



Tuesday, January 23, 2024

Letter Of Intent

Dear **Mr. Stephen Ng'ang'a Mwangi**,

We are delighted to express our sincere congratulations for successfully completing our recruitment process: **Bravo!**
You have been shortlisted as a new potential member of MSC Cruises family.

Through this letter we confirm our interest to hire you onboard one of our ships, according to the following conditions and subject to your full compliance and adherence with the below listed qualifications.

A. Contract Specifics

Position:	Asst. Bartender
Monthly Net salary:	1,122.00 US Dollars – net per worked month
Contract Length:	The contract length offered by MSC Cruises for this position is 8 months (+30 days/- 30 days), with a leave period of 2 months (unpaid holidays) between consecutive embarkations.
Contract Employer:	Your employment with MSC Cruises will be disciplined through a Seafarer Employment Agreement (SEA) that will be stipulated through MSC Malta Seafarers Company Limited – Upper Vaults 4, Valletta Waterfront, Floriana FRN 1914, Malta.

B. General Conditions and requirements

MSC Cruises may offer you a position on one of its ships only if you agree to the conditions below and fully comply with the administrative requirements listed in this document.

Please, carefully read this document and, whether you agree with its terms and wish to be considered for Employment, **send us back its signed copy within 48 hours from the date of the letter.**

Once accepted to join us, the Crew HR Coordinators will schedule your embarkation date based on MSC Cruises crew rotation needs, on your availability, and the documents preparation process you are invited to complete as specified below.

C. General information about the Employment Terms

The onboard rotation can be settled, at the time of scheduling, for a shorter period of employment, in accordance with on-board turnover and seafarer needs, at sole discretion of the Employer.

The Employment formally starts on the embarkation day. During the onboard period, the Employer has the right to tranship any crewmember, whether necessary for business requirements, up to two times.

The working shifts, defined by the onboard ship management, may go up to 11 hours per day, with a maximum extent of 77 hours per week, in compliance with the Maritime Labour Convention 2006. Working days include weekends and public holidays.

The Seafarer Employment Agreement (SEA) terms are under the collective agreement for cruise liners (ITF); kindly ask your assigned agency or us if you want to review it.

D. Document preparation guideline

If you accept becoming an MSC Family member, you will be responsible to secure all documentation needed to embark. Kindly consider the following points and the specific indication given as a guideline.

E. Personal Information Form

See attachment "Personal Information Form".

This form is used to collect your personal details & it is an editable WORLD doc.

We recommend opening and filling out the form using a laptop/desktop computer, not by using a smartphone or tablet.

Once duly filled, please save the form, and send it back to us in the same format.

F. Passport

Kindly provide us with:

- A colour copy of your valid passport (picture page)
- A copy of your Codice Fiscale (for Italian applicants only!)

The residual passport validity should be at least 18 months from the receiving day of this letter of intent.

G. Medical documentation

See attachment "PEME A & B".

To formalize your Employment, you must complete a detailed Pre-Employment Medical Examination with any national medical facility/physician or by centres for seafarers approved by your local maritime authorities. In addition, the analyzing physician should declare you medically fit for the position.

Its requirements are as follows:

- Every field to be duly filled in,
- Duly signed by the seafarer,
- Date of issue and date of expiry reported clearly,
- Stamp of the filling doctor visible,
- Duly signed by the relevant doctor.

Kindly consider that this document has a maximum validity of 24 months.

H. Record of vaccination

See attachment "Record of vaccination".

Your doctor (local medical facility/registered physician) must fill in and sign the form.

Record of Vaccination must mandatorily include records of vaccinations against the following childhood-related, infects-contagious illnesses:

- MMR (Measles, Mumps, and Rubella) – universal 3-in-1 vaccine*
- Chickenpox – universal

*Note: MMRV (Measles, Mumps, Rubella, and Chickenpox) – a universal 4-in-1 vaccine can replace both individual vaccinations.

The International Certificate of vaccination or revaccination issued by your local Ministry of Health is also accepted.

