

Ships' Cook letter of confirmation

Last updated: May 2017

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

About this form

Use this form if you are seeking a letter of confirmation from Maritime New Zealand (MNZ) that your New Zealand cookery qualification meets the training and qualification requirements of Maritime Rules Part 31.43 and the Maritime Labour Convention, 2006 (MLC). There are two options:

Option 1

You must have one of the following cookery qualifications:

- New Zealand Certificate in Hospitality (Basic Cookery) (Level 3)
- New Zealand Certificate in Cookery (Level 3)
- City and Guilds cookery training 706/1 and 706/2 completed in New Zealand

Option 2

If you do not have one of the above qualifications, MNZ may accept any other formal cookery qualification completed in New Zealand plus a minimum of 6 months' sea service as a ships' cook.

To consider your request for confirmation, MNZ requires:

- this application form to be completed
- a copy of your New Zealand cookery qualification (Options 1 and 2)
- proof of sea service (for Option 2)

1. Information required

The letter issued by MNZ will confirm only that you hold the necessary cooking qualification to meet the requirements of the Maritime Labour Convention.

Under the MLC and Maritime Rules Part 52 you must be at least 18 years of age to work as a ship's cook so we cannot issue a letter of confirmation to a person under 18. Other requirements may apply depending on the ship. You should check with the ship owner or agency.

Full name	<input type="text"/>
	Full name Last name
Postal address	<input type="text"/>
	Street address
	<input type="text"/>
	Town/City Country
Date of birth	<input type="text"/>
	DD / MM / YYYY
Phone	<input type="text"/>
Email	<input type="text"/>
Name of course completed	<input type="text"/>
	Full title of cookery course completed
Signature	<input type="text"/>
	Signature
Date	<input type="text"/>
	DD / MM / YYYY
Copy of cookery certificate included?	<input type="checkbox"/> Tick this box to confirm
Proof of sea service for Option 2	<input type="checkbox"/> Tick this box to confirm

MNZ strongly recommends that you carry your Ships' Cook confirmation letter, to provide evidence to both the ship owner and, when requested, to a representative of a flag administration for the purposes of satisfying the requirements of the MLC.

Privacy information

Personal information collected in this form will be used for the purpose of assessing your request for a ships' cook letter of confirmation. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

2. How to pay

2.1 Fees and payment options

There is a fee for your application of \$201 (including GST).

Refer to the MNZ website for more information about fees and how to pay your fees.

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

Please indicate how you have paid the application fee:

Online using a credit card or debit card

If you have ticked any of these boxes, provide the date you made the payment below:

Internet banking or bank deposit

DD / MM / YYYY

Cheque

(made out to Maritime New Zealand)

If you have ticked this box, attach your cheque with this application form.

Invoice (for companies only)

The invoice will be in the name of the entity listed below who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

3. Where to send your form

Send your completed form and the other documents required to MNZ by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Email your application to:

seafarers@maritimenz.govt.nz

Or

Courier your application to:

Personnel Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Personnel Certification
Maritime New Zealand
PO Box 25620
Wellington 6146
NEW ZEALAND