



Maritec Tanker Management Pvt Ltd
 Lotus Corporate Park, G wing – 501, 5th Floor,
 Graham Firth Compound,
 Goregaon (E) Mumbai – 400063.
 Email: ghse@maritectankers.com

GENERAL CIRCULAR

20th Jun 2019

To: Fleet

Subject: CTM Request Circular

This circular is being placed to streamline procedure for CTM request and Emergency funds maintained Onboard.

In our system review we have found vessels engaging in various formats for CTM request and no information for balance of funds being advised at time of request for CTM.

The following process and format is being introduced and to be followed by all vessel.

Process as follows:

Step 1 – Company recommends that the Master accounts for the Cash onboard.

Step 2- Crewing to advise the Master of intended crew change by 20th of every month.

Step 3- Company recommends that the Master estimate the Cash Expenses for next month.

Step 4- Master should keep in mind that expenses allowed is mostly the Cash Advance to the crew, limited as per contract of seafarer. Any expenses other than Cash advance will require permission from the Technical Superintendent.

Step 5- Contingency funds to meet expenses such as Official payment as directed by the company is limited to \$2000.

Step 6- CTM request is to be sent to crewing@maritectankers.com between 20th - 25th of every month for cash requirement for following month in below format.

a	Date of CTM Request	
b	Date of receipt of Last CTM	
c	Amount Received Last CTM	
d	Actual B/F on 01 st of Current Month	
e	Expenses till Date of CTM Request	
f	Expected C/F on last day of current month	
g	Expected Expenses in following month	
h	Contingency Fund (fixed)	\$2000
i	CTM Required (H+G-F)	
j	Denomination- Breakup Of CTM	
	\$100	
	\$50	
	\$20	
	\$10	
	\$5	
	\$1	

Step 7- Upon receipt of the request, Crewing will acknowledge receipt to Master.

Step 8- Crewing will liaise with Operations for Next Port of Call, ETA and Agent's details.

Step 9- Crewing will then seek details from Agent for remittance procedure.

Step 10- By 28th or 30th of the month, Crewing will then forward request to Accounts to process the CTM Payment.

Step 11- Crewing will then follow up with agents / accounts until CTM is delivered.

Step 12- Master will revert with CTM receipt to crewing@maritectankers.com

All Masters in the Fleet to comply with the new CTM request procedure. Kindly acknowledge receipt of this circular as understanding and compliance.

Records of this circular to be place in Master's handing over report for incoming Master.

This circular will come into effect from 01st July 2019 (So the first CTM request should come between 20-25th of June 2019 to Cater for July CTM requests) and will remain in force, till such time it is superseded by a new circular or withdrawn by office. Please maintain copy in records of General Circular.

Thanks and Best Regards

General Manager

For Maritec Tanker Management Pvt Ltd.