

MARINA/MRO LETTERHEAD

(Insert Date)

(Insert Name of Company)

(Insert Address)

SUBJECT : APPROVAL OF REQUEST FOR SUPERNUMERARY

This has reference to your letter dated (insert date of letter), requesting for the approval of [supernumerary/ies] on board the vessel (insert name of vessel), as follows:

No.	NAME/S	NATIONALITY	PURPOSE OF STAY ON BOARD
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
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Relative thereto, this Office has **no objection** to the request **provided that the safety and security of the vessel and personnel onboard are ensured**. Likewise, the following conditions, in addition to other specific instructions from this Office, shall be observed:

- a. That the supernumeraries shall not perform any of the functions of the Officers and crew members, nor interfere with the operations, management, and safe maneuvering/navigation of the ship;
- b. That the ship shall be equipped with sufficient life-saving appliances and personnel protective equipment to accommodate the [supernumerary/number of supernumeraries] onboard;
- c. That the company shall ensure that appropriate and decent [accommodation/s] [is/are] provided for the [supernumerary/ies] onboard;
- d. That the company shall be responsible for the actions and conduct of the [supernumerary/ies];
- e. That the company shall comply with the relevant rules and regulations of concerned government agencies;
- f. That the company shall submit documentation to the Maritime Industry Authority (MARINA) through MRO [...] indicating the embarkation and disembarkation dates

of the [supernumerary/ies] within ten (10) days from the date of disembarkation;
and

- g. Any non-compliance or violations of the terms and conditions shall result in the cancellation or revocation of this letter approval.

Issued at [insert location], Philippines this _____ day of _____.

This authorization shall be valid until _____.

Please be guided accordingly.

Very truly yours,

(Insert Name of OIC/Regional Director)
(Position)
(Insert Region)