



BOOKLET

2011

Table of contents

1. Key Information	page 3
2. Inter Full Manager Members	page 4
3. InterManager Associate Members	page 5
4. Requirements for full membership	page 6
5. Benefits for members	page 7
6. Membership fees	page 9
7. Application form for Full Members	page 10
8. Application form for Crew Managers	page 11
9. Application form for Associate Members	page 12
10. Code of Conduct	page 13
11. Cadets Policy	page 17

Key Information - March 2011

Mission

- To federate and serve the needs of all companies involved in the management and crewing of ships.
- To encourage the highest standards of ship operations, through innovation, creativity, and the sharing of knowledge.
- To provide a forum for discussion on matters of common interest.
- To be the common voice of shipmanagers in the international forums and with international regulators.
- To advocate efficiency, quality and ethics in shipmanagement.
- To promote the image of shipping and the career of seafaring.

Status : not-for-profit organization, founded in 1991 in Cyprus, Registration Number 44773. Representative office in the Isle of Man opened in 2010.

Membership at March, 2011 (see list on pages 3 and 4):

31 full members
46 associate members

President : Alastair Evitt, President, Meridian

Vice Presidents: Hemant Pathania, Managing Director, NYK Shipmanagement, Singapore
Ole Stene, Managing Director, Aboitz Jebsen, Manila
Peter Curtis, Vice President, Seaspan, Vancouver
George Hoyt, Founder, Newslink, Face of Shipping, Limassol

Secretary General : Capt. Kuba Szymanski, Isle of Man

Executive Committee : Alexandre Albertini (Marfin, Monaco), Stephen Bond (Videotel, UK), Abdul Rahim Abdul Rahman (AET Shipmanagement Pte Ltd, Singapore), Peter Curtis (Seaspan Ship Management Ltd, Canada), Andreas Droussiotis (Bernhard Schulte Shipmanagement, Cyprus), Dirk Fry (Columbia Shipmanagement Ltd, Cyprus), Roberto Giorgi (V.Ships, Monaco), George Hoyt (Newslink Services, Cyprus), Hemant Pathania (NYK Shipmanagement, Singapore), Gerardo Borromeo (Philippine Transmarine Carriers, Philippines), Carl Schou (Wilhelmsen Ship Management, Norway), Ole Stene (Aboitz Jebsen, Philippines), Ajay Tripathi (MMS Co Ltd, Japan), Wim Van Noortwijk (International Ship Suppliers Association, Netherlands), Marco Motorsi (Furtrans, France), Stavros Meidanis (Lloyds Register, Greece), Svein Pedersen (Noah, UAE), Markus Schmitz (Soft-Impact, Cyprus), Alastair Evit (Meridian, UK)

Support :

PR & Marketing: Elaborate Communications, UK
Lawyer: C Mavrellis, Chr Demetriades & Co, Cyprus
Auditors: Deloitte & Touche Limited, Cyprus
Bank in Cyprus: Marfin Popular Bank
Accountants: Meritservus Secretaries Ltd, Cyprus
Webmasters: Adonis Violaris (Bernhard Schulte Ship Management, Cyprus),
Asad Salameh (WorldLink Communications, USA),
Markus Schmitz (SoftImpact Ltd, Cyprus)

Last Annual Meeting: 22 November 2010, Dubai

Affiliations: Elected as NGO at IMO, 1995
Intertanko, BIMCO, Intercargo, GlobalMet, SIGGTO - Associate Member
Equasis - Editorial Board Member
Institute of Quality Assurance, 2005
Seafarers Rights International - Board of Directors

Publications: Guidelines on the Implementation of ISO9001:2000 for Ship and Crew Managers (1st Edition 2006)
Code of Conduct (November 2007)
Shipping KPI Standards (November 2010)

