



MARITIME INDUSTRY AUTHORITY

07 August 2018

MARINA ADVISORY NO. 2018-22

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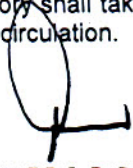
TO : ALL SEAFARERS, SHIPOWNERS, MANNING AGENCIES,
MARITIME TRAINING INSTITUTIONS (MTIs), MARITIME
HIGHER EDUCATION INSTITUTIONS (MHEIs), PRACTICAL
ASSESSMENT CENTERS, OTHER ENTITIES AND
INDIVIDUALS CONCERNED

SUBJECT : **GUIDELINES ON THE DISPOSAL OF UNCLAIMED
SEAFARERS IDENTIFICATION AND RECORD BOOK (SIRB)**

To address the lack of storage, notice is hereby given to all concerned that unclaimed SIRBs will be disposed in accordance with the following guidelines:

1. The Maritime Development Service (MDS), this Authority, through its Seafarers Certification, Documentation Division (SCDD) and its Satellite Offices, shall keep all unclaimed SIRBs on active file for a maximum period of six (6) months reckoned from the date of its issuance.
2. All SIRBs left unclaimed beyond the 6 month period shall be classified as inactive and will be transmitted to the MARINA Central Office' General Services Division (GSD) for proper disposition.
3. Within the given 6 months period on active file, concerned seafarers will be given two (2) notices to claim their SIRBs:
 - a. The first notice will be sent to the applicant-seafarer at his given address, copy furnished his/her manning agency, after one (1) month from the scheduled date of release of the SIRB;
 - b. The second and final notice will be sent one (1) month prior to the lapse of the six month period.
4. Concerned seafarers will be required to re-apply for new SIRB and pay the corresponding processing fees in the event that their unclaimed SIRBs were declared inactive and disposed.

This Advisory shall take effect immediately after its publication once in a newspaper of general circulation.


REY LEONARDO B GUERRERO
Administrator

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Business Mirror

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