



**Government Shipping Office
C.G.O. Building No- I
Agrabad, Chattogram**

Date:.....

TO

The Shipping Master
Government Shipping Office
C.G.O. Building No-1
Agrabad, Chattogram

Subject: Request for signing on and issuance of immigration letter

Dear Sir,

We shall be highly obliged if you kindly arrange to sign-on in the article of agreement and issue immigration letter in favour of the following seafarer(s) who is/are going to join the vessel M.V..... at the port of.....on the date of..... we hereby confirm that we maintain all valid crew documentation in our office.

SL	NAME	CDC NO.	RANK	SALARY

Name & address of owner/managers :

Owner's IMO NO.....manager's IMO NO.....

Ship's name:.....flag:.....call sign:

ship IMO NO:..... GRT:.....DWT:.....

We are assuring your good self that the said appointment of the seafarer(s) is/are genuine and in future if anything found fake/wrong regarding the engagement, 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

Signature:.....

Name:

Rank:.....

Agent's Name:.....

