



NIUE SHIP REGISTRY

Website: www.niueship.com

LIST OF CREW FORMAT & ENTRY (Circular NMC2.2017 (rev0))

PURPOSE: Provides the format and guidance on the entry and completion of the Niue List of Crew for compliance of MLC Regulation 2.1. However, this does not preclude the ship owner from demonstrating an equivalent or higher standard as an “alternative method” of evidence of compliance.

RELATED DOCUMENTS:

1. Niue Merchant Shipping (Registration of Foreign Vessels) Act 2012
2. Niue Marine Circular NMC1.2017 – Official Log Book Entry

DEFINITIONS:

The following abbreviations stand for:

- “CA” – Crew Articles (Articles of Agreement)
- “LC” – List of Crew
- “MLC2006” – Maritime Labour Convention 2006, as amended
- “OLB” – Official Log Book
- “RO” – Recognised Organisation
- “SEA” – Seafarers Employment Agreement

The term “Administration” shall mean the Niue Ship Registry.

APPLICATION:

This marine circular applies to all Niue flagged ships except for:

1. Unmanned and non-self-propelled ; and
2. Pleasure Yachts

CONTENTS:

A. GENERAL

When MLC entered into force on 20 August 2013, it resulted in the CA to become obsolete as the individual SEA required by MLC replaced the traditional CA. As such, there is no longer a requirement for a seafarer to sign on and off the ship's CA when they join and leave a vessel.

B. LIST OF CREW

1. Even with the departure of the CA, this Administration still requires that a LC be maintained on applicable Niue flagged ships, and in order to make this requirement more user-friendly, the LC may be in any format preferred by the company so long as it contains the following information:
 - 1.1. the name of the ship, its port of registry, official number, and IMO number; and with respect to every seafarer on board the ship –
 - 1.2. their name;

- 1.3. their address;
 - 1.4. the date they went on board the ship to commence their employment on it;
 - 1.5. the date and the place at which they left the ship and if they left on discharge, the reason for the discharge (i.e. leave/compassionate leave); and
 - 1.6. the name and relationship of the seafarers next of kin and the address of the next of kin, if different from that of the seafarer.
2. The LC can be maintained in either an electronic or paper form, but it must be kept up to date and may be subject to inspection as part of an ISM or MLC inspection carried out by the RO or by a Flag State Inspector.
 3. The LC shall record the details of every seafarer working on board the vessel including non-seafarers who are sailing with the vessel such as superintendents and security personnel are included so there is a record of their next of kin in the case of an emergency.
 4. Passengers and guests are not required to be recorded on the LC.
 5. A copy of every LC shall be maintained the master who shall, as soon as practicable, notify the ship owner of any change being made in the LC.
 6. The LC shall be retained on board the vessel for a period of two (2) years from the date of closing and shall be submitted to the Administration on demand.
 7. A sample of the LoC is found in Annex I of this Marine Circular.

C. RELATION TO OFFICIAL LOG BOOK

1. There is a requirement for the seafarer's name to be entered in the OLB along with the corresponding number as stated on the LC.
2. Because there is a link between the LC and the OLB, both documents should be opened at the same time and the LC should be kept together with the OLB when the OLB is closed. If the LC is maintained in electronic format, it should be printed and kept together with the OLB.
3. Further guidance on completing the OLB can be found in Niue Marine Circular NMC1.2017.

Please do not hesitate to contact the Registry at operations@niueship.com or call: +65 6226-2001 for further assistance.

