AC*	Action Code	1	1	1
1*	Ship (Vessel) Name	50	1	50
2**	Call Sign	7	1	7
3	Selective Call Number(s)	5	2	11
4**	Maritime Mobile Service Identity (MMSI)	9	1	9
5	Satellite Number(s)	13	8	111 (104+7 comma separators)
6	NTLX Number	5	1	5
7*	Notifying Administration	3	1	3
8	Territory or Geographical Area code	3	1	3
9	Lifeboats	2	1	2
10	Radio Beacons (EPIRBs)	9	1	9
11	General Classification	2	1	2
12	Individual Classification (primary and secondary)	3	2	7 (6+1 comma separator)
13	Nature of Service (primary and secondary)	2	2	5 (4+1 comma separator)
14	Services Available	5	1	5
15	Service Hours	3	1	3
16	Telegraph transmission frequency bands	5	1	5
17	Telephone transmission frequency bands	4	1	4
18	Accounting Authority Identification Code (AAIC)	4	1	4
19	AAIC for Satellite Communications	4	1	4
20	Owner Name	200	1	200
21	Ex Ship (Vessel) Name	50	1	50
22	Ex Call Sign	7	1	7
23	EPIRB identification code	10	1	10
24	Ship (Vessel) identification number	15	1	15
25	Gross Tonnage	7	1	7
26	Emergency Contact Person ashore (Name & Address)	200	1	200
27	Emergency Contact Person ashore (Phone)	30	1	30
28	Emergency Contact Person ashore (Telefax/Email)	30	1	30
29	Alternative 24-hour emergency phone number	30	1	30
30	Capacity for persons on board	4	1	4
31	Ship's radio installation	100	1	100
32	EPIRB HEX ID Code	15	15	239 (225+14 comma separators)
33	MMSI assigned to craft associated with a parent ship	9	10	99 (90+9 comma separators)
34	Identity assigned to handheld VHF transceiver	9	10	99 (90+9 comma separators)

Notes:  
\* Mandatory fields.  
\*\* Either any of two, or both identifiers are to be provided.

## Data Elements for Electronic TXT File Submission

File format = UTF-8 ASCII text file

“ASCII printable characters” only accepted e.g. no accents

AC “Action code” field + 34 ship station data fields



# Ship station notifications electronic txt format

## Example of a notification line for 1 ship station:

```
A;DIVA MARIA;MPBP2;;235039142;;;G;;;PL;YAT;;;;;;GRAHAM;;;235039142;;8;MRS D PELHAM BURN,FLAT 5,35 ELM  
PARK GARDENS,SW10;0207 3514845;;;3;VHFPORT,RADAR,EPIRB406,VHFDSC;9D0D481E70000C5;982359000
```

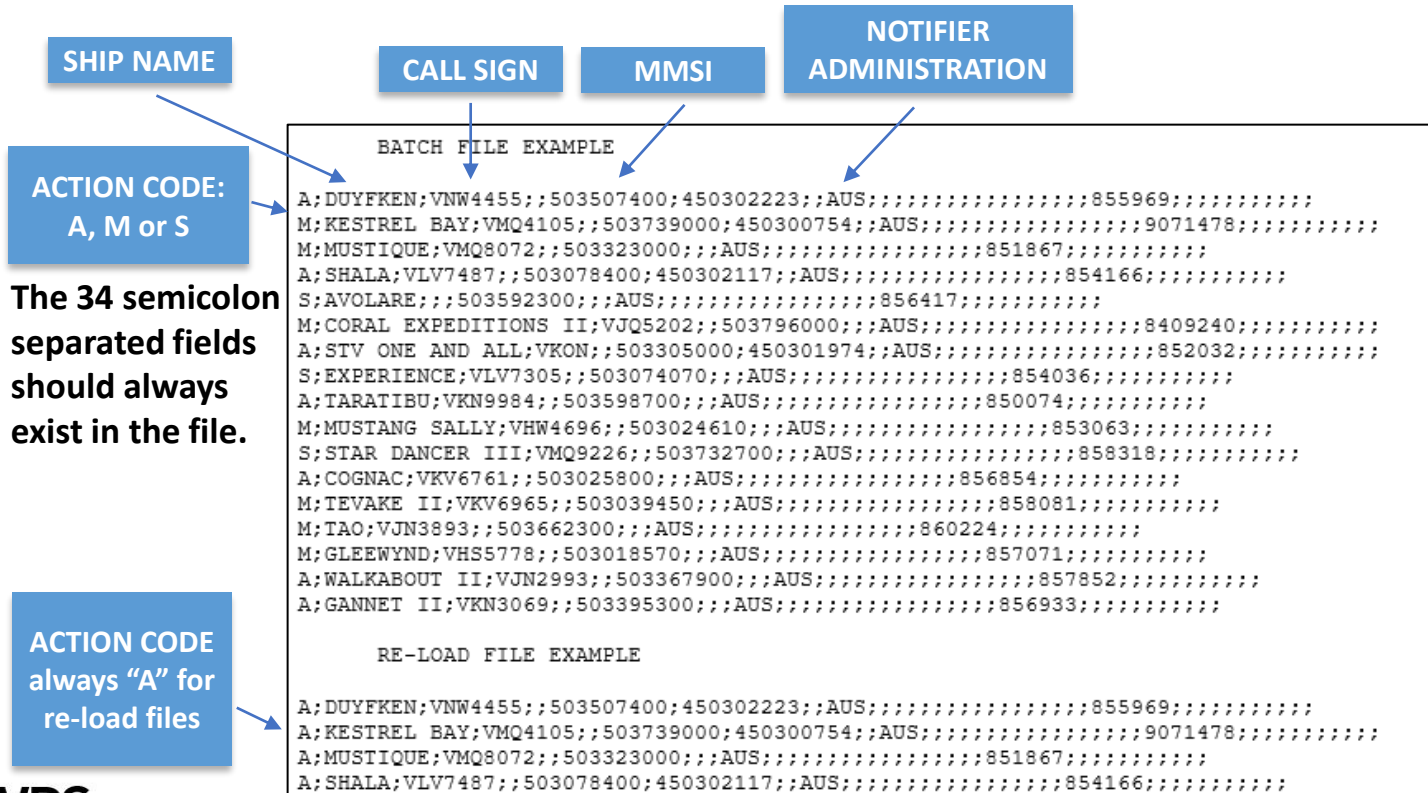
- **Field delimiter: Semicolon (;)**
- **Multiple occurrences in one field separated by: Comma (,)**
- **Ship Record delimiter: New line**

