[Filing Agent Letter Head]

[Address]:

[TEL]: /[FAX]:

Date: XX XXXX 20XX

International Registries (Far East) Ltd.

Dear Ms. Joey Au

Room 1803, Tung Wai Commercial Building

109-111 Gloucester Road, Wanchai, Hong Kong

Dear Sirs,

Please be advised that we are submitting the application for crewmember of M/V [Vessel Name] to apply the documents as attached.

The Vessel is owned by:

[Registered Owner Name]

[Registered Owner’s Address]

We would be most grateful if you could confirm safe receipt of this application so we may advise the vessel the application is under process.

Sincerely Yours,

[Filing Agent Company Name]

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| [Name]: [Title]:  |