Kindly note:

- whether not tolerating any of the above-requested vaccines (due to documented allergy to any of its components), please provide a valid certificate/note as proof.
- No exceptions will be accepted. Such a requirement applies to every crew member, who will not be allowed to board the vessel without confirmed proof of immunizations and vaccinations.

I. Any other valid vaccination certificate

Should you have any other valid vaccination certificates, such as yellow fever, Covid-19 (and related documentation), please forward copies of these with the other certifications.

J. General consideration on Medical Documentation

The cost of medical examinations is the responsibility of the applicant.

Failure to pass the pre-boarding medical examination precludes the possibility of embarkation. MSC Cruises and its representatives will not be liable for any loss you may incur due to your failure to pass the medical examination.

For this reason, we highly recommend to self-assess your health conditions before you take any step through the medical examination process (such as resigning from your current Employment).

The PEME forms can be filled out by any national medical facility/physician or by centres for seafarers approved by your local maritime authorities. However, we suggest that you process your medical examinations before applying for any STCW training and incur its costs.

K. BST/STCW Courses

You must demonstrate that you hold the requested certifications of the following STCW courses issued by recognized worldwide training centres.

You can find the lists of authorized issuing centres on your local transportation ministry or coast guard websites.

1. **Personal Survival Techniques A-VI/1-1**
 - REGULATION VI/1 OF THE IMO STCW CODE, PARAGRAPH 2.1.4 OF THE STCW'78, SECTION A-VI/1, TABLE A-VI/1-4 IN COMPLIANCE WITH IMO MODEL COURSE 1.21
2. **Fire Prevention and Fire Fighting A-VI/1-2**
 - FIRE PREVENTION AND FIRE FIGHTING: REGULATION VI/1 OF THE IMO STCW CODE, PARAGRAPH 1 OF THE STCW'78, SECTION A-VI/1, TABLE A-VI/1-2 IN COMPLIANCE WITH IMO MODEL COURSE 1.20
3. **Elementary First Aid A-VI/1-3**
 - ELEMENTARY FIRST AID: REGULATION VI/1 OF THE IMO STCW CODE, SECTION A-VI/1, TABLE A-VI/1-3 IN COMPLIANCE WITH IMO MODEL COURSE 1.13
4. **Personal Safety and Social Responsibilities A-VI/1-4**
 - PERSONAL SURVIVAL TECHNIQUES: REGULATION VI/1 OF THE IMO STCW CODE, SECTION A-VI/1, TABLE A-VI/1-1 IN COMPLIANCE WITH IMO MODEL COURSE 1.19

5. Security Awareness Training for seafarers
6. Crowd Management A-V/2
7. Crisis Management A-V/2

The above-reported certificates must explicitly refer to the "STCW 78 code as amended" or the STCW 2010 code. The certificates must comply with the following requirements:

- Name of Training Centre clearly shown.
- Issuing date (MSC Cruises flag state recognizes a maximum validity of 5 years)
- Recognition of Maritime Authority reported on each Certificate

The Maritime Authority/Institution recognizing the Certificates must operate and be in the same Country of the Training Centre (example: Training Centre located in Rome and recognized by the Italian Maritime Authority).

You will bear the cost of these certificates, and MSC Cruises will not be liable for any expense you may incur in obtaining or seeking to obtain the Compulsory Qualifications.

L. Immigration Visa

MSC Cruises doesn't require its candidates to hold any specific Immigration VISA as a mandatory hiring prerequisite but sharing a copy of any valid ones you might have is highly appreciated.

Everyone, who needs a Visa to embark (i.e., Schengen VISA or US C1/D VISA) on the assigned ship, will receive instructions from the Crew Hr Managers office about this need; the candidate will have to manage autonomously for the Visa issuing requirements.

The embassy or consular VISAs fees are being refunded once on board. Therefore, keep the original receipts and give them to the Purser in charge of its processing.

Beware: any agency or mediation cost and travel expense afforded to proceed with the VISA application and its obtention is not refundable.

M. National Seaman Book (optional)

Seaman Book is not mandatory.

Please share a copy with us if you have a valid National Seaman Book.

