



Merchant Shipping Directorate



Transport Malta

MSD/MRCS/003/2012/R.3

**Application Form for an Individual Ship Station Licence**  
(applicable only to Non-SOLAS ships)

1. With regard to radio communications equipment, in terms of the Electronic Communications (Regulation) Act (Cap.399), an individual licence is required for the installation or use of equipment, unless the equipment is licence exempt or is regulated by a general authorisation. Non-compliance with this requirement is a breach of the said Act.
2. The licence fees chargeable for ship station licences are set out in the Fees Leviable by Government Departments Regulations (S.L.35.01).
3. Maritime radiocommunications equipment, including that used for maritime radio navigation services shall be maintained so as to remain compliant with any laws, including any regulations made thereunder, as may from time to time be applicable.
4. A ship station licence is an international document, which shall be kept current at all times and any discrepancies in the document will render the licence invalid. The original ship station licence should be kept on board the ship at all times and be available for production to appropriate authorities if required.
5. Duly completed applications must be submitted to Transport Malta (TM) at the e-mail address indicated in this form.

**Section A: Ship's Details**

Name of Ship \_\_\_\_\_

Call sign \_\_\_\_\_ IMO No. \_\_\_\_\_

MMSI No. \_\_\_\_\_ Official No. \_\_\_\_\_

AAIC \_\_\_\_\_ Gross Tonnage \_\_\_\_\_

PSA \_\_\_\_\_ Type of Ship \_\_\_\_\_

Inmarsat Mobile Number/s \_\_\_\_\_

Capacity for persons on board (crew & passengers) \_\_\_\_\_

**Section B: Registered Owners / Bareboat Charterers Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section C: Radiocommunications Equipment Details

Please provide information for each type of radio equipment that is installed / used on board the ship in Section A.

Quantity	Type of Radio Equipment <sup>(a) (b)</sup>	Manufacturer & Model	Conformity Marking	
			CE	Wheelmark
	VHF fixed (non-DSC) <sup>(c)</sup>		<input type="checkbox"/>	<input type="checkbox"/>
	VHF fixed (DSC) <sup>(c)</sup>		<input type="checkbox"/>	<input type="checkbox"/>
	VHF handheld (DSC) <sup>(c)</sup>		<input type="checkbox"/>	<input type="checkbox"/>
	VHF handheld (non-DSC) <sup>(c)</sup>		<input type="checkbox"/>	<input type="checkbox"/>
	MF/HF (non-DSC)		<input type="checkbox"/>	<input type="checkbox"/>
	MF/HF (DSC)		<input type="checkbox"/>	<input type="checkbox"/>
	SART / AIS-SART		<input type="checkbox"/>	<input type="checkbox"/>
	RADAR		<input type="checkbox"/>	<input type="checkbox"/>
	EPIRB <sup>(c)</sup>		<input type="checkbox"/>	<input type="checkbox"/>
	Ship Earth station (s) (e.g. Inmarsat)		<input type="checkbox"/>	<input type="checkbox"/>
	Other equipment not mentioned above (e.g. AIS)		<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

- (a) Receive-only radionavigation equipment other than SARTs (e.g. GPS) does not need to be declared in this form.
- (b) Any type of personal radio beacon is currently not permitted to be used from on board Maltese registered ships.
- (c) VHF and EPIRB stations are regulated by the General Authorisation (Radiocommunications Apparatus) Regulations (S.L. 399.40). In Maltese territorial waters, VHF equipment shall only be operated on the International channels.

The use of VHF stations outside territorial waters shall only be on those radio frequencies or channels which are allowed to be used in those waters and shall observe any terms, conditions or limitations which could be applicable in the same waters.

## Section D: EPIRB Registration

Owners are required to attach a valid EPIRB Data Sheet Test / Programming Report with this form.

The following information shall be completed by the EPIRB owner:

	Device 1	Device 2 (if fitted)
Manufacturer's name		
Type		
Serial number		
Hex ID (15 characters)		

If the vessel carries more than two EPIRB stations, please provide details on a separate document.

## Section E: Search and Rescue (SAR) information

### Emergency Contact Person Ashore

<b>Name</b> .....
<b>Address</b> .....
<b>Country</b> .....
<b>Tel:</b> ..... <b>Mobile:</b> .....
<b>Fax:</b> ..... <b>Email:</b> .....
Prefix of Telephone no. with country destination code.

Alternative 24-hour emergency telephone number .....

## Section F: Declaration

I hereby declare that the information provided in this application is accurate and complete in all respects. Furthermore I also declare that I have due authority to make this declaration and to sign this application on behalf of the body I represent.

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be shared with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.*

Full name of applicant \_\_\_\_\_

Designation \_\_\_\_\_ ID / Passport Number \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Data Protection Privacy Notice

### Service requested: Application Form for an Individual Ship Station Licence

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

#### 1. The information we collect and how we use it

- 1.1. From this application, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting the information is mainly to process the application for the requested service; however, your Personal Information may also be used for related purposes that amongst others include: sending notifications, renewal of licence after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

#### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below;
  - Any law enforcement body that may have any reasonable requirement to access your personal information;
  - Third party entities that may be entrusted by Transport Malta to process part of or all the data related to this service.

#### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

#### 4. Retention period

- 4.1. *Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.*
- 4.2. Once the Licence is issued, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.:

#### 5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the service requested through this application form.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

#### 6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679) and Chapter 586 of the Laws of Malta (Data Protection Act).

#### 7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

#### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [mrCSmalta@transport.gov.mt](mailto:mrCSmalta@transport.gov.mt).