

PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THIS FORM

Please complete electronically in ENGLISH. All sections must be completed.

**1 Personal Details**

Given Name(s):	Surname/Family Name:
Date of Birth (DD/MM/YYYY):	Nationality:
National Identity No. (Passport):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Vessel Name:	

**Entity Responsible for Payment**

Company/Agent/Applicant	Name of Responsible Person:
-------------------------	-----------------------------

APPLICANT'S FULL HOME ADDRESS

CORRESPONDENCE ADDRESS FOR  
ENTITY RESPONSIBLE FOR PAYMENT

Address:		
Street/District:		
Town/City:		
County/State/Region:		
Postal Code/ZIP Code:		
Country:		
Telephone:		
Email:		

**Specimen Signatures of Applicant**

Note: Please ensure that the signatures are completely **within the borders of the spaces provided**. Please sign in **BLACK INK**. Failure to comply will invalidate the application.

--	--

## 2 Details Of Qualifications Held

### 2.1 Catering Qualifications / Experience:

#### 2.1.1 Ship's Cook Qualifications:

Do you hold a Certificate as a Ship's Cook? Yes  No

If Yes please provide the following details below:

Certificate Issued by: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Date of initial issue (DD/MM/YYYY): \_\_\_\_\_ Date of Expiry (DD/MM/YYYY): \_\_\_\_\_

#### 2.1.2 Professional Qualifications:

Do you hold a professional qualification as a Cook/Chef? Yes  No

If Yes please provide the following details below:

Name of Certificate / Degree/ Diploma: \_\_\_\_\_

Issued by (Name of Issuing Establishment): \_\_\_\_\_

Do you have evidence of food hygiene and handling qualifications? Yes  No

If Yes please provide the following details below:

Certificate Issued by: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Qualification Level: \_\_\_\_\_ Date of Expiry (DD/MM/YYYY): \_\_\_\_\_

#### 2.1.3 Experience as a Ship's Cook/Chef:

Do you have previous experience as a Ship's Cook/Chef? Yes  No

If Yes please provide details below:

Do you have evidence of food hygiene and handling qualifications? Yes  No

If Yes please provide the following details below:

Certificate Issued by: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Qualification Level: \_\_\_\_\_ Date of Expiry (DD/MM/YYYY): \_\_\_\_\_

**2.2 STCW Certification:**

<b>Do you hold:</b> Personal Survival Techniques	(STCW Table A-VI / 1-1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Basic Fire Prevention and Firefighting	(STCW Table A-VI / 1-2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Elementary First Aid	(STCW Table A-VI / 1-3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Personal Safety and Social Responsibilities	(STCW Table A-VI / 1-4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Certificate Number(s): \_\_\_\_\_ Issued on behalf of (Country): \_\_\_\_\_

Date of initial issue (DD/MM/YYYY): \_\_\_\_\_ Date of last refresher training (DD/MM/YYYY): \_\_\_\_\_

Give details of **Seafarer Medical Fitness** Certificate held:

Date of Issue (DD/MM/YYYY): \_\_\_\_\_ Date of Expiry (DD/MM/YYYY): \_\_\_\_\_

Issuing Authority (Country): \_\_\_\_\_

**3 Declarations**

**Declaration by applicant**

I, the undersigned, declare that the information I have given is, to the best of my knowledge, true, correct and complete. I also declare that the copies of the documents submitted are true copies of genuine documents.

Name: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Signature

**Declarations by Company / Agent sponsoring application**

I, the undersigned, declare that the applicant described in this application and whose documents, or copies, are attached is proficient to act as a ship's cook on a Cayman Islands vessel.

Name: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Position: \_\_\_\_\_

Signature

**4 Checklist of Essential Documents and Actions**

DOCUMENT	Tick (if enclosed or confirmed)	OFFICIAL USE ONLY
Professional Qualifications	<input type="checkbox"/>	
Food hygiene and handling qualifications	<input type="checkbox"/>	
Evidence of experience as a Ship's Cook	<input type="checkbox"/>	
Passport	<input type="checkbox"/>	
Other National Identity Document	<input type="checkbox"/>	
STCW Basic Training Certificate of Proficiency / Refresher Certificates (as applicable)	<input type="checkbox"/>	
Signed Declaration by Applicant (Section 3)	<input type="checkbox"/>	
Signed Declaration by Company / Agent sponsoring the application	<input type="checkbox"/>	
Guidance Notes read and understood	<input type="checkbox"/>	
Email form and attachments to 'technical@cishipping.com'	<input type="checkbox"/>	

**PLEASE SELECT PAYMENT METHOD BELOW**

Payment Method - Online (Preferred)	<input type="checkbox"/>	
Payment Method - Credit Card (US\$) Authorisation Form completed	<input type="checkbox"/>	
Payment Method - Wire Transfer	<input type="checkbox"/>	

**5 Dispatch/Courier Address**

Address: \_\_\_\_\_

District: \_\_\_\_\_

Town/City: \_\_\_\_\_

County/State/Region: \_\_\_\_\_

Postal Code/ZIP Code: \_\_\_\_\_

Country: \_\_\_\_\_

**6 Guidance Notes for the Completion of this Application form**

**Please ensure that you read and understand these notes before completing the form.**

Please complete this form electronically, print and sign in black ink and then submit the scanned copy. If a section is not relevant to your application enter NIL.

