

**COMPANY'S NAME / LOGO (LETTER HEAD)**

The Director of Marine,  
Marine Department,  
Ministry of Communications,  
Serasa, BT 1728  
Negara Brunei Darussalam

Date:

Dear Sir,

**APPLICATION TO SIGN ON / SIGN OFF**

We refer to the above matter.

We would like to apply sign on / sign off crew as following:

**Name of Ship:**

**Flag:**

**Contact person:**

**Next port of Call:**

**Date of Arrival:**

**Date of Departure:**

**Sign On / Off date:**

No	Name of Seafarer	Rank	Date of Birth	Nationality	Passport No	Expiry Date	Discharge Book	EOR/CRA/PTE No

**Applicant's Declaration:**

I hereby declare that the particulars in this application are correct and true to the best of my knowledge and belief and that the documents submitted are true.

Yours faithfully,

[ ]

Authorised Agent's signature, name and stamp.

CC: THE SENIOR IMMIGRATION OFFICER, BRUNEI INTERNATIONAL AIRPORT

THE SENIOR IMMIGRATION OFFICER, KUALA BELAIT

THE SENIOR CUSTOMS OFFICER, KUALA BELAIT

THE SHIPPING SECTION, KUALA BELAIT