



# SANDIGAN MARITIME TRAINING, INC.

8th Floor Salustiana D. Ty Tower, 104 Paseo De Roxas Corner Perea Street, Legaspi Village, Makati City 1229 Philippines

TO: SANDIGAN MARITIME TRAINING, INC.

TRUNK LINE NO.: (062) 812-98-25

FAX NO.: (062) 892-86-92

E-MAIL ADD: training.sandigan@dsp.net.ph

FROM : \_\_\_\_\_  
(Manning Agent)

FAX NO.: \_\_\_\_\_

TEL NO.: \_\_\_\_\_

DATE : \_\_\_\_\_

PLACE : \_\_\_\_\_

This is to endorse the following seafarers to attend the SMTI Course \_\_\_\_\_ which will start on \_\_\_\_\_. Cost of training shall be billed to us.

NO.	NAME	RANK	PRINCIPAL	NAME AND TYPE OF VESSEL

### Trainee Registration Procedures

- Registrar checks Trainees' qualification to the entry standard requirement of the course.
- The trainees that are qualified to take the course will be issued registration form and all required fields to be completed.
- For trainees endorsed by manning agency, the training fees shall be billed to the agency.
- For endorsed trainees, returns completed Registration Form by Company only.
- Registrar provide copy of registration form to trainee for presentation to the instructor at the start of the course.

### Rules on Admission

- Participants who are physically present on the first day of the lecture, without exceeding the maximum course in take limitations, will be considered officially enrolled.
- Reservation for a slot in any course or sending of Enrolment Form is not honored as official admission. Trainee must personally register.

### Rules on Cancellation of Course

- The SMTI reserves the right to cancel or reschedule any course that is short of the minimum no. (5) of participants.
- All participants should confirmed their enrolment the latest is Friday 1200H for the following week scheduled courses which will either be conducted or cancelled depending on the minimum required number of enrollees.
- Courses are subject to cancellation for valid reasons. Registered participants for this cancelled course will be rescheduled or paid course fee will be refunded in case the participants will embark with supporting documents subject to the approval of the Training Director/President.
- Unscheduled courses will be considered provided a minimum of 5 enrollees is guaranteed by the requesting party subject to the availability of instructors and facilities are ascertained.
- No training fees will be refundable without prior notice of at least 3 working days before the start of the course. Reimbursement of the course fee will be subject to approval of the Training Director/President.

### Rules on Dropped Out/Failures

- All participants will be charged for full payment even they failed to complete the course requirement or have attended the course for only two days.
- Participants who dropped out from the course due to early embarkation, as certified by the manning agency, will be given the opportunity to retake the same course when he returns but a letter of Re-Admission, valid only for 18 months, shall be secured from the SMTI Registrar.

Very Truly Yours, \_\_\_\_\_  
Authorized Signature over Printed Name

# SANDIGAN MARITIME TRAINING, INC.

8f Salustiana D. Ty Tower, 104 Paseo de Roxas cor. Perea St., Legaspi Village,  
Makati City

PLEASE CHECK COURSE/S TO BE TAKEN

NAVIGATIONAL AND WATCHKEEPING COURSES
<input type="checkbox"/> OPERATIONAL USE OF ELECTRONIC CHART DISPLAY & INFORMATION SYSTEM
<input type="checkbox"/> BULK CARRIERS SAFETY PRACTICE
<input type="checkbox"/> SHIP SIMULATOR AND BRIDGE TEAMWORK
<input type="checkbox"/> SSBT AND PRC PRACTICAL ASSESSMENT
<input type="checkbox"/> ENGINE ROOM SIMULATOR
<input type="checkbox"/> ERS AND PRC PRACTICAL ASSESSMENT
<input type="checkbox"/> PRC PRACTICAL ASSESSMENT (SSBT)
<input type="checkbox"/> PRC PRACTICAL ASSESSMENT (ERS)
MANAGEMENT LEVEL COURSES
<input type="checkbox"/> MANAGEMENT LEVEL DECK OFFICER FUNCTION 1 ADVANCED NAVIGATION
<input type="checkbox"/> MANAGEMENT LEVEL DECK OFFICER FUNCTION 2 ADVANCED CARGO HANDLING & STOWAGE
<input type="checkbox"/> MANAGEMENT LEVEL DECK OFFICER FUNCTION 3 ADVANCED SHIPBOARD OPERATION & MANAGEMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 1 MARINE ENGINEERING
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 2 ELECTRICAL, ELECTRONIC & CONTROL ENGINEERING
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 3 MAINTENANCE & REPAIR
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 CONTROLLING THE OPERATION OF THE SHIP & CARE FOR PERSONS

TANKER COURSE
<input type="checkbox"/> SHORE BASED FIRE FIGHTING
<input type="checkbox"/> GENERAL TANKER FAMILIARIZATION
<input type="checkbox"/> SHIP VETTING INSPECTION / PSC INSPECTION
MANAGEMENT LEVEL COURSES WITH ASSESSMENT
DECK OFFICER
<input type="checkbox"/> MANAGEMENT LEVEL OFFICER DECK FUNCTION 3 WITH F1 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL DECK OFFICER FUNCTION 3 WITH F2 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL DECK OFFICER FUNCTION 3 WITH F1 AND F2 ASSESSMENT
ENGINE OFFICER
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F1 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F2 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F3 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F1 AND F2 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F2 AND F3 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F1 AND F3 ASSESSMENT
<input type="checkbox"/> MANAGEMENT LEVEL ENGINEER OFFICER FUNCTION 4 WITH F, F2 AND F3 ASSESSMENT

Schedule of Training \_\_\_\_\_

\_\_\_\_\_ COMPANY

\_\_\_\_\_ Authorized Signature over Printed Name

Accepted by:

\_\_\_\_\_ Accounting Department

**Meet the Entry Standard**

Yes  No

TRAINING FEE CHARGED TO:

SEAFARER (walk-in)

COMPANY (for Company's Endorsed)

Approved by:

\_\_\_\_\_ Registrar