



Dear Valued Client,

As the crisis on COVID-19 continues to hamper the normalcy of our lives, we would like to ascertain that our organization is one with the entire nation, cooperating and praying so that in the soonest possible time, we see an end to this pandemic.

As we approach the 4th week of the Enhanced Community Quarantine (ECQ), we firmly believe that the extension is necessary to ensure the overall safety and wellbeing of everyone. Having said that, we remain in our commitment to address and attend to your urgent business needs in the best possible way we can. You may continue to communicate with any of our teams anytime so that we can address your concerns.

We have also come to terms with our stakeholders' challenge as a result of the recently concluded teleconference meeting with OPITO. There would be some adjustment in the manner our services will be delivered, moving forward. These amendments from OPITO, I assure you, will be in the interest of all stakeholders in the industry. Furthermore, all expiring certificates of offshore, oil and gas personnel are extended to avoid interruptions in all the services that we provide. You may refer to the OPITO Certificate Extension Policy on the next two pages on how to go about the request application, which can be accomplished either by your company or the individual seafarer.

In the meantime, let us keep our consensus to uphold and follow all the directives of the national government concerning the pandemic. Our organization has implemented extensive measures to ensure that our facilities are disinfected and sanitized during the lockdown period. Similarly, all our personnel are monitored with regard to their state of health.

Together with the rest of humanity, we ardently pray for intervention and guidance from our Creator to find the preventive and curative measures in defeating the COVID-19.

Sincerely,



TRISTAN ARIS B. DIAZ
President
IMOSTI, Inc



OPITO Certificate Extension Policy

Background

As the global situation with COVID-19 continues to develop, employing companies and delegates may find themselves in a position that OPITO certification cannot be refreshed due to quarantine, travel or training provider issues.

OPITO is committed to ensuring that in these exceptional circumstances, where refresher training cannot be undertaken due to the COVID-19 situation, that a suitable extension process is available for employing companies and delegates.

Certificate Extension Process

The table below indicates the circumstances that will be taken into consideration when applying for a certificate extension.

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| (1) An individual's current certificate is due to expire during a period of isolation or quarantine |
| (2) An individual has been diagnosed with COVID-19 and is receiving medical care |
| (3) An individual has been refused admission to refresher training due to previous travel history |
| (4) An individual cannot gain access to a Training Provider in their area due to travel restrictions imposed by Government (or local authorities) and/or training centre closures |
| (5) The employing company has imposed specific travel restrictions that do not permit refresher training to be completed prior to the expiry date (Employing Companies only) |

Applying for an Extension

There are two ways to apply for an extension to an OPITO certificate.

- Employing companies will be able to apply for an extension by completing the [Employer Form](#)
- Delegates (self-sponsors) will be able to apply for an extension by completing the [Delegate Form](#)

These forms will require information such as the name of the certificate holder, certificate type, expiry date and reason for extension request.

This form is completed on the OPITO website and the extension request will be reviewed and processed as a priority. Should the request be successful, a new certificate number will be generated. As the new certificate number is purely to indicate that an extension has been granted, no new certificate will be issued.

Requests will only be considered for certificates that have an expiry date within 30 days from application for extension.



Extension Period

If an extension is granted it will extend the expiry date of the current certificate by two months.

It is important to note that if an extension is granted, the expiry date of the new refresher certificate once training has been undertaken will correspond with the expiry date of the original certificate. An example is provided below:

| | |
|---|--|
| Existing Certificate (4 year validity) | Expiry 15 March 2020 |
| Extension Granted | Expiry 15 May 2020 (Extended by 2 months from current expiry) |
| Refresher Training completed on 10 May 2020 | |
| Refresher Certificate | Expiry 14 March 2024 (4 years from original certificate) |

Time period for arrangements

OPITO will continuously monitor and review the suitability of this process; these extension arrangements will remain in force until further notice.

During this period, employers should ensure that all staff continue to maintain the required competencies to carry out their role safely.

Enquiries

All extension requests must be made through the OPITO website (www.opito.com).

Any enquiries regarding extensions should be made to the following:

Employing Companies
employer.support@opito.com

Delegates (Self-Sponsors)
delegate.support@opito.com

OPITO
11 March 2020