

MPA Marinet User Guide

Replace Certificate of Endorsement due to Loss of Certificate

Release 1.4

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1. Overview

1. This e-Service facilitates the Re-application for the Issuance CERTIFICATE OF ENDORSEMENT (COE) due to misplacement.
2. Logon 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 loss of certificate**” to start applying for the Replacement of 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. I/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

If your company have previously applied for an replacement application for the same COE, the following are required to complete the e-Service:

1. Scanned copy of the crew's declaration that they have lost the certificate, in a single PDF or JPG format file of less than 2MB in size.
2. 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.

If your company have not previously applied for an replacement application for the same COE, the following are required to complete the e-Service:

1. Scanned copy of the crew's declaration that they have lost the certificate, in a single PDF or JPG format file of less than 2MB in size.
2. Scanned copy of valid COC/GOC with STCW95 in a single PDF format file of less than 2MB in size.
3. Digital photo file of crew in JPG format file of less than 60KB in size.
4. 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.
5. Scanned copy of Tanker Endorsement (if any) in a single PDF or JPG format of less than 2MB in size.

3. Application for Replacement of COE due to lost of Certificate(Same Organization Code)

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 lost 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 COE has expired.
3. The COE is already been invalid (replaced, canceled or expired).

3.2 Step 1: Upload crew declaration

If Medical Fitness certificate of the lost COE has expired, you are required to upload a valid Medical Fitness certificate.

1. 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 (see Figure 3).

Declaration
Please attach letter from the crew to declare they have lost the COE.

Crew	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload File"/>	<input type="button" value="Delete"/>
Declaration	lost declaration.pdf			
<input type="button" value="Next >"/>		<input type="button" value="Close"/>		

Figure 3 – Upload lost declaration

2. Once the file is uploaded successfully, you can click **“Delete”** button to remove the file.
3. Click **“Next >”** to continue
4. To terminate the application without saving, click **“Close”** button to go back to Main screen.

3.3 Step 2: Specify ship information

1. Ship information would be retrieved by the system.
2. 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: Submission

Information from the previous application should be automatically retrieved by the system.

1. Payment method, Notification options, Collection mode and Applicant Information (see Figure 4)
2. Check the Declaration check box.
3. Click “< **Back**” to go to step 2 or click “**Submit**” to submit the application.
4. 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.
5. 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 4 – Finishing application for lost declaration

3.5 Acknowledgement

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

4. Application for Replacement of COE due to lost of Certificate(Different Organization Code)

4.1 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 5).



The screenshot shows a form with the following fields and values:

Crew Name *	LIM TONG HAI	Date Of Birth *	10/07/1985
Nationality *	AUSTRIAN	COE No. *	D - 28

Buttons: Create Application, Close

Figure 5 – Specify crew information and the lost 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 lost COE has expired.
3. The COE is already invalid (replaced, canceled or expired).

4.2 Step 1: Upload lost declaration

1. 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 (see Figure 3).
2. Once the file is uploaded successfully, you can click **“Delete”** button to remove the file.
3. Click **“Next >”** to continue.
4. To terminate the application without saving, click **“Close”** button to go back to mainscreen.



The screenshot shows the 'Declaration' section with the following text and elements:

Declaration
Please attach letter from the crew to declare they have lost the COE.

Crew: [Input Field] [Browse...]

Declaration: lost declaration.pdf [Upload File] [Delete]

Buttons: Next >, Close

Figure 6 – Upload lost declaration

4.3 Step 2: Specify ship information

1. Specify **Ship Name**, **Official Number** or **IMO Number**. Click **“Clear”** button to clear the inputs (see Figure 7).
2. Click **“Search”** button to find the ship.

3. If the ship is found, select the radio button next to it and click “**Next >**” button to move to step 3.
4. To terminate the application without saving, click “**Close**” button to go back to Main screen.
5. Click “**< Back**” button to go back to step 1.

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

Please select a registered or provisionally registered ship the crew will be working on. If the ship is not available in the system, please file the application after the ship has been registered.

Note: For the "Ship Name" field, please DO NOT prefix the ship's name with "M.V", "M/V", "M.T", "M/T", "S.S", "S/S" if the registered ship's name does not include these prefixes.

Ship Name	FALCON	Official No.	
IMO No.			
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>			
Ship Name	Official No.	IMO No.	
<input checked="" type="radio"/> FALCON	SA_3_VSLOFF	SA_3_VSLIM	
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/>			

Figure 7 – Step 2: Select Ship and Proceed

4.4 Step 3: Specify certificate information

Specify the COC/GOC, Medical Fitness and Tanker Endorsement (if any).

1. Specify COC/GOC information (see Figure 8). 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 <input type="text" value="(dd/mm/yyyy)"/>	Date of Expiry	15/02/2009 <input type="text" value="(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 8 – 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 Tanker Endorsement information (if any) (see Figure 9).
4. 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 9 – Step 3: Specify Tanker Endorsement information

5. Specify Medical Fitness information (see Figure 10). Please note that Medical Fitness is required to apply for Certificate of Endorsement (COE).

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 10 – Step 3: Specify Medical Fitness information

6. Click **“< Back”** or **“Next >”** to either go to step 2 or step 4 accordingly.
7. 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.
8. To terminate, click **“Close”** button to go back to Main screen.

4.5 Step 4: Upload documents

Upload COC/GOC, Medical Fitness, Tanker Endorsement (if any), Photo and Authentication (see Figure 11).

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

COC/GOC with STCW 95*	<input type="text"/>	Browse...	Upload File
	PDF format file of less than 2MB in size		
Authentication*	<input type="text"/>	Browse...	Upload File
	PDF or JPG format file of less than 2MB in size		
To retrieve authentication for the COC/GOC, please refer to: Email(COC): penmar@ara.mil.ar divpermarinamercante@ara.mil.ar			
Tanker Endorsement 1*	<input type="text"/>	Browse...	Upload File
	PDF or JPG format file of less than 2MB in size		
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.		
<input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Save Draft"/> <input type="button" value=" Close"/>			

Figure 11 – Step 4: Upload documents

1. 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 Medical Certificate, Photo and Authentication are required to apply for Certificate of Endorsement (COE).
5. Click “< **Back**” or “**Next** >” to either go to step 3 or step 5 accordingly.
6. To terminate, click “**Close**” button to go back to Main screen.

4.6 Step 5: Submission

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 *	<input type="text" value="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 12 – Step 5: Finalization for Replacement of Certificate of Endorsement Due to Lost of Certificate

4. Specify Payment method, Notification E-mail, Collection mode and Applicant Information.
5. Check the Declaration check box.
6. Click “< Back” to go to step 4 or click “Submit” to submit the application.
7. To terminate, click “Close” button to go back to Main screen.

4.7 Acknowledgement

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