



Professional Documentation Assistance

UB Sea & Shore Services

UB Sea & Shore Services is a digital maritime services platform and an MSME-approved organization that brings together maritime industry stakeholders such as **Ship Owners, Maritime Employers, Seafarers, Training Institutes, DG Approved Doctors, Coaching Professionals, and Documentation Assistance Professionals** on a unified platform.

What is Professional Documentation Assistance?

Professional Documentation Assistance refers to expert support provided to seafarers and maritime entities in preparing, verifying, submitting, and managing all necessary documentation required for maritime careers, compliance, and operational needs. UB Sea & Shore Services, through its documented *Documentation Professionals* network, connects seafarers and companies with experienced documentation specialists to facilitate efficient and compliant documentation handling.

This assistance covers:

- **Verification and preparation of personal seafarer documents**
- **Renewals, endorsements, and record updates**
- **Flag-State documentation processes**
- **Company and vessel documentation support**
- **Assistance with regulatory compliance paperwork**

Role of Documentation Professionals on UB Platform

UB Sea & Shore Services lists qualified **Documentation Assistance Centers** (DACs) that specialize in maritime documentation support. These professionals serve as a bridge between seafarers/shipping companies and the complex documentation regulatory environment.

Key Documentation Assistance Services

Below are the principal documentation services commonly facilitated by the professionals on the UB Sea & Shore Services platform:

1 Seafarer Documentation Support



Documentation assistance for individual seafarers includes:

- Preparation of **CoC (Certificate of Competency), CDC (Continuous Discharge Certificate)**
- **Endorsements & renewals** of seafarer qualifications
- Verification and submission of maritime documents
- Assistance for **visa and immigration related documents** for international deployment

2 Company and Vessel Documentation

For maritime companies or new ship registrations, assistance professionals provide:

- **Vessel registration services**
- **Change of flag / re-flagging**
- Coordinating **P&I (Protection & Indemnity) and H&M (Hull & Machinery)** insurance documentation
- **DOC (Document of Compliance) preparation and support**
- Assistance with **company IMO number applications**

3 Regulatory & Compliance Assistance

Maritime documentation professionals guide clients to ensure all paperwork complies with international and flag state regulations, reducing risk of non-compliance and improving readiness for maritime operations.

How to Access Professional Documentation Assistance

1. **Register on the UB Sea & Shore Services platform** as a seafarer, maritime employer, or documentation professional.
2. **Navigate to the “Documentation Professionals” section** on the platform to browse available DACs.
3. **Select a documentation service provider** based on your needs (e.g., seafarer licenses, flag documentation, vessel compliance paperwork).
4. **Contact the chosen professional center** directly using the contact details provided in their DAC profile.



Benefits of Professional Documentation Assistance

- **Reduced administrative burden** on seafarers and maritime entities
- **Faster turnaround** on critical documentation processes
- **Help with complex regulatory requirements**
- **Improved accuracy and compliance** with international maritime standards
- **Support from experienced maritime documentation specialists**

UB Sea & Shore Services facilitates **Professional Documentation Assistance** by connecting maritime professionals with certified documentation centers. This support helps streamline documentation workflows for seafarers and companies, ensuring compliance, efficiency, and reduced paperwork challenges in the global maritime industry