



Guidance Notes:

The Seafarer Recruitment and Placement Services (Maritime Labour Convention 2006) (Guernsey and Alderney) Ordinance, 2013

The Seafarer Recruitment and Placement Services (Maritime Labour Convention 2006) (Sark) Ordinance, 2015

These guidance notes regarding crew administration companies are issued under section 12(6) of the above Ordinances.

Section 12 was included in the Ordinance following a consultation process. It relates to a situation where a company provides crew administration services (e.g. record keeping, pay roll, etc.) in respect of one or more nominal employment businesses. The main purpose of the section is to assist groups of companies operating in the sector that are structured in this way (normally for tax efficiency purposes), by removing the need for each employment business to register and be inspected when, in reality, the relevant services are provided by a separate company within the group.

In the above circumstances only one application would need to be completed in the name of the crew administration, and only that company would need to be named on page one of the registration form. The employment businesses in respect of which the crew administration company provides services should be listed on Part 2 of the application form, headed 'PART 2 – Crew administration companies', or, if they cannot all fit on the form, on a separate enclosed document. This would then be treated as one application and one fee only would be payable, regardless of the number of employment businesses listed. The application should be accompanied by an audit report relating to the crew administration company, and a certificate by an "approved inspector" certifying its compliance with the provisions of Regulation 1.4.

Once the application for registration has been granted a certificate of registration will be issued to the applicant, which will include a Part 2 listing the employment businesses relying on section 12 at the time of registration. It is appreciated that, over time, new employment businesses may be set up, and listed businesses may be wound up or otherwise fall out of use. Any such changes should be advised to enable up to date records to be kept. In these circumstances, an updated Part 2 of the certificate will be issued on request; an administrative charge of £25 will be payable for this service.

For further information relating to the Ordinance, please contact the **Employment Relations Service**, contact details as below.

Contact Information

For further advice

- Check www.gov.gg
- Email employmentrelations@gov.gg
- Contact the **Employment Relations Service**, Raymond Falla House, PO Box 459, Longue Rue, St Martins, Guernsey, GY1 6AF
- Telephone number: **01481 234567**