

MPA Marinet User Guide

Replacement of Certificate of Endorsement due to Wrong Information

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1. Overview

1. This e-Service facilitates the Application to replace a CERTIFICATE OF ENDORSEMENT (COE) Due to Wrong Information.
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 “**Replacement Of COE Due to Wrong Information**” to start the application (see Figure 1).



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 COE Due to Wrong Information

3.1 Specify the crew and the wrong COE number

1. Specify **Crew Name**, **Date Of Birth** and **Nationality**.
2. Specify the wrong **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 *	LIM TONG HAI	Date Of Birth *	10/07/1985 (dd/mm/yyyy)
Nationality *	AUSTRIAN	COE No. *	D - 2B

Buttons: Create Application, Close

Figure 2 – Specify crew information and the lost COE Number

3.2 Step 1: Specify Replacement reason

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



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

Crew Name	LIM TONG HAI	Date Of Birth	10/07/1985
Nationality	AUSTRIAN	Previous COE No.	D-000002B

Please specify the details on the wrong information.

Reason *
Wrong medical fitness certificate expiry date

Buttons: Next >, Close

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 has previously applied for this wrong COE, ship information should be retrieved by the system.
2. Otherwise, you can search and select ship based on **Ship Name** or **Official Number** or **IMO Number**.
3. Click “**< Back**” or “**Next >**” to go back or proceed accordingly.

3.4 Step 3

If your company has previously applied for this wrong COE, 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**.

Crew Name	LEM 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 LEM Exactly as indicated in COC/GOC
Issuing Authority	AUSTRALIA	Certificate No.	123456
Regulation Code	BT	STCW95	<input checked="" type="checkbox"/>
Date of Issue	15/02/2015	Date of Expiry	15/02/2019
Ship Type	<input type="checkbox"/> Steam <input type="checkbox"/> Motor Please specify for Engineer Class Type		
Capacity 1	THRD ENGINEER		
Limitation 1	NO LIMITATION		
Add More Capacity/Limitation			

Figure 4 – Step 3: Specify COC/GOC information

- 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.
- Specify Medical Fitness information (see Figure 5). 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	30/04/2019

Figure 5 – Step 3: Specify Medical Fitness information

- Specify Tanker Endorsement information (if any) (see Figure 6).
- 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 6 – 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.

3.5 Step 4

If your company has previously applied for this wrong COE, you can only change Photo file (see Figure 7). Medical Fitness upload will also be shown if the old Medical Fitness certificate has expired.

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

Photo	<input type="text" value="Test.jpg"/>	Browse...	Upload File	Delete
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< Back Next > Save Draft Close

Figure 7 – Step 4: Upload documents when similar applicant company

Otherwise, you have to upload everything except Authentication letter (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" value="coc.pdf"/>	Browse...	Upload File	Delete
Medical Fitness Certificate*	<input type="text"/>	Browse...	Upload File	
Photo*	<input type="text"/>	Browse...	Upload File	

< Back Next > Save Draft Close

Figure 8 – Step 4: Upload documents when different applicant company

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

1. Specify the Payment method, Notification options, Collection mode and Applicant Information.
2. Check the Declaration checkbox.
3. Click “< **Back**” to go to step 4 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, email@abc.com"/>
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Collection

Mode 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"/>	<input type="text"/>	<input type="text"/>
Postal Code	<input type="text"/>	Country	SINGAPORE

Applicant Information

Applicant Name *	<input type="text" value="PETER LIM"/>	Applicant's Company	<input type="text" value="ABC PTE LTD"/>
Telephone *	<input type="text" value="98765432"/>	Fax *	<input type="text" value="61234567"/>
Email	<input type="text"/>		

Figure 9 – Step 5: Replace COE due to wrong information

3.7 Acknowledgement

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