



The Office of the
Committee for
Employment & Social Security

Return to:
Seafarers, Edward T Wheadon
House, Le Truchot, St Peter Port,
GY1 3WH

Tel: +44 (0) 1481 222883

Email: seafarers@gov.gg

Application for Registration - Seafarers Recruitment & Placement Services

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

NAME & ADDRESS (of employment agency or
business, or crew administration company*)

PHONE (SWITCHBOARD/GENERAL NUMBER)

WEBSITE ADDRESS

NAMES OF MAIN AND SECONDARY POINTS OF
CONTACT

Main:

Secondary:

POINTS OF CONTACT DIRECT LINES AND MOBILES

**if the application is being made in the name of a crew
administration company pursuant to section 12 of the
Ordinance, the declaration at Part 2 of this form overleaf
must also be completed, or else the application cannot be
processed.*

POST CODE

POINTS OF CONTACT EMAIL ADDRESSES

Date of audit by approved inspector:

Copy of most recent Audit Report and Certificate
attached - Yes/No

Proposed date of first annual inspection*

**the first annual inspection must be conducted in the period
10 – 12 months after the initial audit or inspection*

APPLICATION FOR
REGISTRATION FEE :

The application fee is **£180.00**, payable at the time of application.
Please note that this fee is non-refundable

METHOD OF PAYMENT (cheque or bank transfer)

- Cheques should be made payable to the 'States of Guernsey' and attached to this form.
- Payments by way of bank transfer should be made to:

Account Number: 80403360

Account Name: Autotrans Account

Sort Code: 60-09-20

Reference: SRPS Registration

Bank: NatWest Bank Plc, PO Box 55, 35 High Street, Guernsey, GY1 4BE

Signature (on behalf of
applicant)

I understand that it is a criminal offence knowingly or recklessly to make a
false, misleading or deceptive statement in this application.

Date

Office held by signatory

FOR OFFICIAL USE

Payment received –
Yes/No

Certificate Issued –
Yes/No

Certificate Number

Date of Issue

| |
|---|
| PART 2 – Crew administration companies |
|---|

Section 12 declaration

I hereby declare that the following employment businesses/the employment businesses listed on the enclosed document* are relying on the provisions of section 12 of the Seafarer Recruitment and Placement Services (Maritime Labour Convention 2006) (Guernsey and Alderney) Ordinance, 2013.

[* delete as appropriate]

Section 12 declaration

I hereby declare that the following employment businesses/the employment businesses listed on the enclosed document* are relying on the provisions of section 12 of the Seafarer Recruitment and Placement Services (Maritime Labour Convention 2006) (Guernsey and Alderney) Ordinance, 2013.

[* delete as appropriate]

[* delete as appropriate]

| | |
|---|---------------------------|
| Name | Registered office address |
| Signed | |
| Date | |
| Office held within the applicant crew administration company (eg, director) | |

Note

The Department may request further information relating to any or all of the above businesses, pursuant to section 12(2) of the Ordinance; and any delay in providing such information on request may prejudice the timely processing of the application. The declaration must be made by a director or other senior officer of the company.

Please ensure that **all** relevant employment businesses are listed.

You are advised to read Part 2 (Registration and Inspection) and Part 6 (Offences) of the Ordinance before making this declaration, and to seek legal advice if you have any doubts as to their meaning or effect.

Note

The Department may request further information relating to any or all of the above businesses, pursuant to section 12(2) of the Ordinance; and any delay in providing such information on request may prejudice the timely processing of the application. The declaration must be made by a director or other senior officer of the company.

Please ensure that **all** relevant employment businesses are listed.

You are advised to read Part 2 (Registration and Inspection) and Part 6 (Offences) of the Ordinance before making this declaration, and to seek legal advice if you have any doubts as to their meaning or effect.

Note

The Department may request further information relating to any or all of the above businesses, pursuant to section 12(2) of the Ordinance; and any delay in providing such information on request may prejudice the timely processing of the application. The declaration must be made by a director or other senior officer of the company.

Please ensure that **all** relevant employment businesses are listed.

You are advised to read Part 2 (Registration and Inspection) and Part 6 (Offences) of the Ordinance before making this declaration, and to seek legal advice if you have any doubts as to their meaning or effect.

Note

The Department may request further information relating to any or all of the above businesses, pursuant to section 12(2) of the Ordinance; and any delay in providing such information on request may prejudice the timely processing of the application. The declaration must be made by a director or other senior officer of the company.

Please ensure that **all** relevant employment businesses are listed.

You are advised to read Part 2 (Registration and Inspection) and Part 6 (Offences) of the Ordinance before making this declaration, and to seek legal advice if you have any doubts as to their meaning or effect.