## Administrations may notify using 2 file options:

Option 1: **“Batch file”** - updates to the database are notified by the “Action Codes” A (Addition), M (Modification) and S (Suppression) accordingly; or

Option 2: **“Re-load file”** - the complete list of ship stations for a flag is notified. Therefore, the new list completely replaces the existing one. For Option 2 the “Action Code” A (Addition) is used for all ship stations

# Ship station notifications electronic txt format



# Note: Administration records can be downloaded from MARS

## May be used as the basis for electronic txt notifications

IREL - Ireland									
<b>COUNTRY</b>					Position: 51°38'24"N 010°00'06"W				
Admin./Geo.Area symbol: IRL					MMSI: 002500380				
Services					Services: AIS				
<b>AIS - Automatic Identification System</b>									
Address: No information available					Num. Notes: No information available				
E-addr.: No information available					Remarks:				
Call Sign	Latitude	Longitude	To From	Dist	Channel	Channel	Dist. Bound	Dist. Bound	Remarks
002500380	51°38'24"N	010°00'06"W	161.879	M	161.879	AIS 1	020		H24
002500380	51°38'24"N	010°00'06"W	161.885	M	162.035	AIS 2	020		H24
<b>COUNTRY COAST GUARD RADIO</b>									
Admin./Geo.Area symbol: IRL					Position: 51°38'24"N 010°00'06"W				
MMSI: 002500200					Services: MED-ADVCE, RCCCS, METEO, NOTICE NAVY				
Remotely controlled by: MISC VALENTIA RADIO									
Services									
<b>MED-ADVCE - Transmitting medical advice</b>									
Address: No information available					Num. Notes: No information available				
E-addr.: No information available					Remarks:				
Call Sign	Set Code	MMSI	Latitude	Longitude	To From	Dist	Channel	Dist. Bound	To From
002500200		002500200	51°38'24"N	010°00'06"W	160.85	M	C12	F3E	VHF
									ON REQUEST
<b>RCCCS - Rescue coordination centres (MRCC, RCC, MMSI, JRCC)</b>									
Address: No information available					Num. Notes: No information available				
E-addr.: TELEFAX: +353 66 9476109					Languages: English				
EMAIL: mscvalentia@transport.gov.ie					Sea Areas: A1, A2				
Call Sign	MMSI	Latitude	Longitude	To From	Dist	Channel	Dist. Bound	To From	Remarks
002500200	002500200	51°38'24"N	010°00'06"W	156.375	M	156.375	C67	F3E	VHF
002500200	002500200	51°38'24"N	010°00'06"W	156.8	M	156.8	C16	F3E	VHF
									ON REQUEST
									H24

```
A;EAM BUI AN DOCHAS;EI2164;25000009;;;IRL;IRL;;;PL;;;HX;V;;;V;;;0;HANDHELD VHF.VHF(DSC).;;;
A;KING I;EI6803;25000011;;;IRL;IRL;;;PL;;;HX;V;;;MR LESLIE PARNELL;;;VHF(DSC).HANDHELD VHF.;;;
A;MOONSHINE;EI2197;25000012;;;IRL;IRL;;;PL;;;HX;V;;;MR PAUL KEOGH;;;VHF(DSC).HANDHELD VHF.RADAR.;;;
A;FLICA;EI6361;25000013;;;IRL;IRL;;;PL;;;HX;V;;;MS MARILYN KENNORTHY;;;RADAR.VHF(DSC).;;;
A;SARABANDE;EI7606;25000014;;;IRL;IRL;;;PL;;;HX;V;;;MR JOHN FINLAY;;;VHF(DSC).HANDHELD VHF.RADAR.;;;
```

