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To,

OWNERS/MANAGERS, DEPUTY COMMISSIONERS (DCS),
COMPANY SECURITY OFFICERS (CSOS), MASTERS, RECOGNIZED ORGANIZATIONS (ROS)

SUBJET: **CREW DISPENSATION LETTER**

REFERENCE: **INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCH-KEEPING FOR SEAFARERS (STCW CONVENTION), ARTICLE VIII**

1. Purpose

The purpose of this Circular is to inform all parties concerned that this Administration may consider a request for a Crew Dispensation Letter, when applicable standards have been met.

2. Application

The STCW Convention establishes that in circumstances of exceptional necessity, Administrations, may issue a crew dispensation letter; based on the analysis of the situation and provided that this does not cause any danger to persons, property or the environment. This Administration may consider a request for a dispensation in cases where the seafarer for whom the dispensation is requested is in possession of a valid Certificate of Competency (where applicable, duly endorsed) for the rank below that in which he will serve and has served in that lower rank for at least 6 months on a ship of a similar size and type to that for which the dispensation is requested.

3. General

- The Crew Dispensation Letter shall not exceed the validity of thirty (30) calendar days,
- Crew Dispensation Letters to Masters and/or Chief Engineers shall not be granted, unless extremely unforeseen circumstances have occurred and relevant evidence has been submitted to this Administration.
- Procedure
- Each request for a Crew Dispensation Letter should be submitted by the Owner or Managing Company to any DC or this Administration's Head Office.
- Each request should be accompanied by clear scanned copies of the following documentation:

- Application Form, duly completed, -
- Supporting Documentation as per the reason of request,
- Crew List,
- Documentation of the Crew for whom the Dispensation is requested.

4. Contact

Should you require any additional information, you may contact our Technical Department as provided below:

PIC: Ayaz Burud

E-mail: info@nta.gov.km/ info@comorosmaritime.org

Tel. (Office hours): +2697739779

Emergency: +2693437145

We take this opportunity to reassure that human life, marine environment and property are always considered as a priority for the Maritime Administration of Comoros which is committed to the safety of the maritime industry and the users around the world.





Maritime Affairs Department, The Government of Union of Comoros
The Same Building of Ministry of Transport, BP 97 Moroni, Union of Comoros
Tel: +269 33 88 273/+269 34 37 145
Email: info@comorosmaritime.org

APPLICATION FOR CREW DISPENSATION LETTER

PART 1 – VESSEL'S PARTICULARS		
Vessel Name	IMO No.	Call Sign
Gross Tonnage	Power (KW)	Type of Vessel
PART 2 – REASON OF REQUEST		
<input type="checkbox"/> Medical Reason (Attach Medical & Master's Report)		
<input type="checkbox"/> Family Reasons (Attach Master's Report)		
<input type="checkbox"/> Expiring License (Attach Expiring Certificate)		
<input type="checkbox"/> Special Circumstances (Specify / Attach Proof & Master's Report)		
PART 3 – OWNER'S PARTICULARS		
Registered Owner	Registered Address	
Telephone	Email	
PART 4 – DESCRIPTION OF REQUEST		
Description of Reason:		
Crew Who Will Disembark (Name & Capacity):		
Port of Departure:		
Estimated Time of Departure:		
Crew Who Will Cover the Position (Name & Capacity):		
Next Port of Arrival:		
Estimated Time of Arrival:		
PART 5 – MANDATORY SUPPORTING DOCUMENTATION TO BE SUBMITTED		
<input type="checkbox"/> Crew List		
<input type="checkbox"/> Documents Required as per Part 2		
<input type="checkbox"/> Documentation of the Crew Who Will Cover the Position		

Date:

Name of Applicant¹ :

Signature/ Stamp:

¹ I do hereby confirm that I am authorized person to act on behalf of the company and/or the Owner of the subject vessel as per Part 1 and that all information contained in this application is true and correct.

