

TRANSFERLISTE

Ship/vessel name:

Broker:

No	FAMILYNAME	FIRSTNAME	DOB (ddmmyyyy)	SEX (m/f)	NATIONALITY (full countryname)	NUMBER of PASSPORT	NUMBER of SEAMANBOOK	VISANUMBER (incl. countrycode)	VISA Valid until	RANK
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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25										
26										
27										
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30										

POLKON

TRANSFERLIST:

This is a users manual for filling in the transferlist.

The list is made to be controlled automatically in our computer systems, and must therefore not be altered, but used as a standard.

FAMILYNAME - is the same as last name and to be written in full. No Mr. or Mrs.

FIRSTNAME - is the same as christian name. No initials.

DOB - is the same as date of birth. Must be written as ddmmyyyy. Example: 01081954

SEX - is the same as gender. Must be written as m/f meaning male/female.

NATIONALITY - Name of country in full

NUMBER of PASSPORT - Must be written in full including all letters and ciphers without gaps.

NUMBER of SEAMANSBOOK - Must be written in full including all letters and ciphers without gaps.

VISANUMBER - Must be written in full including the country code printed beneath the sticker number and to be written without gaps between the letters and ciphers. Example: DNK123456789

VISA valid until - Must be written as ddmmyyyy

RANK - Must be written in full. No codes.