

MPA Marinet User Guide

Search and View Application for Certificate of Endorsement / Receipt of Application

Release 1.4

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1. Overview

1. This e-Service facilitates the Search and View for Application of CERTIFICATE OF ENDORSEMENT (COE) / 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. Click “**Enquiry on status of COE application**” to start searching for application of CERTIFICATE OF ENDORSEMENT (COE) / RECEIPT OF APPLICATION (ROA) (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.

-
- [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](#)
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Figure 1 – Certificate of Endorsement main screen

2. How to search and view COE/ROA applications

1. Specify search criteria.
2. Click “**Search**” button to start searching. Click “**Clear**” button to clear all form fields.
3. Click “**Close**” button to terminate and return to Main screen.
4. If the results list is too long, it will be shown in separate pages. Click corresponding page numbers to view search results in that specific page.
5. Click on Application numbers to view the Application. If that application has not been submitted, you will be able to edit its details.

Search COE Application

Crew Name	<input type="text"/>	Date Of Birth	<input type="text"/> (dd/mm/yyyy)
Nationality	<input type="text"/>		
COE No.	<input type="text"/>	ROA No.	<input type="text"/>
Application No.	<input type="text"/>	Type	<input type="text"/>
Application Date Range From	<input type="text"/> 07/06/2010 (dd/mm/yyyy)	Application Date Range To	<input type="text"/> (dd/mm/yyyy)
Status	SAVED DRAFT		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>			

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Application No.	Application Type	Crew Name	Date of Birth	Nationality	COC/GOC No.	COE No.	ROA No.	Status
201006000051	New ROA	CREW NAME	01/01/1990	AFGHAN	12345			Saved Draft

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Figure 2 – Search COE/ROA Application

Note:

1. You can only search for COE/ applications submitted by your company.
2. To search by crew, please specify **Crew Name**, **Nationality** and **Date Of Birth**.
3. You cannot search by both **COE Number** and **ROA Number**.
4. There must be at least one search criteria.