



**INSTRUCTIONS FOR EMBARKATION OF CREW
MEMBERS OF MARITIME OBJECTS WITH UKRANIAN
CITIZENSHIP
WHO HAVE OBTAINED THE IDENTITY CARD OF
FOREIGNER WITH TEMPORARY RESIDENCE IN THE
REPUBLIC OF CROATIA**

Content

General	2
Seaman's book.....	2
Certificate of Competency (CoC) issued by the Ukrainian Maritime Administration	3
Certificates of Proficiency (CoP) issued by the Ukrainian Maritime Administration	3
Certificate of receipt of application.....	3
Certificate of Endorsement (CoE).....	4
Social rights in the Republic of Croatia.....	5
Income tax	6
Certificate on the knowledge of maritime legislation of the Republic of Croatia.....	8
<i>APPLICATION FOR ISSUANCE OF SEAMAN'S BOOK</i>	9

General

This instruction is made for the purpose of clarifying the procedure for embarkation of crew members with Ukrainian citizenship, who previously obtained [the Identity card of an alien under temporary protection](#) on board Croatian flag vessels engaged in national navigation and vessels engaged in international navigation regardless of the flag.

Seaman's book

All ship's crew members who have responsibilities regarding the safety of navigation of the ship, regardless of citizenship and who embark on board of maritime object flying Croatian flag must have a Croatian seaman's book.

Conditions for issuance of seaman's book:

- at least 16 years of age
- possession of a certificate of medical fitness of a crew member issued by an [authorized medical practitioner in the Republic of Croatia](#) or by country with which the Republic of Croatia has concluded [an agreement](#) on mutual recognition of certificates. The validity of the certificate may not be less than 6 months from the date of application.

For activities related to obtaining a Croatian seaman's book, each ship's crew member may authorize the shipowner, company, employer, recruitment and placement service, MET institution/centre or natural person who is fully capable of business, except the person engaged in quack-lawyering, to apply for issuance on his behalf. An example of an application for the issuance of a seaman's book that does not need to be notarized is attached to this instruction.

A foreign citizen or a stateless person can apply for the issuance of a seaman's book in any of the 8 Harbour Masters Offices on sea (Rijeka, Pula, Senj, Zadar, Šibenik, Split, Ploče, Dubrovnik).

The price of issuing a Croatian seaman's book in the Harbor Master's Office is 13,27 EUR/100 Croatian Kuna's.

Crew members with Ukrainian citizenship who embark of board maritime object flying a foreign flag are not required to obtain a Croatian seaman's book.



Certificate of Competency (CoC) issued by the Ukrainian Maritime Administration

The International Maritime Organization (IMO) has published on [its website](#) decisions on the revalidation of certificates of competency.

In the decision from November 2022, Ukraine extended the validity of certificates of Competency (CoC) and Certificates of Proficiency (CoP) under certain conditions until 31 December 2023.

Pursuant to the provisions of the STCW Convention, 1978, as amended, a seafarer holding Certificate of Competency (CoC) or Certificate of Proficiency (CoP) issued by one Party of the Convention may not revalidate by another Party.

Certificates of Proficiency (CoP) issued by the Ukrainian Maritime Administration

The crewmember must have appropriate certificates of proficiency. Certificates issued by the EU Member State or a third country with which the Republic of Croatia has concluded [an agreement](#) on mutual recognition of certificates are recognized as equivalent and it is not necessary to submit an application for their endorsement.

The Republic of Croatia has concluded an agreement on mutual recognition of certificates with Ukraine.

Exceptions are related to certificates for tanker operations (STCW V/1-1 and STCW V/1-2) for which it is necessary to submit an application for endorsement.

Certificate of receipt of application

Crew members holding Certificate of Competency issued by maritime administration with which the Republic of Croatia has concluded [an agreement](#) on mutual recognition of certificates have the right to submit an application for the issuance of a Certificate of receipt of application (temporary endorsement).

Certificate of receipt of application (temporary endorsement) shall be issued for a period not exceeding 3 months, i.e. until the expiration date of the certificate based on which the application was submitted, if such a period is shorter.

In the case of expired Ukrainian certificates, which has been revalidated by extraordinary measures adopted by the Ukrainian administration until 31 December 2023, the Certificate of receipt of application (temporary endorsement) shall be issued with a



validity date of three months from the date of issuance of the Certificate of receipt of application (temporary endorsement).

