

MANNING AGENCY
ANNUAL ENDORSEMENT
(LICENSE TO ENGAGE OR SUPPLY SEAFARERS)

Name of the Licensee	:	
Name of the firm	:	
Form LPRS-4	:	
Date of Issue	:	
Valid Until	:	
Date of Inspection	:	

1. VERIFICATION OF PARTICULARS FROM LRPS-I

1	Yes / No	The Applicant Is Genuine Owner or Head of The Firm.
2	Yes / No	The Rank / Designation Is Still Maintained by The Applicant
3	Yes / No	Name & Address of The Company Still Intact. (If Changed Record New Name & Address)
4	Yes / No	Telephone, Telex, Fax and Other Communication Means Still the Same (If Changed Please Record It)
5	Yes / No	National Income Tax Number
6	Yes / No	In-Charge of Recruiting Section (If Changes Record New Name)
7	Yes / No	Verify That In-Charge Is Genuine Employee of The Applicant (Collect Proof Wages Copy)
8	Yes / No	Verify In-Charge Is Holding Qualification and Experience (Appendix-1 (iii) of the Rules)
9	Yes / No	Supporting Staff Verification (Any Change to Be Recorded)
10	Yes / No	Is This Supporting Staff Qualified as Per Rules?
11	Yes / No	Verify Date of Company's Establishment
12	Yes / No	Verify Name of Their Principal (Any Change to Be Recorded)

13	Yes / No	Flag of The Principal Vessel and Number If Vessel Owned
14	Yes / No	Verify Agency Agreements for Supply of Seafarers. Check Validity and Number of Agreements. (Any Changes Note Name of New Principals)
15	Yes / No	Protection of Seafarer Provided (If Yes, What Type of Protection – To Be Noted)
16	Yes / No	System of Recording Seafarer's Data (Computerised – Manual) (² See Item 20 of LRPS-1)
17	Yes / No	Seafarer's Record Maintained and Up to Date
18	Yes / No	Check Item- ³ 21 Of LRPS-1
19	Yes / No	Type of Company
20	Yes / No	Bank Guarantee Obtained
21	Yes / No	Any Warning Show Cause Notice Issued To The Company From Ports & Shipping Technical Wing, Mercantile Marine Department And Government Shipping Office Or Any Court Cases Are There Against The License?
22	Yes / No	Number of Seamen Supplied During the Validity of Licence _____ (Collect Shipping Master's Verified Copy of Engagement Record of Seafarers)
23	Yes / No	Is Employment Position Satisfactory?
24	Yes / No	Audit Reports
25	Yes / No	Evidence of filling of Tax returns
26	Yes / No	Bank Statements of Audited year

2. TERMS OF AGREEMENT

Inspection officer has to satisfy himself that the terms of agreement from ⁴ (i) to (ix) are fully met by the licensee.

(_____)

1	Yes / No	The Licensee is strictly adhering to the Terms of Agreement. (if NO. pls mention the terms being violated by the licensee)
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3. OPERATIONAL STANDARDS

1	Yes / No	Does the Company have arrangements for Crew waiting or Refreshment facilities in the Office?

2	Yes / No	Does the Company have adequately trained staff?
3	Yes / No	Does the In-charge and two supporting personnel meet the requirement of appendix-1?
4	Yes / No	Does the Company maintain standard records of seafarers, their agreement, wages and other emergency pre-requirements?
5	Yes / No	What difference are found in maintaining the standards of the licensee?

4. OBSERVATION OF THE INSPECTING OFFICER

5. RECOMMENDATION OF INSPECTING OFFICER

LICENCE TO BE ENDORSED	YES	NO
LICENSEE TO BE WARNED OR ISSUED WITH SHOW CAUSE	YES	NO
LICENCE TO BE SUSPENDED	YES	NO
SOME ENQUIRY TO BE MADE BEFORE ENDORSEMENT	YES	NO
SOME ENQUIRY TO BE MADE AFTER ENDORSEMENT	YES	NO
LICENCE TO BE CANCELLED: WITDRAWN	YES	NO

**Name & Signature
of The Inspecting Officer**

Note:¹ Appendix-1 (iii)

The in-charge of the recruitment and placement services shall be:

- (a) A Master Mariner with at least three years command experience; or
- (b) A person having at least five years' experience of gazetted post in the field of shipping or crew dealing departments of federal Government; or
- (c) A person holding "Seafarer's recruitment Competency Certificate" {see Appendix-2}

² LRPS-1 para 20

Does the company have a system of maintaining complete data o seafarers including employment on board principal's vessels so that the seafarer or his family could be contacted in case of emergency or from which seafarer could gain employment.

³ LRPS-1 para 21

Does the company have adequate resources / means to prevent seafarer from being stranded in foreign ports?

⁴ Terms (i) to (ix) Form LRPS-2

- (i) Strictly adhere to the provision of section 26(1) of the Merchant Shipping Act 1923 and the provisions of Pakistan Merchant Shipping (Licence to Engage or Supply Seamen) rules 1997
- (ii) Engage or supply Bonafede seafarers legally in accordance with procedures laid down by the Merchant Shipping Act 1923, and the Emigration Ordinance 1979 (XVIII of 1979)
- (iii) Maintain sufficient staff responsible for recruitment and placement services which is adequately trained, having relevant knowledge of the laws and regulations relating to the industry and the International instruments concerning seafarers training certification and labour standards.
- (iv) Maintain a register of all seafarers recruited or placed and shall be made available to the competent authority for inspection on demand
- (v) Ensure that seafarer so engaged or supplied are qualified and hold the documents necessary for the job
- (vi) Inform seafarers of their rights and duties under their contract of employment prior to or in process of engagement and shall make arrangements for seafarers to examine their contracts of employment and the articles of agreement before and after the seafarers are signed on
- (vii) Ensure appropriate protection to seafarers by way of insurance or an equivalent measure for monetary loss that may incur as a result of failure to meet our obligations or premature discharge of the seafarer
- (viii) Maintain at all times required operational standards and adhere to relevant provisions of ISM Code and other instructions or policy matters as conveyed by the competent authority from time to time.
- (ix) Provide whenever available, or on the demand of the competent authority, necessary analysis of all relevant information on maritime labour market including availability of employment on national and foreign ships for purposes of close co-operation, harmonization of policies, improvement of procedures and conditions of employment and workforce planning.