



INFORMATION LETTER 003-2009

to

**all Filing Agents and Crewing Companies operating ships and crew under
the flag of Antigua and Barbuda**

Subject:	Preparation and Submission of Applications via IASS
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The STCW Division of the Antigua and Barbuda Maritime Administration wish to inform all Filing Agents and Crewing Companies operating ships and crew under the flag of Antigua and Barbuda about the following:

Since the introduction of the ADOMS Interactive Application System for Seafarers (IASS) through our Circular 01-002-07, the number of users, i.e. Filing Agents and Subsidiary Agents, has increased substantially.

It has been observed, however, that this development did not always bring the desired results. There are still users who do not strictly follow the procedures as laid down in the "Online Help" on the web site. For your information, the error rate of each user is officially recorded in the system.

Please be reminded that the authorization to act in the capacity of a Filing Agent or Subsidiary Agent is being granted as a privilege. This privilege may be deleted in case duties are being executed inaccurately. The permission may be withdrawn at any time by decision of the Department of Marine Services and Merchant Shipping of Antigua and Barbuda.

In view of above, it is explicitly recommended that all Filing Agents and Subsidiary Agents exert extra effort and care in preparing and entering records into IASS.

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