

## APPLICATION FOR AN OPERATOR'S CERTIFICATE

You can find out more about this application

- on www. \_\_\_\_\_
- working days between \_\_\_\_\_ and \_\_\_\_\_  
on the following telephone number \_\_\_\_\_
- Inspection address: \_\_\_\_\_  
\_\_\_\_\_

*This application enables you to request an operator's certificate*



### **Owner ≠ Operator**

This form is intended for the (legal) person who is the sole operator of the vessel. If you are also the vessel's owner, please use the form requesting or amending a certificate of belonging to the navigation of the Rhine.



### **Operator**

The operator is the person who operates the vessel on his behalf and at his risk. If the vessel is operated for more than one entity, the operator shall be the person who actually operates the vessel and is authorised to take decisions concerning the vessel's economic and commercial management. Only the Contracting State in which the domicile, residence, headquarters or offices of the operator's company is located may issue and withdrawal the operator's certificate.



### **Conditions concerning the operator**

An operator's certificate may only be issued if the operator:

- as a natural person is a national of one of the Contracting States and his domicile or habitual residence is in one of these States, or
- as a legal person governed by public law is established in accordance with a Contracting State's law and has his headquarters there, or
- as a legal person or company governed by private law is established in a Contracting State in accordance with its laws, and:
  - has its headquarters and centre of commercial activity as well as the place from which the vessel is operated in this Contracting State
  - is managed and directed by individuals, most of whom are nationals of the Contracting States and to have their domicile or habitual residence as well as, in the case of a legal person, their headquarters in one of these States.

Please send the full application, comprising

- the completed and signed form
- all the requested annexes

by post to the following address \_\_\_\_\_

or by e-mail to \_\_\_\_\_

## APPLICATION FORM FOR AN OPERATOR'S CERTIFICATE

### 1. Reason for the request

Commencement of commercial operation \_\_\_\_\_

Change of name and/or address details \_\_\_\_\_

Change in vessel details \_\_\_\_\_

### 2. Vessel details

Name of vessel \_\_\_\_\_

Unique European vessel identification number (ENI) \_\_\_\_\_

Vessel's country of registration (and place of registration) \_\_\_\_\_

### 3. Details of vessel owner(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. \_\_\_\_\_

E-Mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. \_\_\_\_\_

E-Mail \_\_\_\_\_

I declare that there are more than 3 owners and that I am continuing on a separate sheet.

#### 4. Vessel operator details

Name  
Address  
  
Tel.  
E-Mail

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#### 5. Information on the vessel's operating mode

##### > General information

Does the operator mentioned in point 4 transport goods or people on his own account and at his own risk with the vessel in question?

YES

NO

Does the operator mentioned in point 4 actually operate the vessel and, to this end, does he have decision-making authority, in particular in economic and commercial matters?

YES

NO

##### > Activities

What do the applicant's economic and commercial activities consist of (carried out using the vessel mentioned in point 2 )?

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Where do these activities take place?

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##### > Revenue

Who receives the revenue from the transport of goods and people carried out with the vessel mentioned in point 2 ?

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*If there are a number of beneficiaries of this revenue:*

Who are they? Which proportion of this revenue (ultimately) accrues to these different beneficiaries?\*

Beneficiary	Proportion of revenue
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

*\*Please also submit the contract establishing this sharing formula*

I declare that there are more than 4 beneficiaries and that I am continuing on a separate sheet

**> Risks and costs**

Who (ultimately) is legally responsible and required to assume the operating costs and risks of the vessel mentioned in point 2 ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If these costs are borne by several companies:*  
Which are these companies? Which proportion of these costs (ultimately) accrues to these different companies?\*

Responsible company	Proportion of costs
_____	_____
_____	_____
_____	_____
_____	_____

*\*Please submit the contract establishing this sharing formula*

I declare that there are more than 4 companies responsible for the costs and that I am continuing on a separate sheet

**> Business premises**

What is the surface area of the business premises located at the address mentioned in point 4 ?\*

\_\_\_\_\_  
\_\_\_\_\_

*\* Please also describe them and attach a floor plan.*

**> Employees**

How many employees work at the address mentioned in point 4 ?

\_\_\_\_\_  
\_\_\_\_\_

What are these employees' names, positions and monthly working hours?

Name	Position	Working hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare that there are more than 4 employees and that I am continuing on a separate sheet.

Which of the employees mentioned in the previous point is really responsible for operating the vessel mentioned in point 2 ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the operator mentioned in point 4 also conclude contracts providing staff to the vessel owner?\*

YES

NO

*\* If so, please submit the contract.*

Are the navigation and hospitality staff working for the operator mentioned in point 4 covered by the National Social Security system?\*

YES

NO

If yes, in which State?

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*If so, and if applicable, please state the Social Security or equivalent numbers on a separate sheet to be attached to this application*

## **6. Declaration of accuracy**

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I hereby declare that the information provided is accurate and complete and that I am acting in compliance with the provisions of Regulation (EEC) No. 2919/85.

I undertake to notify the competent authority without delay of any change in the situation described above. I am aware of the fact that an operator's certificate issued in response to this request will cease to be valid should one of the basic issuing criteria no longer be met.

In the event of non-compliance with basic issuing criteria, I undertake to return my operating certificate to the competent authority.

## **7. Signature of the applicant or his representative**

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Place and date

Signature of the applicant  
(name and position)

## > Documents to be provided

- » Power of attorney by the owner to the applicant for the request of an operator's certificate
- » Copy of a passport or valid proof of identity of the operator or of the member(s) of the operator's board of directors
- » Copy of an excerpt from the owner's Chamber of Commerce entry (less than six months old). If the owner is a legal person and the latter is part of a holding company it will also be necessary to provide an excerpt relating to the holding company. (The excerpt must identify a natural person as director)
- » Copy of a vessel registration certificate
- » Valid copy of the inspection certificate
- » Copy of the applicant's balance sheet and profit and loss statement for the previous two years. If the company has been in existence for less than two years, provide the latest data. In the case of a start-up company, provide the business plan.
- » Copy of all contracts concluded between the owner and the applicant and a declaration by the lessee that the vessel is not subject to subsequent letting or subletting
- » Lease contract or title deeds for the premises (indicating surface area) used for operating the vessels
- » Description of the operator's offices and floor plan
- » Employment contracts for the staff employed on site
- » If applicable, the list of navigation and hospitality staff working for the operator and also, if applicable, the Social Security or equivalent numbers of these staff members
- » If necessary, additional information on a separate sheet on matters to do with the vessel's owners, the beneficiaries of the revenue, the companies responsible for the costs and to the employees

