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Employer Letter and Crew Change & Travel Information Sheet

The protocols refer to the seafarer carrying an employer letter and a document that provides the relevant details about the seafarer, specifically their travel arrangements and ship they are traveling to join or leave.

The following is a template for an employer letter⁸ and a Crew Change & Travel Information Sheet, which may be attached to or accompany the letter.

[Company Header/Logo]

[Date]

To Whom this might concern,

Dear Sir / Madam,

CONFIRMATION OF TRAVEL FOR THE PURPOSE OF A CREW CHANGE

This letter has been prepared by [Name of Company] to confirm that [Name of Seafarer, Passport No.] is a seafarer that is traveling for the purpose of a crew change of a ship.

[Name of Seafarer, Passport No.] has been serving onboard [Name of Ship, IMO No.] and is now being repatriated to their place of ordinary residence in [Final Destination].

OR

[Name of Seafarer, Passport No.] is traveling to join the [Name of Ship, IMO No.] to relieve a crew member onboard the ship in [Name of Port, Country].

Crew changes are vital for ensuring the safety of ships and those that operate them and ensures that ships can continue to carry the essential supplies and commodities needed worldwide during the coronavirus (COVID-19) pandemic.

Your understanding and assistance in facilitating the travel and movement of [Name of Seafarer] for the purpose of this crew change is appreciated. Please do not hesitate to contact us if any further information is required.

Yours faithfully,

[Signature]

[Printed Name]

[Position of Company Representative]

[Contact Details]

⁸ This template was jointly developed by the International Chamber of Shipping (ICS) and the International Transport Workers' Federation (ITF) with the assistance of ILO.

CREW CHANGE & TRAVEL INFORMATION SHEET

Name of Seafarer:

Date of Birth:

Nationality:

Passport No.:

Seafarer's Discharge / Record Book No.:

Seafarer's Identity Document No. (if applicable):

Company Name:

Ship Name:

IMO No.:

Capacity/Position:

Crew Change Type: Joining ship
 Leaving ship

Service Period Start:
 End:

Starting Point of Travel Location:
(e.g. place of ordinary residence, a port) Date:

Final Destination of Travel Location:
(e.g. place of ordinary residence, a port) Date:

Full Travel Itinerary Details:
(e.g. transfers, airports, airlines, flight numbers etc.)

Agent Details: