

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 and approved seagoing service performing functions appropriate to the certificate they hold, for a period of at least:

- 12 months in total during the preceding 5 years, or;
- 3 months in total during the preceding 6 months

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:

**\*Delete as appropriate**

**\*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)**

Note 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.

*(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.

<SIGNATURE>

<NAME>

<POSITION HELD WITHIN THE COMPANY>