

User guide of electronic certificates for KR registered ships.

On 01 July 2018, We, KR started replacing traditional paper certificates to electronic certificates fully compliant with the IMO FAL Guidelines(FAL.5/Circ.39/Rev.2) to reduce administrative burdens for our clients such as sending paper certificates or storing them onboard by issuing certificates in a secure electronic format.

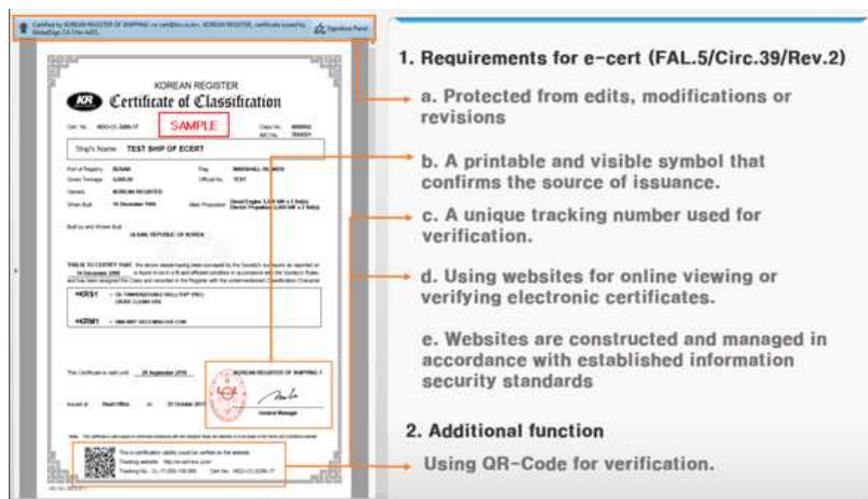
Electronic certificates are issuing with flag acceptance by KR on behalf of the flag state. If KR has not been granted acceptance from the respective Flag, the certificate will be printed out and manually signed as traditional paper certificates.

We, KR is currently authorized to issue electronic certificates on behalf of the flag state administrations in accordance with the attached documentation.

The advantages of electronic certificate

- Reduces administrative burdens, time and costs.
(shipping / printing / scanning / archiving)
- The latest certificates are always accessible and downloadable through our web site KR e-Fleet and easily shared with stakeholders at anytime, anywhere.
- Avoid loss or damage of original paper certificates.
- Minimizing issues from certificate by PSC(Lack of Seal, Endorsement, Missing paper, etc.)

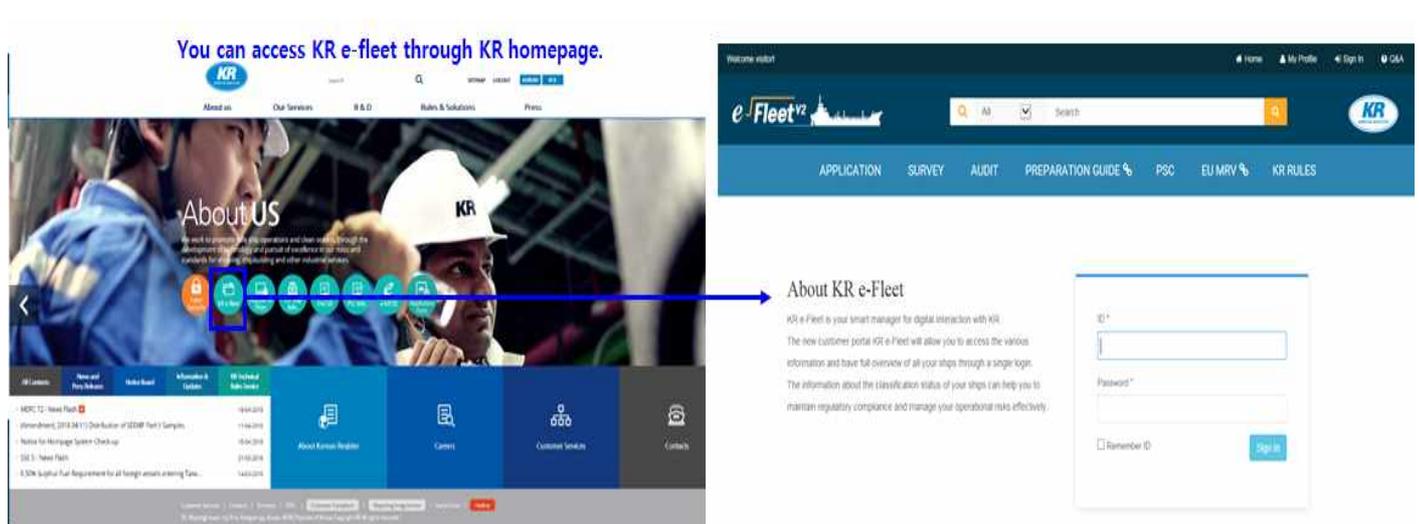
Format of KR electronic certificate



Managing electronic certificates

1. How to access electronic certificates

- a. Log in to the KR e-Fleet; if you do not have a ID of KR e-Fleet, Please contact Class register and record team (register@krs.co.kr)
- b. Select a vessel from your fleet and click the vessel class number to open information
- c. Click on the "Status of Certificates" in the Survey(or audit) section
- d. Click the Electronic Certificate PDF file which you want to open
- e. You can download all kind of certificate which the ship is having by clicking the "Certificate download" after checking the box of the certificate



