



## Notes for Completing the Maritime Mobile Earth Station (MES) Service Activation Registration Form (SARF)

### Introduction.

This registration Form applies to Maritime customers only. This should be completed and signed by the owner of the Mobile Earth Station (MES) who ultimately be responsible for the payment of traffic incurred by the MES.

If applying for more than one MES the customer must prepare separate Registration Forms for each MES applied for.

To obtain the authorisation to activate the MES, this Registration Form should be submitted either directly to the Point of Service Activation (PSA) or to the Inmarsat Service Provider (ISP). For further information on PSAs and ISPs please contact the Inmarsat Customer Services at the following address:

Inmarsat Customer Services  
Inmarsat Limited  
99 City Road  
London EC1Y 1AX,  
United Kingdom

Telephone +44 207 728 1020/1777  
Facsimile +44 207 728 1142/528 0898  
Internet address: customer\_services@inmarsat.com

### Note A Your Details.

Enter the complete name and address of the Company, Organisation or Individual who will be ultimately responsible for the payment of traffic incurred by this MES. Ensure that country and area codes are entered within the appropriate brackets for telephone and facsimile numbers. Details of the contact person who will be responsible for dealing with queries concerning the MES, must also be entered.

**PLEASE NOTIFY YOUR PSA URGENTLY IF YOU CHANGE YOUR BILLING ENTITY (AA or ISP.) (THIS IS A LEGAL REQUIREMENT AS STATED IN THE INMARSAT TERMS AND CONDITIONS WHICH ARE ATTACHED TO THE SARF)**

### Note B Paying the Bill.

**MARITIME MESs THAT MAY, AT ANY TIME, BE USED FOR DISTRESS AND SAFETY PURPOSES MUST HAVE AN ACCOUNTING AUTHORITY. THIS IS TRUE FOR ALL SHIPS THAT HAVE ONLY ONE MES INSTALLED ON BOARD. SHIPS WITH MORE THAN ONE MES MAY USE THE ISP FOR MESs THAT WILL NOT IN ANYWAY BE USED FOR DISTRESS AND SAFETY PURPOSES. HOWEVER, FLEET F77 MAY USE EITHER AN ACCOUNTING AUTHORITY OR AN INMARSAT SERVICE PROVIDER.**

Enter the entity, Inmarsat Service Provider (ISP) or Accounting Authority (AA) that will be responsible for handling and managing your traffic account. This is the entity where invoices from the Land Earth Station (LES) will be sent. The customer must ensure that prior agreement with either the ISP or AA has been secured before completing this section. PSAs may not agree to process the application if no evidence is shown that such agreement exists.

**PLEASE NOTIFY YOUR PSA IF ANY OF THESE DETAILS CHANGE OR YOU ARE NO LONGER THE OWNER OF THE INMARSAT EQUIPMENT. (THIS IS A LEGAL REQUIREMENT AS STATED IN THE INMARSAT TERMS AND CONDITIONS WHICH ARE ATTACHED TO THE SARF)**

### Note C What type of Mobile Earth Station (MES) are you registering?

This section determines the environment where the MES will be used, the system applied for, and the primary use of the MES. This section also identifies the model of the MES and the country where it will be registered.

Environment usage:

I) Maritime means any MESs that is installed on board a ship, or any other vessel.

II) Maritime Fixed means any maritime MES that is installed on a fixed maritime installation such as fixed oil drilling platforms, light houses, maritime colleges, etc. Maritime fixed MESs shall not be used on board a ship or any other vessel.

The System:

Enter whether the MES to be activated is an Inmarsat-A, B, C, mini C, M, Inmarsat-phone mini-M or Fleet

Primary use of the MES:

Tick the box that fits the type of ship. For example, Container ships, Oil Tankers and Bulk Carriers should be classified as 'Trading'.

Country of Registry:

The country of registry is the country where the vessel is registered, or where the fixed installation is located.

MES Manufacturer and Model:

Enter the name of the MES manufacturer and the complete MES Model name.

**Note D-H What services are you applying for?** The Customer should complete the section pertaining to the type of the MES.

**NOTE:** If the terminal is activated as **Maritime Fixed** and placed on a vessel, you could be **Endangering Lives At Sea**.

### Note D Inmarsat-A services.

Serial number entered if available, otherwise enter application number.

If applying for a Primary Inmarsat Mobile Number (IMN), leave blank and tick all the services that you want activated for the Primary IMN. If the MES has been activated and you are applying either for an additional service (s) or for a second IMN, enter the Primary IMN and the services that you want to add. If activating a Telex enter a 4 - letter answerback. Enter 'Y' or 'N' in the 'Privacy' box if the IMN is ex-directory or not. (If Privacy =Y, any enquiries regarding the MES will not be permitted by Inmarsat and the enquirer will be referred to the PSA.

If applying for a Second IMN, leave blank and tick all the services that you want activated for the 2nd IMN. If applying for a 2nd IMN on an MES that has been activated, enter the Primary IMN of the MES. If applying for additional service(s) on an activated 2nd IMN, enter the 2nd IMN and the additional services to be added.

The Customer should identify the preferred ocean region, the LES, date and time when the activation tests will be conducted, and the Agent who will conduct the tests. It is important to include the international dialling codes when entering the telephone and facsimile numbers to facilitate the contact with the Agent.

