

MPA Marinet User Guide

Application for Lost of Certificate of Endorsement

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1. Overview

1. This e-Service facilitates the Re-application for the Issuing of lost CERTIFICATE OF ENDORSEMENT (COE).
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) / Certificate of Receipt of COE (CRA)**” under the “**e-Shipping**” category. The Certificate of Endorsement main screen will be displayed. Click “**Application For Lost Of COE**” to start applying for the Issuing of lost CERTIFICATE OF ENDORSEMENT (COE) (see Figure 1).

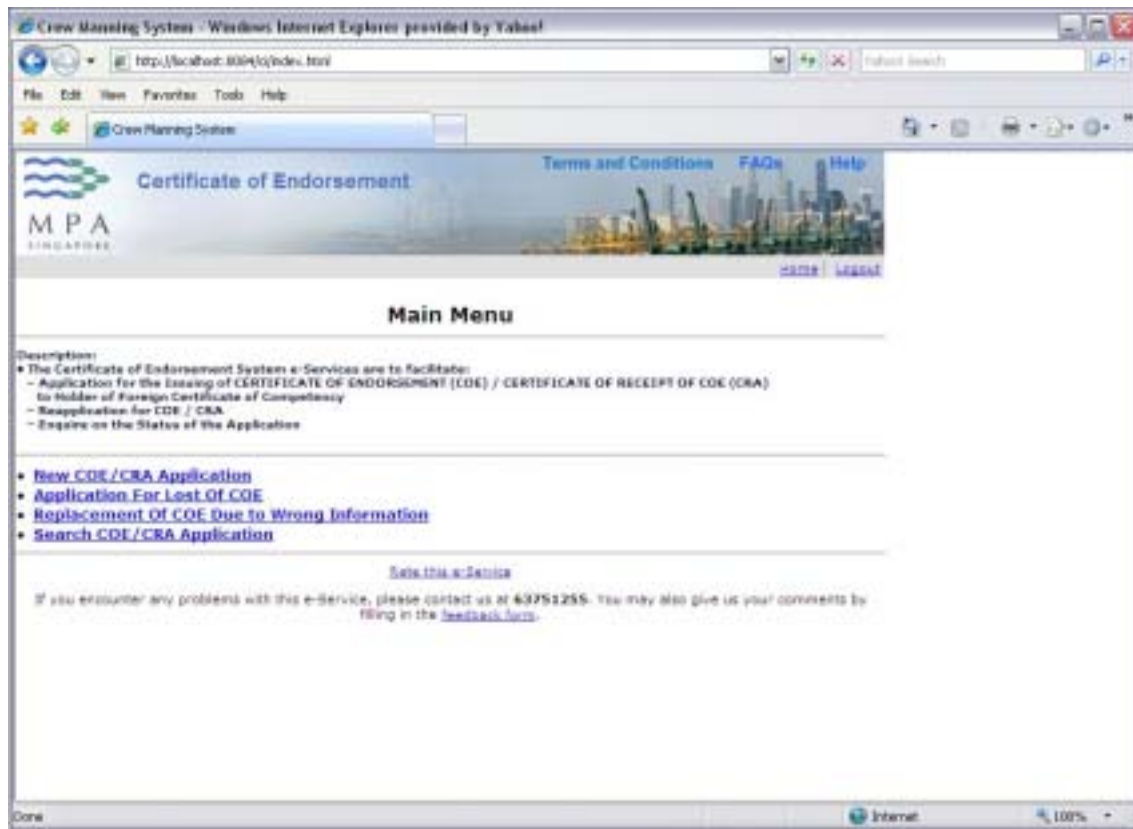


Figure 1 – Certificate of Endorsement main screen

2. Prerequisites

If your company has previously applied for this lost COE, only 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 did not apply for the lost 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 lost COE of similar Applicant Company

3.1 Specify the crew and the lost COE number

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



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

Crew Name *	LIU TONGHAI	Date Of Birth *	10/07/1985
Nationality *	AUSTRIAN	COE No. *	D - 2B

Buttons: Create Application, Close

Figure 2 – Specify crew information and the lost COE Number

3.2 Step 1: Upload lost declaration

If Medical Fitness certificate of the lost COE has expired, you will be required to upload another one.