2. How to manage your electronic certificates

- a. After all kind of survey, we will provide a notice through designated e-mail address automatically.
- b. Access your secure electronic certificates through the KR e-Fleet to download.
- c. It is recommended that electronic copies of the latest certificates with endorsement are stored on board the vessels.
- d. Please keep the "User guide of electronic certificate" and "Declaration Letter" which issued by KR and flag state together to show to PSCO and other third parties.
- e. We kindly recommend you to download latest e-certificates and keep them on board with *printed out e-certificates following the reasons :
 - (1) When cannot make the endorsement by digitally signing on the electronic certificates after completion of the periodical survey, Surveyor can make his/her endorsement on the printed out e-certificates.

(2) Use of electronic certificates are not yet fully recognized by all ports and countries. e-certificates may not in some cases be accepted by maritime authorities and PSC officers.

Therefore, You are kindly recommended to print out e-certificate and keep them on board.

* The printed out e-certificate is a printed paper copy of an e-certificate.

When you print out e-certificates, you can use any type of paper and ink color. (Printed out e-certificates don't need to be printed out on paper showing the KR's water mark and don't need to use sealing sticker which showing the KR's symbol.)

3. How to validate an electronic certificate

a. All certificates in electronic formats to which a ship may have an access through KR e-fleet are deemed to be valid.

And external stakeholders can verify the status and validity of the certificates through online at the following verification site ( <http://e-cert.krs.co.kr>)

using the Tracking Number or QR code on the certificate. For this purpose, You need internet access.

※ You can access the verification web site the listed below to confirm the Validation of the e-certificate.

KR homepage > Quick Links > e-certificate verification (<http://e-cert.krs.co.kr>)

b. In cases where there is no Internet connection onboard, You can confirm the validity of e-certificate as following.

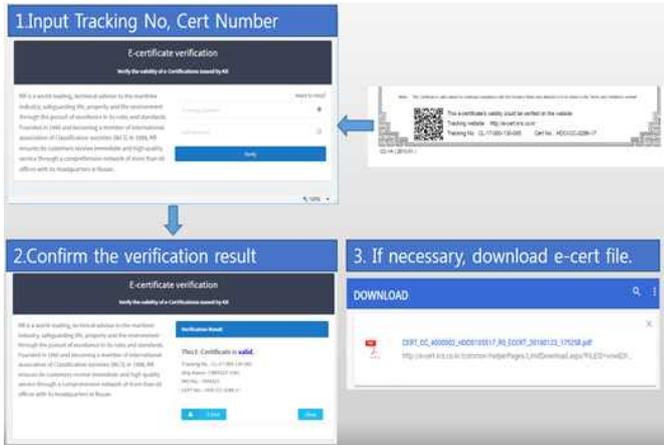
Please open the latest e-certificate(electronic files). You can find a *electronic signature with not tampered which has been issued by KR on the top of the e-Certificate.

Preparing traditional printed out e-certificates is recommended in such cases.

* The electronic signature will only appear when the electronic file (PDF) is opened using a computer not a mobile device like a smartphone, tablet.

c. Verify the Validation of the E-certificate

① Verify the validity of a certificate by using the Tracking Number



② Verify the validity of a certificate by using the QR Code



- By using the tracking number with certificate number or QR Code included on the certificate, the validity of the certificate can be confirmed through the website (<http://e-cert.krs.co.kr>).
 - The certificate and its history of electronic endorsements will be provided. In the event that a certificate is not valid, an alert message will be provided.
 - ※ In case of loss of connectivity, the authenticity and validity of the document can be confirmed by contacting KR, Class register and record team (register@krs.co.kr)
- ③ Electronic signature which certified by KR and a third party to protect against edits



- The electronic signature displayed at the top of the certificates. - **AA**
- The electronic signature is protected from edits, modification or revisions other than those which have been authorized by KR and third party.
 - If a document is tampered with it will show as an explicit text. - **BB**
 - Example if the document is electronically signed and content is not changed - **CC**

- ※ Please note that this is how Adobe Reader is showing the electronic signature. Other pdf viewer programs could show this differently, and it is recommended to use Adobe Reader which can be downloaded free of charge from "<https://www.adobe.com/downloads.htm>".
- ※ The electronic signature will only appear when the electronic file (PDF) is opened using a computer not a mobile device like a smartphone, tablet.