# Minimum fields for all ship station notifications

- Action Code (AC)  
(A = add new ship station, M = modify existing ship station, S = suppress/delete existing ship)
- Field 1 - Ship (vessel) name
- Field 2 - Call sign (if assigned) AND/OR Field 4 - MMSI (if assigned)
- Field 7 - Notifying Administration

# Recommended additional ship stations fields

**Administrations  
recommended to provide  
all information which may  
assist ships in distress**

**Information is important for  
Safety of Life at Sea**

- Field 10 - EPIRBs
- Field 11 - General classification
- Field 12 - Individual classification
- Field 24 - Vessel Identification Number (IMO number)
- Field 25 - Gross Tonnage
- Fields 26 to 29 - Emergency contact information
- Field 30 - Capacity of persons on board
- Field 32 - EPIRB HEX ID Code
- Field 33 - MMSI assigned to craft associated with a parent ship
- Field 34 - Identities for handheld VHF transceivers

# Demonstration of ship station notification electronic file using Excel



The image shows a screenshot of the 'List of Ship Stations - Notification' page. The page title is 'List of Ship Stations - Notification'. Below the title, there is a breadcrumb trail: 'YOU ARE HERE: HOME > ITU-R > TERRESTRIAL SERVICES > MARS > LIST OF SHIP STATIONS - NOTIFICATION'. There are social media share icons for Facebook, Twitter, LinkedIn, and YouTube. An 'IMPORTANT NOTICE' section states: 'Only notifications submitted by the responsible Administration or by an Accounting Authority authorized by a licensing Administration (ITU-T Recommendation D.90), will be accepted by the Radiocommunication Bureau (BR)'. Below this, 'Provision No. 20.16 of the Radio Regulations states that:' is followed by a list of bullet points. The page has two main sections: 'GENERAL INFORMATION' and 'ELECTRONIC NOTIFICATION'. Under 'GENERAL INFORMATION', there are links for 'Preface and Reference tables' and 'PAPER NOTIFICATION FORM'. Under 'ELECTRONIC NOTIFICATION', there are links for 'Data elements for electronic submission (PDF)' and 'Notifications should be addressed to'. A blue box at the bottom of the page contains the text: 'Data elements and Preface and Reference Tables may be used as a guide'. Two callout boxes with white backgrounds and black borders point to the 'Preface and Reference tables' link and the 'Data elements for electronic notification link'.



# Demonstration ship station notification electronic file generated using Excel

DATA ELEMENTS FOR ELECTRONIC SUBMISSION  
(SHIP STATIONS)  
Radio Regulations (RR) Article 20



Field	Field Name	Field Length (Max.)	Occurrences (Max.)	Total Field Length (Max.)
AC*	Action Code	1	1	1
1*	Ship (Vessel) Name	50	1	50
2**	Call Sign	7	1	7
3	Selective Call Number(s)	5	2	11
4**	Maritime Mobile Service Identity (MMSI)	9	1	9
5	Satellite Number(s)	13	8	111 (104+7 comma separators)
6	NTLX Number	5	1	5
7*	Notifying Administration	3	1	3
8	Territory or Geographical Area code	3	1	3
9	Lifeboats	2	1	2
10	Radio Beacons (EPIRBs)	9	1	9
11	General Classification	2	1	2
12	Individual Classification (primary and secondary)	3	2	7 (6+1 comma separator)
13	Nature of Service (primary and secondary)	2	2	5 (4+1 comma separator)
14	Services Available	5	1	5
15	Service Hours	3	1	3
16	Telegraph transmission frequency bands	5	1	5
17	Telephone transmission frequency bands	4	1	4
18	Accounting Authority Identification Code (AAIC)	4	1	4
19	AAIC for Satellite Communications	4	1	4
20	Owner Name	200	1	200
21	Ex Ship (Vessel) Name	50	1	50
22	Ex Call Sign	7	1	7
23	EPIRB identification code	10	1	10
24	Ship (Vessel) identification number	15	1	15
25	Gross Tonnage	7	1	7
26	Emergency Contact Person ashore (Name & Address)	200	1	200
27	Emergency Contact Person ashore (Phone)	30	1	30
28	Emergency Contact Person ashore (Telefax/Email)	30	1	30
29	Alternative 24-hour emergency phone number	30	1	30
30	Capacity for persons on board	4	1	4
31	Ship's radio installation	100	1	100
32	EPIRB HEX ID Code	15	15	239 (225+14 comma separators)
33	MMSI assigned to craft associated with a parent ship	9	10	99 (90+9 comma separators)
34	Identity assigned to handheld VHF transceiver	9	10	99 (90+9 comma separators)

Notes:  
\* Mandatory fields.  
\*\* Either any of two, or both identifiers are to be provided.