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).



The screenshot shows a web form titled "Declaration" with the following content:

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

Crew		Browse...	Upload File	Delete
Declaration	lost declaration.pdf			

Buttons: Next >, 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

Ship information should be automatically selected by the system. Click “< **Back**” or “**Next >**” to go back or proceed accordingly. Or you can refer to section 3.3 on how to search and select another ship.

3.4 Step 3

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

1. Specify the Verified Date of the Authentication letter, Payment method, Notification options, Collection mode and Applicant Information (see Figure 4)
2. Check the Declaration checkbox.

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 search and continue this application by going to “Search COE/CRA Application” from the Main screen.
5. To terminate, click “Close” button to go back to Main screen.

Payment			
(S\$18/-per application - subject to revision)			
Payment method	<input type="radio"/> Cash (Please indicate exact amount for payment)		
	<input checked="" type="radio"/> Cheque (Cheques must be crossed and made payable to MARITIME AND PORT AUTHORITY OF SINGAPORE)		
	<input type="radio"/> Applicant's Permanent Account	Account No.	<input type="text"/>
	<input type="radio"/> Ship Management's Account		
Notification			
By Email *	<input type="text" value="@abc.com.emaif@abc.com"/>		
Collection			
Made of Collection	<input checked="" type="radio"/> Self Collect at OSDC (7A Keppel Road Tanjong Pagar Complex #01-26 Singapore 089054)		
	<input type="radio"/> By Post		
Posting Address (Please fill in below if mode of collection is by post.)			
Company	<input type="text"/>		
House No.	<input type="text"/>	Block No.	<input type="text"/>
Road	<input type="text"/>		
Postal Code	<input type="text"/>	Country	SINGAPORE
Applicant Information			
Applicant Name *	<input type="text" value="PETER LIM"/>	Applicant's Company	ABC PTE LTD
Telephone *	<input type="text" value="98765432"/>	Fax *	<input type="text" value="61234567"/>
Email	<input type="text"/>		

Figure 4 – Upload lost declaration

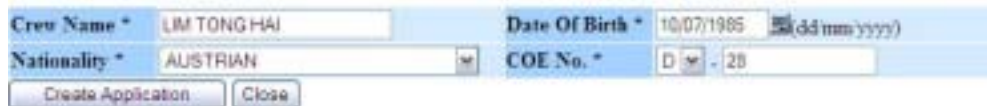
3.5 Acknowledgement

Upon successful submission, you will be redirected to Acknowledgement screen. Note down the Application Number and Submission Date for reference.

4. Application for lost COE of different Applicant Company

4.1 Specify the crew and the lost COE number

1. Specify **Crew Name**, **Date Of Birth** and **Nationality**.
2. Specify the lost **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

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 a section titled "Declaration" with the instruction: "Please attach letter from the crew to declare they have lost the COE." Below this, there is a "Crew" field and a "Declaration" field containing the text "lost declaration.pdf". Buttons for "Browse...", "Upload File", and "Delete" are visible. At the bottom, there are "Next >" and "Close" buttons.

