

## Maritime Labour Convention 2006 as amended (MLC) Application process for MLC Certificates

Dear Sirs,

Reference is made to our [Circular No. 13/2016](#) dated October 2016 advising that all Clubs in the International Group would shortly provide information to Members about the process for obtaining MLC Certificates. The purpose of this Circular is to inform Gard Members of the application process.

The MLC Certificates are provided by the Club and there is no need to apply to flag States for MLC Certificates. However, some flag States may require shipowners on their register to supply copies of MLC Certificates for their records, in which case shipowners are responsible for this process.

Members requiring MLC Certificates must apply using the application form found on our website under [Application Form MLC/Undertakings MLC](#) or via MyGard:

- Members may apply for MLC Certificates per vessel or on a fleet basis.
- Members who intend to renew with the Club can obtain MLC Certificates which are valid up to 20 February 2018. Please indicate for which period the MLC Certificates should cover.
- Members wishing to have MLC Certificates for the 2017 policy year prior to having agreed renewal will need to provide the Club with relevant undertakings (as they do for Blue Cards), which must be signed and dated.
- The application form must be sent to [trading-certificates@gard.no](mailto:trading-certificates@gard.no) or via MyGard.

The MLC Certificates will be sent to Members in PDF format based upon the wordings in Annexes 1 and 2 to our [Circular No. 13/2016](#). Members must then print the MLC Certificates and ensure that they are posted in a conspicuous place on board their vessels where they are available to seafarers **no later than 18 January 2017**. The MLC Certificates will also be listed in the Club's list of vessels on our website before this deadline.

For questions relating to the MLC Amendments please refer to the [International Group MLC FAQs](#), or address them to your usual contact at Gard or [Alice Amundsen](#).

Yours faithfully,  
**GARD AS**



Rolf Thore Roppestad  
Chief Executive Officer