The Maritime Safety Directorate of the Ministry of Sea, Transport and Infrastructure is responsible for issuing Certificate of receipt of application (temporary endorsement) and all applications shall be submitted to the e-mail address: verification@pomorstvo.hr.

No fee is charged for issuing a temporary certification.

Certificate of Endorsement (CoE)

Certificate of Endorsement (CoE) shall be issued for the following certificates of competency (STCW II/1, STCW II/2, STCW II/3, STCW III/1, STCW III/2, STCW III/3, STCW III/6, STCW IV/2, and STCW VII/2) and the following certificates of proficiency (STCW V/1-1 and STCW V/1-2).

The conditions for issuing the Certificate of Endorsement (CoE) are:

- Possession of a certificate of medical fitness of a crew member issued by an [authorized doctor of the Republic of Croatia](#) or a country with which the Republic of Croatia has concluded [an agreement](#) on mutual recognition of certificates
- Knowledge of maritime legislation of the Republic of Croatia (applicable only for certificates of competency at management level - STCW II/2, STCW II/3 par. 5-6, STCW III/2, STCW III/3).

Knowledge of maritime legislation of the Republic of Croatia shall be proven by previous education in which the appropriate examination has been passed. If a person has not completed his / her education in the Republic of Croatia, he / she is obliged to pass the examination in the Harbor Master's Office.

The condition in respect of passing the examination may be replaced by an appropriate confirmation issued by a Croatian shipowner or a company confirming that the seafarer is familiar with the maritime legislation of the Republic of Croatia.

The Maritime Safety Directorate of the Ministry of Sea, Transport and Infrastructure is responsible for issuing Certificate of Endorsement (CoE) and all applications shall be submitted to the e-mail address: verification@pomorstvo.hr.

A fee in the amount of 2,65 EUR/20 Croatian Kuna's is charged for the issuance of a Certificate of Endorsement (CoE):

Invoice information for payments:

IBAN: HR1210010051863000160

Model: HR65

Payee reference number: 5240-027-1087-1400

Amount: 2,65 EUR/20 Croatian Kuna's

Purpose: Certification of Endorsement - Name and surname of person

By applying extraordinary measures adopted by the Ukrainian administration where the validity of certificates is extended until 31 December 2023, the Certificate of Endorsement (CoE) shall be issued with the same date of validity.

Social rights in the Republic of Croatia

For all crew members engaged on ships in internal waters and the territorial sea of the Republic of Croatia (national navigation) the application to the Croatian Pension Insurance Institute on the start of insurance shall be submitted by the employer.

For ships engaged in public liner transport service, it is obligatory that crew members in charge of passenger safety and all crew members in charge of watchkeeping, if they are not Croatian citizens, to understand and be able to give orders, instructions and reports in Croatian language in accordance with their duties. As evidenced by a certificate issued in accordance with the Common European Framework of Reference for Languages - Level B1 standard.

In the case of embarkation of a crew member on a ship engaged in international navigation, the following rules shall apply:

- The maritime object flying the flag of the Republic of Croatia

The application to the Croatian Pension Insurance Institute for the start of insurance shall be submitted by the Croatian employer, shipowner or company, and the crew member pays the costs of the contribution. The informative calculation of contributions can be checked at the following [link](#).

- The maritime object flying the flag of EU/EEA Member States

Pursuant to Article 11.4 of Regulation 883/2004 of the European Parliament and of the Council of 29 April 2004 on the coordination of social security systems (Text with relevance for the EEA and for Switzerland) a seafarer is considered to be insured in the flag State.

If wishes so, a crew member may submit an application for a derogation from the right to social security in the country whose flag the ship is flying and by that obtain the status of an insured person in the Republic of Croatia. In this case, it is necessary to fill [the A1 form](#).

If the application is approved and the A1 form is issued, the application for the start of insurance to the Croatian Pension Insurance Institute shall be submitted by the Harbor Master's Office, in which case the crew member will pay the cost of contributions. The informative calculation of contributions can be checked at the following [link](#).

If a crew member has concluded the seafarers' employment agreement with a Croatian employer or company, then the Croatian employer, shipowner or company shall apply for the A1 form, after which it shall apply for insurance to the Croatian Pension Insurance Institute. In this case too, the crew member pays the costs of the contributions. The informative calculation of contributions can be checked at the following [link](#).

