



ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

The Saint Christopher & Nevis Merchant Shipping Act Cap. 7.05
Department of Maritime Affairs



APPLICATION FOR SEAFARERS DOCUMENTS

(STCW Certificate of Endorsement (CoE) attesting the recognition of another Administration's Certificate and/or Continuous Discharge Certificate (CDC) incorporating Seafarers Identification and Sea Service Record)

PLEASE COMPLETE IN CAPITAL LETTERS IN BLACK INK OR BY TYPING AND READ EXPLANATORY NOTES ON PAGE 3

IMPORTANT: By completing this application form you are agreeing to allow us to hold data belonging to you on our database that we use to issue your SKANReg documentation. We will hold this information as it will be used to verify the documents you are applying for/have been issued, by Owners / Managers & Port State Control.

If you would prefer not to hear from us, or if you wish to exercise any of your rights under data protection law including the right to object, please tell us by email to GDPR@StKittsNevisRegistry.net or by phone on +44 (0)1708 380 400.

We do not share your information with any third party for marketing purposes.

We have updated our privacy policy and our terms and conditions to reflect the requirements of GDPR. In future, you can find our full privacy policy at www.StKittsNevisRegistry.net but for your immediate reference a copy is attached.

| | | | | |
|--|--|-------------------------------------|-------------------------------|-------|
| TYPE OF APPLICATION (please tick) | Joint Application CDC & Certificate of Endorsement | Continuous Discharge Certificate | Certificate of Endorsement | GMDSS |
| Maritime Registrar through which application submitted: | Ship Security Officer | Tanker | Renewal/ Replacement | Other |

PART A – TO BE COMPLETED BY ALL SEAFARERS

PERSONAL DETAILS OF SEAFARER

| | | | | |
|---|---------------------------------------|--------------------------------------|------------------|---------------------|
| 1) Surname: | | 2) Given name(s): | | |
| Home Address of Seafarer: Documents will be sent to this address unless the application is made through the Dept. of Maritime Affairs, the office of a Maritime Registrar or other party (e.g. Owner, Crew Manager) when they will be sent to that office for passing onto the seafarer | | | | |
| 3) Address Line 1 | | | | |
| 4) Address Line 2 | | | | |
| 5) Town/City | | | 6) Post/Zip Code | |
| 7) County/State | | | 8) Country | |
| 9) Tel: | | 10) Fax: | | 11) Email: |
| 12) Passport No: (see Notes on pg 3) | 13) SKN Seafarers No: (renew/replace) | 14) Date of birth (dd/mm/yy): | | 15) Place of birth: |
| 16) Nationality: | 17) Medical Certificate Issue Date: | 18) Medical Certificate Expiry Date: | | 19) Sex (M/F): |

DETAILS OF NEXT OF KIN OR PERSON WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY

| | | | | |
|---|--|---|--|--|
| 20) Name (Family name, Given name): | | 21) Relationship (e.g. Mother, Wife, Friend): | | |
| 22) Address (If same as seafarer, state "same as above"): | | | | |
| 23) Address | | | | |
| 24) Town/City | | 25) County/State | | |

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| FORM CODE: A15 | ISSUE No: 007 | EFFECTIVE: 25/05/2018 |
|--------------------------|-------------------------|---------------------------------|

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| 26) Post/Zip Code | | 27) Country | |
| 28) Tel: | | 29) Fax: | 30) Email: |

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| <u>PART B – TO BE COMPLETED BY APPLICANTS REQUIRING A CERTIFICATE OF ENDORSEMENT</u> | | | |
| DESCRIPTION OF HIGHEST GRADE OF CERTIFICATE NOW HELD | | | |
| 31) Capacity: | | 32) Date of Issue: (dd/mm/yy) | 33) Date of Expiry: (dd/mm/yy) |
| | | | |
| 34) Certificate No: | | 35) Name of Issuing Authority (Flag State) : | |
| | | | |
| 36) ADDITIONAL ENDORSEMENT REQUESTED (if required, tick box) | | | |
| GOC (GMDSS) | <input type="checkbox"/> | Chemical Tanker | <input type="checkbox"/> |
| | | Gas Carrier | <input type="checkbox"/> |
| | | Oil Tanker | <input type="checkbox"/> |
| | | Ship Security Officer | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |
| 37) Date of Issue of current endorsement: | | 38) Date of Expiry of current endorsement: | |
| | | | |
| 39) Endorsement No: | | 40) Name of Issuing Authority (Flag State): | |
| | | | |

41) Seafarer's shall receive familiarization and basic training or instruction in accordance with section A-VI/1 of the STCW code. The following certificate/s must be included with this application evidencing the applicant's proficiency in the following Emergency, Occupational Safety, Medical Care and Survival Functions.

* Applicant's proficiency as per regulations VI/1, 1-4 may be evidenced by one certificate covering all functions, or by certificates showing each function separately.

