

# Ships' Cook letter of confirmation

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Last updated: August 2020

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 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
- MAR30415 Certificate III in Marine operations (Marine Cookery) completed in Australia
- SIT30816 Certificate III in commercial cookery completed in Australia

### 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 cookery qualification (Options 1 and 2)
- proof of sea service (for Option 2)

# 1. Information required

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The letter issued by Maritime NZ 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 <span style="float: right;">Last name</span>
Postal address	<input type="text"/>
	Street address
	<input type="text"/>
	Town/City <span style="float: right;">Country</span>
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

Maritime NZ 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 6140, or phone (04) 473 0111.

## 2. How to pay

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### 2.1 Fees and payment options

There is a fee for your application. Please refer to the Maritime NZ website for information about fees.

[www.maritimenz.govt.nz/fees](http://www.maritimenz.govt.nz/fees)

You will be invoiced once we have formally received 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.

Please refer to the Maritime NZ website for information about how to pay.

[www.maritimenz.govt.nz/howtopay](http://www.maritimenz.govt.nz/howtopay)

Please indicate if you will be paying the application fee or if a company will pay this on your behalf (eg your employer). **Tick only one.**

I will be paying the application fee  
(you will be invoiced)

A company will be paying the fee on my behalf  
(company will be invoiced)

If a company is paying the application fee on your behalf, you need to provide written confirmation from the company with your application. We cannot accept applications where a company is paying the fee without this confirmation.

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 company or employer).

Name on the invoice

Purchase order number or  
reference (if applicable)

Postal address

City and country

Postcode

### 3. Where to send your form

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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.

**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 6140  
NEW ZEALAND