

## Sultrade - Operations Dept

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**De:** Sultrade - Operations Dept  
**Enviado em:** quinta-feira, 18 de setembro de 2025 08:49  
**Para:** santosh.puthran@msc.com; m.maio@msc.com; BR241-optrig@msc.com  
**Cc:** IN001-GROUPC@msc.com; stpmc@iqrewing.com; IN001-Chennai@msc.com; IN001-cochin@msc.com; ph1@msccs.com; aniket.pradhan@msc.com; operations@sultradeagency.com  
**Assunto:** MSC Sara Elena - Crew change at Rio Grande on 24th September 2025 [CC# 34GQ]

TO: MSC  
FM: SULTRADE SHIPPING AGENCY

Dear all, good day.

Message below with onsigners' documents well received.

Kindly note that we need flights e-tickets and details to issue OKTB.

We also need documents and flight details for the offsigners.

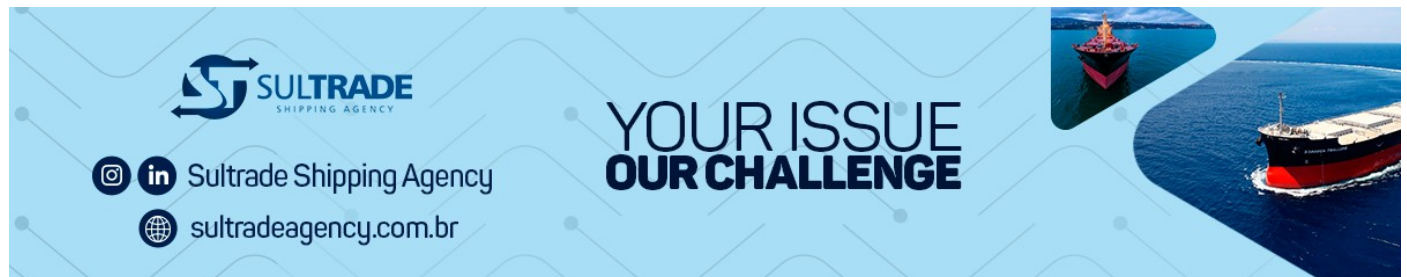
Best regards,



**Duarte Pedro**  
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**De:** santosh.puthran@msc.com <santosh.puthran@msc.com>  
**Enviada em:** quinta-feira, 18 de setembro de 2025 02:38  
**Para:** m.maio@msc.com; BR241-optrig@msc.com  
**Cc:** IN001-GROUPC@msc.com; stpmc@iqrewing.com; IN001-Chennai@msc.com; IN001-cochin@msc.com; ph1@msccs.com; aniket.pradhan@msc.com; operations@sultradeagency.com  
**Assunto:** MSC Sara Elena - Crew change at Rio Grande on 24th September 2025 [CC#34GQ]

Dear Colleagues,  
Good Day

On behalf of the owners of MSC Sara Elena we plan to carry out the following crew change during her call Rio Grande on 24th September 2025.

Please make all necessary arrangements for the safe embarkation / disembarkation of our crew and revert with OK TO BOARD and Letter of Guarantee in due course. In case necessary, and depending on your region's local

regulations, please ensure that a letter of guarantee if also issued / endorsed by the immigration police officer in order to avoid potential problems with our joining crewmembers when travelling.

***This e-mail contains personal data of crewmembers employed by MSC Shipmanagement Cyprus and all personnel dealing with this information are gently reminded of MSC Group Data Protection Policy.***

***Please do not use any personal data or information given in this e-mail, other than for the purpose described in this e-mail. For this reason, please ensure that any personal information / data will be kept confidential.***

**Please keep us closely updated with vessel's ETA/ETB/ETD**

Below please find personal & flight details for on/off signers.

**\*\*\*Important note for agents:**

**Please enter the crew change ID 34GQ in SAP under Purch. Order No.**

Please use Material codes as follows:

- All Crew Accommodation to Material Code - 1002432
- All Crew Transportation to Material Code - 1000010
- All Consular Fees/Immigration Formalities/Port Agency/Shore Passes to Material Code - 1000011
- All amounts related to Trainee Crew (DCDT, ECDT, JO, JE, JETO, TEO, ELTR, TWLD, TWPR, TFTR, TCK, TGS, TOS, etc.) including Accommodation, Transportation, Consular fees, etc to Material Code - 1002433
- All amounts related to Technical Crew (Riding Squads, Superintendents, Technicians, Reefer Technicians, etc.) including Accommodation, Transportation, Consular fees, etc to Material Code - 1002302

**\*\*\*Important note regarding hotel accommodation:**

In order to have uniform standards of accommodation during crew change, please arrange sharing accommodation rooms for Operational Officers (2O, 3E, 3O, 4E), Ratings, Trainee Officers including 4O & 5E. Only Top 5 Officers (Master, CO, CE, 2E and EO) to be accommodated in single rooms. At the same time, the accommodation provided should be of decent standard which is consistent with MSC's image.

