

Dear Sirs,

- After issuing the documentation and the respective invoice we will send to you the invoice by fax (with our bank details) in order to you can settle it by bank transference or by cheque. As soon as we receive the payment confirmation we will send the respective documentation by courier.

Payment procedure:

* **Bank transference** - As soon as remittance has been made please send us copy of bank order by fax no 00 351 21 391 47 64 or by email susana.resende@imarpor.pt in order to send the documentation asap.

* **Cheque** – After good cheque encashment the documentation will be sent.

Brgds

Helder Martins

Co-ordinator of the work group for the certification STCW