

**SPECIMEN COPY**

TO  
THE SHIPPING MASTER  
GOVERNMENT SHIPPING OFFICE  
C.G.O. BUILDING NO.1  
AGRABAD, CHATTOGRAM-4100

SUBJECT: REQUEST FOR SIGNING ON & ISSUANCE OF IMMIGRATION LETTER OF  
M.V/M.T.....

DEAR SIR

WE SHALL BE HIGHLY OBLIGED IF YOU KINDLY ARRANGE TO SIGN-ON THE ARTICLE OF AGREEMENT & ISSUE IMMIGRATION LETTER IN FAVOUR OF THE FOLLOWING SEAFARER/SEAFARE. WHO IS/ARE GOING TO JOIN OUR AGENVY VESSEL M.V/M.T..... AT (.....PORT NAME) ON WITHIN (DATE.....). WE CONFIRM YOU THAT WE KEPT AND MAINTAIN ALL CREW DOCUMENTATION & ITS VALIDITY.

SL.NO.	NAME	CDC NO.	RANK	SALARY
01				

NAME & ADDRESS OF OWNER :

SHIP'S DETAILS :

WE ARE ASSURING YOUR GOOD SELF THAT THE SAID APPOINTMENT OF THE SEAFARER/SEAFARERS IS/ARE GENUINE AND IN FUTURE IF ANYTHING FOUND FAKE/WRONG REGARDING THE ENGEMENT. WE WILL BE FULLY RESPONSIBLE AND LIABLE. WE ARE ALSO ASSURING YOU TO OBEY ANY DECISION TAKEN BY THE CONCERNED AUTHORITY REGARDING THE MATTER IN FUTURE.

THANKING YOU  
YOURS FAITHFULLY

NAME:.....

CREW MANAGER

(.....MEANING AGENT'S NAME)