



NAURU

MARITIME ADMINISTRATION

PROCEDURES FOR ONLINE PAYMENT (NMA_P7 (Rev.1))

A. PURPOSE:

To provide guidance on the procedure for online payment of invoices issued by the Nauru Maritime Administration (NMA) using Credit/Debit Card or PayPal.

B. INTRODUCTION:

- 1) To make payment online, please have your PayPal account OR debit/credit card and our invoice(s) ready on hand before proceeding to Section (C).
- 2) This payment option should be reserved for urgent cases or when other payment options are not available to avoid the **5% surcharge** imposed on all online payments to cover the administrative fees levied by PayPal.

C. PROCEDURES FOR ONLINE PAYMENT

- 1) Go to www.naurumaritime.com/invoicepayment
- 2) Please enter the invoice number(s) in the field provided. If you are making payment for more than one invoice, please use a comma to separate each invoice number (e.g. XXXXXX, XXXXXX, XXXXXX).
- 3) After the invoice number(s) is/are inserted, please enter payable amount into the **Amount** field. **PLEASE ENSURE THAT A 5% SURCHARGE IS INCLUDED BY YOUR END TO THE AMOUNT PAYABLE** (For example, if the total amount payable is USD 100.00, then please key in USD 105.00 – refer to Section B.2 above).
- 4) Click on the **PayPal** button that appears. Alternatively, you may click on the **Debit or Credit Card** button instead if you prefer not to create a **PayPal** account.
- 5) Depending on the payment option you have selected in Step 4, please enter your PayPal credentials to log in OR enter your credit/debit card details. Follow the on-screen instructions from PayPal to complete the payment.
- 6) Please save a copy of the payment acknowledgement in PDF and send it by email to finance@naurumaritime.com so that we are aware of the payment being made and can proceed with the services required.

Please do not hesitate to contact the NMA at finance@naurumaritime.com for clarification.

Unit C, 20/F, Eton Building, 288 Des Voeux Road Central, Sheung Wan, Hong Kong.

Website: www.naurumaritime.com Email: flag@naurumaritime.com

Tel: 852-36223737 Fax: 852-36223210