## Data Elements for Electronic TXT File Submission

35 ship station data fields including action code

More ship data provided by Administration

=

Greater information available for search & rescue



1. Open Excel spreadsheet
2. On the first row enter in the first column "AC" (Action Code), followed by numbers 1 to 34 i.e the 34 notification data fields

Note:

Each horizontal row contains 1 ship record

Each column contains 1 data field

File Home Insert Page Layout Formulas Data Review View Help Acrobat

AC (Action Code)

**34 Notification Data Fields**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	
1	AC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	
2																																				
3																																				
4																																				

Ship 1 particulars

Ship 2 particulars

## \*Mandatory fields

\*\*Either one or both of the items is to be provided

### Note:

If there is no data to notify in a field, the empty field should be retained

(All 34 columns should be provided including empty fields)

Field	Description of Fields	Data to be entered	REMARKS
AC.*	Action Code	A	A – ADDING A NEW SHIP STATION
1.*	Ship (Vessel) Name	LARA VENTURE	
2.**	Call Sign	VRIJ7	REFER TO RR 19.55
4.**	MMSI Number	477434300	
5	Inmarsat Number(s)	773230382	
7.*	Notifying Administration	CHN	
11	General Classification	MM	MM – MERCHANT MARINE VESSEL
13	Nature of Service	CP	CP – PUBLIC CORRESPONDENCE
18	Accounting Authority Identification Code (AAIC)	HX13	
20	Owner Name	OCEAN SHIPPING LTD WAN CHAI, HONG KONG	
24	Vessel Identification number	9512575	IMO number or national registration number
25	Gross Tonnage	52718	Total enclosed space or internal capacity of a vessel, calculated in the terms of “tons” of 100 cubic feet each
26	Emergency Contact Person ashore (Name & Address)	CAPT. XIAO XI HENNESEY ROAD WAN CHAI, HONG KONG	
27	Emergency Contact Person ashore (Phone)	+852 2863 5333	
30	Capacity for persons on board	25	

## Action code and 34 data fields entered in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	AC	1	2	3	4	5	6	7	8	9	10	11	12
2	A	LARA VENTURE	VRIJ7		477434300	773230382	CHN					MM	

	N	O	P	Q	R	S	T	U	V	W	X	Y
13	14	15	16	17	18	19	20	21	22	23	24	
CP					HX13		OCEAN SHIPPING LTD, WAN CHAI, HONG KONG					9512575

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
25	26	27	28	29	30	31	32	33	34	
52718	CAPT. XIAO XI HENNESEY ROAD WAN CHAI, HONG KONG	+852 2863 5333			25					

The Excel file can be saved as a txt file and notified to [brmail@itu.int](mailto:brmail@itu.int)

# Demonstration ship station notification using MS Word form



## List of Ship Stations - Notification

YOU ARE HERE [ITU](#) > [HOME](#) > [ITU-R](#) > [TERRESTRIAL SERVICES](#) > [MARS](#) > [LIST OF SHIP STATIONS - NOTIFICATION](#) SHARE [f](#) [t](#) [in](#) [e](#)

**IMPORTANT NOTICE**

Only notifications submitted by the responsible Administration or by an Accounting Authority authorized by a licensing Administration (ITU-T Recommendation D.90), will be accepted by the Radiocommunication Bureau (BR)

Provision No. 20.16 of the Radio Regulations states that:

- Administrations shall take all appropriate measures to notify the Radiocommunication Bureau immediately of any changes in the operational information contained in Lists IV and V, in view of the importance of this information, particularly with regard to safety.
- In the case of the data published in List V, which is also made available online through MARS, administrations shall communicate those changes at least once a month.
- In the case of other publications, administrations shall communicate the changes in the information contained in them as soon as possible.

<b>GENERAL INFORMATION</b>	<b>PAPER NOTIFICATION FORM</b>
<a href="#">Preface and Reference tables</a>	<a href="#">Notification form (MSWord)</a>
<a href="#">Symbols which designate classes of ships and other abbreviations</a>	<a href="#">Example</a>
<a href="#">Description of fields</a>	
<b>ELECTRONIC NOTIFICATION</b>	<b>Notifications should be addressed to</b>
<a href="#">Data elements for electronic submission (PDF)</a>	The Director of Radiocommunication Bureau-ITU, Place des Nations, CH-1211 Geneva 20, Switzerland.
<a href="#">Example of electronic notification (multiple ship stations)</a>	Direct Telefax. No.: +41 22 730 5785, Email: <a href="mailto:brmail@itu.int">brmail@itu.int</a>


**MS Word form available to download on MARS**

# Administrations recommended to notify all information which may assist in a maritime distress

## Notify by emailing the updated document to [brmail@itu.int](mailto:brmail@itu.int)

Field	Description of Fields	Data to be entered
AC.*	Action Code	<b>A</b>
1.*	Ship (Vessel) Name	<b>LARA VENTURE</b>
2.**	Call Sign	<b>VRUJ</b>
4.**	MMSI Number	<b>477434300</b>
5	Inmarsat Number(s)	<b>773230382</b>
7.*	Notifying Administration	<b>CHN</b>
11	General Classification	<b>MM</b>
13	Nature of Service	<b>CP</b>
18	Accounting Authority Identification Code (AAIC)	<b>HX13</b>
20	Owner Name	<b>OCEAN SHIPPING LTD WAN CHAI, HONG KONG</b>
24	Vessel Identification number	<b>9512575</b>
25	Gross Tonnage	<b>52718</b>
26	Emergency Contact Person ashore (Name & Address)	<b>CAPT. XIAO XI HENNESEY ROAD WAN CHAI, HONG KONG</b>
27	Emergency Contact Person ashore (Phone)	<b>+852 2863 5333</b>
30	Capacity for persons on board	<b>25</b>





