

## Annex - I

### **Application for the issuance of Certificate of Authorization for Recruitment and Placement Service Providers**

1	Name of the Organization	
2	(a) Registered office address (b) Address of all branches	
3	Date of incorporation & Registration No	
4	Telephone Number	
5	Website and e-mail	
6	Name, designation and address of the authorized signatories	
7	Residential address of the authorized signatories	
8	Details of the Agency Licence issued under the Licensing of Shipping Agents Act No. 10 of 1972  Date of issue Date of expiry	
9	Number of Ship-owners/employers and their details for which the license under the Licensing of Shipping Agents Act No. 10 of 1972 is issued  Please give the details Flag-wise and ownership-wise	
1	Experience, if any, in recruitment of seafarer, number of years	
1	Whether any authorised signatory has been associated with any recruiting agency in the past, if so, give details.	
1	If previously in the business of recruitment and placement of seafarers; Total number of seafarers placed during the last five years	
1	For newly established providers; Total number of seafarers expected to be placed on ships during one year period	
1	Whether there are any complaints pending in respect of seafarers recruited, if so, details thereof.	

1	Whether there is any criminal or civil case pending in any court. If so, details thereof	
1	Whether the company and / or any authorised signatory has been convicted. If so, details thereof.	
1	Total number of agreements or contracts with employer with details thereof.	
1	Other shipping related activities carried out, if any.	

**Declaration**

I/we do hereby declare that the above information is true and correct to the best of my/our knowledge.

Name and designation of the applicant .....

Signature and Seal.....

Date: .....

List of enclosures:-

- I. Prescribed fee
- II. Copy of certificate of incorporation
- III. Credentials of supervisory staff
- IV. Copy of the agreement or the contract between ship owners or employer and the recruitment and placement service provider Service
- V. Declaration of compliance