

**St. Kitts and Nevis
International Ship
Registry**

*Flying the flag of the
federation worldwide*



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Maritime Circular to Maritime Registrars, Shipowners, Masters, Managers & Operators of St. Kitts & Nevis Ships, Classification Societies, Recognised Organisations, Recognised Security Organisations, Surveyors of Ships & Flag State Inspectors to this Administration, Seafarers & IMO Member States

Maritime Circular No. MC/30/09

DATE: 3rd December 2009

Completion of Application Form A15 – Application for Seafarer’s Documents

Further to various general messages sent by e-mail, we again wish to bring to the attention of MR’s the problem of incomplete application forms and lack of correct and valid supporting documentation when applications for Seafarer’s documents are received.

As you should be aware, the current A15 form is available on our website (some MR’s are still using early versions of application forms which are nearly five years out of date). Moreover, the current application form A15/version 004/effective 1/3/2009 gives a full check list of requirements for the support documents which are necessary for the processing of the application.

You are therefore instructed to go to our website <http://www.stkittsnevisregistry.net> and download this latest version.

In addition to this, please see the example application form and explanatory notes which gives a guide to the correct procedure for FULL COMPLETION of application forms and also the required support documentation (attached).

Our staff involved in seafarer registration are constantly finding that a significant amount of their time is taken up on trying to “second guess” the seafarer’s requirements because the application form is in most cases only completed with the minimum of information and the support documentation is either incomplete, invalid or of poor/illegible copy. This slows down our turn around time and involves unnecessary correspondence with MR’s.

We would remind you that it is YOUR responsibility as professional MR’s to ensure that application forms are complete and to check that all support documents are provided in accordance with the requirements which are clearly laid out in application form A15.

Your adherence to these procedures is will considerably assist us in providing a first rate service for seafarer registration.

Yours truly,

Nigel E Smith
International Registrar of Shipping and Seamen