

TERMS&CONDITIONS

Port Orient Registration

The role of Port Orient

Port Orient Ltd, a registered company in the United Kingdom (reg no.:10157235 address: 20-22 Wenlock Road, London – N1 7GU) who is acting as an Employment Agency and complete the following tasks:

- Advertisement and marketing of opened positions offered by Cruise Lines, Ship Owners and Crew Management Companies in contractual connection with the Port Orient Ltd.
- The proper orientation of the possible crewmembers and inquirers, answer their questions professionally and according the policies of the partner Cruise Lines, Ship Owners and Crew Management Companies
- Pre-employment assessment of applicants from professional/language skills and similar aspects, identification and assistance during the application process.
- Administration of the hired crewmembers according the international regulations and employer's policies.

The following tasks are excluded from the role of the Port Orient Ltd:

- Travel bureau, Taxation and Legal Representation/assistance.
- Decision making about each applicant's hire or refusal – these decisions can be made by the Cruise Lines, Ship Owners and Crew Management Companies only.
- Employment of the hired crewmembers - Cruise Lines, Ship Owners and Crew Management Companies are the Employers in all cases, not the Port Orient Ltd.

1. Short introduction of the registration

1.1. The goal of registration

With your completed registration, your data will be submitted to a database used by the Port Orient Ltd, called ATS – Applicant Tracking System.

This registration provides you only benefits, such as the faster administration, uniformity of your application material to maximize your chances and many other possibilities which designed to assist you in the fastest and flawless application.

1.2. After the registration

After your registration, all data will be revised by our authorized colleagues who will validate your registration, or inform you if any detail is missing or must be altered for the success.

At the Stage I of the registration you just need to wait for the opportunity suitable for your preferences, and you will be informed if any opportunity will arrive. At this stage you have no obligations, but advised to keep your data maintained, up to date and keep the communication with us.

When you accept an opportunity, you will enter to the Stage II, where we will assess your suitability and proceed with the job interview where your hire will be stated by your future Employer.

At the Stage III you will have your official documentation and orientation, and obligated to travel only, if you accept the exact position been offered for you.

2. Necessity of registration

The registration is necessary and unescapable by the following reasons:

2.1. Quality Assurance

All ATS registered data and information stored on online servers which can ensure the retrieval of lost data or communication logs, prevent the malicious or unwanted public reveal of any information belongs to the process, and the cloaked or un-authorized communication even in case of mislay of any devices.

2.2. Authority regulations

To ensure the conformity of the EU/UK/International regulations about data handling and inspections

2.3. Infallible identification of applicants

To prevent unauthorized use of personal data, phishing or similar abuses and application created by of malice purpose.

3. Recommendations of registration

3.1. The registration is available for anyone independently from qualification, experience, age, sex, political or religious opinion, etc., until the aim of registration is the proper use, not any different will or violation.

3.2. All applicants who is younger than 18 can register, but their data will be manually revised to prevent typos and miscommunication.

3.3. Applicants under 18 are only allowed to proceed with the Program's Stage II if they reach the age recommendation of the exact position they applied for or the general age limitation which is 18 in EU placements or 21 in non-EU placements.

4. Data Protection

4.1. The Port Orient Ltd own the proper certifications and registration to conform the data protection acts.

4.2. All data can be reached only by the authorized personnel in connection with the registration or placement process. Previous, or prospected employers are unauthorized, and unable to reach applicant data independently. All information provided for the prospected employers are managed by authorized personnel.

4.3. Third parties are unauthorized, even if they have provable connection or familiar relationship.

5. Obligations of registration

5.1. The registration doesn't obligate the registered personnel to proceed, but creates accountability for the validity of the data and documentation provided during the registration.

5.2. The registration process can be cancelled anytime, and the applicant is not obligated to keep the constant communication with the Port Orient ltd, or keep the data timely.

