

TO ALL MEMBERS AND SUPPLIERS OF SERVICES

8 November 2013

Dear Sirs

FEESABLE AND INVOICING PROCEDURES

This letter is to advise you of some changes in the way that the Standard Clubs will in future accept submission of fee invoices in respect of claims-related costs. These changes will affect all correspondents and suppliers who use Feesable, which is the system developed by members of the International Group of P&I clubs for submission of correspondent invoices. We also wish to remind all suppliers of what information is required in order for the club to process invoices quickly and efficiently.

Feesable

Please note that in preparation for the Standard Clubs (the Standard Club Europe Ltd and the Standard Club Asia Ltd) introducing a new e-billing system next year, the Standard Clubs will shortly be ceasing to accept invoices via the Feesable system (www.igfeesable.net). From 29 November 2013 all suppliers and correspondents will be required to submit invoices directly to the case handler at the club. This means that with effect from 29 November the club will no longer accept electronic Feesable invoices or Feesable attachments via the Feesable website. Please note that this relates only to the Standard Club; other clubs which use Feesable will continue to accept invoices via the Feesable website as usual. If you are a correspondent who has been approved for access to Feesable by the Standard Club, you will still be able to use Feesable to submit invoices to other clubs.

You may still use the Feesable template offline to produce invoices for submission to the club. A blank copy of the template is attached.

Invoices should be emailed directly to the claims handler at the club, quoting the club's file reference. The club will no longer accept hard copy invoices by post; if you anticipate any problems complying with this instruction, please contact the managers.

The Standard Club Europe Ltd

www.standard-club.com

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Invoices

The following instructions should be followed when drafting and submitting invoices for payment. These will reduce queries and assist prompt payment.

1. All invoices should be submitted by email only, with supporting vouchers, directly to the claims handler.
2. All invoices should be addressed to the member, either giving the member's full company name, or describing the member as "owner of" or "charterer of" the ship in respect of which services have been supplied.
3. All invoices must show the club claims reference and the name of the claims handler or club contact.
4. All invoices must show the name of the ship in respect of which the services have been supplied, a description of the incident or dispute, and a brief description of the nature of the services.
5. The basis on which the fees are calculated should be clearly set out, including hourly rates and time spent. The invoice should state whether it is interim or final.
6. There should be a clear apportionment between fees and disbursements. Supporting vouchers must be supplied for all disbursements and third party costs, including legal fees, surveyor's and expert's fees, and fees or disbursements incurred by a firm's own overseas offices.
7. The invoice should include an indication of whether third party fees have been paid or not, and if not, whether the club should pay them direct.

Bank details

All invoices must include the payee's bank details, as follows:

1. Beneficiary name and address for remittance advice (i.e. the organisation issuing the invoice).
2. Payee name, including an explanation of the relationship with the beneficiary (if the payee is different to the beneficiary).
3. Account Number or IBAN for payee.
4. SWIFT code/ABA code/Sort Code for payee.

Application of VAT

VAT rules apply based on the supplier and the member, and not on the club itself. Although the club in many cases settles invoices on behalf of its members, it does so as the paying agent for the members and therefore the service in question is supplied to the member and not to the club. For this reason invoices in respect of claims-related costs incurred by the club's members should always be addressed to the member (or the member 'care of' the club), and not to the club itself. For the same reason, any VAT number shown must be the member's VAT number, and not that of the club or the managers.

In terms of application of VAT, for services provided on or after 1 January 2010, the basic rule for the place of supply of services is that these are treated as supplied in the country of the member receiving the service. Therefore in order for suppliers to apply correct VAT provisions on their invoices, they must determine the country of the member who they are invoicing. See the Standard Europe circular dated 26 July 2013 in respect of Value Added Tax (VAT) Procedures (linked [here](#)) for more information regarding VAT.

We trust you have found this information helpful. If you have any queries or anticipate any issues complying with our requirements, please contact the managers.

Yours faithfully



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