**NOTIFICATION FORM  
(SHIP STATIONS)  
Radio Regulations (RR) Article 20**

<p>AC.* Action Code <input type="text" value="A"/></p> <p>1.* Ship (Vessel) Name <input type="text" value="LARA VENTURE"/></p> <p>2.** Call Sign <input type="text" value="VRUJ"/></p> <p>3. Selection Call Number(s) <input type="text"/></p> <p>4.** Maritime Mobile Service Identity (MMSI) <input type="text" value="477434300"/></p> <p>5. Satellite Number(s) <input type="text"/></p> <p>6. NTLX Number <input type="text"/></p> <p>7.* Notifying Administration <input type="text" value="CHN"/></p> <p>8. Territory or Geographical Area code <input type="text"/></p> <p>9. Lifeline <input type="text"/></p> <p>10. Radio Beacon (EPRB) <input type="text"/></p> <p>11. General Classification <input type="text" value="MM"/></p> <p>12. Individual Classification (primary and secondary) <input type="text"/></p> <p>13. Nature of Service (primary and secondary) <input type="text" value="CP"/></p> <p>14. Services Available <input type="text"/></p> <p>15. Service Hours <input type="text"/></p> <p>16. Telegraph transmission frequency bands <input type="text"/></p> <p>17. Telephone transmission frequency bands <input type="text"/></p> <p>18. Accounting Authority Identification Code (AAIC) <input type="text" value="HX13"/></p> <p>19. AAC for Satellite Communications <input type="text"/></p> <p>20. Owner Name <input type="text" value="OCEAN SHIPPING LTD&lt;br/&gt;WAN CHAI, HONG KONG"/></p> <p>21. Ex Ship (Vessel) Name <input type="text"/></p> <p>22. Ex Call Sign <input type="text"/></p> <p>23. EPRB identification code (MMSI or MMSI+Call Sign) <input type="text"/></p> <p>24. Ship (Vessel) identification number <input type="text" value="9512575"/></p> <p>25. Gross Tonnage <input type="text" value="52718"/></p> <p>26. Emergency Contact Person ashore (Name &amp; Address) <input type="text" value="CAPT. XIAO XI&lt;br/&gt;HENNESEY ROAD&lt;br/&gt;WAN CHAI, HONG KONG"/></p> <p>27. (Phone) <input type="text" value="+852 2863 5333"/></p> <p>28. (Telex/Fax/Email) <input type="text"/></p> <p>29. Alternative 24-hour emergency phone number <input type="text"/></p> <p>30. Capacity for persons on board <input type="text" value="25"/></p> <p>31. Ship's radio installation <input type="text"/></p> <p>32. EPRB HEX ID Code (one or multiple). Separate occurrences with comma (,) <input type="text"/></p> <p>33. MMSI assigned to craft associated with a parent ship (one or multiple). Separate occurrences with comma (,) <input type="text"/></p> <p>34. Identity assigned to handheld VHF transceivers (one or multiple). Separate occurrences with comma (,) <input type="text"/></p>	<p>6. NTLX Number <input type="text"/></p> <p>8. Territory or Geographical Area code <input type="text"/></p> <p>10. Radio Beacon (EPRB) <input type="text"/></p> <p>12. Individual Classification (primary and secondary) <input type="text"/></p> <p>14. Services Available <input type="text"/></p> <p>17. Telephone transmission frequency bands <input type="text"/></p> <p>19. AAC for Satellite Communications <input type="text"/></p>
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## Common ship station notification errors

- **Format file contains non-ASCII characters**
- **Notification file contains existing or duplicated Call Signs or MMSIs**
- **Notification file contains invalid Call Signs or MMSIs**
- **Notification received from unauthorized email address; Administration details out-of-date**
- **Notifications submitted by companies or individuals, instead of through official channels i.e., the Administration**
- **Accounting authority information submitted by the AIC company, instead of through official channels i.e., the Administration**

# Coast station notification options

Coast stations - Notification

YOU ARE HERE HOME > ITU-R > TERRESTRIAL SERVICES > MARS > COAST STATIONS - NOTIFICATION

**IMPORTANT NOTICE**

Only notifications submitted by the responsible Administration or by an Accounting Authority authorized by a licensing Administration (D.90), will be accepted by the Radiocommunication Bureau (BR)

Provision No. 20.16 of the Radio Regulations states that:

- Administrations shall take all appropriate measures to notify the Radiocommunication Bureau immediately of any changes in the operation of Lists IV and V, in view of the importance of this information, particularly with regard to safety.
- In the case of the data published in List V, which is also made available online through MARS, administrations shall communicate those changes to the Radiocommunication Bureau as soon as possible.
- In the case of other publications, administrations shall communicate the changes in the information contained in them as soon as possible.