Website: www.intermanager.org

InterManager Members

1. Aboitiz Jebsen Bulk Transport Corp, Philippines
2. AET Tankers, Singapore
3. Arab Ship Management Ltd, Jordan
4. Belt Ship Management, Monaco
5. Bernhard Schulte Shipmanagement, Cyprus
6. Columbia Shipmanagement Ltd, Cyprus
7. Diamond Ship Management NV, Belgium
8. Selandia Ship Management, Singapore
9. Furtrans Tanker and Ship Management, France
10. Genoa Maritime SA, Greece
11. Haque & Sons Ltd, Bangladesh
12. Hoegh Fleet Services AS, Norway
13. International Shipping Partners Inc, USA
14. Lemissoler Shipmanagement Ltd, Cyprus
15. Magsaysay Maritime Corporation, Philippines
16. Marfin Management, Monaco
17. Meridian Marine Management, UK
18. MMS Co Ltd Japan
19. Noah Ship Management, UAE
20. Novoship JSC, Russia
21. NYK Shipmanagement, Singapore
22. Philippine Transmarine Carriers, Philippines
23. Scorpio Shipmanagement, Monaco
24. Seaspan Ship Management Ltd, Canada
25. Teledata Marine Services. India
26. Terra-Marine Ship Management (Pvt) Ltd, Pakistan
27. Thenamaris Ship Management Inc. Greece
28. Thome Ship Management Pte Ltd, Singapore
29. Tsakos Shipping and Trading, Greece
30. V Ships, Monaco
31. Wilhelmsen Ship Management AS, Norway

InterManager Associate Members

1. ABS Nautical Systems, USA
2. Bass A/S, Norway
3. BIMCO, Denmark
4. Cartner and Fiske LLC, US
5. C Solutions Limited, UK
6. Chrysses Demetriades & Co, Cyprus
7. Danaos Management Consultants Ltd, Greece
8. DNV Det Norske Veritas, Norway
9. Drewry Shipping Consultants Ltd, UK
10. Elaborate Communications, UK
11. GL Germanischer Lloyd, Germany
12. GlobalMet, New Zealand
13. Griffin Travel Services, UK
14. HIS Health Systems International, USA
15. IBS Marine Consulting Group, Greece
16. ICS/ISF, UK
17. Ince & Co, UK
18. Inchcape Shipping Services, UK
19. Intercargo, UK
20. International Registries Inc., USA
21. International Salvage Union, UK
22. International Ship Suppliers' Association, UK
23. Intertanko, UK
24. ITIC International Transport Intermediaries Club, UK
25. Kongsberg Maritime, Norway
26. Lloyd's Register, UK
27. Maritime Associates Pte, Singapore
28. NewsLink Services Ltd, Cyprus
29. Norwegian Hull Club, Norway
30. NTC Norwegian Training Center, Philippines
31. Ocean Energy SAM, Monaco
32. P.L. Ferrari, Monaco
33. Rasan SA, Peru
34. RightShip Pty Ltd, Australia
35. Seagull AS, Norway
36. ShipServ Ltd, Denmark
37. SIGTTO, UK
38. Soft Impact (Cyprus) Ltd, Cyprus
39. Societa Italiana Radio Maritima, Italy
40. SpecTec, UK
41. Svitzer Salvage BV, Netherlands
42. Thomas Miller UK P&I Club, UK
43. UK Hydrographic Office, UK
44. Videotel Marine International Ltd, UK
45. Warsash Maritime Academy, UK
46. World-Link Communications, Inc, USA

Requirements for Full Membership 2011



Full Membership is open to:

- Ship managers and Crew managers
- Ship and Crew Management Divisions of Ship Owning Companies

Quality Requirement

Organizations wishing to become members of InterManager must satisfy one of the following criteria:

- They must have established, implemented and maintained a quality management system in accordance with the requirements of ISO 9001:2000, and have obtained a corresponding ISO certificate, OR
- They are willing to undergo a Certification Process and obtain and maintain certification from an Approved Certification Body within not more than eighteen months from the date of its admission as member, OR
- They have exemplary records and are acknowledged by peers as leaders in their geographical market sectors and publicly committed to advancing research and implementation of Corporate Social Responsibility in shipping.

Other requirements:

In addition the organizations wishing to become members of InterManager must:

- Sign the InterManager Code of Conduct as a confirmation that they agree to the rules of the Code.
- Prove that they provide the full complement including the master for at least one vessel trading internationally.
- Directly employ the crew, or be responsible for the general administration processes for the selection and recruitment of crewmembers.
- Agree to InterManager Cadet Policy.
- Be responsible for the establishment and control of the crew's certification and qualification records.
- Abide with the InterManager Cadet Policy, stating that they must maintain at least one cadet per ship under full management onboard their vessels, during the period that they are members of the Association.
- Agree with the Mission of the Association as stated below.

