



Transfer a ship callsign

Approved persons (ARX) user guide

Version 1 | December 2014



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Introduction

This document details the process for an [approved radio examiner \(ARX\)](#) to transfer a ship callsign to another entity in the [Register of Radio Frequencies \(the Register\)](#).

Explanation

This process only applies to New Zealand ship callsigns that are registered online via the Register.

Only those Coastguard issued very high frequency (VHF) callsigns that have also been assigned a Maritime Mobile Service Identity (MMSI) number are recorded in the Register; please contact [Coastguard Boating Education](#) if you cannot find the callsign in the Register.

The use of callsigns is covered in:

- The [General User Radio Licence for Maritime Purposes Notice 2007](#)
- The [Radiocommunications Regulations 2001](#).

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the Register. These steps should be performed in the correct order:

- Certain steps are followed by an image that demonstrates the onscreen result of that step
- Certain steps include links to other steps or sections within the document; these are designated using 'continue at'.
- Clicking the section name or step number moves you directly to that section/ step.

Requirements


- Prospective new callsign holders must have [legal entity status](#) and a client record in the Register
- New clients can do one of the following to become a user of the Register:
 - Complete the relevant [online form](#)
 - Contact Radio Spectrum Management (RSM):
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).
- ARXs can also [add a new client in the Register](#).

Authority

An ARX must have permission from the current callsign holder to transfer a callsign. We recommend that a copy of the transfer request be uploaded by the ARX to the callsign record in the Register.

Technical Assistance

Comprehensive help is available to help you complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the '[Resources for AREs and ARCs](#)'. The PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various [user guides](#) describe the steps to take to complete each process
- Many fields include context-sensitive help. Clicking the help button  displays a description of the field and examples of the information that can be entered into the field.
- Please contact Radio Spectrum Management (RSM) if you require further assistance:
 - Email info@rsm.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Examiners

You should be familiar with the following PIBs:

- Radio Operator Certificate and Callsign Rules (PIB 46).

Amendment history

Version	Date	Details
1.0	December 2014	First version

Transferring Ship Callsigns

Approved Radio Examiners (ARXs) can transfer a client's ship callsign to other entities in the Register. You can locate callsigns by searching for:

- More than one callsign by entering fewer search parameters. For example, you could search for 'ZM' plus a number (ZM2) or you could search for 'ZM' plus one letter and a number (ZMA2).
- A client
- A vessel name
- An MMSI or RTN.

Note: There may be more than one vessel with the same name. You must have the correct callsign and vessel details when completing a transfer.

To transfer a ship callsign

1. Log into the Register at www.rsm.govt.nz/register/logon.

The screenshot displays the Radio Spectrum Management (RSM) website. At the top, there is a navigation bar with links for 'High contrast view on/off', 'Home', 'Contact us', 'About us', 'Register', and 'Logon'. Below this is a search bar with a magnifying glass icon and a 'Search' button. The main content area features a dark blue header with a home icon and several menu items: 'Licensing', 'Compliance Requirements', 'Projects & Auctions', 'Consumers & Users', 'Online Services & Resources', and 'About RSM'. Below the header, there is a blue bar with 'Search the Register' and 'Reference Data' tabs. The main content area is titled 'The Register of Radio Frequencies' and contains a paragraph explaining the Register's purpose and a list of services. The services are presented in a grid of six cards, each with an icon and a description:

- Search Licences:** Search for licences on the register.
- Search Certificates Et Callsigns:** Search certificate & callsign records on the register.
- Search Management Rights:** Search management rights on the register.
- Search Clients:** Search licence holders on the register.
- Search Licences to Supply:** Search Licences to Supply Radio Transmitters on the register.
- Activate Account:** Complete your first-time login.

At the bottom right of the page, there is a 'Top' button with an upward-pointing arrow.

- Do one of the following to display the *Search Certificates & Callsigns* screen:
 - Choose **Search the Register > Search Certificates & Callsigns** on the menu
 - Click **Search Certificates & Callsigns** on the Home page.

Note: You can also view the applications waiting on processing by clicking the **My Work** tab located on the right.

- Select the initial callsign characters in the Callsign drop down list. In this example, we select **ZM**.
- Enter the remainder of the callsign in the Callsign field. In this example, we enter **A9962**.

Search Certificates & Callsigns Back

> Certificates and Identifiers are issued by [Approved Radio Examiners](#). Please enter ONLY ONE of the search criteria below and press **Search**. If you have made any changes to certificate or callsign details, please refresh your search to show the updated results

Hide Search Criteria

Licensee ? OR Client ID Find

Callsign ZM Followed By A9962 e.g. 'ZL Followed By 1AB' will search for all callsigns that start with 'ZL1AB'

Certificate Number Contains

Vessel Name Starts With

MMSI

RTN

Search Clear Add to Favourites

Back

- Press ENTER or click **Search**. The search results displays.

