

## APPLICATION FOR LICENCE TO ENGAGE OR SUPPLY SEAFARERS

[(SEE RULES-3&amp;4 AND APPENDIX-1&amp;2 of Pakistan Merchant Shipping Licence to Engage or Supply Seafarers) Rule-1998]

FRESH LICENCE [ ]

RENEWAL LICENCE [ ]

1. Name of applicant (block letters) Mr./Mrs./Miss \_\_\_\_\_

• Name of father/husband \_\_\_\_\_

• Designation in the Company \_\_\_\_\_

2. Name and Address of the company to which licence is to be issued (Please also attach copy of company's letter-head) Of M/s. \_\_\_\_\_

• Postal address : \_\_\_\_\_

• Tel. Nos. Office : \_\_\_\_\_ Residence: \_\_\_\_\_ (Applicant).

• Telex No. \_\_\_\_\_ Fax No. \_\_\_\_\_

• E-Mail Address \_\_\_\_\_

3. National Tax Number (NTN) of the Company \_\_\_\_\_

4. Bank Account No. \_\_\_\_\_ (Also attach Financial Soundness Certificate) Bank  
\_\_\_\_\_ Branch \_\_\_\_\_ Place \_\_\_\_\_

5. Name and designation of recruitment and placement 'Services' Incharge (attach Bio-Data, and copies of Certificates)

• Name : \_\_\_\_\_ Designation : \_\_\_\_\_

6. Name and designation of the support personnel with qualification and experience (at least two)

1. Name : \_\_\_\_\_ Designation : \_\_\_\_\_

2. Name : \_\_\_\_\_ Designation : \_\_\_\_\_

3. Name : \_\_\_\_\_ Designation : \_\_\_\_\_

[See Appendix-1 to the Pakistan Merchant Shipping (Licence to Engage or Supply Seamen Rules 1998) (PLEASE ATTACH COPIES OF BIO-DATA AND CERTIFICATES)]

7. How long above personnel at 5 and 6 have been serving in the company. \_\_\_\_\_  
(Attach proof of their employment in the firm)

8. When the company was Registered/ Established. \_\_\_\_\_

9. Whether company is shipowning or an agency \_\_\_\_\_

10. If shipowning, what is the strength of its fleet :

• Number of foreign going ships. \_\_\_\_\_ Dead weight : \_\_\_\_\_  
Average Age of fleet : \_\_\_\_\_

11. Whether supplying seafarers to other shipowner. Yes [ ] No [ ]

12. If an agency, supplying seafarers to other shipowners:-

(i) Names of Principals ; with addresses, (Minimum Two)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(ii) The Flag their vessels fly:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(iii) Estimated number of seafarers agreed to employ annually: (By each principal)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(Please attach schedule of wages each principal have agreed to pay to seafarer category-wise)

13. Whether principals accept Article of Agreement or they have their own agreement to be signed by the seafarer when on board their vessels? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
- If Yes - Please attach your principal's acceptance of Pakistani Article of Agreement.
- If No - What terms and conditions do you offer to seafarers for employment on principals' VESSELS (Please attach agreed terms and conditions for seafarers employment either by National Maritime Board or Collective Bargaining Agent or Article of Agreement offered by your Principals).
14. Have you read and understood the contents of the agreement being made between the company and the competent authority? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
15. Have you attached signed original and copy of agreement with application {(Form LRPS-2)? See rule 4(2)(G)}. Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
16. Do you have any riding clauses to be added to the agreement? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_  
(If yes please attach the same with application)
17. Have you read and understood the Pakistan Merchant Shipping (Licence to Engage or Supply Seamen) Rule 1998 notified by the competent authority for the Recruitment and Placement Services? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
18. What type of protection do the company provide to the seafarer while proceeding on his way to join the vessel?  
\_\_\_\_\_  
\_\_\_\_\_
19. What type of protection do the company provide to seafarers against their monetary loss due to failure of your commitments?  
\_\_\_\_\_  
\_\_\_\_\_
20. Does the company have system of maintaining complete data of seafarers including employment record on board principals' vessels so that the seafarer or his family could be contacted in case of emergency or from which seafarer could gain employment? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
21. Does the company have adequate resources/means to prevent seafarers from being stranded in foreign ports? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_
22. What insurance institutions has the company contracted for the protection of seafarers against wages, injuries, loss of life, repatriation, or any other compensation? (Please give names of institutions)  
\_\_\_\_\_  
\_\_\_\_\_
23. Is the company registered under the Companies Ordinance, 1984? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_  
(If yes please attach copy of certificate of incorporation of the company along with copy of Memorandum and Articles of Association).
24. Have you obtained irrevocable Bank Guarantee of US\$ 5000/- or equivalent amount in Pak rupees in favor of Director General, Ports and Shipping Wing as security under the rules (Form LRPS-3)? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_

25. Further information if applicant deems fit to supply in support of his application? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_

If yes, please list them:-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

26. Have you ever been refused to issue licence? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_

27. Have you ever been warned by the competent authority? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_  
(If yes, what type of warning, attach copies of such warnings)

28. Have ever your bank guarantee been encashed by the competent authority? Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_

If yes, specify reasons:- \_\_\_\_\_

29. Details of licence previously issued to you: 1. No. \_\_\_\_\_ 2. Dated \_\_\_\_\_

30. Record of Annual Inspections Endorsement dates;

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

31. Any observation made by the Inspecting Officer during inspection (Please indicate. Also attach the original licence being expired). \_\_\_\_\_

32. Attach certificate from your Principals stating that your performance has been satisfactory.

33. Any warnings or letter of displeasure issued to your company from Government Shipping Officer or Mercantile Marine Deptt. Or any court cases pending against you filed by seafarers Yes [ ] \_\_\_\_\_ No [ ] \_\_\_\_\_  
(If yes, attach such letters or copy of Petition/Court Decision)

34. If your company is licence holder please attach clearance letters from Shipping Master and Principal Officer, Mercantile Marine Deptt. that there exists no enquiry or cases against the company or staff from any seafarer or Government Agencies.

