

## Ordering a new Conformance Test Report

Once a Conformance Test has been successfully completed, you will need to order a Conformance Test Report (CTR) certificate. This can be done at <a href="http://polestar.force.com/LRITrequest">http://polestar.force.com/LRITrequest</a>.

If this is a new order the following check box should <u>not</u> be ticked.				
Do you require changes to an existing conformance test report?				
All fields marked with an asterisk (*) are mandatory. You will not be able to submit your order without completing them.				
You will also need your Pole Star LRIT Test number to complete the order. If you do not have your test number or need any assistance completing this form, contact our LRIT Operations team at +44 (0)207 313 6233 or <a href="mailto:lritcert@polestarglobal.com">lritcert@polestarglobal.com</a> .				
Pole Star test number *				
Vessel flag *	None ▼			
All flags where Pole Star is an ASP are listed under Vessel Flag. If your vessel's flag is not on the list, please contact our LRIT Operations team.  The Vessel Name should be entered in full as it will appear on the Conformance Test Report, as will the IMO Number – the vessel's 7 digit identification number.  GMDSS – Global Maritime Distress and Safety System SSAS – Ship Security Alert System				
Vessel name *				
IMO number *				
Equipment Part of the GMDSS?*	None ▼			
Equipment part of the SSAS? *	None ▼			
All fields under the Vessel Details heading are mandatory and must be completed before submitting your request to our team.				

To ensure your proforma and/or invoice are issued correctly, please provide any purchase order or reference numbers and select your preferred currency from the available drop down list.

completed.		
Purchase order number		
Currency*	None	-
Company name *		
VAT code (if applicable)		
Billing address*		
If these fields are not completed cor	rectly, Pole Star may charge a fee to re	issue invoices.
the hard copy certificate is successful the Delivery Address of the hard of	s and phone number should be identified ul. copy is different to the invoice address, in is left blank, Pole Star will dispatch the	t must be entered in
Delivery contact name *		
Email address *		_
Contact telephone number *		
Delivery address (if different to billing address)		
GBP / \$26.00 USD and guarantees payment.  Fast track service is priced at £115.024 hours of receipt of payment.  STANDARD SERVICE: On receipt, Pole Star will raise Test Reports (CTRs) will be produced within 3 days of FAST TRACK: Within 24 hours, we will email a PDF cobefore 1500 GMT. This 'Fast Track' service, whereby 1500 GMT on the following working day. Urgent requestions.	f the CTR hard copy. Standard Service is dispatch of the CTR within 3 working date of the CTR withi	pays of receipt of patch of the CTR within patch of the CTR within provided above. Conformance provided your application is received as you will receive the PDF before
working day.  Delivery option *	None	]

In addition to this, full company name, VAT code (EU only) and Billing Address must be

Once the form has been completed, select Submit to forward the request to our LRIT Operations team or, alternatively, select Submit and New to create a further request.

## Requesting a change to an existing Conformance Test Report

Changes to an existing LRIT Conformance Test Report can be requested at <a href="http://polestar.force.com/LRITrequest">http://polestar.force.com/LRITrequest</a>.

If this is a change request the following check box <u>should be ticked</u> and four more fields will be available.

Do you require changes to an existing cor	formance test report?
New port	
New MMSI	
New IMN	
New call sign	
These fields are not mandatory and	should only be completed if they have changed.
All fields marked with an asterisk * as without completing them.	re mandatory. You will not be able to submit your order
test number, contact our LRIT Opera	IT Test number to complete the order. If you do not have your ations team at +44 (0)207 313 6233 or
Iritcert@polestarglobal.com.	
Pole Star test number *	
Vessel flag *	None ▼

All flags where Pole Star is an ASP are listed under Vessel Flag. If your vessel's flag is not on the list, please contact our LRIT Operations team.

The Vessel Name should be entered in full as it will appear on the Conformance Test Report, as will the IMO Number – the vessel's 7 digit identification number.

GMDSS – Global Maritime Distress and Safety System SSAS – Ship Security Alert System

Vessel name *						
IMO number *						
Equipment Part of the GMDSS?*	None					
Equipment part of the SSAS? *	None					
All fields under the Vessel Details heading are mandatory and must be completed before submitting your request to our team.						
To ensure your proforma and/or invoice are issued correctly, please provide any purchase order or reference numbers and select your preferred currency from the available drop down list.						
In addition to this, full company name, VAT code (EU only) and Billing Address must be completed.						
Purchase order number						
Currency*	None ▼					
Company name *						
VAT code (if applicable)						
Billing address*						
	<i>"</i>					
If these fields are not completed corr	ectly, Pole Star may charge a fee to reis	ssue invoices.				
A contact name, valid email address and phone number should be identified to ensure delivery of the hard copy certificate is successful.						
If the Delivery Address of the hard copy is different to the invoice address, it must be entered in the correct field. If Delivery Address is left blank, Pole Star will dispatch the hard copy to the Billing Address provided.						
	8.4					
Delivery contact name *						
Email address *						
Contact telephone number *		]				
Delivery address (if different to billing address)						

There are two options for delivery of the CTR hard copy. Standard Service is priced at £15.00 GBP / \$26.00 USD and guarantees dispatch of the CTR within 3 working days of receipt of payment.

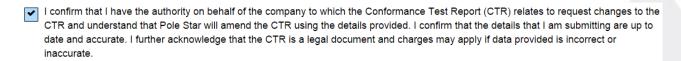
Fast track service is priced at £115.00 GBP / \$201.00 USD guarantees dispatch of the CTR within 24 hours of receipt of payment.

**STANDARD SERVICE**: On receipt, Pole Star will raise a proforma invoice and send it to the email address you have provided above. Conformance Test Reports (CTRs) will be produced within 3 days of our receipt of cleared funds.

**FAST TRACK**: Within 24 hours, we will email a PDF copy to you and dispatch the hard copy via express courier, provided your application is received before 1500 GMT. This 'Fast Track' service, whereby you apply and pay for your certificate immediately, guarantees you will receive the PDF before 1500 GMT on the following working day. Urgent requests that are recieved after the cut-off time of 1500 GMT, will be issued the day after the next working day.

Delivery option *	None	•
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The Terms and Conditions section must be ticked before submitting the request. Please carefully read the disclaimer and tick the box to confirm.



Once the form has been completed, select Submit to forward the request to our LRIT Operations team or, alternatively, select Submit and New to create a further request.