Search Certificates & Callsigns Back

> Certificates and Identifiers are issued by [Approved Radio Examiners](#). Please enter ONLY ONE of the search criteria below and press **Search**. If you have made any changes to certificate or callsign details, please refresh your search to show the updated results

Show Search Criteria

Client No ▲	Name ▲	Callsign ▲	Cert No ▲	Cert Type ▲	Vessel Name ▲	MMSI ▲	RTN ▲	Licence ID ▲
506803	Mr John Citizen	ZMA9962			sea test 2	512000832		Maritime GURL

Back

6. Click the **callsign** link. The *Maintain Ship Callsign* screen displays the ship callsign details including the current callsign holder. In this example, client number 506803.

Maintain Ship Callsign Transfer Callsign Convert Callsign to Licence Release Callsign Save Back

> Event Summary

> Please enter ship details and press **Save**. If the callsign has been left blank, the next available callsign will be allocated

Approved Radio Examiner ARX2114 Johnny Depp
Client [506803](#) Mr John Citizen

Radiotelephony Ship Details

MF/HF (SSB) only INMARSAT Satellite Communications Equipment Fitted?
 VHF only Radio Telex Number Required?
 MF/HF & VHF equipped

Callsign MMSI 512000832
Vessel Name RTN

Transfer Callsign Convert Callsign to Licence Release Callsign Save Back

7. Click **Transfer Callsign**. The *Transfer Ship Callsign* screen displays. You can now search for the entity to which to transfer the callsign.

Transfer Ship Callsign Transfer Licence Back

Approved Radio Examiner ARX2114 Johnny Depp
Client 506803 Mr John Citizen

Ship Details

Callsign ZMA9962
Vessel Name sea test 2

Transfer the callsign to:
Find

Transfer Licence Back

8. Click **Find**. The *Client Search* screen displays.

Client Search Back

> Enter search criteria and click **Search** to list the matching Clients

[Hide Search Criteria](#)

Search by Client Number
Client Number Exact if entered

OR Search by Organisation
Organisation Name Contains
AND Physical Address Contains
Organisation Client Type ALL

OR Search by Person
Last Name Contains
AND First Name Contains
AND Residential Address Contains

OR Search by Billing Name
Billing Name Contains

OR Search by Email Address
Email Address Contains

AND Search by Client Status
Include inactive clients

Back

The *Client Search* screen functions as follows:

- You can search by client number, organisation, or the person or billing name.
 - Entering less information in the search criteria returns more results.
 - There may be more than one client number for the same client, organisation, person or billing name. You must have the correct client when completing a transfer.
9. Enter the details of the client to which you want to transfer the callsign. In this example, we enter **506687** in the 'Client Number' field.

Note: Searching by client number is the recommended searching method.

10. Click **Search**. The search results displays.

Client No. ▲	Org Client Type	Client Name	Billing Name ▲	Residential/Physical Address
506687	Citizen, Smart	Citizen, Smart	Mr S Citizen	33 Bowen Street, Wellington.

11. Ensure the correct client radio button is selected.

12. Click **Select**. The *Transfer Ship Callsign* screen displays the transfer client details.

Approved Radio Examiner ARX2114 Johnny Depp
Client 506803 Mr John Citizen

Ship Details

Callsign ZMA9962
Vessel Name sea test 2

Transfer the callsign to:

506687 Smart Citizen
33 Bowen Street
Wellington

13. Click **Transfer Licence**. A pop up box advises that you are about to transfer a callsign.

Transfer Callsign

You are about to transfer a Callsign to 'Smart Citizen'.
Do you wish to continue?

14. Click **OK**.

Note: If the details are incorrect or you do not want to continue, you can click **Cancel**, go back and re-enter the correct details.

The *Search Certificates & Callsigns* screen displays and a message advises that the callsign transfer is complete.

Client No ▲	Name ▲	Callsign ▲	Cert No ▲	Cert Type ▲	Vessel Name ▲	MMSI ▲	RTN ▲	Licence ID ▲
506687	Mr Smart Citizen	ZMA9962			sea test 2	512000832		Maritime GURL

Note: Emails are sent to the new and previous callsign holders advising that the callsign has been transferred. If neither client has an email address, an email notification is sent to Radio Spectrum Management (RSM).

15. Click the **callsign** link to view the transfer details. The *Maintain Ship Callsign* screen displays the new callsign holder. In this example, client number 506687.

Note: The existing MMSI number is transferred with the callsign.

Approved Radio Examiner ARX2114 Johnny Depp
Client 506687 Mr Smart Citizen

Radiotelephony Ship Details

MF/HF (SSB) only
 VHF only
 MF/HF & VHF equipped

INMARSAT Satellite Communications Equipment Fitted?
 Radio Telex Number Required?

Callsign ZMA9962 MMSI 512000832
Vessel Name sea test 2 RTN

The process ends.