

PLEASE TYPE OR PRINT  
**SERVICE CONTRACT REGISTRATION**  
(SEE ATTACHED INSTRUCTIONS)

1. Organization Number \_\_\_\_\_

2. Registrant Type [ ] VOCC [ ] Tariff Publisher/Agent/Other  
(Check all that applies) [ ] Agreement [ ] Conference/Joint Service

3. Registrant

Full Legal Name of firm (or individual, if not a firm)

(Doing Business As)

4. This Registration is: [ ] Initial [ ] Amendment (Specify change) \_\_\_\_\_  
[ ] Dial-up [ ] Internet-based

5. Address of Home Office

(Please record any changes)

(Number and Street)

( ) Telephone

(Number and Street)

( ) Fax

(City/State/Country)

(Federal TIN Number)

E-Mail (optional)

6. Billing Address If Different

(Number and Street)

( ) Telephone

(Number and Street)

( ) Fax

(City/State/Country)

E-Mail (optional)

7. Permissions Requested and Person granted these permissions : For the Internet-based system, please list individual(s) who will need logons. If the individual is a publisher, a letter of authority must be submitted.

\_\_\_\_\_ Full Legal Name

If this is transfer of logon, please list for each the Existing Log-on \_\_\_\_\_

File Service Contracts

Signature of Authorized Official

Print or Type name of Authorized Official

date

FMC USE ONLY

Logon \_\_\_\_\_ Initial Password \_\_\_\_\_ ID \_\_\_\_\_ Directory \_\_\_\_\_  
DateAsg \_\_\_\_/\_\_\_\_/\_\_\_\_ AsgBy \_\_\_\_\_

## INSTRUCTIONS FOR FORM FMC-83

### INSTRUCTIONS

**Line 1. Organization Number:** Complete if known. (Regulated Persons Index or “RPI” number.)

**Line 2. Registrant Type:** Indicate the type of organization. Please check all that applies.

**Line 3. Registrant:** This must be the full name of the firm or individual registering for the FMC’s Service Contract Filing System and any trade names. The registrant name should match the corporate charter or business license, conference membership, etc. It should be noted that the registrant name cannot be changed by the registrant after the registration without submission of an amended registration form.

**Line 4. Registration:** Indicate whether this is the initial (first time) registration or an amendment to an existing Service Contract Registration.

**Line 5. Address of Home office:** The complete street address should be shown in addition to the post office box. Also, provide the registrant’s Federal Taxpayer Identification Number (“TIN” Number).

**Line 6. Billing Address if Different:** This should be completed if the billing address differs from the home office address. Show the firm name (if different from the registrant), street address and post office box (if applicable).

**Line 7. Permissions Requested and Person Granted These Permissions:** Delegation of the authority to file should be noted here. The person listed in line 7 is authorized only to submit filings.

## PAPERWORK REDUCTION ACT NOTICE

The collection of this information is authorized generally by 46 U.S.C. § 40502(b).

This is an optional form. Submission is completely voluntary. However, failure to submit this form will prevent you from electronically filing service contracts with the FMC in accordance with 46 U.S.C. § 40502(b)(1).

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. The valid control number for this information collection is 3072-0070. Copies of this form will be maintained until the filer indicates s/he will no longer file NSAs into the electronic filing system.

The time needed to complete and file this form will vary depending on individual circumstances. The total estimated average time to complete this form is 6 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Secretary, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573-0001, or e-mail: [secretary@fmc.gov](mailto:secretary@fmc.gov).

## PRIVACY ACT STATEMENT FORM FMC-83 - SERVICE CONTRACT REGISTRATION

Pursuant to 5 U.S.C. § 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Federal Maritime Commission (FMC) on Form FMC-83. This information is maintained in a system of records designated as FMC-40 and described at 78 FR 55699 (September 11, 2013), and on the FMC website at <http://www.fmc.gov/assets/1/Page/SORN2013.pdf>. 1.

**AUTHORITY:** 46 U.S.C. § 40502(b)

2. **PRINCIPAL PURPOSE(S):** Pursuant to 46 U.S.C. § 40502(b)(1), a service contract entered into between an ocean common carrier or an agreement of ocean common carriers and a shipper shall be filed with the FMC. The FMC's regulations at 46 C.F.R. part 530 provide for electronic filing of service contracts into the Service Contract Filing System (SERVCON). This form collects registration information from an applicant requesting to file service contracts in SERVCON in order to issue a Log-on ID and a Password needed to access the SERVCON system.
3. **ROUTINE USE(S):** The SERVCON records are used or may be used:
  - a. By Authorized Organization Representatives for official filing of VOCC related contracts to FMC.
  - b. By Authorized Organization Representatives to make approved changes and amendments to filed contracts.
  - c. By Authorized Organization Representatives to upload Notices with various information relevant to filed contracts that may be viewed by Commission Officials.
  - d. By Commission Officials and Authorized Local Users from other Federal Agencies to verify and review the validity of the contract and operations of registered VOCCs and NVOCCs.
  - e. To refer, where there is an indication of a violation or potential violation of law, whether civil or criminal or regulatory in nature, information to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
  - f. By a court of law or appropriate administrative board or hearing having review or oversight authority.
  - g. To appropriate agencies, entities, and persons when (a) the Federal Maritime Commission suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the agency or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL IF NOT PROVIDING INFORMATION:** This is an optional form. Submission is completely voluntary.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Federal Maritime Commission, Bureau of Trade Analysis, 800 North Capitol Street, N.W., Washington, DC 20573-0001.