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(注) 1. 承認手数料、変更登録に係る手数料又は再交付手数料は納付書により納付すること。(Pay fee for recognition or correction/alteration or reissuance by using designated fee payment form.)
 2. ①、②、③、⑦、⑪、⑫、⑮欄: 該当する枠内に×印を記入すること。(Column ①, ②, ③, ⑦, ⑪, ⑫, and ⑮: Fill in the space with × mark in respect to relevant items.)
 3. ④欄: 氏と名は1枠開けて記入すること。(Column ④: Put one blank space between first name and middle name and also between middle name and last name.)
 4. ④、⑭欄: 船員条約締結国資格証明書に記載されている英語表記の氏名、就業範囲をすべて大文字で記入すること。
 (Column ④ and ⑭: Write your name or capacity wholly in capital letter of English alphabet as written on your certificate issued by a party to the STCW convention in English.)
 5. ⑥、⑩、⑰欄: 月日が1桁の場合は十の位に0を記入すること。(Column ⑥, ⑩ and ⑰: Fill in the space which corresponds to tenth's digit with 0 even if the original number of month or day itself is only one digit.)