5.3. In case of obviously outdated data and registration, the registration will be hibernated after 60 days, means the registered applicant won't be informed automatically about the upcoming events and exact opportunities. Before the hibernation, a notification will be sent to the applicant about the oncoming hibernation where the applicant can state the hibernation or the pursuance. All un-

answered notifications result automatically hibernation. All hibernated registrations can be activated by a written notification sent to the Port Orient Ltd.

- 5.4. The person who complete the registration is responsible for the validity of the data been provided during the registration. In case of advance to the Stage II with purposely invalid data, the applicant can be impeached.

6. Data modification after the registration

All data provided during the registration can be modified later by e-mail or discussion with the Port Orient Ltd – new registration is not necessary.

7. Cancellation of the registration

The registration can be cancelled by a written notification sent to the Port Orient Ltd. The cancellation excludes all data in connection to previous, attempted or successful placements which can be the subject of an authority investigation.

8. Costs and Expenses

- 8.1. All programs offered by the Port Orient Ltd about inland or maritime employments are free of charge. There is no administration, application, placement or any kind of similar, or hidden fees charged by the Port Orient Ltd to the applicants.
- 8.2. Expenses about the acquirement of the recommended official documentation, visas, medical examinations or similar documentation are excluded from the point 8.1, and their costs must be calculated with. These expenses are compliant with the MLC 2006 regulations and must be paid to independent service providers, but never to the Port Orient Ltd.

9. Cross-marketing

- 9.1. The Port Orient Ltd and del REY International Kft - based on their connection aims to broaden of the reachable opportunities can be offered to the applicants - can place posts, advertisements and marketing materials on each other online, offline surfaces.
- 9.2. All applicants who shows interest for the other agency's placement programs will be oriented properly about the recommendations, benefits, conditions, expenses and similar features of the program.
- 9.3. NOTE, that different programs can be suitable for different authority recommendations, so the orientation, communication, and all aspects MUST handle independently - specially in aspect of the expense conditions of each program, to prevent unnecessary and misconception-based authority notifications.

10. Newsletters, and public/personal communication

- 10.1. The Port Orient Ltd communicates by three main methods with the applicants and public inquirers.

- A- As a newsletter which can be unsubscribed anytime
- B- Via E-mail by the Program Coordinators
- C- By phone by the Program Coordinators

- 10.2. All digital communication managed through e-mail addresses ends with: „hajoskarrier.hu” – „portorient.co.uk”. Any communication made through different domains or mail servers must be handled as unofficial and reported.
- 10.3. All online advertisements belongs to one of the official e-mail addresses mentioned above, and may contains phone contact details which can be validated in case of need. All orientation provided through different e-mails or phone numbers must handle as unofficial, and the information itself is invalid also.
- 10.4. On social networks such as Facebook, only that information can be identified as official, which been posted first on the official page of the Port Orient Ltd, or del REY International. All other publications – independently from their contents – must handle as unofficial. All publications with similar content, or facade design, with or without logo must handle as mystification and must be reported.
- 10.5. All communication via social networks are limited to answer short inquires, the proper orientation is reachable only through e-mail.
- 10.6. Any different, or suspicious/shady communication, publication or advertisement can be a tool of misrepresentation, data phishing or willful violation against the agency, employers or applicants, and must handle as an Employment Fraud/Scam and reported immediately to the Port Orient Ltd.
For these reports the following [e-mail address](#) can be used, and the most detailed description or exact link must be provided.

11. Authority Regulation of maritime placements

- 11.1. The Port Orient Ltd fully respects and follows the Maritime Labour Convention 2006 regulations, which can be acquainted on the www.mlc2006.com
- 11.2. Any putative violation against the MLC regulations made by the Port Orient Ltd must be reported for the Port Orient Ltd first, who is obligated to investigate the justness of the notification and discuss the situation with the sender.
- 11.3. In case of the failure of the discussion or investigation, the sender can inform the MCA directly via the e-mail address below, with the declaration that he/she fully aware the T&C point 9.3, 10.6, and 11.5, and with the most detailed description about the issue and the communication during the clarification attempt made by the Port Orient Ltd, to assist the MCA's duties and foreclose unreasonable notifications. **mlc@mcga.gov.uk**