Further to the above, please advise if any special rates are given to you by the hotel and confirm:

- Name and category of the hotel
- Rates for accommodation per day, per person (please advise if breakfast is included in the price) per single room.
- Rates for standard economic meals per day, per person (price for each meal: breakfast, lunch, dinner)
- Rates for 2 liters of water per day, per person.

In liaison with hotel's Management, please provide standard economic meals for each crew. Meals should include breakfast, lunch and dinner (depending on the duration of stay) with two liters of water per day, per crew. Should the crew require any additional meal or (non-alcoholic) beverages, this shall be settled directly by the crew upon checking out. The Company will NOT pay anything in addition to the above stated. Please provide the crew well in advance and prior their check-in, as well as hotel's Management, with Company's instructions.

**Please provide amounts in USD currency.**

**Kindly confirm safe receipt and your compliance to the above.**

**Details of signing on crew are as follows:**

ID	Rank	Name	Nationality	D.O.B.	Place Of Birth	Passport No.	Issue Date	Expiry Date	Seaman Book No.
C19363	2E	Vasilev Viacheslav( <a href="tel:+3599602559873">+3599602559873</a> )	Russian	09/03/1983	Ussr	763665869	25/11/2020	25/11/2030	RUS0723488

ID	Rank	Name	Nationality	D.O.B.	Place Of Birth	Passport No.	Issue Date	Expiry Date	Seaman Book No.
28852	3E	Chagam Venkateswara Reddy( <a href="tel:8500989738">8500989738</a> )	Indian	28/06/1994	Jangamaheswarapuram	Z6643356	04/02/2022	03/02/2032	MUM 246947
57562	4E	Balaji Sankar( <a href="tel:+919600470038">+919600470038</a> )	Indian	05/09/1992		Z7517107	31/10/2023	30/10/2033	MUM26617
49716	TEO	Rajesh Adwaith( <a href="tel:8921324313">8921324313</a> )	Indian	06/03/2003	IRINGAL,KERA LA	Y9288488	26/09/2023	25/09/2033	MUM 534949
43607	GS	Demalata Rey Christian Dela( <a href="tel:+639603693024">+639603693024</a> )	Filipino	25/12/1997	Roxas City	P3581672B	10/10/2019	18/10/2029	C1357559
58473	TOS	Singh Pankaj( <a href="tel:+919520645169">+919520645169</a> )	Indian	05/07/1997	Tyad Gaon, Uttarkhand	U8495355	09/08/2021	08/08/2031	MUM45433

#### Flight Details:

Will revert.

#### Details of signing off crew are as follows:

ID	Rank	Name	Nationality	D.O.B.	Place Of Birth	Passport No.	Issue Date	Expiry Date	Seaman Book No.	Issue Date	Expiry Date
11118	2E	Pendurkar Ashish Vasant	Indian	22/10/1989	Mumbai	S5897308	31/07/2018	30/07/2028	MUM183561	26/02/2011	03/01/2021
37001	3E	Leva Vaibhav	Indian	25/02/1999	SONDARDI	T 3091370	31/05/2019	30/05/2029	MUM 416417	27/03/2020	26/03/2030
24777	3E	Madhusudhanan Anoop	Indian	25/11/1994	Ettumanoor - Kerala	R9760770	12/03/2018	11/03/2028	MUM392803	08/08/2019	07/08/2029
53255	TEO	Purushottam Chandan Balakrishna	Indian	23/02/2003	KARNATAKA	Y3721917	19/06/2024	18/06/2034	MUM 574900	14/11/2024	13/11/2034
01-00500	GS	Fajardo Brian Espera	Filipino	12/12/1983	Barcelona, Sorsogon	P0289500B	18/01/2019	17/01/2029	C1526512	12/09/2019	12/09/2029
51460	TOS	Chauhan Shailesh	Indian	12/09/2003	MAU	V3793204	29/11/2021	28/11/2031	MUM480976	22/09/2022	21/09/2032

#### Flight Details:

Will revert.

Thank you,

Best Regards.

**Santosh Puthran**

Sr.Crewing Officer

#### MSC CREWING SERVICES PRIVATE LIMITED

2nd-3rd Floor, MSC House, Andheri Kurla Road, Andheri (E), Mumbai - 400059, India

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**Sensitivity: Internal**