

How to renew a crew contract (document)

Users log in to the OLISS Web side and click to enter in turn **"Crew Cost → Crew Contact"** Interface, you can find the target crew through the filter bar, click on the "Renew" in the drop-down option on the right side of the target crew's row, enter the renewal contract interface, in this interface: select the vessel, Rank, contract start and end dates, you can also fill in the contract number, warning days, fill in the payment base of Five Insurance and Housing Fund Setting, you can fill in in batches, you can also upload attachments, and finally click "Confirm"

互海科技 Workbench 30915 Vessel Monitor Find Switching System EN 孙红梅

Vessel Management > Crew Contact

2, you can find the target crew through the filter bar

1, Click to enter the crew contact interface in turn

3, click on the "Renew" in the drop-down option on the right side of the target crew's row

No.	Crew Name	Vessel	Rank	Recent Deployment Inf...	Crew Group	Contract Period	Execution Days	Remaining Days	Electronic Contract Signing	Update Info	Operation
1	XIANG WEN MING	LINK OCEAN 1	Chief Officer	Shore-based		2024-05-01~2025-05-01	321	44	Send Contract	何森 2024-06-12 15:4	Renew
2	鮑磊	LINK OCEAN 1	Master	LINK OCEAN 1/Master (2024-07-31)	自有船员组34	2025-02-01~2025-08-01	45	136 (Renewed)	Send Contract	洪舒 2025-03-18 15:5	Edit
3	张水手	LINK OCEAN 1	Sailor	LINK OCEAN 1/Sailor (2023-03-23)		2023-03-23~2023-05-31		Expired	Send Contract	沈鹏飞 2023-06-01 03:1	Terminate
4	LUQMAN HAKIM B IN RAMANIZAN	Shore-based	Second Officer	LINK OCEAN 1/Chief Off cer (2024-12-18)	内贸船员组234	2024-09-01~	60	permanent	Send Contract	贺春旭 2024-11-01 01:0	Export



Original Contract Info.

Due in 44 days

Crew Name: 向文明

ID: 513622198211303918

Contract No.: HT-24061201

Contract Period: 2024-05-01~2025-05-01

Warning Days: 30

Five Insurances and One Fund Payment Base

Endowment Insurance	Unemployment Insurance	Medical Insurance	Employment Injury Insurance	Maternity Insurance	Public Acc
8800	2500	1800	1800	80	8800

Enter New Contract Info.

Vessel *

Rank *

Contract Period * Permanent ~

Contract No.

Warning Days

4、 Select the vessel, Rank, contract start and end dates, you can also fill in the contract number, warning days, fill in the payment base of Five Insurance and Housing Fund Setting, you can fill in in batches, you can also upload attachments, and finally click "Confirm"

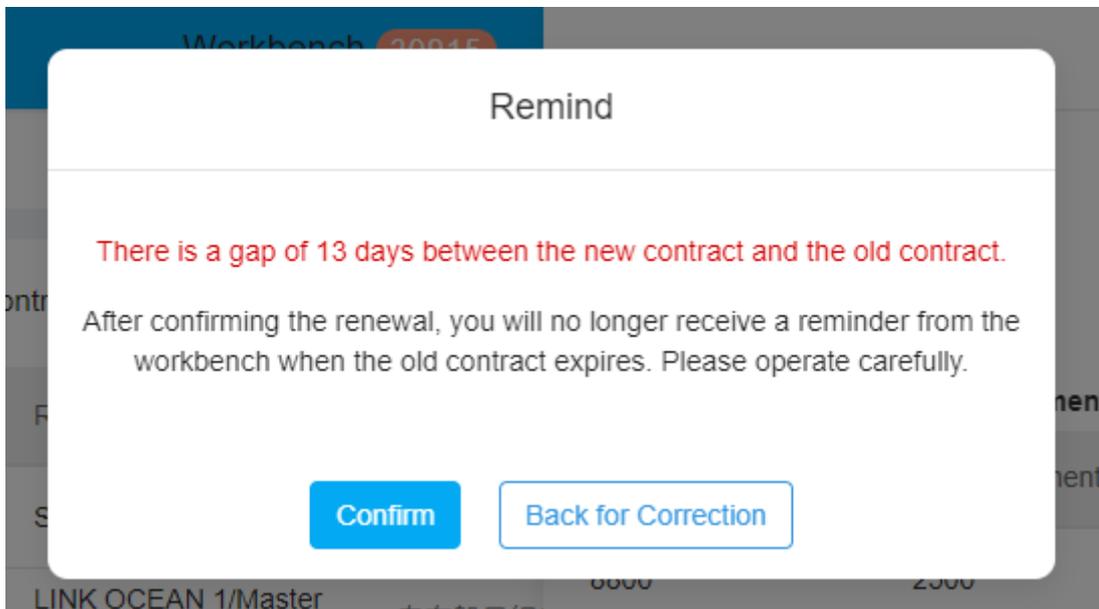
Insurance and Housing Fund Setting

No.	Name	Contribution Base
1	Endowment Insurance	<input type="text" value="Please enter"/>
2	Unemployment Insurance	<input type="text" value="Please enter"/>
3	Medical Insurance	<input type="text" value="Please enter"/>

Confirm

Note:

If there is a gap of several days between the start date of the new contract and the end date of the old contract, the following pop-up prompt will appear when submitting the new contract. Users need to modify or confirm the submission according to the actual situation, as shown in the figure below.



If the current crew contract has not yet expired but has been successfully renewed, the contract list will display the status of "Renewed, Effective".

Crew Contact

There are 24 contracts pending signature, [Click to process](#)
 Only Expiring Contract

No.	Crew Name	Recent Deployment Inf...	Crew Group	Contract Period	Execution Days	Remaining Days	Electronic Contract Signing	Update Info	Status	Operation
1	XIANG WEN MING	Officer Shore-based		2024-05-01~2025-05-01	321	44	Send Contract	何森 2024-06-12 15:49:49	Effective	...
2	鲍磊	LINK OCEAN 1/Master (2024-07-31)	自有船员组34	2025-02-01~2025-08-01	45	136 (Renewed)	Send Contract	洪舒 2025-03-18 15:51:35	Effective	...
3	张水手	LINK OCEAN 1/Sailor (2023-03-23)		2023-03-23~2023-05-31		Expired	Send Contract	沈鹏飞 2023-06-01 03:15:10	Invalid	...
4	LUQMAN HAKIM BIN RAMANIZAN	d Officer LINK OCEAN 1/Chief Officer (2024-12-18)	内贸船员组234	2024-09-01~	60	permanent	Send Contract	贺春旭 2024-11-01 01:00:19	Invalid	...

If the current crew contract has not yet expired but has been successfully renewed, the contract list will display the status of "Renewed, Effective".