**ENSURE YOU COMPLETE THIS FORM IN FULL – FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED**

Please enclose copies of all documents necessary to establish your eligibility for a Cayman Islands Recognition of Qualification as a Ship's Cook. You must send **COPIES** of all documents and not original documents.

**SECTION 1: Personal Details**

Enter the applicant's personal details in the boxes provided. The applicant's name should be given in FULL and should be given in the same format as appears in the applicant's passport.

Dates should be given in the format **DD/MM/YYYY**, e.g. 19 September 1972 should be written as 19/09/1972.

The home address where the applicant normally resides should be included, an applicant's address "care of" a manning agent or other company cannot be accepted. Additionally, the address and details of the company or agency sponsoring the application should also be provided.

**SECTION 2: Details of Professional Qualifications Held**

**Catering Qualifications / Experience:** Please submit electronic copies of all documents included in support of your application. All pages of documents submitted in support of the application must be included.

Enter the details in these sections as appropriate (Ship's Cook Certificate; Professional Qualifications as a Cook/Chef; Experience as a Ship's Cook) and include a copy of all pages of the certificates / diplomas with your application. If you have experience as a Ship's Cook please submit evidence of this experience including records of sea service.

Please also submit evidence of training in food hygiene and handling. If this is covered by the course / degree / diploma and not mentioned on the certificate please provide evidence such as from the course syllabus.

**STCW Certification:** To be eligible for a Cayman Islands Recognition of Qualification as a Ship's Cook you must hold valid Basic Safety Training certification issued in accordance with STCW Code section A-VI/1.2. Please submit copies of all four certificates or a Certificate of Proficiency in Basic training. We also require documentary evidence in accordance with STCW Code Section A-VI/1.3 that the following training or updated/refresher training has been completed within the last five years:

1. Proficiency in Personal Survival Techniques (PST) STCW A-VI/1-1, (recognised equivalent pre 31 January 2000: Basic Sea Survival);
2. Proficiency in Fire Prevention and Fire Fighting (FP & FF), STCW A-VI/1-2 (recognised equivalent pre 31 January 2000: MNTB 2 Day Fire Fighting Course);

**Medical Fitness Certificates** are required to be valid for a minimum period of three months at the time of application. Medical certificates issued by, or on behalf of a country listed within Cayman Islands Shipping Notice [05/2011](#) (as amended) are considered acceptable for service onboard Cayman Islands ships. Such certificates should be issued in accordance with Regulation I/9 of STCW.

### SECTION 3 Declarations:

**Guidance for the applicant:** Please read the declaration carefully. **Only the applicant may sign this declaration, signatures of others on behalf of the applicant cannot be accepted.** Once you are sure the information is, to the best of your knowledge, correct, true and complete, and the documents submitted are true copies of genuine documents, you should sign the declaration with your usual signature including the date.

**Guidance for companies / agents sponsoring the application:** You may countersign the application if:

- You are a representative of a company employing, or intending to employ, the applicant for service onboard a Cayman Islands vessel;
- You are the representative of a manning agency intending to supply the applicant to a company for service onboard a Cayman Islands vessel.

### SECTION 4 Checklist of Essential Documents and Actions:

Nil

### SECTION 5 Dispatch/Courier Address:

Please enter the most convenient address in order for us to courier/dispatch the Recognition Document.

### Additional Notes for Submitting Electronically

Please complete this form electronically, print and sign and then submit a scanned pdf copy to [technical@cishipping.com](mailto:technical@cishipping.com) along with all supporting documentation as applicable (Section 4 Checklist refers).

The total file size for the email must remain below 5MB. Scans of documents are to be sent as pdfs.

### Payment Method

Once your application has been processed our Accounts department will email the entity as detailed in Section 1 to request payment online using the following link [Pay Invoice](#). Please note that you will require the Invoice number and either the Invoice Pin # (found on the Invoice) or the Vessel Name to pay online.

Alternative payment methods can be found at [www.cishipping.com/forms](http://www.cishipping.com/forms) under "Finance & Accounting".