N. A 4x4 photo (JPEG format)

You must provide one photo with your other documents:

- Submit a color photo, taken within the last 6 months
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for photo purposes.
- Use a plain white or off-white background.

O. 8. Application for Panama Seamen's Book form

We require each embarking crew member to apply for the issuing a Panama Seamen Book.

Please see attachment "Application for Panama SB".

Kindly fill in only the following sections of this Annex:

- Registry/personal data (Section 1-2-3)
- Clear signature

P. Documentation Notes

When travelling to reach and embark on the assigned ship, bring all the original documentation (Passport, Seaman's book, STCW Training certificates, medical forms).

Never leave the documentation behind; if asked to provide evidence of a document, supply copies of them, keep the original with you. Without original documents, you won't be accepted on board by the Ship Command.

Due to cyber security reasons, we cannot receive information and files by using external weblinks or connecting to the cloud or remote drives.

Please send your files as email attachments using only the following file extension: DOC, PDF, or JPEG.

Before sending the files, please **rename them as specified in this Letter of Intent**.

Once we receive the required documents, the MSC Cruises Crew department will consider you available for onboard scheduling and contact you with relevant embarkation details.

We invite you to provide soonest the above requested documents and stay in contact with us for any other related needs.



Q. Travel

MSC Cruises provides every travelling crew member (for embarkation, debarkation, trans-ship purposes) with prepaid flight tickets, any hotel accommodations as needed, and transfer services in the port of embarkation/debarkation.

We try to book "Seaman's Ticket fares" when booking your travel, including a 40 Kg baggage allowance.

However, the "free" baggage allowance may be limited to 23 kilos on local or regional flights; bear this in mind when handling your luggage.

Travel arrangements include tickets and services from/to the international airport nearer your residence.

Any travel cost will be at your own expense if debarkation occurs for disciplinary actions or personal reasons and breaches the minimum contract duration.

Finally, together with the flight ticket, MSC Cruises issues the Guarantee Letter, a document proving that you are travelling as a seafarer (to be shown to the authorities upon request).

R. Validity of This Letter Of Intent

As set out above, this letter is not an employment contract and does not create any legal, contractual, or employment relationship between you and MSC Cruises. Employment is formally offered whether satisfied the terms defined in this document, and it's strictly subject to the operational requirements of MSC Cruises. This letter is governed by the law of England and Wales and any dispute arising out of this document will be referred exclusively to the Courts of England and Wales.

MSC MALTA SEAFARER COMPANY LIMITED, incorporated in Malta with company number MT23234921, whose registered office is at Upper Vaults 4, Valletta Waterfront, Floriana FRN1914, Malta, acting as Data Controller, collects and processes your personal data fairly and transparently for the instauration and performance of the employment contract, in compliance with the applicable requirements of the General Data Protection Regulation Reg. (EU) 2016/679 ("GDPR"). MSC CREW SERVICES (ITALIA) S.R.L, via delle Rose, 60, 80063 Piano di Sorrento (NA) Italy, acts as Data Processor on instructions from the Data Controller. To access, rectify or delete your personal data, please write an email to privacyhelpdesk@msccruises.com. For other questions regarding privacy and data protection at MSC Cruises, you may contact the Data Protection Officer at dpo@msccruises.com.

Issuing Person Appointed only for talent acquisition purpose & procedure (on behalf of Msc Malta Seafarer company Limited or MSC Crew Services Italia S.r.l. as per Administration Service agreement)

Marco Maresca

.....For Candidate Use.....

I have read and understand this letter of intent. I acknowledge that this is not a contract of Employment and does not create any legal relationship between me, MSC Malta Seafarers Company or any company affiliated or connected thereto. I acknowledge and understand that I will only be offered Employment if I satisfy the criteria set out above and if the operational requirements allow it.

Further to this I authorize MSC Malta Seafarers Company or their representative to share my personal details with their manning agency or offices in order to process my job application.

Name : STEPHEN NGANGA MWANGI

Signature: _____

Date : 23/01/2024

Position : ASSISTANT BARTENDER