Date : XX, XXX, 2019 (日月年)

The Director General of Consular and Maritime Affairs

Panama

Dear Sir / Madam,

RE : MR. XXXX (船員名字) with Passport No. : XXXXXXX (船員護照號碼)

Apply for Panama Qualified Certificate

This is to certify that the above-named has been employment by our company as XXXX (職稱) and join our Panama Flag Ship “MV XXXXXXX (船名)”.

We will be responsible of the onboard training for Mr. XXXXX (船員名字).

[此句話僅針對OS (最普通水手), WIPERS (廚房清潔工), STEWARDS(廚房服務生)等職位的

最普通船員適用，其餘職務皆不需要。]

I confirm that all reports regarding his character and competence in the execution of his duties is up to our entire satisfactory.

Thank you for your kind approval.

Your faithfully,