

MPA Marinet User Guide

Replace Certificate of Endorsement due to Incorrect Information

Release 1.4

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1. Overview

1. This e-Service facilitates the Application to replace a Incorrect CERTIFICATE OF ENDORSEMENT (COE).
2. Log on to Marinet using your login ID and password and the main menu of Marinet will be displayed. Click on the “**Certificate of Endorsement (COE)**” under the “**e-Shipping**” category. The Certificate of Endorsement main screen will be displayed. Under “**Replace COE**”, click “**due to incorrect information**” to start applying for the replacement of incorrect CERTIFICATE OF ENDORSEMENT (COE) (see Figure 1).

Main Menu

Description:

The Certificate of Endorsement System e-Services are to facilitate:

- Application for the Issuing of Certificate of Endorsement (COE) to recognise certificate issued by foreign Administration
- Application for replacement of COE
- Enquiry on the Status of Application

A "Receipt of Application (ROA)" will be issued within 2 working days if the application is approved. The ROA is issued in line with STCW Reg. 1/10(5) as documented proof of the COE application. The ROA will be valid for 3 months from the date on which the officer signed on the vessel or for a period not exceeding 3 months from the date of application, whichever is earlier.

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- [New COE Application](#)
 - Replace COE:
 - [due to incorrect information](#)
 - [due to loss of certificate](#)
 - Replace ROA:
 - [due to change of ship's name](#)
 - [due to incorrect information](#)
 - [Enquiry on status of COE application](#)
-

Figure 1 – Certificate of Endorsement main screen

2. Prerequisites

The following are required to complete the e-Service:

1. Scanned copy of valid COC/GOC with STCW95 in a single PDF format file of less than 2MB in size.
2. Digital photo file of crew in JPG format file of less than 60KB in size.
3. Scanned copy of Medical Fitness Certificate, if the previous certificate has expired, in a single PDF or JPG format file of less than 2MB in size.
4. Scanned copy of Tanker Endorsement (if any) in a single PDF or JPG format of less than 2MB in size.

3. Application for the Replacement of Certificate of Endorsement Due to Incorrect Information

3.1 Specify the crew and certificate number

1. Specify **Crew Name**, **Date Of Birth** and **Nationality**.
2. Specify the **COE No**.
3. Click **“Create Application”** button to continue (see Figure 2).

Crew Name *	LIM TONG HAI	Date Of Birth *	10/07/1985 <small>(dd/mm/yyyy)</small>
Nationality *	AUSTRIAN	COE No. *	D - 28
<input type="button" value="Create Application"/>		<input type="button" value="Close"/>	

Figure 2 – Specify crew information and the incorrect COE Number

Note: You cannot apply for the replacement if one of the following is true:

1. The crew has been debarred or denied COE Application.
2. The COC/GOC Certificate of the incorrect COE has expired.
3. The incorrect COE is already invalid (replaced, canceled or expired).

3.2 Step 1: Specify replacement reason

1. Specify reason for the replacement of COE (see Figure 3).

Crew Name	LIM TONG HAI	Date Of Birth	10/07/1985
Nationality	AUSTRIAN	Previous COE No.	D-0000028

Please specify the details on the wrong information.

Reason *	Wrong medical fitness certificate expiry date
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Figure 3 – Specify Replacement reason

2. Click **“Next >”** to continue
3. To terminate the application without saving, click **“Close”** button to go back to Main screen.

3.3 Step 2: Specify ship information

1. If your company have previously applied for an replacement application for the same COE, the ship information would be retrieved by the system.

2. Otherwise, you can search and select ship based on **Ship Name, Official Number** or **IMO Number**.
3. Click “< **Back**” or “**Next** >” to go back or proceed accordingly.

3.4 Step 3: Specify certificate information

If your company have previously applied for an replacement application for the same COE, the COC/GOC certificate, Medical Fitness certificate and Tanker Endorsement information would be retrieved by the system.

1. Specify COC/GOC information (see Figure 4). Make sure to input the compulsory fields **Certificate Name, Crew Name, Issuing Authority, Certificate No, Regulation Code, STCW95, Date of Issue, Date of Expiry**.

Crew Name	LIM TONG HAI	Date Of Birth	10/07/1985
Nationality	AUSTRIAN	Ship Name	BLUE EAGLE
COC/GOC Information			
Certificate Name	BACHELOR OF SCIENCE	Crew Name	TONG HAI LIM Exactly as indicated in COC/GOC
Issuing Authority	AUSTRALIA	Certificate No.	123456
Regulation Code	II/1	STCW95	<input checked="" type="checkbox"/>
Date of Issue	15/02/2005 (dd/mm/yyyy)	Date of Expiry	15/02/2009 (dd/mm/yyyy)
Ship Type	<input type="checkbox"/> Steam <input type="checkbox"/> Motor Please specify for Engineer Class Type		
Capacity 1	THIRD ENGINEER		
Limitation 1	NO LIMITATION		
<input type="button" value="Add More Capacity/Limitation"/>			

Figure 4 – Step 3: Specify COC/GOC information

2. Click “**Add More Capacity/Limitation**” button to input more Capacity names or Limitation. A maximum of 3 Capacity/Limitation pairs are allowed in an application and the maximum allowed characters for all 3 limitations is 255 characters.
3. Specify Authentication Verified Date(see Figure 5). Please note that Authentication Verified Date is required to apply for Certificate of Endorsement (COE).