Figure 6 – Upload lost declaration

4.3 Step 2: Specify ship information

1. Specify **Ship Name** or **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 checkbox 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 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
Issuing Authority	AUSTRALIA	Certificate No.	123456
Regulation Code	BT	STCW95	<input checked="" type="checkbox"/>
Date of Issue	15/02/2005	Date of Expiry	15/02/2009
Ship Type	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. There are maximum 3 pairs of Capacity/Limitation allowed in an application.
3. Specify Medical Fitness information (see Figure 9). 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 9 – Step 3: Specify Medical Fitness information

4. Specify Tanker Endorsement information (if any) (see Figure 10).

- Click “**Add More Tanker Endorsement Information**” button to input more Tanker Endorsement. There are maximum 4 Tanker Endorsements 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	V111	STCW95	<input checked="" type="checkbox"/>
Date of Issue	16/05/2017	Date of Expiry	16/05/2019

Figure 10 – Step 3: Specify Tanker Endorsement 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 search and continue this application by going to “**Search COE/CRA Application**” from the Main screen.
- To terminate, click “**Close**” button to go back to Main screen.

4.5 Step 4

Upload COC/GOC, Medical Fitness, Tanker Endorsement (if any), Photo and Authentication (see Figure 8).

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

COC/GOC with STCW95	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload File"/>	<input type="button" value="Delete"/>
	coc.pdf			
Medical Fitness Certificate*	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload File"/>	
	PDF or JPG format file of less than 25MB in size			
Tanker Endorsement 1*	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload File"/>	
	PDF or JPG format file of less than 25MB in size			
Photo	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload File"/>	
	JPG format file of less than 40K bytes in size Refer to acceptable photo format for more information.			
Authentication	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Upload File"/>	
	PDF or JPG format file of less than 25MB in size			

To retrieve authentication for the COC/GOC, please refer to:
 Email(COC): trm@amsa.gov.au qaht@amsa.gov.au
 Website(COC): <http://www.amsa.gov.au>

Figure 11 – Step 4: Upload documents

- Upload individual files one by one.
- 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.
- Once the file is uploaded successfully, you can click “**Delete**” button to remove the file.
- Please note that Photo is required to apply for Certificate of Endorsement (COE).
- Click “< **Back**” or “**Next** >” to either go to step 3 or step 5 accordingly.

- Click “**Save Draft**” button to save the application. You can search and continue this application by going to “**Search COE/CRA Application**” from the Main screen.
- To terminate, click “**Close**” button to go back to Main screen.

4.6 Step 5

Authentication Information	
Verified Date *	02/06/2008 <input type="text"/> (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.
Payment	
(S\$18/-per application - subject to revision)	
Payment method	<input type="radio"/> Cash (Please indicate exact amount for payment) <input checked="" type="radio"/> Cheque (Cheques must be crossed and made payable to MARITIME AND PORT AUTHORITY OF SINGAPORE) <input type="radio"/> Applicant's Permanent Account Account No. <input type="text"/> <input type="radio"/> Ship Management's Account
Notification	
By Email *	@abc.com,email@abc.com
Collection	
Mode of Collection	<input type="radio"/> Self Collect at OSDC (7A Keppel Road Tanjong Pagar Complex #01-26 Singapore 089054) <input checked="" type="radio"/> By Post
Posting Address (Please fill in below if mode of collection is by post.)	
Company	ABC PTE LTD
House No.	<input type="text"/>
Block No.	<input type="text"/>
Road	BEACH ROAD <input type="text"/>
Postal Code	123456
Country	SINGAPORE
Applicant Information	
Applicant Name *	PETER LIM
Applicant's Company	ABC PTE LTD
Telephone *	98765432
Fax *	61234567
Email	<input type="text"/>

Figure 12 – Step 5: Finalization for Application for lost COE

- Specify the Verified Date of the Authentication letter, Payment method, Notification options, Collection mode and Applicant Information.
- Check the Declaration checkbox.
- Click “< Back” to go to step 4 or click “**Submit**” to submit the application.
- Click “**Save Draft**” button to save the application. You can search and continue this application by going to “**Search COE/CRA Application**” from the Main screen.
- To terminate, click “**Close**” button to go back to Main screen.

4.7 Acknowledgement

Upon successful submission, you will be redirected to Acknowledgement screen. Note down the Application Number and Submission Date for reference.