



IHB File No. S1/3000

CIRCULAR LETTER 21/2008  
28 February 2008

### CONTRIBUTIONS

Dear Hydrographer,

1 Each year the IHB provides Member States with a formal statement requesting payment for the forthcoming year's contributions. Member States often have different and changing requirements according to their national arrangements and infrastructure. However, unless the IHB is aware of these particular requirements, and the details are kept up to date, problems can occur such as addressing correspondence to the wrong national authorities, or providing statements in the wrong form or at the wrong time of the financial year. The end result is that the payment of contributions is delayed, which in turn affects the operation and execution of the IHO budget.

2. In order for the Bureau to better administer the finances of the Organization, and to avoid unnecessary delays, misunderstandings or problems with the national authorities responsible for the payment of annual contributions, you are requested to fill in the attached form and return it to the Bureau no later than **30 April 2008**.

3. Member States who require other authorities or agencies to be informed should ensure that those authorities are informed and prepared to receive such correspondence. Instances have occurred where authorities have been unaware that they have been nominated by their HO and accordingly are unable to cooperate effectively with the IHB.

4. In all cases, Member States are requested to notify the Bureau in accordance with Article 13c of the Financial Regulations of the date when their contribution is remitted and if possible the details of the monetary transfer arrangements, (that is, the name of the bank, the exact amount of money, et cetera). In this way the Bureau will be in a position to better monitor the transfer process, and to intervene if problems arise with the IHBs banks by providing timely responses to Member States and to the banks concerned.

On behalf of the Directing Committee  
Yours sincerely,

Vice Admiral Alexandros MARATOS  
President

Annex: Administration form for Contributions

**CONTRIBUTIONS**

(to be returned to the IHB by 30 April 2008  
E-mail: [info@ihb.mc](mailto:info@ihb.mc) - Fax: +377 93 10 81 40)

**Member State:** .....

**Contact:**..... **E-mail:** .....

a. Do you require that the annual request for Member State Contributions be sent to recipient(s) other than the HO?" If yes, please provide the details (name, address, fax, e-mail)

YES

NO

If YES please give details:

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.....  
.....  
.....  
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b. How do you prefer to receive the annual request for Member State Contributions?

- digitally by e-mail, and/or \_\_\_\_\_
- in hard copy by regular mail \_\_\_\_\_

c. Are there any other special requirements regarding the annual request for Member State Contributions, such as the timing/date or format ?

**Comments:**.....  
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.....  
.....

**Name/Signature:** ..... **Date:** .....