**GENERAL INFORMATION**

Preface and Reference tables

Abbreviations used in the List

Coast Stations participating in the NAVTEX services

**DATA FOR REVIEW**

This link allows administrations to download station and special service stations under its in case any administrations wanted to review

Data for review

**NOTIFICATION FORMS**

This table contains the forms to be used by administrations to notify Coast stations updates or amendments to the List IV.

The following forms are available in PDF format, in English only.

AIS - Automatic Identification System service	CES - Coast earth stations	CES-CP - Systems in the maritime mobile satellite service that provide a public correspondence service	CP - Public correspondence service
DSC-WATCH - Watch-keeping	MED-ADVICE - Transmitting	METEO - Meteo bulletins	NAVAREA Navarea

**NOTIFICATIONS SHOULD BE ADDRESSED TO**

The Director of Radiocommunication Bureau  
CH-1211 Geneva 20, Switzerland.  
Direct Telefax. No.: +41 22 730 5785,  
Email: [brmail@itu.int](mailto:brmail@itu.int)

## Option 1

Download existing information from MARS and amend using the track changes function of the MS Word and notify it to [brmail@itu.int](mailto:brmail@itu.int)

## Option 2 (Should be used for new station and services)

Each service can be notified using the relevant form





# Existing coast station records can be downloaded from MARS

Can be used to update existing coast station details by using MS Word with track changes feature turned on



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ITUPP BUCHAREST2022

What would you like to search for?

ITU General Secretariat Radiocommunication Standardization Development ITU Telecom Members' Zone Join ITU

About ITU-R Events Databases & e-Services Publications Space Terrestrial Study Groups Regional Presence Join ITU-R

## Coast stations - Notification

YOU ARE HERE ITU > HOME > ITU-R > TERRESTRIAL SERVICES > MARS > COAST STATIONS - NOTIFICATION

SHARE

**IMPORTANT NOTICE**

Only notifications submitted by the responsible Administration will be accepted by the Radiocommunication Bureau (BR)

Provision No. 20.16 of the Radio Regulations states that:

- Administrations shall take all appropriate measures to notify the Radiocommunication Bureau immediately of any changes in the operational information contained in Lists IV and V, in view of the importance of this information, particularly with regard to safety.

GENERAL INFORMATION	DATA FOR REVIEW
<a href="#">Preface and reference tables</a>	This link allows Administrations to download their extracts of the coast stations and special services stations under their jurisdictions. It is very useful in case an Administration wanted to review its complete database.
<a href="#">Abbreviations used in the List</a>	
<a href="#">Coast Stations participating in the NAVTEX services</a>	
	<a href="#">Data for review</a>

This screenshot shows the 'Coast stations - Notification' page on the ITU MARS website. The page includes a search bar, a navigation menu, and a breadcrumb trail. An 'IMPORTANT NOTICE' section states that only notifications from the responsible Administration will be accepted. Below this, a table provides links for 'GENERAL INFORMATION' and 'DATA FOR REVIEW'. The 'Data for review' link is highlighted with a red box, and a red arrow points from the 'How to notify >' link in the thumbnail to this box.

# Existing coast station records can be downloaded from MARS

## Select you Administration and login to download file

Data for review by administrations

YOU ARE HERE [ITU](#) > [HOME](#) > [ITU-R](#) > [TERRESTRIAL SERVICES](#) > [MARS](#) > DATA FOR REVIEW BY ADMINISTRATIONS

ADMINISTRATIONS WITH ENTRIES CURRENTLY REGISTERED IN THE LIST OF COAST STATIONS AND SPECIAL SERVICE STATIONS (LIST IV)

The Bureau invites administrations to review their information and to notify the relevant amendments (i.e. additions, deletions and modifications), using the "Track Changes" function in MSWORD.


**Note:** *Only notifications submitted by the responsible Administration will be accepted.*  
[BR Circular Letter \(CM/27\)](#) >

**Download current data notified by Administrations/Geographical area**

To download information concerning your administration, you should use your ITU TIES username and password. If you do not have a TIES account, please refer to the detailed information under the tab to the right named "TIES users".

If you have difficulties to download the file with Internet Explorer, please try with another browser.  
Administrations may also request their file directly from: [brmail@itu.int](mailto:brmail@itu.int)

Symbol	Administration/Geographical area	Symbol	Administration/Geographical area
AFS	<a href="#">South Africa (Republic of)</a>	KOR	<a href="#">Korea (Republic of)</a>
ALB	<a href="#">Albania (Republic of)</a>	LTU	<a href="#">Lithuania (Republic of)</a>
ALG	<a href="#">Algeria (People's Democratic Republic of)</a>	LVA	<a href="#">Latvia (Republic of)</a>
ALS	<a href="#">Alaska (State of)</a>	MAC	<a href="#">Macao (Special Administrative Region of China)</a>



