

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

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Subject: STANDARD OPERATING PROCEDURE (SOP) FOR ISSUANCE OF MANNING LICENSE TO THE SHIP MANNING AGENCIES.

To streamline the procedure, for Registration, Annual Endorsement and Renewal of the Manning Agencies, the following Standard Operating Procedure (SOPs) shall be observed:

1. The Supply / engagement of Seafarer(s) by the registered Manning Agencies is regulated under Pakistan Merchant Shipping (License to Engage / Supply Seamen) Rules, 1998 and Pakistan Merchant Shipping Policy-2001.
2. A Company, eligible and desirous to obtain Manning Agency License may submit its application to the Directorate General of (Ports & Shipping) Wing, Karachi.
3. On receipt of application, LRPS Form is issued to the desirous company (as defined under Company Ordinance-1984) to undertake recruitment and placement services of seafarers.
4. The company will submit the filled in LRPS Form alongwith the requisite documents as enshrined in Rules-1988 to the Office of Directorate General (P&S) Wing. On successful completion of application, case is approved by competent authority i.e Director General (P&S).
5. Initially the provisional permission for six (06) months will be issued to monitor the performance of the applicant company.
6. Based on satisfactory performance i.e Inspection Report submitted by Surveyor and NOC from Government Shipping Office, Karachi, a regular Manning License valid for five years will be issued.
7. The Manning License issued to a company shall be subject to Annual Endorsement by the competent authority / authorized officer after verification of annual survey/NOC issued by Government shipping Office.
8. The Merchant Shipping Ordinance-2001, Pakistan Merchant Shipping (License to Engage / Supply Seamen) rules, 1998, Merchant Shipping Policy – 2001, relevant Orders, Notices, are available at the official website of Ministry of Maritime Affairs. i.e www.moma.gov.pk and Government Shipping Office's website i.e: www.shippingoffice.gov.pk