



DEPARTMENT OF MARITIME ADMINISTRATION  
UPPER FLOOR  
CRUISE SHIP TERMINAL  
KINGSTOWN  
ST. VINCENT AND THE GRENADINES

11<sup>th</sup> June, 2020

**TO WHOM IT MAY CONCERN**

Below are the requirements that are needed by the St. Vincent and the Grenadines Maritime Administration and shall in all cases be included in the **Seafarer's Employment Agreement (SEA) in keeping with the St. Vincent and the Grenadines Shipping (Maritime Labour Convention Regulations 2017 and the Maritime Labour Convention 2006.**

- (a) The seafarer's full name, date of birth or age, and birthplace/nationality;
- (b) The shipowner's name and address;
- (c) The place where and date when the seafarers' employment agreement is entered into;
- (d) The capacity in which the seafarer is to be employed;
- (e) The amount of the seafarer's wages or, where applicable, the formula used for calculating them;
- (f) The seafarers' hours of work;
- (g) The amount of paid annual leave or, where applicable, the formula used for calculating it;
- (h) The termination of the agreement and the conditions thereof, including:
  - (i) If the agreement has been made for an indefinite period, the conditions entitling either party to terminate it, as well as the required notice period, which shall not be less for the shipowner than for the seafarer;
  - (ii) If the agreement has been made for a definite period, the date fixed for its expiry;
  - (iii) If the agreement has been made for a voyage, the port of destination and the time which has to expire after arrival before the seafarer should be discharged;
- (i) The duration of the minimum notice periods to be given by seafarers and shipowners on ships for the early termination of a seafarer's employment agreement shall be 7 days.
- (j) The health and social security protection benefits to be provided to the seafarer by the shipowner;
- (k) The seafarer's financial security and entitlement to repatriation;
- (l) Reference to the collective bargaining agreement, if applicable;
- (m) Complaints and disciplinary procedure;
- (n) Certification (signatures) of seafarer and shipowner or shipowner's representative;
  - (i) Where the seafarer is directly employed by the shipowner the SEA should be between the seafarer and the shipowner and must be signed by both the seafarer and the shipowner or an authorised signatory of the shipowner;
  - (ii) Where a seafarer is not directly employed by the shipowner but is employed by a third party (e.g. a manning agency), the employer must be a party to the SEA. In such cases, the shipowner (or an authorised signatory of the shipowner) must also sign the agreement to guarantee that the shipowner will meet any obligations of the employer to the seafarer under the SEA;

- (iii) In every case, both the seafarer and the shipowner must have copies of the SEA signed by all the relevant parties;
  - (iv) Seafarers signing an SEA must be given an opportunity to examine and seek advice on the terms and conditions of that agreement before signing it, and have any other facilities they need to ensure that they have freely entered into the SEA with a sufficient understanding of their rights and responsibilities;
  - (v) Each SEA must therefore include a statement signed by the shipowner or their representative and the seafarer confirming that the seafarer
    - (i) has been given the opportunity to review and seek advice on their SEA;
    - (ii) has received an explanation of their rights and responsibilities under the agreement before signing it, and
    - (iii) that they have entered into the agreement freely
- (o) Seafarers financial security for contractual claims which refer to any claim relating to death or long-term disability of a seafarer due to an occupational injury, illness or hazard.
- (p) SEAs for seafarers employed on St. Vincent and the Grenadines registered vessels, together with any supporting documentation (e.g. collective bargaining agreements) should normally be in English. If for any reason this is not the case, e.g. because the seafarers on board do not speak or understand English, the shipowner must ensure that accurate English translations of each form of SEA used on board, and of any documents referred to in them, are available on board at all times for inspection by Flag State and Port State Inspectors or other persons authorised to inspect them.

Jillianjoy Davis  
Registrar of Seafarers