### Logon

E-mail / Username

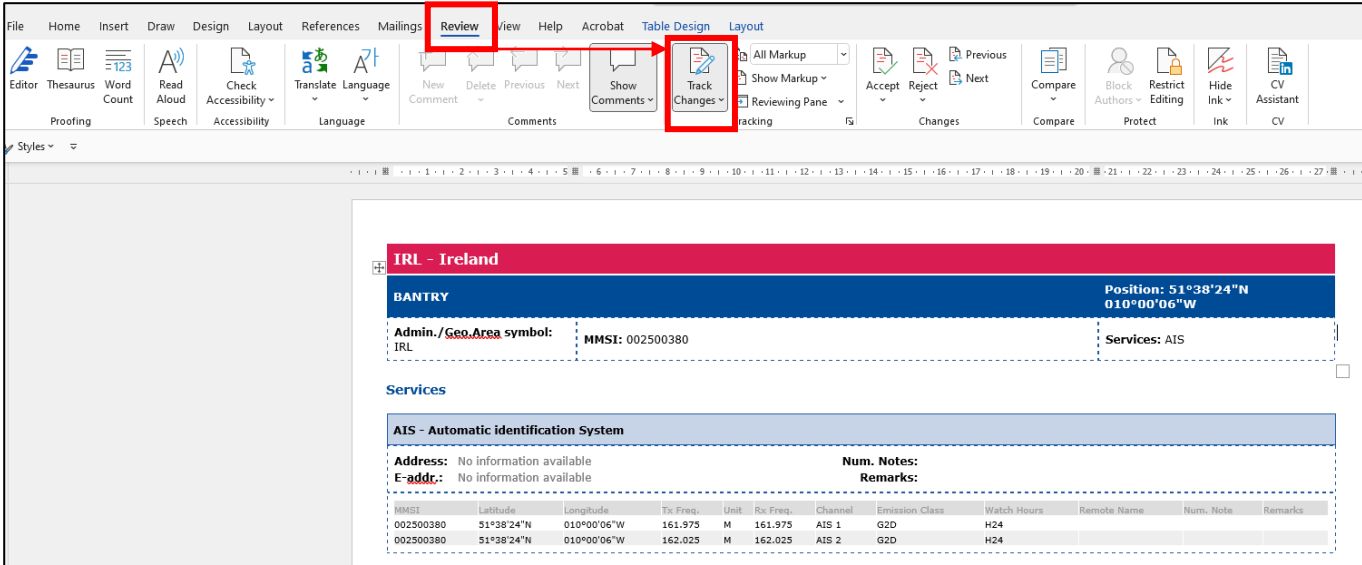
Password

**Logon**

[Forgot my password?](#)  
No ITU User Account yet? [Click here](#) to create one.  
Need some help? [Contact Service Desk.](#)

# Amend downloaded coast station information with MS Word with track changes function turned on

Notify by emailing the updated document to [brmail@itu.int](mailto:brmail@itu.int)



The screenshot shows the Microsoft Word interface with the Review tab selected. The 'Track Changes' button is highlighted with a red box, and a red arrow points to it from the 'Show Comments' button. The document content includes:

**IRL - Ireland**

**BANTRY** Position: 51°38'24"N  
010°00'06"W

**Admin./Geo.Area symbol:** IRL **MMSI:** 002500380 **Services:** AIS

**Services**

**AIS - Automatic identification System**

**Address:** No information available **Num. Notes:**  
**E-addc:** No information available **Remarks:**

MMSI	Latitude	Longitude	Tx Freq.	Unit	Rx Freq.	Channel	Emission Class	Watch Hours	Remote Name	Num. Note	Remarks
002500380	51°38'24"N	010°00'06"W	161.975	M	161.975	AIS 1	G2D	H24			
002500380	51°38'24"N	010°00'06"W	162.025	M	162.025	AIS 2	G2D	H24			

# Example coast station notification with track changes

The MS Word document will retain the original text with tracked changes marked

This simplifies “A” additions, “S” suppressions and “M” Modifications of coast station information

Call Sign	Sel	Call MMSI	Latitude	Longitude	Priority	Tx Freq.	Unit Rx Freq.	Channel	Emission Class	Freq. Band	Tx Power	Tx. Hrs	Watch Hours	Remote Name	Num. Note	Remarks
			33°16'15"N	126°13'12"E		156.8	M	C16	G2E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		161.75	M	C23	F3E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		161.8	M	C24	F3E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		161.85	M	C25	F3E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		161.9	M	C26	F3E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		161.95	M	C27	F3E	VHF	0.025		H24			
			33°16'15"N	126°13'12"E		162	M	C28	F3E	VHF	0.025		H24			
HLE			33°16'15"N	126°13'12"E		2182	K	2182	H3E J3E	MF	0.2		H24			
HLE			33°16'15"N	126°13'12"E		2299	K	2385	J3E	MF	0.2		H24			
HLE			33°16'15"N	126°13'12"E		2433	K	2385	J3E	MF	0.2		H24			
			33°16'15"N	126°13'12"E		2182	K		J3E	MF	0.25		H24			

KOR - Korea (Rep. of)

# Coast station notification using a service form

## Select and complete the relevant service form



The following forms are available in PDF format, in **English only**.

