



# Update

**To:** All Clients

**Date:** October 1, 1999

**From:** Neil Clemens, President

**Pages:** 2 in all

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## SIGCo to arrange for the courier of COFR certificates from the USCG

It is my pleasure to announce the launch of a new initiative related to the provision by SIGCo of CG5585 applications on behalf of its clients.

As from today, as part of its CG5585 service, SIGCo will arrange for the COFR certificate, upon issuance by the USCG, to be couriered to its destination. Currently this certificate is sent by surface mail and can take a number of weeks to be received by the client at its requested address. The costs involved will not be passed on to the client. The intention is that this initiative will cut down the time taken from the initial request to SIGCo to apply for a COFR certificate to actual receipt by the client of the certificate, and is in response to feedback that we have received demonstrating concern over this time lag. ***The result should be that clients who use SIGCo for the CG5585 application receive their certificate faster than those that file their own application, and at no cost.***

In order for us to be able to process the CG5585 application and subsequently arrange for the courier of certificates, it is important that all necessary information is provided to us. In this regard, I attach a revised form entitled "Application for SIGCo to process a CG5585". This updates a similar form that has been used to date. ***It is most important that this form is completed prior to sending to SIGCo, in particular that the address where the certificate is to be sent is detailed, where it is different from the "Applicant address". Moreover, it is most important that this address is not a P.O. Box since couriers cannot be delivered to such an address.***

Finally, please note that due to problems with the provision of a reliable courier service to Liberia, we are currently unable to offer this service to certificates that have Liberia as their requested destination.



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