

1. A fixed sum of **\$3,000** is available for each seafarer successfully promoted from the rank of a Rating to the rank of an Officer.
2. As evidence of promotion, the application must be supported by copies of the Seafarer's discharge book(s) clearly indicating that they have sailed for at least 6 months in the capacity a Rating and have signed on as an Officer.
3. The Officer rank must be specified. 'Engine Officer' for example will not be accepted.
4. Where the Seaman's Book number is not printed on the Sea Service pages (e.g. Indian and Russian Seaman's Books) then the copies submitted with the application must be notarised.
5. **Grants are only available for seafarers promoted within the Engine department.**
6. Grants are only available for seafarers who have been promoted and who have sailed in the capacity of an Engine Officer since the 1.1.2012.
7. The Officer must hold a COC or a CEC from an IMO white listed country.
8. Grants will be paid once the application has been reviewed and accepted by both the Secretary and a member of the IMEC Recruitment and Training Committee.
9. A member of the Recruitment and Training Committee is not authorised to approve an application of any company to which they are affiliated.
10. On approval, funds shall be paid into a bank account nominated by the respective company.
11. An application shall not be approved if the respective seafarer has at any time been sponsored under the IMEC Cadet Enhanced Training Programme (IMEC-CETP).
12. When an application is refused, reasons for refusal shall be provided to the company. Reasons for refusal may include (but are not limited to):
  - a. No evidence to suggest that the seafarer has sailed in the capacity of a Rating and/or Officer
  - b. Supplementary evidence is unreadable or unclear
  - c. Numbers and/or names within the supplementary evidence do not match/correspond with the application.Failure to provide sufficient evidence within the following quarter will result in permanent rejection of the application.
13. Where it is felt that an application(s) have been submitted against the spirit of the Rating to Officer Scheme, the matter will be brought to the attention of the Chairman of the Recruitment and Training Committee. Such action may lead to a 2 year freeze of applications from that company. Such action may include (but not limited to):
  - a. Submitting an application(s) that has previously been approved
  - b. Falsifying any information on an application
14. As far as practicable, grant applications will be reviewed once per quarter.