Mission of the Association:

- To federate and serve the needs of all companies involved in the management and crewing of ships.
- To encourage the highest standard of ship operations through innovation, creativity, and the sharing of knowledge.
- To provide a forum for discussion on matters of common interest.
- To be the common voice of shipmanagers in the international forums and with international regulators.
- To advocate efficiency, quality and ethics in shipmanagement.
- To promote the image of shipping and careers in seafaring.

As a trade association, the views of InterManager's members are represented in international organizations such as IMO, European Union, European Marine Safety Agency, Equasis and other major industry groups.

Membership fees are payable annually on January 1st, or at the time of joining. A company not meeting the conditions for Full Membership may apply to join as an Associate Member.

Benefits for Members



- Access an unparalleled connection to top ship manager/owner executives.
- Attend the InterManager regional meetings, and have an opportunity to promote your products and services directly to your major clients.
- Gain exclusive networking opportunities available to Associates at InterManager events.
- Opportunity for election to the Executive Committee.
- Participate in the InterManager Committees :
 - Manning and Training Committee, to attract more people to our industry and improve the standards of training worldwide.
 - IMO-EU Committee, to have a say in the formulation of the international rules and regulations of the IMO and interact with the major regulators in bringing positive solutions to the complex international issues facing our industry.
 - ICT committee, to actively lead developments in shipping IT sector.
 - Communications Committee, to contribute to the improvement of the image of shipping , add the weight of your voice to influence industry debates on current issues, and increase the attractiveness of the industry to the young generations, so as to ensure the regular supply of seafarers.
 - Piracy Committee, to have access to the latest information and developments in counter piracy, but also to participate in the developments in this area
 - Criminalization of seafarers committee, to have your say and pro actively improve the situation by participating in industry wide initiatives.
- Participate in the InterManager projects, such as the KPI project, Internet on Board project, Corporate Social Responsibility Project
- Advertise in *Ship Management International* the new bi-monthly magazine on the business of ship management at preferential rates
- Add your voice to influence policy development and industry debate on current issues.
- Be seen at the cutting edge and share best practice with colleagues.
- Link your web site and gain access to information on the Association's new web site.
- Use the InterManager logo in your advertising and promotion.
- Discounts for members attending industry seminars and courses.

12 Brisbane Street
Douglas
IM1 3JJ
Tel: +44 7624 498 266
e-mail: secretary@intermanager.org Website: www.intermanager.org

- Have access to weekly InterManager dispatches, our electronic newspaper.
- Be proactive, suggest improvements. Take the leading role.
- Have possibility to promote the company services, especially if they are unique.
- Participate in “Member to member” scheme, where members enjoy special discounts for the services rendered to each other, and only available for InterManager members.

MEMBERSHIP FEES FOR YEAR 2011

(I) SHIP MANAGERS

Category	Size of Manager's fleet	2011	Back Call Limit
A	Manager with more than 200 ships	\$23,000	100%
B	Manager with 100-200 ships	\$18,000	100%
C	Manager with 70-100 ships	\$13,500	100%
D	Manager with 50-70 ships	\$10,000	100%
E	Manager with 15-50 ships	\$6,500	100%
F	Manager with <15 ships	\$2,500	100%

(II) CREW MANAGERS

Category	Size of Crew Manager	2011	Back Call Limit
G	Manager with over 1,500 seamen	\$6,000	100%
H	Manager with 1,001-1,500 seamen	\$4,000	100%
I	Manager with 501-1,000 seamen	\$1,500	100%
J	Manager with up to 500 seamen	\$1,000	100%

(III) ASSOCIATE MEMBERS

Category		2011	Back Call Limit
K	Associate Member	\$2,500	0%

NOTES :

1. The fee applicable for year 2011 is the amount listed in the Column "2011"
2. The Association works like a P&I Club and has a possibility to call for back calls in case of financial hardship. The maximum possible back call percentage of the base fee for each category, is listed in the column "Back Call Limit".
3. No back call was ever called and it is presently not expected to call any.

Date : January 2011



APPLICATION FOR SHIP MANAGER MEMBERSHIP

We have read the Memorandum and Articles of Association of the International Ship Managers' Association and hereby apply for ship manager membership of the Association.

