

## MPA Marinet User Guide

# **Replace Receipt of Application due to Incorrect Information**

*Release 1.3*

## Table of Content

1. Overview.....	3
2. Prerequisites.....	4
3. Application for the Replacement of ROA Due to Incorrect Information.....	5
3.1 Specify the crew and certificate number.....	5
3.2 Step 1: Specify Replacement reason.....	5
3.3 Step 2: Specify ship information.....	6
3.4 Step 3: Specify certificate information.....	6
3.5 Step 4: Upload documents.....	7
3.6 Step 5: Submission.....	8
3.7 Acknowledgement.....	9

---

## 1. Overview

---

1. This e-Service facilitates the Application to replace an Incorrect RECEIPT OF APPLICATION (ROA).
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 ROA**”, click “**due to incorrect information**” to start applying for the replacement of incorrect RECEIPT OF APPLICATION (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.

- 
- [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 ROA Due to Incorrect Information

### 3.1 Specify the crew and certificate number

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

<b>Crew Name *</b>	DAVID ROBBINS	<b>Date Of Birth *</b>	01/03/1980 <small>(dd/mm/yyyy)</small>
<b>Nationality *</b>	AFGHAN	<b>ROA No. *</b>	D - 24 / 2010
<input type="button" value="Create Application"/>		<input type="button" value="Close"/>	

Figure 2 – Specify crew information and the incorrect ROA 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 ROA has expired.
3. The incorrect ROA is already invalid (replaced, canceled or expired).

### 3.2 Step 1: Specify Replacement reason

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

<b>Crew Name</b>	DAVID ROBBINS	<b>Date Of Birth</b>	01/03/1980
<b>Nationality</b>	AFGHAN	<b>Previous ROA No.</b>	ROA-D-0000024/2010

Please specify the details on the wrong information.

<b>Reason *</b>	
-----------------	--

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

COC/GOC certificate, Medical Fitness certificate and Tanker Endorsement information should 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**.

<b>Crew Name</b>	DAVID ROBBINS	<b>Date Of Birth</b>	01/03/1980
<b>Nationality</b>	AFGHAN	<b>Ship Name</b>	SHIP
<b>Previous ROA No.</b>	ROA-D-0000024/2010		
<b>COC/GOC with STCW 95 Information</b>			
<b>Certificate Name</b>	COC	<b>Crew Name</b>	DAVID ROBBINS Exactly as indicated in COC/GOC
<b>Issuing Authority</b>	ARGENTINA	<b>Certificate No.</b>	G234567
<b>Regulation Code</b>	II/1	<b>STCW 95</b>	<input checked="" type="checkbox"/>
<b>Date of Issue</b>	29/03/2010 (dd/mm/yyyy)	<b>Date of Expiry</b>	29/03/2011 (dd/mm/yyyy)
<b>Ship Type</b>	<input type="checkbox"/> Steam <input type="checkbox"/> Motor Please Specify the Engine Class Type		
<b>Capacity 1</b>	SECOND ENGINEER OFFICER		
<b>Limitation 1</b>	LIMIT 7		
<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

<b>Verified Date</b>	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 Verified Date

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(PETROLEUM)		
Issuing Authority	ARGENTINA	Certificate No.	11111
Regulation Code	V/1.1	STCW 95	<input checked="" type="checkbox"/>
Date of Issue	18/03/2010	Date of Expiry	18/03/2011

Add More Tanker Endorsement Information

**Figure 6 – Step 3: Specify Tanker Endorsement information**

6. Specify Medical Fitness information (see Figure 7).

**Medical Fitness Certificate Information (Required for COE application)**

Issuing Authority	AFGHANISTAN	Fit for Employment	<input checked="" type="checkbox"/>
Date of Issue	29/03/2010	Date of Expiry	29/03/2011

**Figure 7 – Step 3: Specify Medical Fitness information**

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

### 3.5 Step 4: Upload documents

Upload the required documents (see Figure 8). You can replace the wrong documents and add missing documents.

<b>Crew Name</b>	DAVID ROBBINS	<b>Date Of Birth</b>	01/03/1980
<b>Nationality</b>	AFGHAN	<b>Ship Name</b>	SHIP
<b>Previous ROA No.</b>	ROA-D-0000024/2010		

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

<b>COC/GOC with STCW 95</b>	<input type="text"/>	Browse...	Upload File	Delete
	cert.pdf			
<b>Authentication</b>	<input type="text"/>	Browse...	Upload File	Delete
	auth.JPG			
To retrieve authentication for the COC/GOC, please refer to: Email(COC): <a href="mailto:penmar@ara.mil.ar">penmar@ara.mil.ar</a> <a href="mailto:divpermarinamercante@ara.mil.ar">divpermarinamercante@ara.mil.ar</a>				
<b>Tanker Endorsement 1*</b>	<input type="text"/>	Browse...	Upload File	
	PDF or JPG format file of less than 2MB in size			
<b>Medical Fitness Certificate</b>	<input type="text"/>	Browse...	Upload File	Delete
	photo.jpg			
<b>Photo</b>	<input type="text"/>	Browse...	Upload File	Delete
	photo.jpg			

**Figure 8 – 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 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 Notification E-mail and Applicant Information (see Figure 9).
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.

<b>Crew Name</b>	DAVID ROBBINS	<b>Date Of Birth</b>	01/03/1980
<b>Nationality</b>	AFGHAN	<b>Ship Name</b>	SHIP
<b>Previous ROA No.</b>	ROA-D-0000024/2010		

**Notification**

<b>By Email *</b>	mail1@site1.com, mail2@site2.com Example for multiple emails: mail1@site1.com, mail2@site2.com
-------------------	---

**Applicant Information**

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

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

**Figure 9 – Step 5: Replace ROA 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.