

# VANUATU MARITIME SERVICES LIMITED

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October 24, 2012

## FLEET / SAFETY LETTER 08094.GEN

### RE: CONFIRMATION OF RECEIPT APPLICATIONS (CRA)

Due to the increased demand for **Confirmation of Receipt of Applications (CRA)**, all Deputy Commissioners and Special Agents are authorized to issue CRAs. Hopefully this will preclude problems with Port State Control agents concerning seafarer documentation and reduce the time lag between issuance and receipt of original CRAs.

- A CRA will be issued only if the application is complete.
- **ALL** sections of the application **MUST** be completed and signed by the seafarer and the authorized manning personnel, or owner.
- Medical reports, including drug and alcohol test results, must be included with the application.
- Copies of all required course completion certificates, licenses, endorsements, proof of sea time, etc., must be included with the application.
- Fees for CRAs are to be paid directly to the issuing Deputy Commissioner or Special Agent in US Dollars or local equivalent as specified by the local representative.
- All original applications with a copy of the issued CRA are to be sent for further processing to:

**Vanuatu Maritime Services Limited**  
**42 Broadway, Suite 1200-18**  
**New York, NY, USA 10004-1617**

Neither the Deputy Commissioners nor the Special Agents will be liable for any missing documents or lost applications.

#### CRA FEES:

Up to 4 seamen: \$25.00 per person, per ship, with a minimum of \$100.00 per CRA. Five or more add an additional \$25.00 per person, per ship.

Please check the website for a listing of Deputy Commissioners and Special Agents.

Donald J. Sheetz  
Executive Vice President

**Website: [www.vanuatuships.com](http://www.vanuatuships.com)**

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