



## INFORMATION BULLETIN

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### **Bahamas Online Registration Information System (BORIS): Seafarer Applications**

**Guidance for Bahamas Recognised Organisations, Bahamas Approved Nautical Inspectors, Ship Owners, Managers and their Manning Agents, Masters, Bahamian Seafarers and other Seafarers serving onboard Bahamian Registered Ships**

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#### **1. Purpose**

- 1.1. This Bulletin provides an update on the Seafarers component of Bahamas Online Registration Information System (BORIS).

#### **2. Application**

- 2.1. Online applications for seafarers was developed and made available for use to parties (Registered Owners and ISM Managers, or their duly authorized Managing Agents, of Bahamian registered vessels) who satisfied the BMA's established criteria, including the signing of a user agreement and establishment of an agreed financial arrangement.
- 2.2. BORIS registered users are able to securely submit applications electronically, via the web, for all seafarers documents on behalf of seafarers who are employed or intended to be employed onboard Bahamian registered ships.
- 2.3. The main aim of BORIS is to provide enhanced customer service delivery through:

- i. 24/7 access to apply for ALL seafarer's documents including: STCW certificates , IMO Resolution A. 891(21) Offshore certificates, High Speed Craft certificate, Yacht Certificates and Seaman Record Book
- ii. 24/7 provision of the Confirmation Receipt of Application (CRA) for Flag State Endorsement for Certificate of Competency for Navigation, Engineering and GMDSS Officers and persons serving onboard Tankers;
- iii. increased accuracy and greater reliability of seafarers data recognising that this data will be entered by the user;
- iv. active monitoring/tracking of application by the user through a web-based system;
- v. improved financial control noting that one of the conditions for the access to the system is the establishment of a credit account or an agreed financial arrangement with the BMA;
- vi. ability for multi-users within a Company;
- vii. environmentally friendly solution through the electronic submission of documents;
- viii. ability to verify Bahamas issued documentation.

### **3. Online Users: Existing and new**

- 3.1. Companies or requiring or requesting access to BORIS should register by the following the BORIS link in the Seafarers and Manning Section on the Bahamas Maritime Authority website: ***[www.bahamasmaritime.com](http://www.bahamasmaritime.com)***
- 3.2. The registration of a Company will require the completion of a BORIS agreement and the establishment of an agreed financial arrangement.
- 3.3. Once a Company has registered, changes to or addition of users will only be allowed after verification with the person who has signed the BORIS agreement.
- 3.4. Registered BORIS users are reminded that effective planning of persons joining a vessel remains critical and applications should be submitted in a timely manner in order to avoid any delays to the processing of seafarers' documents including documentary proof of application.

- 3.5. The supporting documentation (identity document, valid medical fitness certificate, clear photograph in the correct format, etc) should be uploaded for all applications. This is one of the most common reason for applications being delayed and BORIS registered users should ensure that they follow the user guidelines on the BORIS website and relevant BMA Information Bulletins as these documents outline all the information/documents required for each seafarer document
- 3.6. In order to safeguard the data in BORIS, the Company shall notify the BMA if a user is to be removed from BORIS (e.g. user has left the Company, etc).
- 3.7. The Company shall ensure that they have satisfied the financial arrangement with the BMA Finance Department and it should be noted that the lack of funds will result in delaying the submission of an application.
- 3.8. All Companies should note that there have been some changes to the BMA seafarers documents.

#### **4. Queries**

Any parties requiring any information or support in relation to BORIS should contact the Seafarers and Manning Department: [stcw@bahamasmaritime.com](mailto:stcw@bahamasmaritime.com)

#### **5. Revision History**

Rev.1 (11 January 2012)