- The maritime object flying the flag of third countries

The application for the start of insurance to the Croatian Pension Insurance Institute shall be submitted by the Harbor Master's Office. The crew member pays the costs of the contributions. The informative calculation of contributions can be checked at the following [link](#).

In case where a crew member has concluded the seafarers' employment agreement with a Croatian employer or company, then the Croatian employer, shipowner or company shall submit an application for the start of insurance to the Croatian Pension Insurance Institute

For the purpose of achieving the right to free health insurance after disembarkation, a crew member must submit an application to the Croatian Health Insurance Fund within 30 days after disembarkation.

Income tax

All crew members are obliged to submit an annual income tax application. Along with the annual income tax application, the seafarer is obliged to attach the DPOM form (which will be delivered to the seafarer's home address by the Harbor Master's Office), the EPOM form and the attachments on the basis of which the EPOM form was compiled.

The DPOM form is a confirmation document on the number of days in international navigation and if the total number of days on the document is over 183 days, the seafarer is exempt from income tax, but is not exempt from the application the annual income tax.

The EPOM form represents record of self-employment income that can be found [here](#).

In the sum of 183 days are included:

- the days of navigation



- the days spent on voyages from the place of residence to the place of embarkation
- the days needed for repatriation
- the days for the treatment of an illness or an injury inflicted on the way to the place of embarkation, abroad or on a return voyage
- the days for the treatment of an illness or an injury inflicted following the disembarkation or before embarkation, which would prevent from the obtaining the medical fitness certificates of a crew member
- the days spent on training abroad or in the Republic of Croatia
- the days until the termination of the seafarers' employment agreement which have not been consumed due to abandonment of the crew member by the shipowner or the termination of the seafarers' employment agreement due to business related reasons.
- In the case of hijacking, captivity, retirement or death in the tax year, it shall be assumed that the requirement of 183 days has been met for that tax year.

DIRECTOR

Capt. Siniša Orlić

Certificate on the knowledge of maritime legislation of the Republic of Croatia

confirming that _____ (*name and surname*), born _____, has successfully passed the examination on the knowledge of Croatian maritime legislation, in accordance with Regulation I/10 of the STCW Convention, 1978, as amended and Article 113 of the Ordinance on ranks and certification of seafarers ("Official Gazette" No. 130/13, 45/14, 124/15, 72/16, 69/18, 77/18-correction, 85/21).

Date:	Place:
Shipowner/company name:	

Shipowner/company representative name and surname:

Shipowner/company representative signature:

(Ime i prezime / *Name and Surname*)

(Adresa / *Address*)

(Grad i država prebivališta /
City and Country of residence)

**MINISTARSTVO MORA, PROMET
I INFRASTRUKTURE**
Uprava sigurnosti plovidbe
Lučka kapetanija _____

**MINISTRY OF SEA, TRANSPORT
AND INFRASTRUCTURE**
Maritime Safety Directorate
Harbor Master Office _____

ZAHTJEV ZA IZDAVANJE POMORSKE KNJIŽICE
APPLICATION FOR ISSUANCE OF SEAMAN'S BOOK

OSOBNİ PODATI / *PERSONAL DATA*:

Hrvatski osobni identifikacijski broj (OIB) /
Croatian personal identification number (PIN): _____

Datum rođenja / *Date of birth*: _____ Država rođenja / *Country of birth*: _____

Mjesto rođenja / *Place of birth*: _____ Državljanstvo / *Citizenship*: _____

Boja kose / *Color of hair*: _____ Boja očiju / *Color of eyes*: _____ Spol / *Sex*: _____

Razlog podnošenja zahtjeva / *Reason for application*:

- ☐ NOVI ZAHTJEV / *NEW APPLICATION*
☐ REVALIDATION / *OBNOVA*
☐ IZGUBLJENO ILI OŠTEĆENO / *LOST OR DAMAGED*

Ovime ovlašćujem _____ da u moje ime podnese
zahtjev za izdavanje hrvatske pomorske knjižice.

*I hereby authorize _____ to apply on my behalf for
the issuance of the Croatian seaman's book.*

(Mjesto i datum zahtjeva / *Place and date of application*)

(Potpis / *Signature*)

Prilozi / *Attachments*:

- Preslika putovnice / *Copy of passport*
- Preslika svjedodžbe o zdravstvenoj sposobnosti važeća najmanje 6 mjeseci / *Copy of medical certificate valid at least 6 months*
- 2 fotografije / *2 pictures*