



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING**

1st Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.

Telephone: +94(0)112435127, Fax: +94(0)112435160, E-mail: dmsmos@sltnet.lk

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**Notice to all Ship-Owners, Operators and Seafarer Recruitment and Placement Service
(SRPS) Providers**

On-line Sign on Procedure

In view of enhancing the efficiency of the existing on-line sign on procedure and reducing the exchange of number of documents, it was decided to adopt following procedure with immediate effect.

1. Every company which is operating ships registered in Sri Lanka, or is responsible for the assignment of seafarers for service on ships in accordance with the provisions of the STCW Convention, responsible for ensuring that each seafarer assigned to its ships hold an appropriate certificate in accordance with the provisions of the STCW Convention and as established by the administration. (as prescribed by the Merchant Shipping (Standards of Training, Certification and WatchKeeping for Seafarers) Regulations, 2016)

Accordingly, it is not required to forward copies of CoPs or CoCs of seafarers who intend to sign on unless otherwise specifically requested by the Shipping Officer.

2. Following documents shall be submitted to the Shipping Officer by email;
 - a. Sign on request letter containing details of the seafarer including the contract period, basic salary and total salary;
 - b. Evidence to show that an offer and acceptance of an offer of the Sri Lanka Crew agreement has been expressed in electronic form between the SRPS provider and the seafarer;

- c. Copy of the signed paragraph 9 of the Sri Lanka crew agreement;
- d. Copy of the bank deposit slip;
- e. Copy of the agency license issued by the Merchant Shipping Secretariat (for opening of new article of agreement only);
- f. Copies of CDC pages (biography page/revalidation page) and
- g. Sign off letter of the immediate previous contract or copy of the CDC page that showing the last engagement.

* Date of engagement should clearly mention in the mail.

** After verification of above documents is satisfied, Shipping Officer will confirm the sign on by an email message to the SRPS provider.

3. Working hours

- Weekdays (excluding public holidays) - from 8.15 AM to 4.00 PM
- Extra charges will be applied for any sign on that takes place after normal office hours.

4. Fees

Applicable fees will be in accordance with the Merchant Shipping (Amendment) Fees Regulations-Gazette No.1471/11

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Director General of Merchant Shipping
Merchant Shipping Secretariat
Ministry of Ports and Shipping
Tel : +94-11-2435127 / +94-11-2430305
Fax : +94-11-2435160
E-mail : dmsmos@sltnet.lk
Web : www.dgshipping.gov.lk