AIR BORNE
RECRUITING PVT. LTD.

Crew Debriefing Checklist

Pre-Embarkation - Carry the Following in Your Hand-Baggage When Travelling & Embarking the Ship:

- ☐ Original Passport
- ☐ Police Clearance Certificate (New Hires only)
- ☐ Signed Contract/Letter of Employment/RCL Letter For (Only for Rehires)
- ☐ Original Indian Seaman's Book or Seaman book application
- ☐ Original STCW' 1978 certificates (5 yrs. validity):
  - Basic Safety Training (Certificate of Proficiency in PST, FPFF, EFA & PSSR)
  - Designated Security Duties
- ☐ E-migration letter (provided by AirBorne)
- ☐ FLIGHT TICKET
- ☐ Uniforms (per cruise company guidelines)
- ☐ Please remember to arrive to your vessel at 8am on embarkation day smartly dressed (smart business attire).

After Disembarkation:

- ☐ As soon as you reach India (after sign off), please **DO NOT** forget to send us email with your Sign off details **(ship name, sign off date, sign off port)** as the same has to be updated in DG Shipping website which is **Mandatory**. Else, we will **NOT** be able to sign on in DG website for your next contract.
- ☐ Please update your contact details, especially phone numbers within 15 days of signing off in order to process for re-joining.
- ☐ Passport must be valid for at least 15 months plus 4 blank pages (facing each other) for next embarkation. If not, please apply for a new passport as soon as you return back from ship.
- ☐ As soon as you receive your next assignment date, kindly report office/email us for visa renewal (in case if any).
- ☐ In case of any query regarding re-joining date or any specific requests, please contact us and will action accordingly. **Nb:** Your Company HR requires all crew enquiries to be routed via manning agents ONLY.

12/04/2024

If you have disembarked the vessel for below reasons:

- **On Emergency:** Please provide **Justifying Documents** **within 15 days**. Failing which you will be marked as UNAVAILABLE and may not be considered for re-joining. For more information on which justifying documents, please contact Air Borne.
- **Medical Reason:** Please **contact us within 10 days** for guidance on your medical procedure. You will only get a re-joining date after you clear your medical.

MUMBAI – Head Office	GOA – Branch Office
Air Borne Recruiting Pvt. Ltd. 5 Queens Mansion, 1st Floor, 44 A.K. Naik Marg, Fort, Mumbai – 400001 Tel: (+91) 22 4036 2100 Sandesh Kambli/ Smitha Paradkar/ Swenol Gonsalves/ Jessel Dsouza sandesh@airbornerecruiting.com smitha@airbornerecruiting.com swenol@airbornerecruiting.com jessel@airbornerecruiting.com www.airbornerecruiting.com	**Air Borne Recruiting Pvt. Ltd.** 302/306 Cross Roads Avenue Next to Goa Bottling Factory Eastern Express Bypass Margao Goa 403 601 Tel: (+91) 832 274 3006 /7/ 8 Finidi Ferrao finidi@airbornerecruiting.com www.airbornerecruiting.com

- **Very Important:** In case if you miss the flight/not allowed to board the flight for any reason, please contact us on below travel emergency #'s / cruise line company emergency # (refer Contract/LOE for phone #'s) in order to get necessary assistance.

Travel Related Emergency #'s ONLY – after regular office hours and on weekends
(+91) 97698 55665 / (+91) 99306 76162

Crewmember's Sign : _____

Date : 12th APRIL 2024

भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

Dated 01.08.2019.

F. No. CR-18/MISC(22)/2019

Crew Branch Circular No. 05 of 2019

Subject: Jumping of ships by Indian Seafarers on Cruise Ships in ports in USA.

The Directorate General of Shipping has received several complaints from Recruitment & Placement Services License companies intimating that some Indian seafarers working on cruise ships are intentionally jumping ships, particularly in ports of USA. This is a criminal act and due to this unscrupulous behavior of a small number of seafarers the job prospects for Indian seafarers on cruise ships are being adversely affected.

2. The matter has been considered by the Directorate General of Shipping and it has been decided that upon receipt of a formal complaint from the employer or the approved Recruitment and Placement Services about jumping of ships by Indian Seafarers (accompanied with a formal complaint filed with the local police authorities) following action against the seafarer will be initiated;

i. The privileges given to the seafarers in the e-governance system of the Directorate General of Shipping will be blocked and the seafarer will not be allowed to use the e-migrant system ;

ii. The Shipping Masters will be informed to take necessary action for cancelling the seafarers CDCs and the CDC will be cancelled within 24 hours of the receipt of communication by them; and

iii. Such cases will be referred to the Ministry of External Affairs for cancellation of the seafarer's Passport by the concerned passport office, under an intimation to the Directorate.

3. The RPS having such cases are required to intimate this Directorate with details of such seafarers in the following format for further necessary action accordingly:-

Name of the RPSL company & No.	Name of the seafarer	INDOS No.	CDC No.	Passport No.	Date of Engagement	Date of desertion

4. This issues with the approval of the Director General of Shipping, Government of India.

(Subhash Barguzar)
Deputy Director General of Shipping

KISHAN SHERBAHADUR CHAND

12th APRIL, 2024

बीटा बिल्डिंग, 9वीं मंज़िल, आई थिंक टेक्नो कैम्पस,कांजूर गाँव रोड, कांजूरमार्ग (पूर्व) मुंबई- 400042
9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042
फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-25752029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

AIR BORNE
RECRUITING PVT. LTD.

