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Circular Letter No.4268/Add.3  
3 March 2021

To: All IMO Members  
Intergovernmental organizations  
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the Republic of Indonesia**

The Government of the Republic of Indonesia has sent the attached communication, received on 3 March 2021, with the request that it be circulated by the Organization.

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KEMENTERIAN PERHUBUNGAN  
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Ref. No.: UM. 006/12/8 / DJPL / 2021

Jakarta, 24 February 2021

H.E. Mr. Ki-tack Lim  
Secretary-General  
International Maritime Organization  
4 Albert Embankment  
London SE1 7SR  
United Kingdom

Dear Mr. Lim,

**Subject: Extension of Guidelines for Contingency Plan for seafarers, ship owners/operators and maritime education and training institutes due to Covid-19**

Following our letter No.: UM.006/12/SJ/2020 dated 29 July 2020 regarding Coronavirus (COVID-19) - Extension of Contingency Plan for seafarers and ship owners/operators: Guidance relating to the certification of seafarers, we would like to inform that the DGST Circular letter No.: SE.30 Year 2020 has been expired and replaced by the DGST Circular letter No.: SE.2 Year 2021 on Extension of Guidelines for Contingency Plan for seafarers, ship owners/operators and maritime education and training institutes due to Covid-19, as attached. The later Circular letter is effective from 1 January to 31 December 2021.

In that regards, it would be much appreciated if IMO Secretariat could disseminate this information to all IMO Member States and relevant stakeholders.

The Directorate General of Sea Transportation avails itself to this opportunity to renew the Secretary General of IMO, the assurance of its highest consideration.

Yours sincerely,

  
R. Agus H. Purnomo (Mr.)  
Director General of Sea Transportation  
Ministry of Transportation  
Republic of Indonesia

- Cc. 1. Minister of Transportation, Republic of Indonesia;  
2. Ambassador Extraordinary and Plenipotentiary of Republic Indonesia to United Kingdom/Permanent Representative of the Republic of Indonesia to IMO;  
3. Director General of Multilateral Cooperation, Ministry of Foreign Affairs;  
4. Secretary General, Ministry of Transportation;  
5. Secretary of the Directorate General of Sea Transportation;  
6. Director of Marine Safety and Seafarers, DGST;  
7. Transportation Attaché, Embassy of the Republic of Indonesia in London/Alternate Permanent Representative of the Republic of Indonesia to IMO.



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**CIRCULAR LETTER**  
**Number: SE 2 Year 2021**

**ON**

**EXTENSION OF GUIDELINES FOR CONTINGENCY PLAN FOR SEAFARERS,  
SHIP OWNERS/OPERATORS AND MARITIME EDUCATION AND TRAINING INSTITUTES  
DUE TO COVID-19**

1. In order to facilitate crew changes and considering seafarers as keyworkers in supporting global economic supply chains, and noting the Circular Letter of International Maritime Organization (IMO) No. 4204/Add.5 dated 17 March 2020 on Coronavirus (COVID-19) - Guidance relating to the certification of seafarers, including its supplementary provisions.
2. Noting the President Regulation of the Republic of Indonesia Number 82 Year 2020 on Committee for Handling Corona Virus Disease 2019 (COVID-19) and National Economic Recovery and the Circular Letter of the Director General of Sea Transportation, Ministry of Transportation Number SE 43 Year 2020 on Guidelines for Crew Changes and Repatriation and Port Services during the Corona Virus Disease 2019 (COVID-19) Pandemic.
3. Considering to item 1 (one) and 2 (two) above, Directorate General of Sea Transportation, Ministry of Transportation adopt a practical and pragmatic contingency plan for seafarers and ship owners/operators as follows:
  - a. Certificate of Competency (CoC) and Certificate of Endorsement (CoE) of Seafarer, in accordance with the provisions stipulated by Directorate General of Sea Transportation (DGST), Ministry of Transportation Republic of Indonesia, which expired within the validity period of this Circular Letter and for seafarer working on board of Indonesian or foreign flagged vessel, those certificate's validity period can be exempted by the issuing a temporary Certificate of Endorsement (CoE) that will be valid for another year, by submitting a self-declaration (which can be accessed through [bit.ly/SelfDeclaration](https://bit.ly/SelfDeclaration)) and attach a copy of the expired certificate including a written statement from ship owners/operators to DGST cc. Directorate of Marine Safety and Seafarers via e-mail at [kepelautan@dephub.go.id](mailto:kepelautan@dephub.go.id).
  - b. Certificate of Proficiency (CoP) of seafarer, in 5 year revalidation period and working onboard Indonesian or foreign flagged vessel, within the validity period of this Circular Letter, can be exempted until 31 December 2021. Seafarer should apply for the exemption by contacting the marine training institute issuing the certificate.
  - c. If there is a condition that seafarer needs to be signed off and the ship owners/operators could not find replacement, the Minimum Safe Manning Document of an Indonesian-flagged vessel may be exempted in accordance with existing conditions, the ship owners/operators have to submit a risk assessment of security and safety in advance.
  - d. The shipping company have to inform measures on protection and arrangements of seafarers on board to reduce the risk of COVID-19 infection by following local health authorities' instructions and complying with the stipulated health protocols in each country.

*"Mentaati Peraturan Pelayaran Berarti Mendukung Terciptanya Keselamatan Berlayar"*

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- e. For seafarer signed on, that hold travel documents and tickets to the country of placement, can be sign on by considering seafarer's health and safety including COVID-19-related policies applied in each destination country.
  - f. If the Seafarers Employment Agreement expired, the agreement is considered valid until the seafarer repatriated to port or the operator and seafarers could issue a new/extending the Seafarers Employment Agreement that have to be acknowledged and approved by harbormaster.
  - g. A Seaman Book which is expired when the seafarer is working on board and the ship may not enter a port or a country implementing lockdown policy on COVID-19, the Seaman Book is considered valid.
  - h. The shipping company is liable for any additional costs, including repatriation, medical treatment and any other expenses regarding the departure and repatriation cost, due to COVID-19 pandemic and the shipping company shall provide insurance and other financial insurance.
  - i. For any apprentice trained on board for nine months and could not continue their on-board training due to COVID-19 pandemic, their on-board training can be considered for requirement to continue their education and/or to issue their certificate of proficiency.
  - j. Medical Certificate for Seafarers working onboard Indonesian or foreign-flagged vessel considered automatically extended for three months as of its expiration date.
  - k. Regarding the Approval of any Education and Training Program that has exceeded its expiration date or in yearly surveillance period or having organizational status change, considered remain valid for another 6 months, and the approval reaudited process will be started after the government announce that the COVID-19 outbreak has ended.
  - l. Any application of approval for a new or pending Education and Training Program shall be reauditted after the government announce that the COVID-19 outbreak has ended.
4. With this Circular Letter coming into effect, Circular Letter Number SE. 30 of 2020 on Extension of Contingency Plan for Seafarers and Ship Owners / Operators due to COVID-19 is revoked.
  5. If there is any mistake or change in this contingency plan guidelines, it shall be amended.
  6. This Circular Letter shall come into effect from 1 January 2021 to 31 December 2021.

Set in : J A K A R T A  
On the date of : 24 FEBRUARY 2021

Directorate General of Sea Transportation  
Ministry of Transportation



R. AGUS H. PURNOMO