** For candidates for a certificate of proficiency as a ship security officer

(please tick in boxes below):

| | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Regulation VI/1-1 Competence in personal survival techniques | <input type="checkbox"/> | Regulation VI/1-4 competence in personal safety and social responsibilities |
| <input type="checkbox"/> | Regulation VI/1-2 Competence in fire prevention and fire fighting | <input type="checkbox"/> | Regulation VI/5 - Proficiency for Ship Security Officers ** |
| <input type="checkbox"/> | Regulation VI/1-3 Competence in elementary first aid | | |

42) REASON FOR REPLACEMENT OR RENEWAL

| | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Document is now expired or no more room for entries | <input type="checkbox"/> | Document has been lost or damaged (please explain circumstances of loss below) |
| <input type="checkbox"/> | Requires amending (state amendment below) | <input type="checkbox"/> | Other (please explain in the box below) |

Details:

43) PART C – DECLARATION – TO BE COMPLETED BY ALL SEAFARERS

I hereby declare that the information contained on this application is true and correct and I apply for the Seafarers documents requested. If I am applying for a Certificate of Endorsement issued under STCW Convention, at Management Level, I have familiarised myself with St. Kitts & Nevis Maritime Legislation as available on the website www.StKittsNevisRegistry.net. I am aware that if I submit fraudulent documents, I may be banned from serving on St. Kitts & Nevis ships and liable for prosecution.

Signature of Seafarer

Date of Application

Please keep your signature within the box and sign without touching any of the box lines

| | | |
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| FORM CODE: A15 | ISSUE No: 007 | EFFECTIVE: 25/05/2018 |
|-------------------|------------------|--------------------------|

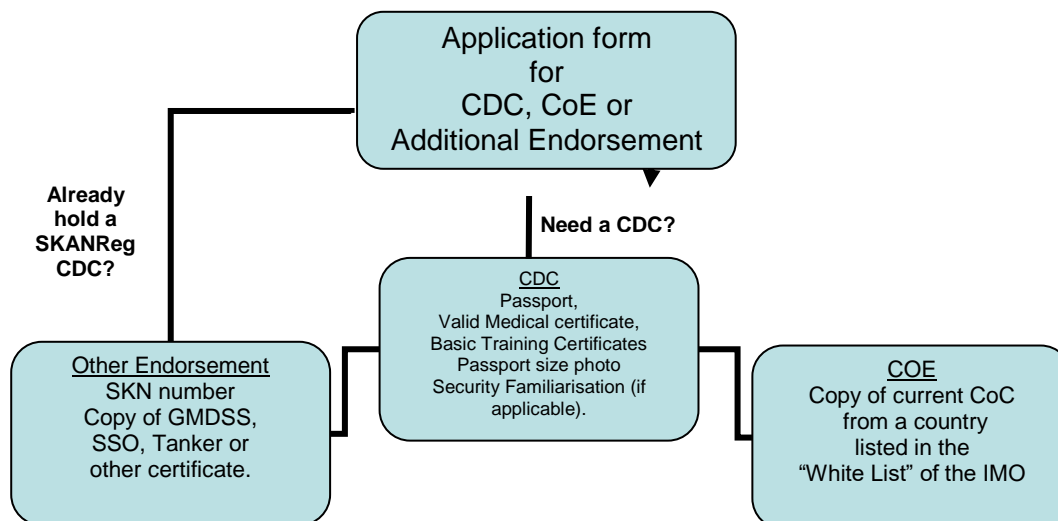
PART D – SUPPORTING DOCUMENTS REQUIRED WITH APPLICATION

| SUPPORTING DOCUMENTS REQUIRED (all applications): | | Attached <i>(please tick)</i> | For Official use |
|---|---|----------------------------------|---------------------|
| 1 | Copy of passport – showing personal details of Applicant as per those entered on this Application Form | | |
| 2 | 2 x Passport size photos - with applicants name printed on the reverse | | |
| 3 | Valid Medical Fitness Certificate (the medical examination must be carried out no more than 18 months before this application) | | |
| 4 | CDC Only : Copies of training certificates (as outlined in 45), above) | | |
| 5 | Payment or Proof of payment of Fees | | |
| 6 | Any other documentation SKANReg may deem necessary for this application (if requested) | | |
| 7 | Certificate of Proficiency for Security Awareness Training (VI/5) or Security Training for Seafarers with Designated Security Duties (VI/6) | | |
| In addition - for Continuous Discharge Certificate (CDC) | | | |
| 7 | Current CDC (if requesting renewal/replacement) | | |
| In addition - for Certificate of Endorsement (CoE) | | | |
| 8 | Copy of current Certificate of Competency (COC) from the home country of the applicant or a country listed in the "White List" of the IMO. | | |
| 9 | Copy of current additional Endorsement (GMDSS, Tanker, Ship Security Officer etc) (if applying for this) | | |
| 10 | Proof of Sea Service – copy of sea service certificates or pages from seaman's book showing personal details and ranks served | | |
| 11 | Current CoE (if applying for extension) | | |

EXPLANATORY NOTES FOR APPLICANTS:

- 1) All information must be printed in CAPITAL LETTERS in black ink or by typing.
- 2) Failure to complete the Application Form fully or submit the required documentation may result in rejection or delays in processing.
- 3) Applicants must sign in the box shown, keeping their signature within the box lines.
- 4) Item (12) – Passport – This must be a National Passport. If a National Identity Card or Seaman's Passport is submitted, this must be recognised by the issuing authority as a travel document i.e. can be used in lieu of a National Passport.
- 5) Applicants may initially submit their application by scanning the Application Form and supporting documents and submitting by email to mail@StKittsNevisRegistry.net. The original can be forwarded by mail/courier.
- 6) All supporting documents submitted must be clear copies and legible. If supporting documents are not clear and legible then the application will be returned.
- 7) For an up to date status on the IMO "Whitelist" see www.imo.org
- 8) Endorsements issued by SKANReg will have the same expiry date as the Certificate whose recognition they attest, up to a maximum of 5 years.
- 9) Applicants for Endorsements, must be in possession of, or have applied for, a St.Kitts & Nevis CDC.
- 10) Application Fees will **NOT** be returned if incorrect information or documentation is submitted or verification cannot be obtained.
- 11) For more information see the website www.StKittsNevisRegistry.net

**Applying for Seafarer Documents?
Do you have the following?**



PLEASE RETAIN THIS PRIVACY POLICY**St Kitts & Nevis International Ship Registry Privacy Policy**

In accordance with EU General Data Protection Regulation (“GDPR”), as of 25th May 2018, the following constitutes St Kitts & Nevis International Ship Registry Data Protection Policy.

St Kitts & Nevis International Ship Registry (SKANReg) intentions are to adopt and embrace the purposes, principals, obligations and rights in accordance with GDPR as mentioned below.

St Kitts & Nevis International Ship Registry recognise the purposes of GDPR which are an update of existing Data Protection Rules:

- An update of the existing Data Protection Rules
- Fix the shortcomings of data protection laws
- Update definitions of personal data
- Take a risk based approach

And the following principles of GDPR:

- Lawfulness, fairness and transparency
- Purpose limitation.
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

And Obligations of GDPR:

- Breach Notifications
- Transparency
- Data Protection Officer

St Kitts & Nevis International Ship Registry recognises the following rights of the data subject according to GDPR:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to be forgotten
- Right to restrict processing
- Right to data portability
- Right to prevent automated individual decision making and profiling

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|-------------------|------------------|--------------------------|
| FORM CODE: A15 | ISSUE No: 007 | EFFECTIVE: 25/05/2018 |
|-------------------|------------------|--------------------------|

The following has been undertaken by St Kitts & Nevis International Ship Registry to ensure that the above mentioned principals, obligations of GDPR and rights of the Data Subject are protected:

Data Protection Officer

Tracy Newson, General Manager will act in this capacity.

The Data Protection Officer will be responsible for enforcing Data Protection Policy and will make all steps possible to ensure this complies with GDPR.

The Data Subjects (persons from whom St Kitts & Nevis International Ship Registry collect data for the purpose of issuing documents) will be notified of their rights and obligations of GDPR. In the case of a data breach then the ICO (Information Commissioners Office) will be contacted within 72 hours of the breach.

For seafarers completing our A15 Application Form for seafarer documentation, you are agreeing to allow us to hold data belonging to you on our database that we use to issue your SKANReg documentation. We will hold this information as it will be used to verify the documents you are applying for/have been issued, by Owners / Managers & Port State Control.

If you would prefer not to hear from us, or if you wish to exercise any of your rights under data protection law including the right to object, please tell us by email to GDPR@StKittsNevisRegistry.net or by phone on +44 (0)1708 380 400.

We do not share your information with any third party for marketing purposes.

In line with GDPR, St Kitts & Nevis International Ship Registry have entrusted their IT Service Provider (Utilize) to provide a secure network which is protected through passwords, antivirus software, a dedicated managed firewall and is regularly backed up and monitored by Utilize. We have an incremental data back-up every 15 minutes. All data held off site is encrypted to an ISO 9001:27001 accredited datacentres and is FIPS 140-2 certified encrypted.

All data input to our BOSS software is held off site and on the servers of Fulcrum Maritime Systems who host a secure network which is protected through passwords, antivirus software, a dedicated managed firewall and is regularly backed up and monitored.

St Kitts & Nevis International Ship Registry shreds any personal or commercially sensitive documents through CSM Storage and Archives who have full adherence to European Standard EN15713, ISO9001 Quality Accredited, Members of BSIA (British Security Industry Association) & NAID Europe, Data Protection Act (1998) Principle 7 compliant, paper is shredded between 15mm to 4mm & cross cut in accordance with BSIA standards and all securely shredded documentation is transported to a UK recycling facility.

St Kitts & Nevis International Ship Registry does not purchase or sell any data about companies or individuals.

St Kitts & Nevis International Ship Registry does not purchase, sell or store data about members of the public who have not had any direct contact with St Kitts & Nevis International Ship Registry.

It is strictly forbidden for any St Kitts & Nevis International Ship Registry employee to release any data stored on the company server or company emails without prior written consent by a director of the company.

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