Name of Company:

Full Postal Address:

Tel No: Email:

Number of ships (tick as appropriate):

Category	Size of Manager's fleet	2011	Tick
A	Manager with more than 200 ships	\$23,000	
B	Manager with 100-200 ships	\$18,000	
C	Manager with 70-100 ships	\$13,500	
D	Manager with 50-70 ships	\$10,000	
E	Manager with 15-50 ships	\$6,500	
F	Manager with <15 ships	\$2,500	

Company structure: please attach a copy of the structure of your company, indicating the relationship with a parent company and/or subsidiary companies.

In accordance with the Articles of Association, we undertake that we shall be bound by and fully observe and comply with these provisions and are aware that our membership will cease in case of violation of the before said.

Please attach a copy of your ISO9001:2000 certificate if any.

This Application is accompanied by a signed copy of InterManager's Code of Conduct dated

Name of Quality Manager (please print):

Name of Chief Executive/Managing Director (please print):

Signature: Date:



APPLICATION FOR CREW MANAGER MEMBERSHIP

We have read the Memorandum and Articles of Association of the International Ship Managers' Association and hereby apply for ship manager membership of the Association.

Name of Company:

Full Postal Address:

Tel No: Email:

Tick appropriate category:

Category	Size of Crew Manager	2011	Tick
G	Manager with over 1,500 seamen	\$6,000	
H	Manager with 1,001-1,500 seamen	\$4,000	
I	Manager with 501-1,000 seamen	\$1,500	
J	Manager with up to 500 seamen	\$1,000	

Company structure: please attach a copy of the structure of your company, indicating the relationship with a parent company and/or subsidiary companies.

In accordance with the Articles of Association, we undertake that we shall be bound by and fully observe and comply with these provisions and are aware that our membership will cease in case of violation of the before said.

Please attach a copy of your ISO9001:2000 certificate if any.

This Application is accompanied by a signed copy of InterManager's Code of Conduct dated

Name of Quality Manager (please print):

Name of Chief Executive/Managing Director (please print):

Signature: Date:

APPLICATION FOR ASSOCIATE MEMBERSHIP

Company Name:

.....

Full Postal Address:

.....

.....

Tel No: Web Site:

We agree to support mission, aims and objectives of InterManager as set from time to time by the Executive Committee and the Annual Meeting.

Mission

- To federate and serve the needs of all companies involved in the management and crewing of ships.
- To encourage the highest standards of ship operations, through innovation, creativity, and the sharing of knowledge.
- To provide a forum for discussion on matters of common interest.
- To be the common voice of shipmanagers in the international forums.
- To advocate efficiency and quality in shipmanagement
- To promote the image of shipping and the career of seafaring.

In accordance with the Articles of Association, we undertake that we shall be bound by and fully observe and comply with these provisions and are aware that our membership will cease in case of violation of the aforesaid. Please attach a copy of your ISO9001:2000 certificate if any.

Nature of business:.....

Name of Quality Manager (please print):

Email:

Name of Chief Executive/Managing Director (please print):

Email:

Signature: Date:

Acceptance of applications for Associate Membership is at the discretion of the Executive Committee.

Code of Conduct

Date : December 15, 2007

InterManager's Code of Conduct
Table of Contents

1	FUNDAMENTAL PRINCIPLE	3
2	DEFINITIONS	3
3	STANDARD OF CONDUCT	3
3.1	DISPERSION OF WORK	3
3.2	EXPLOITATION OF KNOWLEDGE ACQUIRED	3
3.3	CONFIDENTIALITY	4
3.4	MEDIA AND PUBLIC STATEMENTS	4
4	STANDARDS OF WORK	4
4.1	COMPETENCE	4
4.2	CONTRACTUAL ARRANGEMENTS	4
5	GENERAL	5
5.1	APPLICATION OF THE CODE	5
5.2	DISCIPLINARY PROCEEDINGS	5
5.3	AMENDMENT	5

1. Fundamental principle

Members of the Association, irrespective of category, shall in all cases act in accordance with the high standards appropriate to the Association, and shall not act to the detriment of the Association, its members or the Industry or bring these into disrepute.

2. Definitions

Except where the context requires otherwise, in this Code:

Association means the International Ship Manager's Association, or Intermanager.

Member means any company admitted to membership of the Association, regardless of category, or any representative of such a company,

Work means the performance of any service related to ship management or crew management, including the supply chain.

Principal means any legal or natural person from whom a member accepts work.

