

## No. 19 2016/2017 - Maritime Labour Convention 2006 as amended (MLC) Application Process for MLC Certificates

November 2016

Dear Sirs,

### **Maritime Labour Convention 2006 as amended (MLC) Application Process for MLC Certificates**

Reference is made to Notice to Members No. 17 2016/2017 in which Members were advised of the financial security requirements for MLC which will enter into force on 18 January 2017. The purpose of this Notice is to inform Members of the process for obtaining MLC Certificates ("Certificates") from the Club.

The Certificates are provided by the Club and there is no need to apply to flag states for Certificates. However, some states may require shipowners on their register to supply copies of the Certificates for their records. Members will be responsible for doing so.

The Club will however record details of the Certificates issued to an entered vessel on its website and which can be searched by third parties.

In order to request the Club to issue Certificates Members must complete and sign an application form, which should be printed on company headed paper and signed by an authorised signatory. The application form and the MLC Extension Clause are available here:

[Application Form](#)

[MLC Extension Clause](#)

They can also be found on the dedicated MLC webpage and also in the Underwriting Forms section of the Club's website.

There are three options open to Members concerning the period of validity of the MLC Certificates:

**OPTION A** requests that the Club issue Certificates for the period 18 January 2017 to noon GMT on 20 February 2018. This should be used by Members who have renewed or intend to renew their entry for the relevant vessel(s) with the Club for the 2017/2018 policy year.

**OPTION B** requests that the Club issue Certificates for the period 18 January 2017 to noon GMT on 20 February 2017. This should be used by Members who do not intend to renew the entry with the Association for the 2017/2018 policy year.

**OPTION C** requests that the Club issue Certificates for the period noon GMT on 20 February 2017 to noon GMT on 20 February 2018. This should be used by Members who intend to enter the relevant vessel(s) as a new entry with the Club for the 2017/2018 policy year.

Members should clearly indicate on the application which period of validity they require for their MLC Certificates.

Where Members opt for Option A it is possible that they will be applying for Certificates before a binding renewal has been completed. In such circumstances Members will be required to provide the Club with certain undertakings before the Certificates can be issued. These undertakings are set out in the application form. The signed and completed application form should be sent to Members' normal underwriting contact at the Club.

The Certificates will be issued in PDF format and based on the wordings shown in the attachment to Notice to Members No.17 2016/2017. They should then be printed and must be shown in a conspicuous place on board the vessels so as to be available to seafarers by no later than 18 January 2017.

Further information and guidance regarding the Convention can be found on the Club's MLC webpage.

Yours faithfully

For: **West of England Insurance Services**  
**(Luxembourg) S.A.**  
(As Managers)

**Anthony Paulson**  
Director