[Full Name]

[Home Address]

[Date of Birth]

Dear Nautical Institute,

I hereby surrender my original Nautical Institute logbook in order to transfer to the new scheme which commenced on 1st January 2015. Please find enclosed the following:

* Original issued logbook
* Scheme Transfer application form
* New passport sized photo with name written on back
* Copy of passport personal details page
* Copy of CoC
* Copy of Basic/Induction Course Certificate

I understand that I am only able to keep my Basic/Induction course details and that I cannot carry any DP seatime into the new scheme. Any new DP seatime to be used towards my certificate must be completed after the issuance of my new logbook.

Please issue me with a shuttle tanker/ Grey logbook and send it to the following address if different from above:

[Address]

Yours faithfully

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_