01 March 2014

To The Nautical Institute,

Request to Enter Shuttle Tanker Scheme

I would like to enter the Shuttle Tanker Scheme to obtain my restricted Shuttle Tanker Dynamic Positioning.

I hold the following STCW certifications:

*Master 100GRT issued by US Coast Guard (as an example)*

*Additional Certificate(s) of relevance if applicable*

I am pursuing my DPO certificate in order to work as a DPO for the company Boat X Offshore. Please see the contact details for the company contact below:

Company Contact Name:

Company Telephone Number:

Company Contact Email Address:

Company Address:

Please find attached colour copies of my CoC and passport.

I have also included a copy of my DP logbook, course certificates (Induction, Simulator, Course A/B/C) and a letter from my company confirming the seatime and any offshore loadings I have completed in order to be entered at the correct phase of the scheme.

Sincerely,

Ima Sailor

DOB: dd/mm/yyyy

Personal Address:

123 Somewhere St.

Middleville, KS

USA

Personal Email: Ima.sailor@email.com

Personal Telephone Number: 555-867-5309

<attachment: copy of STCW certificate>

<attachment: copy of DP course certificate(s)>

<attachment: copy of DP logbook >

<attachment: copy of letter from company>