3. Standard of conduct

3.1 Dispersion of work

- a. No member shall sub-commission or sub-contract work without their principal's prior knowledge and agreement, nor without defining the changed responsibilities, if any.

3.2 Exploitation of knowledge acquired

- a. No member shall derive any gain from privileged information acquired in the course of work undertaken.
- b. No member shall accept remuneration from any party in respect of work other than as contractually agreed.
- c. Members shall carry out all work entrusted to them with complete impartiality and shall disclose any business, financial or other interest which might affect their impartiality.
- d. Members shall, whenever possible, advise their Principals of any potentially dangerous or other unacceptable situations.

3.3 Confidentiality

- a. Members shall maintain complete confidentiality at all times and treat any information which may come to them in the course of their work as privileged information, not to be communicated to any third party without authority.
- b. No member shall disclose privileged information about other members.

3.4 Media and Public Statements

- a. In making public statements and in their contacts with the media, members must bear in mind that if they have been identified as members of the Association their statements may be interpreted as representing the view of the Association or Industry as a whole, and shall respond accordingly.

4. Standards of work

4.1 Competence

- a. Members shall only accept work for which they are have the necessary capability and resources, unless the work is to be sub-contracted to another company which has the necessary capability and resources, in which case the provisions of this Code, and in particular section 3.1 shall apply.

4.2 Contractual arrangements

- a. Where members receive work from a Principal who is acting as an intermediary they shall not make any direct contact with the Principal's client without the Principal's and the client's express agreement. If such agreement is given they shall not make any statements which may be detrimental to their Principal's business.
- b. Where members accept work on agreed terms they shall not unilaterally vary such terms without valid reason and giving the maximum possible notice to their principal, except in cases of force majeure.
- c. Members shall not accept work contrary to the provisions of this Code.
- d. Members shall not knowingly participate in activities or practices, which it knows to be unsafe or illegal. Nor shall they continue to commit themselves to carry out work for a Principal when the service to be provided may be used for furtherance of illegal activities to the actual knowledge of the member.
- e. Members who are employees of the principal or are bound by a contract shall:
 - Give their employer loyal, willing and diligent service,
 - Deal honestly with their employer's property
 - Not accept any work in breach of their contract
 - Not accept any bribe, secret commission or corrupt inducement
- f. Members acting as principals shall:
 - Ensure that their employees and subcontractors observe all relevant clauses of this Code, and shall apply stated procedures to check work not carried out by themselves.
 - At all times adhere to sound principles with respect to the management of funds and cash.
 - Not do any double accounting of crew wages where the crew could end up being paid less that what is indicated in the wages statements

5. General

5.1 Application of the Code

- a. Members shall be governed by this Code in all circumstances.

5.2 Disciplinary proceedings

- a. The Executive Committee is responsible for instigating investigations into allegations of dishonourable or unprofessional conduct or failure to achieve the standards set by the Association.
- b. Where any breach of the Code has been found to have occurred the Executive Committee shall impose sanctions as deemed fit. These may include:
 - Reprimand to the member

12 Brisbane Street
Douglas
IMI 3JJ
Tel: +44 7624 498 266
e-mail: secretary@intermanager.org

Website: www.intermanager.org

- Public reprimand
- Conditions imposed on continued membership
- Suspension from membership, for a specified period, or until agreed criteria have been met.
- Expulsion from membership, with a prohibition on re-entry for a specified period.

5.3 Amendment

- a. The provisions of this Code may be amended by a majority decision of the Association's members present or represented at an annual or extraordinary general meeting, providing that due notice is given.

THE INTERMANAGER CADET POLICY

Extract of the Minutes of the Annual General Meeting of InterManager held in Manila on November 16, 2007:

.....11. Adoption of a policy concerning cadets onboard fully managed ships:
The policy stating “Each shipmanager undertakes to maintain at least one cadet per ship under full management onboard its vessels during the period that it is a member of the Association” (“The Cadet Policy”) was presented to the meeting. It was clarified that the adoption of this policy was creating a moral obligation on the members to apply it always understanding that special circumstances may prevent its adoption at times. It was further clarified that the application of the Cadet Policy would not be the object of controls. The policy was then submitted to the meeting for approval. The Chairman asked if the meeting was voting in favor of approval at which time everyone agreed; the Chairman then asked if anyone was voting against, at which time no vote was registered. The Cadet Policy was approved unanimously.....