



Luxembourg, 9 December 2019

Circular CAM 06/2019

O/Ref. : VS/111208

Subject: **Seafarers' documentation - Aide memoire for shipowners and management companies concerning the applicable social security scheme.**

To : All Accredited Shipping Managers, ship owners, ship operators, Designated Persons Ashore, Masters of Luxembourg flagged ships and Recognised Organisations.

The current circular withdraws and replaces circular letter CAM 04/2017 and aims to assist shipowners, maritime companies and/or crew manning agencies during the process of filling in an official application for a seaman's discharge book (new, renewal and loss or steal), in particular with regards the social security scheme (i) applicable to seafarers serving on board Luxembourg ships.

1. SEAMEN'S BOOKS

Extension of Seamen's Books

(old model with a reference to ILO Convention 108 on inside cover page)

Further to the ratification of ILO Convention 185 by Luxembourg, the former ILO Convention 108 has been "*ipso facto*" revoked and therefore the extension of the validity of any document issued by the Luxembourg maritime administration with a reference to this previous Convention became no longer possible.

The Luxembourg maritime administration **no longer accepts applications for the extension of the validity of Seamen's books** with the following remark written on the inside cover page:

The present document is a Seafarer's Identity Document pursuant to the International Labour Organisation Convention n° 108 relating to seafarers' Identity Documents, signed in Geneva 13th May 1958.

Thus, a new application to replace the existent Seaman's books must be submitted by shipowners via Guichet Unique. The following recommendations may assist with this matter:

- a) Select the menu Application for a Seaman's book (SB)
- b) Tick the box Renewal (item 1.2)
- c) Attach a recent photograph (3.5 x 4.5 cm) of the seafarer to the application
- d) Attach a copy of the seafarer's most recent medical exam

Furthermore, it should be noted that SB's issued by the Luxembourg maritime administration cannot be used as a passport according to ILO Convention 185 Article 3 - Content and Form - paragraph 5 b). As a result, shipowners and seafarers are required to take the necessary steps in order to plan for their travelling arrangements.

Confirmation of Reception of an Application (CRA)

A Confirmation of Reception of an Application (CRA) for a seaman's book is automatically generated by the Guichet Unique when a new application is submitted. This CRA may be used as a temporary seaman's book with a validity of 3 months and should be replaced by an actual SB within that timeframe.

2. AIDE MEMOIRE - SOCIAL SECURITY SCHEME

The choice of the Social Security scheme applicable to seafarers serving on board Luxembourgish ships depends on a wide range of factors such as: the country of residence of the seafarer, the country of the company in charge of paying the salary and the social security contributions, the existence (or not) of a bilateral convention between Luxembourg and the country of residence of the seafarer, etc ...

The table below has been prepared to outline all the possible options available and is intended to help shipowners, maritime companies and/or crew manning agencies during the application process. In order to select the appropriate Social Security scheme, Guichet Unique users must follow the sequential order indicated below (Q1, Q2, Q3, Q4, ...) until they reach a final outcome (Lux scheme, Home scheme or Private Coverage).

Questions	Yes	No	If Yes	If No
1. Seaman's nationality = Luxembourgish?			LUX SCHEME	go to question 2
▼				
2. Seaman's official country of residence = Luxembourg?			LUX SCHEME	go to question 3
▼				
3. Seaman's official country of residence (ii) = European Union?			go to question 4	go to question 5
▼				
4. Seaman's official country of residence = (iii) Country of company responsible for payment of salaries?			HOME SCHEME	LUX SCHEME
▼				
5. Seaman's official country of residence = Non- European Union?			go to question 6	N/A
▼				
6. Is a bilateral convention (iv) in force between Luxembourg and seaman's official country of residence?			go to question 7	PRIVATE SCHEME
▼				
7. Does it specify that social security must be paid by flag state?			LUX SCHEME	go to question 8
▼				
8. Does it specify that social security must be paid by seaman's official country of residence?			HOME SCHEME	go to question 9
▼				
9. In case of a private scheme, make sure to fill in name of insurance company or P&I club			PRIVATE SCHEME	N/A

(i) please refer to section 6. Identity and social security details of the application form in Guichet Unique

(ii) in the case of seafarers with Belgian nationality registered with the seamen's pool, please tick Home as applicable social security scheme

(iii) in accordance with § 4 of Article 11 of Regulation CE/883/2004, please tick Home as applicable social security scheme.

(iv) refer to bilateral social security convention

http://www.mss.public.lu/international/conventions_bilaterales/index.html

3. ENDORSEMENTS ATTESTING THE RECOGNITION OF A CERTIFICATE of COMPETENCY (CoC) and/or PROFICIENCY (CoP)

Although a new layout (A4 vertical, one page only) for Visas is now in place, all the documents issued by this maritime administration prior to 2015 (A4 horizontal, printed on both sides) remain of course valid until their next renewal dates.

Confirmation of Reception of an Application (CRA)

The Confirmation of Reception of an Application (CRA) for an endorsement attesting the recognition of a CoC and/or a CoP is automatically generated by the Guichet Unique every time an application is submitted. This CRA is an official document with a validity of 1 month for tankers and 3 months for all other vessels and should be replaced by an actual Visa within that timeframe.

Taking into account that CRAs have a short-term validity, it is the responsibility of the shipowner to ensure the follow up and to verify that the seafarer gets his/her original documentation (Seaman's Book and/or Visa) before this deadline expires.

You are kindly requested to ensure adequate dissemination of this information within your company and to the relevant Luxembourg flagged vessels.



(s) Robert BIWER
Government Commissioner
for maritime affairs

Obs: We would like to draw your special attention for the fact that updated crew lists are still not being communicated to this administration on a regular basis by all shipowners, and this despite the provisions of Art. 6 of the relevant regulation clearly mentioning that entries for a seafarer signing on and off shall be affixed the same day in the appropriated spaces of the seaman's book. Crew changes shall be notified to the Commissariat aux affaires maritimes by the company within eight working days.

This notification is to be done by communication of the updated crew list (communication of an electronic version of the crew list by email to cam@cam.etat.lu is recommended).