



ZANZIBAR MARITIME AUTHORITY

01 MALINDI ROAD,
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ZANZIBAR - TANZANIA

TEL NO: +255 24 2236795
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WEBSITE: www.zma.go.tz
EMAIL: info@zma.go.tz

Circular No. FSI/14/2026

To: Registered Owners, ISM Companies, Ship Operators, Masters, Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Registration Agents, and Other Interested Parties of Tanzania Zanzibar Registered Vessels

Subject: Monthly Submission of Updated Crew List.

Purpose: This Circular establishes the requirement for the monthly submission of an updated Crew List for Tanzania Zanzibar International registered vessels to maintain accurate and current records of seafarers serving on board.

Scope and Applicability: This Circular applies to all Tanzania Zanzibar International registered vessels, their Registered Owners, Ship Operators, Masters, Manning Agents and Registration Agents.

Date: 29 September 2026

1. Monthly submission requirement

All Tanzania Zanzibar International registered vessels SHALL submit an updated Crew List every month. The Crew List shall be received by the Administration no later than the 5th calendar day of each month and shall accurately reflect the crew actually serving on board at the time of submission. Monthly submission is mandatory and is required regardless of whether crew changes have occurred during the preceding month.

2. Minimum information required

The Crew List shall include, as a minimum, the vessel name, IMO number, crew member's full name, rank or position, nationality, date of birth, passport and/or Seaman's Book number, date of joining the vessel, and end of contract date.

The Crew List shall be prepared using the format provided in Appendix A to this Circular, or a Company format containing at least the same required information. The format in Appendix A has been developed with reference to the IMO Crew List (IMO FAL Form 5), as set out in the Annex to the Convention on Facilitation of International Maritime Traffic, 1965 (FAL Convention), as amended, and adapted for the Administration's monthly monitoring requirements. The completed



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Crew List shall be submitted in PDF format and duly signed by the Master and/or Company representative, as applicable.

The completed monthly Crew List shall be submitted by email to both seafarers@tzirs.tz and info@tzirs.tz. Submission to both email addresses is required for proper receipt, monitoring and record keeping by the Administration.

3. Vessels with no crew changes

Where no crew changes have occurred since the previous monthly submission, the monthly reporting obligation remains applicable. The vessel or Company shall submit the Crew List for the relevant month and may indicate “No Changes from Previous Month.” Failure to report on the basis that no crew changes occurred will not be considered compliance with this Circular.

4. Email subject and submission identification

For proper identification and record keeping, the email subject shall be indicated as follows:

MONTHLY CREW LIST – VESSEL NAME – IMO NUMBER – MONTH/YEAR

Registered Owners, Ship Operators, Masters, Manning Agents and Registration Agents shall ensure that the required Crew List is complete, accurate and submitted within the prescribed timeframe each month.

5. Compliance and enforcement

Failure to submit the monthly Crew List within the prescribed timeframe, repeated late submissions, or submission of incomplete or inaccurate information may result in administrative action and/or sanctions by the Administration in accordance with the applicable maritime laws, regulations and procedures. Continued non-compliance may also affect the processing of requests, certificates or other services related to the vessel until the outstanding reporting requirement has been satisfactorily addressed.

6. Entry into force

This Circular enters into force on 29 September 2026 and shall remain in force until amended, superseded or withdrawn by the Administration.



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For additional enquiries on this circular, please contact to:

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Zanzibar Maritime Authority
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Tel +255 24 2236795
Website: www.zma.go.tz
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(MTUMWA S. SANDAL)

DIRECTOR GENERAL & REGISTRAR OF SHIPS





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APPENDIX A – MONTHLY CREW LIST

Reference: IMO FAL Form 5 – Crew List (FAL Convention, as amended)

TANZANIA ZANZIBAR INTERNATIONAL REGISTERED VESSELS

Vessel Name:		IMO Number:	
Reporting Month / Year:		Company / Operator:	

No.	Full Name	Rank / Position	Nationality	Date of Birth	Passport No.	Date Joined	End of Contract
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Certification: I certify that the information above accurately reflects the crew serving on board for the reporting month indicated.

Master's Name:	Signature:	Date:	Company Stamp (if applicable):