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To,

OWNERS/MANAGERS, DEPUTY COMMISSIONERS (DCS),  
COMPANY SECURITY OFFICERS (CSOS), MASTERS, RECOGNIZED ORGANIZATIONS (ROS)

SUBJET: **CREW DISPENSATION LETTER**

REFERENCE: **INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCH-KEEPING FOR SEAFARERS (STCW CONVENTION), ARTICLE VIII**

### 1. Purpose

The purpose of this Circular is to inform all parties concerned that this Administration may consider a request for a Crew Dispensation Letter, when applicable standards have been met.

### 2. Application

The STCW Convention establishes that in circumstances of exceptional necessity, Administrations, may issue a crew dispensation letter; based on the analysis of the situation and provided that this does not cause any danger to persons, property or the environment. This Administration may consider a request for a dispensation in cases where the seafarer for whom the dispensation is requested is in possession of a valid Certificate of Competency (where applicable, duly endorsed) for the rank below that in which he will serve and has served in that lower rank for at least 6 months on a ship of a similar size and type to that for which the dispensation is requested.

### 3. General

- The Crew Dispensation Letter shall not exceed the validity of thirty (30) calendar days,
- Crew Dispensation Letters to Masters and/or Chief Engineers shall not be granted, unless extremely unforeseen circumstances have occurred and relevant evidence has been submitted to this Administration.
- Procedure
- Each request for a Crew Dispensation Letter should be submitted by the Owner or Managing Company to any DC or this Administration's Head Office.
- Each request should be accompanied by clear scanned copies of the following documentation:

- Application Form, duly completed,
- Supporting Documentation as per the reason of request,
- Crew List,
- Documentation of the Crew for whom the Dispensation is requested.

#### 4. Contact

Should you require any additional information, you may contact our Technical Department as provided below:

**PIC: Ayaz Burud**

**E-mail: [info@nta.gov.km/](mailto:info@nta.gov.km/) [info@comorosmaritime.org](mailto:info@comorosmaritime.org)**

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We take this opportunity to reassure that human life, marine environment and property are always considered as a priority for the Maritime Administration of Comoros which is committed to the safety of the maritime industry and the users around the world.

