

Directions for use of agreement/crew list (Merchant ships etc.)

The agreement/crew list consists of six copies in a set which is to be completed as follows:

The agreement. The fulfilment of the owner/master's obligation at any time to enter into a written contract with the seafarer about the engagement appears p.t. from Order No. 848 of 15 October 2002.

Crew list. The list shall apply as a document of service according to the rules regarding signing on/off of seafarers in force at any time, p.t. Order No. 1029 of 4 December 1996. For the master the crew list shall be completed by the shipping company. The form shall be kept in the crew list and should be used to report to the Danish Maritime Authority. The lines A, B, D, L, N and P, indicated by shadings, must be filled in.

a. Commencement of service.

Line A. The name shall be in accordance with the passport/dischagebook.

ID-No. shall be inserted for Danish as well as for foreign seafarers having a Danish ID-No. For other seafarers write date and year of birth using six digits, e.g. for 7 February 1929, write 070229.

M/F: State whether the seafarer is a man or a woman.

Line B. In the space marked "Rank or rating" the designation of occupation, as requested in the Safe Manning Document, shall apply.

Line C. "The agreement applies to trade in/between" can be used for the ship's navigational limit, or for a definite voyage. When undergoing the medical examination, the seafarer has been found fit for work in limited areas only, the agreement shall apply at the very outside to this area.

Line D. "Fit for lookout duty" is to be completed only for the multi-purpose crew or the deck crew. In the space marked "Cert. of competency etc." state the nature of certificate of competency and certificate of proficiency, basic course or concluding course for ship's assistants etc. For foreign officers serving on board ships registered in the Danish International Register of Shipping, state also STCW-regulation endorsement of the certificate. The required information in the space marked "Medical examination expires", see the seafarer's Health certificate.

Line E. For seafarers domiciled in Denmark, insert address entered in the national register.

Line H. If wages run from a date prior to that on which service commences (cf. line L), this must be stated. Designations such as "from departure", meaning the day on which the seafarer leaves to join the ship, may also be used. Where a definite amount per day is agreed, as in the case of "runs", substitute "per day" for "per month". Seniority increment may be added in case wages in a collective agreement include this supplement. Otherwise insert seniority increment in line I, where in any case the date from which the seniority of the seafarer concerned runs, shall be given. In the space "Company employed" mark with a cross yes or no, and if yes state the date of company employment.

Line I. "Specially agreed place of discharge" and "Special terms of notice" are to be filled in when special agreement has been entered. If a special agreement has not been entered, a collective agreement, or in the absence hereof, the general provisions of the Seamen's Act shall apply.

Line J. If the agreement has been entered on the basis of collective agreement, state which. Other terms of agreement, please state.

Line K. Must be completed and signed by the seafarer and the owner/the master, or by a person authorized by the owner/the master.

b. Signing on.

Line L. Must be completed and signed by the master on the day when service commences. If the seafarer is not on board at the time stipulated, insert "failed to join".

After signing on, the copies of the agreement numbered 1-6 are to be dealt with as follows:

- No. 1** deliver to the seafarer, if part of the agreement is used
- No. 2** forward to the shipping company
- No. 3** forward before ship's departure to the DANISH MARITIME AUTHORITY
- No. 4** insert in the crew list
- No. 5 and 6** keep on board for the purpose of the seafarer's discharge.

c. Signing off/dischage.

On discharge complete the appropriate spaces in copies Nos. 4, 5 and 6. The same shall apply to copy No. 1 if it is used and produced.

Line M. By notice is meant termination of engagement by either party with duly given notice in accordance with the conditions of the agreement, or in the absence hereof, according to the Seamen's Act.

By dismissal is meant that the engagement unilaterally and without observation of the term of notice is brought to an end by either party. It normally means immediate discharge, or discharge at the first port of call.

The space is to be completed for company employed seafarers if the engagement to the company is to terminate.

Indicate by a cross if it is notice or dismissal and whether the notice or dismissal is at the request of the seafarer, the owner or the master. When dismissed state the relevant provision in the Seamen's Act.

Designations such as "Denmark", "North European port" or "any port" may in the circumstances be used. In some cases the date of discharge cannot be stated precisely owing to uncertainty as to the ship's position when the term of notice expires. The designations such as "as soon as possible" or "on first call at North European port" can be used. The spaces are to be signed by the seafarer as well as the master.

Line N. State date and place of termination as well as the reason. If an incident occurs that causes discharge after notice is given, state this e.g. by a cross in the square "Sickness/injury". The correctness of the particulars shall be certified by the master in the signature space.

On discharge copy No. 1 and copies Nos 4-6 are to be dealt with as follows:

- No. 1** redeliver to the seafarer if the agreement is used and produced
- No. 4** remove from crew list
- No. 5** forward to the shipping company
- No. 6** forward before ship's departure to the DANISH MARITIME AUTHORITY.

d. Special Rules for young people placed in family care.

The crew list is to be filled in for young people placed in family care by the public authorities according to the Ministry of Social Affairs' provisions regarding special assistance to children and young people.

In line J state "no duty (family care)".

Lines H, I, K, M, O and P are not to be filled in. Forward copies 3 and 6 to the DANISH MARITIME AUTHORITY at the beginning and termination of family care on board, respectively.

e. Special rules for persons accompanying the ship without performing any duty.

The crew list may be filled in for accompanying persons with no duties on board (members of family etc.). Use here only copy No. 4 that is to be kept in the crew list during any stay on board. In line L state "no duty". The lines H, I, K, M, O. and P are not to be filled in.