



# Maritime Labour Certificate Application

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Last updated: July 2019

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

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## About this form

Use this form to apply to Maritime NZ for the issue of a Maritime Labour Certificate.

Refer to Section 4 of the Maritime Labour Convention Guidelines on the Maritime NZ website for more information about the process for obtaining a certificate. You should contact a delegated person (a Recognised Organisation (RO) or a MLC-trained MOSS surveyor) in the first instance.

If an RO is going to issue the Maritime Labour Certificate under delegation, you do not need to apply to Maritime NZ. The RO will send the necessary documents to Maritime NZ on your behalf as part of their process for issuing the certificate.

If your delegated person is a MLC-trained MOSS surveyor, they are not delegated to issue Maritime Labour Certificates. You must apply to Maritime NZ using this form.

This application meets the requirements of the Maritime Labour Convention, 2006 (as amended).

# 1. Ship details

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## All applicants must complete this section

Complete all of these fields

Name of ship	<input type="text"/>
IMO/MNZ number	<input type="text"/>
Operating Limits	<input type="text"/>
Gross tonnage	<input type="text"/>
Delegated person	<input type="text"/> <input type="text"/>
Name of ship owner	<input type="text"/>
Contact person	<input type="text"/>
Name of company contact person	<input type="text"/>
Role	<input type="text"/>
Telephone number	<input type="text"/> Eg +64 1 234-5678
Mobile phone	<input type="text"/> Eg +64 21 123-4567
Email address	<input type="text"/>
Date of application	<input type="text"/> DD / MM / YYYY
Preferred means of contact (tick only one)	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Phone

## Type of application (see the Guidelines for details)

- Interim Maritime Labour Certificate
- First issue of a Maritime Labour Certificate
- Renewal of a Maritime Labour Certificate

## 2. Documents required with your application

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### **You must provide the following documentation with your application:**

- A completed Declaration of Maritime Labour Compliance (DMLC) Part II signed by the ship owner which has been assessed and endorsed by the delegated person.
  
- An MLC inspection report prepared and signed by the delegated person including confirmation of compliance with the requirements of the Convention

## 3. How to pay

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### All applicants must complete this section.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

### 2.1 Fees and payment options

There is a fee for processing your application. The fee is charged at an hourly rate of \$245 (including GST).

You will be invoiced once we have processed your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, or
- by internet banking or bank deposit.

The invoice will be in your name unless you indicate below the name and address of a different entity or individual who has agreed to be invoiced.

If any exemptions are required as part of obtaining a Maritime Labour Certificate, these will be charged at the standard rate for exemptions which will be additional to the certificate application fee.

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

[maritimenz.govt.nz/fees](https://maritimenz.govt.nz/fees)

[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)

#### Invoice

The invoice will be in your name **unless** you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

## 4. Declaration

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### All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

#### Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your name

Your signature Sign here

Date   
DD / MM / YYYY

#### Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. 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.

## 5. Where to send your application

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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.

Sending your application by email is preferred. Remember to sign the application before scanning and attaching to the email along with your electronic photo and other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

**Email your application to:**

operators@maritimenz.govt.nz

**Or**

**Courier your application to:**

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

**Or**

**Post your application to:**

Operator Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6140  
NEW ZEALAND