[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
* Credit card 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.

Please issue me with a new offshore/shuttle tanker (delete as appropriate) and send it to the following address if different from above:

[Address]

Yours faithfully

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

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