

PROCEDURE 1

PROCESSING OF VISA AT COUNTRY OF RESIDENCE



1. CREW CHANGE EXERCISE

In view of vessels crew change exercise, the following information will be necessary to carry out a smooth handing over:

1.1 ONSIGNER(S) DETAILS

1. Name and Rank of Crew Member
2. Date/Place of Birth
3. Valid Passport Number
4. DOI/DOE of International Passport
5. Nationality of Crew Member
6. Seaman's Discharge Book Number

1.2 DETAILS OF THE TOGO EMBASSY WHERE INTENDING ONSIGNER(S) RESIDES.

- Address of the Togo Embassy
- Fax Number - Telephone Number and,
- E-mail Address(es) of the Togo Embassy

NB: This information will not be required if onsigner(s) possess a valid entry visa(s) into Togo

1.3 DETAILS OF MANNING AGENT

- Name/Address/Telephone/Fax Number,
- PIC of the Manning agent.

On receipt of the above details, we'll prepare a letter of Invitation (LOI)/application for all intending onsigner(s) which will be forwarded to the Togo Embassy where the onsigner(s) resides with the Manning Agent in Copy.

Kindly avail us with flight details to enable us meet the on-signers at the airport upon their/his arrival into the country and connect them/him to vessel.

1.4 FLIGHT DETAILS:

- Date and time of Arrival of Onsigner(s)
- Flight Number
- Carrier/Airline operators.

1.5 OFF – SIGNERS

1. Name and Rank for the Off-signer(s)
2. Nationality of the off-signers
3. Valid Passport Number
4. DOI/DOE of International Passport
5. Date and time of Departure for all Off-signer(s)/E – tickets for offsigner(s)

PROCEDURE 2

PREPARATION OF VISA ON ARRIVAL

2.1 Duration

The processing times for landing cards usually take 3 -7 working days. With the landing cards, the joiners are also given 2 months temporary work permits.

2.2 OK To Board

Once the landing cards are ready, same will be forwarded to the manning agent and copies should be handed over to all joiners. We'll also prepare OK TO BOARD documents for all intending joiners. This will enable them depart their home country. Upon arrival into Togo, visa(s) will be issued on arrival at the airport of entry.

2.3 BILLING ADDRESS:

- Full style of Company Responsible for the payment of all expenses incurred.

PERSONS IN CHARGE

GCS MARITIME /

GLOBAL CONTACT SERVICES MARITIME

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