

# 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
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## 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**
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## 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.

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## 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.
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## 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**

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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