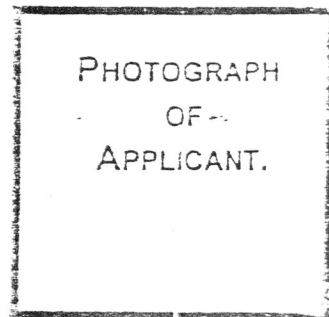
35. How many seafarers (Officers and ratings) has been engaged or supplied by the company during validity of licence \_\_\_\_\_ (Attach list of seafarers, verified from shipping Master)

36. (1) Recent photograph of applicant

Name of Applicant \_\_\_\_\_

N.I.C. No. \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

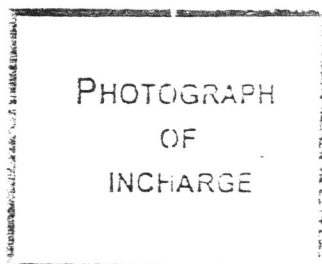


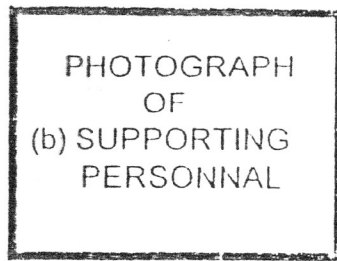
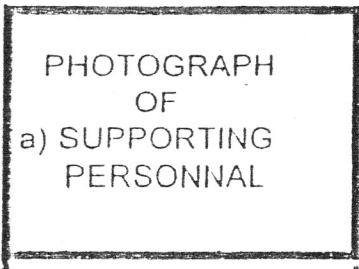
(2) Incharge of recruitment and placement service (if not the applicant).

Name of Incharge : \_\_\_\_\_

N.I.C. Number : \_\_\_\_\_

Signature of Incharge : \_\_\_\_\_





(3) Supporting Staff (Atleast two persons)

a. Name \_\_\_\_\_ Signature \_\_\_\_\_

N.I.C. Number \_\_\_\_\_

b. Name \_\_\_\_\_ Signature \_\_\_\_\_

N.I.C. Number \_\_\_\_\_

I hereby, solemnly declare that the statement made above is true to the best of my knowledge and belief and that I have read and understood the Merchant Shipping (Licence to Engage or Supply Seamen) Rules, 1998, and declare that the company shall abide by these rules at all time during the currency of the licence.

Date: \_\_\_\_\_ Signature of Chairman or Managing Director / Head of the Company with full name & Designation.

(Seal of the Company)

(FOR OFFICE USE ONLY)

1. Documents attached are in order [ ] Not in order [ ]

2. Informations supplied are in order [ ] Not in order [ ]

3. Operational Standards are in order [ ] Not in order [ ]

4. Remarks if Any:- \_\_\_\_\_

Conditions : -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Licence Issued = Clean..... [ ]

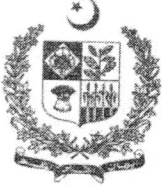
6. Licence Issued = Conditional.....[ ]

7. Licence Refused .....[ ]

8. Licence Withheld for period of \_\_\_\_\_

Dated : \_\_\_\_\_

Seal and Signature of Issuing Officer



GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS  
(PORTS & SHIPPING WING)

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**EXTRACTS OF SRO NO.34(KE)/99 PUBLISHED ON 20<sup>TH</sup> MAY 1999 IN THE PART-II  
OF EXTRA ORDINARY GAZETTE OF PAKISTAN**

**ELIGIBILITY AND DOCUMENTATION FOR GRANT OF LICENSE:**

- (1) The applicant shall be a citizen of Pakistan, meeting the requirement of Operational Standards, knowledge of subject and procedures as mentioned in Appendix-I and Appendix-2 of the Rules.
- (2) The applicant desirous of license to engage or supply seafarer shall submit the following documents, namely:
  - a) Duly filled sealed and signed application Form LRPS with supporting documents as prescribed in the form required by these Rules.
  - b) A certificate from the concerned office of the Income showing National Tax Number of the Company / Registration with the SECP.
  - c) Copy of the Memorandum and Articles of the Association of the Company.
  - d) A certificate from the banker showing the financial position of the Company / last six months Bank Statement.
  - e) Police verification of clearance and evidence of the applicant and staff mentioned in LRPS-I Form.
  - f) Signed agreement on a judicial stamp paper of Rs.100/- as prescribed in Form LRPS-2.
  - g) Bank guarantee of Eight Hundred Twenty-Five Thousand rupees as prescribed in Form LRPS-3.
  - h) Bio-data of the applicant and dealing officials as mentioned in LRPS Form.
  - i) Copy of the "Agency Contract" between the Principal and Agency authorizing to undertake recruitment and placement services for their vessels.
  - j) Copy of Seafarer Employment Contract (SEA) between the Principal and seafarer.
  - k) Fleet strength alongwith the name, flag, age, type and tonnage of the vessels of the Company for which the Principals have agreed to man the vessels from Pakistan.
  - l) Wage scale of all categories of Seafarers; and
  - m) Any other documents which may be demanded by the Competent Authority relevant to issuance of license.

**-X-X-X-X-X-X-X-X-X-**