ANNEX I

(Company Letterhead and Logo)

Date: _____

MR. JOSE LOUIE B. BANUA
Director II
Manpower Development Service
Maritime Industry Authority

Dear **Director Banua:**

Hereunder are the names of **(Name of Company)** crew member/s whose SIRB/SRB and/or SID have been extended pursuant to MARINA Advisory No._____ dated _____.

Name of Seafarer	Capacity/Position	Type of Document	Date of Expiry	Name of Ship and Ship Owner's Name	IMO Number & Flag of ship (as applicable)

For your information and reference.

Very truly yours,

_____
(Name & Signature of Authorized Official)