



G E N E R A L I N S T R U C T I O N S

To avoid delay in the processing of your application,
please be advised of the following:

1. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application shall not be accepted.
2. If the application is filed by the designated liaison officer, attach a photocopy of the company ID of the shipping or manning agency.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
PENALTY ON LATE FILING/NON-FILING OF FOREIGN SEAFARER'S NOTICE OF DEPARTURE
(CREW REPATRIATION)**

*Please read carefully the above-stated General Instructions before
proceeding with the completion of the documentary requirements.*

- ☐ 1. Letter of explanation addressed to the Commissioner executed by the shipping/manning company or authorized representative for failure to send an advance notice of arrival of the vessel;
- ☐ 2. Photocopy of the vessel's crew list, official receipt of payment for visa fee; and
- ☐ 3. Derogatory record verification (No Derogatory Stamp).

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____
(Name of Applicant)

_____ are complete and in accordance with the provided checklist.

Bay Service Section Evaluator:

Signature over Printed Name

Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.