

**Written on Company Letterhead Paper**

**<COMPANY NAME>**

**<COMPANY ADDRESS>**

Maritime New Zealand  
Personnel Certification  
PO Box 25620  
Wellington 6146  
New Zealand

Date: **<DD MONTH YEAR>**

Dear Sir/Madam

**RENEWAL: CONFIRMATION OF SEA SERVICE**

I confirm that **<APPLICANTS FULL NAME>**, **<DATE OF BIRTH>**, has completed sea service on the vessels named **<below or appended to this letter>** for the periods specified. While serving on the vessels **<he/she>** has actively participated in the mandatory abandon ship and fire drills and has demonstrated continued competence during ship board service in accordance with the International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW), for the following STCW short courses:

**\*S.1 (For holders of Certificates of Proficiency as DWR, EWR, AB Engine or ETR or Basic Training ancillary certificates only; list the two STCW short courses below)**

**Personal Survival Techniques (STCW Code Section A-VI/1 para. 4.1)**

**Fire Prevention & Fire Fighting (STCW Code Section A-VI/1 para. 4.2)**

**OR**

**\*S.2 (For holders of Certificates of Proficiency as AB Deck or Integrated Rating list the two STCW short courses below)**

**Fire Prevention & Fire Fighting (STCW Code Section A-VI/1 para. 4.2)**

**Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Code Section A-VI/2 para 6)**

**OR**

**\*S.3 (For holders of Certificates of Competency (Master, Deck and Engineer Officers) list the two STCW short courses below)**

**Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (STCW Code Section A-VI/2 para 6)**

**Advanced Fire Fighting (STCW Code Section A-VI/3 para 6)**

**\*S.4 (In addition for **MASTERS & DECK OFFICERS ONLY**, if appropriate, include the following text for renewal of a GMDSS Radio Operators certificate)**

The named vessel(s) were fitted with a full GMDSS station and <he/she> operated the equipment on a regular basis, as part of their <Master or Watch-keeping duties>.

\*S.5 \*Shipping companies may append the seafarer's sea service records to this letter without completing the Table below. If this option is adopted the Table may be removed from this pro forma letter. Therefore,

Either complete and include the Table below in the letter with sea service details,

Name of vessel	IMO Number	Gross Tonnage (GT) or Propulsion Power (kW)	Ship Type (i.e. Chem/Oil/Gas, etc.)	Rank/Position	Date on	Date off

OR

Remove the Table and add the sentence below, noting that the authorised person in the shipping company is required to stamp the sea service record with the official company stamp, print AND sign their name and date it to confirm the authenticity of the document. **If the document is not endorsed as described in the previous sentence MNZ cannot accept this letter as proof of sea service.**

I have appended a record of sea service to this letter as proof of sea service and endorsed it with the official company stamp, my name, signature and date to confirm its authenticity.

**\*Delete as appropriate**

*(Note to the Company and seafarer*

*A copy of this letter, should also be provided to an approved training provider prior to attending ancillary refresher training. Those who have not demonstrated continued competence onboard will be required to complete the full STCW short (ancillary) courses.)*

I have reviewed the content of this letter and to the best of my knowledge, the information given by me is true and correct in every detail.

Yours faithfully

<SIGNATURE>

<NAME>

<POSITION HELD WITHIN THE COMPANY>