AIS - Automatic Identification System service	CES - Coast earth stations	CES-CP - Systems in the maritime mobile satellite service that provide a public correspondence service	CP - Public correspondence service
<b>DSC-WATCH - Watch-keeping using digital selective calling techniques</b>	MED-ADVICE - Transmitting medical advice	METEO - Meteorological bulletins	NAVAREA - Navarea coordinators
NAVINFO - Transmitting to ships navigational and meteorological warnings and urgent information (MSI)	NOTICE-NAV - Transmitting notices to navigators	PILOT - Pilot stations	PORTINFO - Port stations
RCC(s) - Rescue coordination centres (MRCC, RCC, MRSC,	SAR AGENCY	UTC - Radio time signals	VTS - VTS (Vessel Traffic Services) stations


Symbol - Name of Administration : [dropdown]  
Station name : [input]  
Admin./Geo.Area symbol : [input] MMSI: 00 [input] Services: [input]  
Services  
DSC-WATCH - Watch-keeping using digital selective calling techniques.  
Address : [input]  
TF : [input]  
MOBILE : [input]  
FAX : [input]  
TELEX : [input]  
EMAIL : [input]  
URL : [input]  
SAT : [input]  
Num. Notes : DC [input]  
Remarks : [input]  
Size Areas : A1 [input] A2 [input] A3 [input] A4 [input]  
Concerning Station Particulars, please complete fields on next page, before submission.  
Next page  
pg 1

# Example coast station information to be notified

<b>Service/s: DSC WATCH</b>
<b>Administration: Australia</b>
<b>Symbol: AUS</b>
<b>Station Name: MELBOURNE (SANDRINGHAM)</b>
<b>MMSI: 005030126</b>
<b>Call Sign: VMR360</b>
<b>Geographical coordinates: 37°56'00"S - 145°00'00"E</b>
<b>Frequency: 156.525 MHz</b>
<b>Sea Areas: A1</b>
<b>Watch Hours: HJ</b>
<b>Remarks: ---</b>

DSC Service

# Coast station DSC service notification form (Page 1 of 2)

<b>Symbol - Name of Administration :</b> AUS - Australia	
<b>Station name :</b> MELBOURNE (SANDRINGHAM)	
<b>Admin./Geo.Area symbol:</b> AUS	<b>MMSI: 00</b> 5030126
<b>Services:</b>	
<b>Services</b>	
DSC-WATCH - Watch-keeping using digital selective calling techniques.	
<b>Address :</b>	VF12 Sandringham Coast Guard Australian Volunteer Coast Guard Jetty Road Sandringham VIC 3191
<b>TF :</b>	TF : +61 3 95989092
<b>MOBILE :</b>	
<b>FAX :</b>	FAX : +61 3 95210748
<b>TELEX :</b>	
<b>EMAIL :</b>	
<b>URL :</b>	URL : www.coastguard.com.au
<b>SAT :</b>	
<b>Num. Notes :</b>	DC
<b>Remarks :</b>	
<b>Sea Areas :</b>	A1 <input checked="" type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/>
<b>Station Sea Area(s) indicated</b>	
Concerning Station Particulars, please complete fields on next page, before submission	
 Next page	
* This form is to be used only for <b>NEW</b> stations, services and frequencies. ** To amend previously notified stations, services and frequencies, please contact <a href="mailto:brmail@itu.int">brmail@itu.int</a> .	


DSC Service form used

Sea Areas : A1  A2  A3  A4

Station Sea Area(s) indicated

# Coast station DSC service notification form (Page 2 of 2)

AIS - Automatic identification system service. (Cont.)

Do you want to validate and save?   

**Particulars**

	MMSI 00+	Latitude	Longitude	Tx Freq.	Unit	Rx Freq.	Channel	Emission Class	Watch Hours	Remote Nam	Num. Note	Remarks
1	2470092	37 13 32 N	015 13 13 E	161.975	M	161.975	AIS1	F2D	H24			1
2	2470092	37 13 32 N	015 13 13 E	162.025	M	162.025	AIS2	F2D	H24			2
3												3
4												4
5												5
6												6
7												7
8												8
9												9
10												10

**Station Particulars Entered**

On completion of form, click validate button. Omitted mandatory fields will be indicated  
Once successfully validated, form can be “printed” to PDF and notified to [brmail@itu.int](mailto:brmail@itu.int)



# Common coast station notification errors

- **Frequency channels do not correspond to service**
- **Emission class**
- **MMSIs for DSC or remote-controlled stations not included**
- **Station service notified using a different service form**

[Retrieval of MARS Information](#)

[Notification for List V](#)

[Notification for List IV](#)

[Extract Coast and Ship Stations](#)

# Importance of the Maritime Information Notified by Administrations



Provides ship and shore-based information that facilitates communications for global commercial shipping operations

# Importance of the Maritime Information Notified by Administrations



Accurate notified information from ITU Member States is a key factor for saving lives at sea



30<sup>TH</sup> WORLD RADIOCOMMUNICATION SEMINAR

24 – 28 October 2022

Geneva, Switzerland

**Thank you!**

**ITU – Radiocommunication Bureau**

Questions to: [brmail@itu.int](mailto:brmail@itu.int)

[www.itu.int/go/wrs-22](http://www.itu.int/go/wrs-22)

#ITUWRS

