

FIVE STEPS TO START CREWING (OPEN YOUR OWN CREWING AGENCY) IN UKRAINE

Crewing agency in Ukraine is mostly understood as a company conducting intermediary activity on employment of the Ukrainian citizens onboard of foreign vessels. The law does not envisage any special requirements shareholder(s) and/or personnel of a crewing agency shall comply with.

The Company is subject to special License and the very activity shall comply with the License Conditions which mostly say how the seafarer should be serviced and which documents/information the Company shall have in the office (such as conditions of the seafarers' future work, draft of the employment contract seafarer will sign with shipowner/manager and some others).

So, to open your own crewing agency in Ukraine you need just follow the next steps:

1. To determine the city in which you want the agency to operate

It is of course suggested establishing of your agency in the city which has strong maritime traditions and active maritime universities/schools to get more employment applications from seafarers (such city as Odessa, for example).

2. Find appropriate office (non-residential premises) where your agency will be situated at

*The special license is necessary to conduct crewing services and which is issued for the specific company and to the address of the specific place (office) which will be in the future **controlled** by the license-issuing body. Therefore no 'nominee' registered addresses are possible for crewing agencies.*

3. To incorporate a company in Ukraine

Any kinds of companies are possible: joint venture with your Ukrainian partner(s), Limited liability company with one shareholder (your Ukrainian partner or Crew management firm or Shipowner directly) etc.

Please also note that the first director of the company should be an Ukrainian citizen or a person who has the Ukrainian residential permit.

4. To collect all required documents and to apply for the crewing license to the Ministry of Labor of Ukraine

The documents and the application are to be submitted directly to the central department of the Ministry of Labor of Ukraine in Kiev.

5. To obtain the license which is issued for the term of 5 years and to start your work complying with the requirements of the special License Conditions.

Renewal of the license for the next 5 years is also possible in the future.

We would be glad to render you all necessary legal and organizational assistance in connection with the points 2-5 above in the form of:

- a. General consulting; *or*
- b. Consulting on the License Conditions compliance; *or*
- c. Assistance in opening of the company in Ukraine; *or*
- d. Assistance in obtaining of the crewing license for the already existed Ukrainian company; *or*
- e. Drafting of the required agreements a crewing company is operated on the basis of:
 - Manning services agreement with Manager/Shipowner; and
 - Services agreement with seafarers; *or*
- f. “*a-e*” altogether as a package deal.

If you have any questions to clarify please do not hesitate to contact us.

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