



Process approval

Yes

No

Sign of Registrar of Seafarers.....

MERCHANT SHIPPING ACT, 2009

Part VII

APPLICATION FOR ANNUAL SEAFARERS RECRUITMENT AND PLACEMENT SERVICES LICENSE

Issued in accordance with the Merchant Shipping Act, 2009 Section 118(3) & (4)

WARNING TO APPLICANTS:

A false declaration may lead to legal proceedings.

Part 1: General particulars

Registered Name.....

Postal Address

Telephone..... Email

Physical location

Date of Establishment Business registration No.

Certificate of Taxpayer Registration

Director's particulars (*attach copy of latest annual returns of company directorship*)

No.	Name	ID/Passport No.	KRA PIN Certificate No.
1.
2.
3.
4.

Type of ships handled
(Conventional, fishing, naval e.t.c)

For **official use:** Applicant **MUST NOT WRITE** here.

Requirements met?

Yes

No

Issuance Approval

Yes

No

.....

Asst. Registrar of Seafarers

.....

Registrar of Seafarers

Part 2: Undertaking

I, the undersigned, authorized to act on behalf of
undertake to:

- (i) Not use means, mechanisms or lists intended to prevent or deter seafarers from gaining employment for which they are qualified
- (ii) require no fees or other charges for recruitment or placement of seafarers be borne directly or indirectly, in whole or in part, by the seafarers;
- (iii) familiarize seafarers on recruitment policies and procedures, terms and conditions of employment and other relevant information;
- (iv) ensure that any seafarer recruited or deployed is qualified and holds the documents necessary for the job concerned;
- (v) ensure that contracts of employment are in accordance with the standard employment contract and other applicable laws, regulations and collective bargaining agreements;
- (vi) ensure that seafarers are informed of their rights and duties under their contracts of employment and the articles of agreement prior to or in the process of engagement;
- (vii) ensure that proper arrangements are made for seafarers to examine their contracts of employment and articles of agreement before and after they are signed and for them to receive a copy of the contract of employment;
- (viii) ensure that the seafarer and the vessel on board of which such a seafarer is to be engaged are adequately covered by Protection & Indemnity Club or that the ship owner has similar third party liability insurance cover provided by an insurance company duly recognized by the Authority;
- (ix) assume full and complete responsibility for all claims and liabilities which may arise in connection with the use of the license;
- (x) assume joint and separate liability with the ship owner for all claims and liabilities arising from the employment contract between the seafarer and the ship owner;
- (xi) guarantee compliance with the applicable maritime labour laws for the time being in force in Kenya, applicable regulations of the flag state of the ship on which a seafarer is to be engaged and maritime labour regulations adopted by the International Maritime Organization and the International Labour Organization;
- (xii) assume full and complete responsibility for all acts of its officials, employees and representatives done in connection with recruitment and placement of seafarers on board ships;
- (xiii) submit copies of the crew agreement to the Authority in respect of every change of crew;
- (xiv) maintain an up-to-date register of all seafarers recruited or placed through them;

- (xv) examine and respond to any complaint concerning their activities and advise the Authority of any unresolved complaint;
- (xvi) repatriate the deployed seafarers when the need arises;

Name of representative

Designation Date

Signature/stamp

DOCUMENTS SUBMITTED WITH THIS APPLICATION (tick appropriately)

I hereby submit the following documents with this application

- | | | |
|---|--------------------------------------------------------------------|--------------------------|
| 1 | Certified copy of Certificate of incorporation | <input type="checkbox"/> |
| 2 | Copy of annual return on company directorship | <input type="checkbox"/> |
| 3 | Other business registration documents | <input type="checkbox"/> |
| 4 | Copy of ID/Passport of directors | <input type="checkbox"/> |
| 5 | Copy of KRA Certificate of Taxpayer Registration for the Directors | <input type="checkbox"/> |
| 6 | Copy of Tenancy agreement/Title deed | <input type="checkbox"/> |
| 7 | Crew agency agreement (<i>where applicable</i>) | <input type="checkbox"/> |
| 8 | Bank deposit slip | <input type="checkbox"/> |

Notes

- i. Providing false information is an offence punishable by either a prison term or fine or both;
- ii. The Authority may seek to verify physically any pertinent information from the business premises;
- iii. The undertaking shall supplement the seafarers recruitment and placement services licence and shall be conspicuously be displayed within your business office;
- iv. The Authority may cancel, suspend or revoke a license issued if deems fit to do so.