STCW Certificates Declaration Form

Dear Sir/Madam,

I, ~~Ms~~/ Mr, KISHAN SHERBAHADUR CHAND hired as Commii Chef, by the Principal (Company Name) DISNEY CRUISE LINE, hereby state that I have attended STCW 2010 + DSD Training Courses at (Institute Name) OCEANA MARITIME INSTITUTE an Institute approved by the Directorate General of Shipping in India.

I understand that if my STCW Certificates are found out to be fake or fraudulently obtained (eg, by make an illegal payment to a third party and obtaining STCW certification without attending the courses), then I fully accept the following consequences:

- Employment with (Company Name) DISNEY CRUISE LINE will be terminated immediately.
- All repatriation costs will be at my own expense — return flight, visa fees, port agent handling fees, Safeguarding fees (if applicable).
- (Company Name) DISNEY CRUISE LINE and Airborne will report STCW + DSD falsification records to the Directorate General of Shipping in India, which as I have been given to understand, is a criminal offense in India, and could involve the suspension of my Indian Seaman's Book (effectively the end of my career on ships).

Name : KISHAN SHERBAHADUR CHAND (Print)

(Signature)

Date: 12th APRIL, 2024

DGS Notice – Dangers of Jumping Ship

Dear Crew,

Before you embark on your cruise line contract, it is important that you are aware of the dangers of ship jumping / absconding from the vessel

The cruise line industry and Western governments are very serious about taking action against crew who "jump ship" and/or overstay their visas. In response, India's Directorate General of Shipping has issued the attached notice - please read it carefully.

In addition to the repercussions listed in the DG notice, below some of the dangers that ship jumpers face:

- A foreign national who enters a country illegally can be both convicted of a crime and held responsible for a civil violation. Illegal entry also makes it impossible to later immigrate legally.
- Living abroad illegally, you are constantly trying to avoid getting caught, and the few jobs available without documentation offer sub-standard wages, with no access to legal protections.
- As an illegal immigrant, you will face a dilemma of whether or not you should report any crime against you for fear of being deported.
- Without health insurance, it can be very expensive to treat any illness in Western countries.
- Without an identity, if you have been seriously injured, authorities will not be able to inform your relatives back home.
- As an illegal immigrant, if you are accused of a crime, the consequences are much tougher to deal with, and, if convicted, you can be imprisoned for long periods without hope of parole or supervised release.
- If you jump ship, get caught and are deported, you will never get a ship joining visa again. In addition, you may never get even a tourist visa to places in the Schengen zone, the USA, UK, Australia and Canada.
- As an illegal immigrant, you would be thousands of miles away from your family with no way to visit them without giving up your life in your "adopted" country. Ship jumpers go years without visiting their loved ones.

So make the most of your time onboard the ship to earn and save money, **see the world, and advance in your careers**. And at the end of your contract, come home to your loved ones with dignity. It is far better to be a TIGER in your own country, than to live as an illegal immigrant in a foreign land.

Best regards,

Airborne Recruiting Pvt. Ltd.
Mumbai: 022-40362100
Goa: 0832 272 0900
www.airbornerecruiting.com
www.facebook.com/airborne.recruiting

KISHAN SHERBAHADUR CHAND

12th APRIL 2024

RPSL-MUM-271

Next of Kin Form	AIR BORNE RECRUITING PVT. LTD.		
Doc No.: SER-F-14	Revision: 2	Revised: 01/Feb/17	Page 1 of 1

Last Name: CHAND		First Name: KISHAN	
Maiden/Other Name:		Citizenship: INDIAN	
Date of Birth: 07th JUNE, 1997		Place of Birth: MUMBAI	
Passport #: V5059906		Expiry Date: 21st DEC, 2031	
Marital Status: ☑ Single ☐ Married ☐ Separated ☐ Divorced	Children ☐ Yes ☐ No	# of Children:	

In case of my death while under contract with my cruise line employer, I would like the compensation, per my employment contract (SEA) and/or collective bargaining agreement (CBA), to be distributed to my next of kin as follows:

Next of Kin	Date of Birth	Tel/Cell #	% to give
Relationship: VASUDEVI CHAND	25/06/1969	8169441719	50%
Full Name: VASUDEVI SHERBAHADUR CHAND			
Address:			
Relationship: MOTHER	25/06/1969	8169441719	50%
Full Name: VASUDEVI SHERBAHADUR CHAND			
Address: MILIND NAGAR PREMIER GATE No:- 06 KURLA CARSHED ROAD KURLA (W) MUM :- 400070			
Relationship: BROTHER	07/06/1996	9594032979	50%
Full Name: SURESH SHERBAHADUR CHAND			
Address: SAME AS ABOVE			
Relationship			
Full Name:			
Address:			
Relationship:			
Full Name:			
Address:			

(To list more kin, please attach additional pages.)

Signature: Kishan

Right Thumb Print:

Date & Place: 12th April 2024 MUMBAI

Prepared by: Serafina Auster, MR, 01/Feb/17	Approved By: Joydeep Singapuri, Director, 01/Feb/17