Authentication Information

Verified Date	29/03/2010 (dd/mm/yyyy)
For authentication through issuing authority website, please indicate the date authentication is done. For authentication via email or letter, please indicate the date of email or letter.	

Figure 5 – Step 3: Specify Authentication information

4. Specify Tanker Endorsement information (if any) (see Figure 6).
5. Click “**Add More Tanker Endorsement Information**” button to input more Tanker Endorsement. A maximum of 4 Tanker Endorsements are allowed in an application.

Tanker Endorsement Information 1 (Required if Crew have Tanker Certificate)			
Type	TANKER ENDORSEMENT(GAS)		
Issuing Authority	INDIA	Certificate No.	
Regulation Code	V/1.1	STCW95	<input checked="" type="checkbox"/>
Date of Issue	16/05/2007	Date of Expiry	16/05/2009

Figure 6 – Step 3: Specify Tanker Endorsement information

- Specify Medical Fitness information (see Figure 7). Please note that Medical Fitness is compulsory.

Medical Fitness Certificate Information (Required for COE application)			
Issuing Authority	BAHAMAS	Fit for Employment	<input checked="" type="checkbox"/>
Date of Issue	30/04/2007	Date of Expiry	30/04/2009

Figure 7 – Step 3: Specify Medical Fitness information

- Click “< Back” or “Next >” to either go to step 2 or step 4 accordingly.
- Click “Save Draft” button to save the application. You can retrieve this application via the “Search COE/ROA Application” from the Main screen. Please note that “Save Draft” data will only be kept for 7 days.
- To terminate, click “Close” button to go back to Main screen.

3.5 Step 4: Upload documents

If your company has previously applied for this incorrect COE, you can only change Photo file and medical fitness(see Figure 8).

Medical Fitness Certificate	<input type="text"/>	Browse...	Upload File	Delete
	photo.JPG			
Photo	<input type="text"/>	Browse...	Upload File	Delete
	photo.JPG			

Figure 8 – Step 4: Upload documents (same organization code)

Otherwise, you have to upload everything except Authentication letter (see Figure 9).

Please upload each file in turn. Only one file is allowed for each file upload type.

COC/GOC with STCW95	<input type="text"/>	Browse...	Upload File	Delete
	coc.pdf			
Medical Fitness Certificate*	<input type="text"/>	Browse...	Upload File	
	PDF or JPG format file of less than 2MB in size			
Photo*	<input type="text"/>	Browse...	Upload File	
	JPG format file of less than 60K bytes in size Refer to acceptable photo format for more information.			

< Back Next > Save Draft Close

Figure 9 – Step 4: Upload documents (different organization code)

- Upload individual files one by one.

2. Click “**Browse**” button to select the file and click “**Upload**” button to submit the file. Uploaded files will first be scanned for viruses before being checked for file type compatibility.
3. Once the file is uploaded successfully, you can click “**Delete**” button to remove the file.
4. Please note that Photo and Authentication are compulsory.
5. Click “< **Back**” or “**Next** >” to either go to step 3 or step 5 accordingly.

3.6 Step 5: Submission

1. Specify the Payment method, Notification E-mail, Collection mode and Applicant Information (see Figure 10).
2. Check the Declaration check box.
3. Click “< **Back**” to go to step 4 or click “**Submit**” to submit the application.
4. To terminate, click “**Close**” button to go back to Main screen.

Payment

(S\$18/-per COE issued - subject to revision)

Payment method	<input type="radio"/> Applicant's Permanent Account with MPA	Account No.	<input type="text"/>
	<input checked="" type="radio"/> Ship Management's Account (MANAGEMENT COMPANY)		

Notification

By Email *	mail1@site1.com, mail2@site2.com
	Example for multiple emails: mail1@site1.com, mail2@site2.com

Collection

Mode of Collection	Self-collection at OSDC is not available. Please print the ROA as documented proof that an application for COE has been submitted to MPA.
	<input checked="" type="radio"/> By Post to Ship Management's Address: MANAGEMENT COMPANY 1 ROAD NAME (ROAD1) #02-02 BUILDING NAME (ROAD2) (ROAD3) SINGAPORE 123546
	<input type="radio"/> By Post to Other Address

Posting Address in Singapore

Attention *	<input type="text" value="APPLICANT NAME"/>
	Please amend the name of the person to attention to if it is different from above.

Please fill in below if mode of collection is by post to other address.

Company	<input type="text"/>		
House No.	<input type="text"/>	Block No.	<input type="text"/>
Road 1	<input type="text"/>		
Road 2	<input type="text"/>		
Road 3	<input type="text"/>		
Postal Code	<input type="text"/>	Country	SINGAPORE

Applicant Information

Applicant Name *	<input type="text" value="APPLICANT NAME"/>	Applicant Company	<input type="text" value="COMPANY NAME"/>
Telephone *	<input type="text"/> #	Fax *	<input type="text"/> #
Email	<input type="text"/>		

- All telephone and fax provided should only be Singapore contact numbers.

Figure 10 – Step 5: Replace COE due to incorrect information

3.7 Acknowledgement

Upon successful submission, you will be directed to Acknowledgement screen. Please note down the Application Number for future reference.