**Note E Inmarsat-B services.**

Enter the Inmarsat Serial Number (ISN), which should be found, on the outside casing of the MES. The first digit has been entered for you. Enter the services required by ticking the boxes corresponding to such services. Also enter 'Y' or 'N' in the Privacy box, against each service that has been selected (when Privacy =Y, any enquiries regarding the MES will not be permitted by Inmarsat, and the enquirer will be referred to the PSA. If more than 5 services are required, copy this page, re-number the row accordingly and complete as required. Example: If requesting for 3 Voice, 3 Fax and 2 HSD, tick the box under Voice in rows 1, 2 and 3; tick the box under Fax for rows 4, 5 and 6 (additional page renumbered to start with number 6) and tick the box under HSD for rows 7 and 8 on the additional page. For Telex, the customer must enter the 4-letter answerback.

Enter the service code if known. The list of service codes are attached for your convenience. Otherwise ask the PSA or ISP to provide the service codes.

Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested.

Note: The same procedures should be followed if applying for additional services on an Inmarsat-B MES that has been previously activated.

**Note F Inmarsat-M services.**

Enter the Inmarsat Serial Number (ISN), which should be found, on the outside casing of the MES. The first digit has been entered for you.

Enter the services required by ticking the boxes corresponding to such services. Also enter 'Y' or 'N' on the Privacy box, against each service that has been selected (when Privacy =Y, any enquiries regarding the MES will not be permitted by Inmarsat and the enquirer will be referred to the PSA). If more than 4 services are required, copy this page, re-number the row accordingly and complete as required. Example: If requesting for 3 Voice, 3 Fax and 2 Data, tick the box under Voice for rows 1, 2 and 3; tick the box under Fax for rows 4, 5 and 6 (additional page renumbered to start with number 5) and tick the box under Data for rows 7 and 8 on the additional page.

Enter the service code if known. Otherwise ask the PSA or ISP to provide the service code.

Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested.

Note: The same procedures should be followed if applying for additional services on an Inmarsat-M MES that has been previously activated.

**Note G Inmarsat-C**

Enter in the appropriate space provided, the MES Serial Number for the normal Inmarsat-C; or the Inmarsat Serial Number (ISN) for the Mini-C. Either should be found on the outside casing of the MES. The manufacturer or his agent will provide this serial number if it is not placed on the casing. Enter 'Y' or 'N' on the Privacy box, (when Privacy =Y, any enquiries regarding the MES will not be permitted by Inmarsat and the enquirer will be referred to the PSA.

Enter the 4-letter telex answerback. (Numbers and special characters are not allowed.)

Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested.

**Note H Mini-M and SIM card services.**

This section will allow Customers to apply for the service activation of Mini-M on its own, Mini-M plus SIM Card, or SIM Card on its own. When applying for a Mini-M Hybrid, enter the four Inmarsat Serial Numbers (ISNs) in the four boxes provided, whether all the ISNs are to be activated or not. Next, enter the ISN to be registered/activated in the box below, and proceed as follows:-

If applying for activation of a Mini-M MES, enter the Inmarsat Serial Number (ISN), which should be found, on the outside casing of the MES. The first two digits have been entered for you. If applying for a SIM Card enter the SIM Card Serial Number (SSN).

Enter the services required by ticking the boxes corresponding to such services. Also enter 'Y' or 'N' on the Privacy box. (when Privacy =Y, any enquiries regarding the MES will not be permitted by Inmarsat and the enquirer will be referred to the PSA.

Enter the service code if known. The list of service codes are attached for your convenience. Otherwise ask the PSA or ISP to provide the service code.

Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested. If applying for both Inmarsat-phone mini-M MES and SIM Card, the MES and the SIM card will be allocated separate IMNs.

**Note I FLEET and SIM card services**

If applying for activation of a FLEET, enter the Inmarsat Serial Number (ISN) that should be found on the outside casing of the MES. The first two digits have been entered for you. If applying for a SIM Card enter the SIM Card Serial Number (SSN).

Enter the services required by ticking the corresponding boxes and entering 'Y' or 'N' on the Privacy box. (If Privacy=Y, any inquiries regarding the MES will not be permitted by Inmarsat.)

Enter the service code if known. If not, the PSA or ISP will provide the service code.

Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested. If applying for both FLEET and SIM Card, the MES and the SIM card will be allocated separate IMNs.

**Note J Multi-Channel Details (Check with your MES Dealer or Service Provider if you need to complete this section).**

A Multi-Channel MES is composed of several MESs that are connected to only one antenna. It allows the customer to send calls on one MES and receive calls on another MES simultaneously. This is in contrast to a single-channel MES where a customer is not able to receive a facsimile whilst the telephone is being used.

If the MES applied for is the Primary Channel do not complete this section. However, if the MES is a 'secondary channel' complete the relevant area in Section 4 and enter the primary IMN (for Inm-A) or primary ISN (for Inm-M/B/mini-M) in this section.

Note: if applying for the Primary and secondary channels at the same time, complete separate forms for each Channel. For Inmarsat-A, the IMN of the primary channel at this point is not known. Customer must ensure that all the Inmarsat-A registration forms for the secondary channels are attached firmly to the registration forms for the Primary channel.

**Note K Distress and Safety/Emergency Contact Details**

Enter the complete name and address of the Individual who will be responsible for acting on behalf of the owners of the vessel on shore in case of a distress and safety situation when the MES is used for this purpose. Ensure that country and area codes are entered within

the appropriate brackets for telephone and facsimile numbers. Do not omit any details, as immediate contact must be established with such a person when the distress and safety situation arises.

**Note L This section should be completed if the MES is installed on a ship.**

Enter the ship's details as required. Applicants using this form must always enter the correct details and in particular the Call Sign, the MMSI and the IMO Number. PSAs may not agree to process the application if the details in this section is incomplete.

**Certification and Agreement.**

1. To assist the PSA, this is an entry for the AA/ISP to verify they accept the account, by placing their code and signature in the required sections.
2. This section must be signed by the person who owns the MES and has the ultimate responsibility for ensuring payment of traffic incurred by the MES.