

MPA Marinet User Guide

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

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Table of Content

1. Overview.....	3
2. How to search and view COE/CRA applications	4

1. Overview

1. This e-Service facilitates the Search and View for Application of CERTIFICATE OF ENDORSEMENT (COE) / CERTIFICATE OF RECEIPT OF COE (CRA).
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 “**Search COE/CRA Application**” to start searching for application of CERTIFICATE OF ENDORSEMENT (COE) / CERTIFICATE OF RECEIPT OF COE (CRA) (see Figure 1).

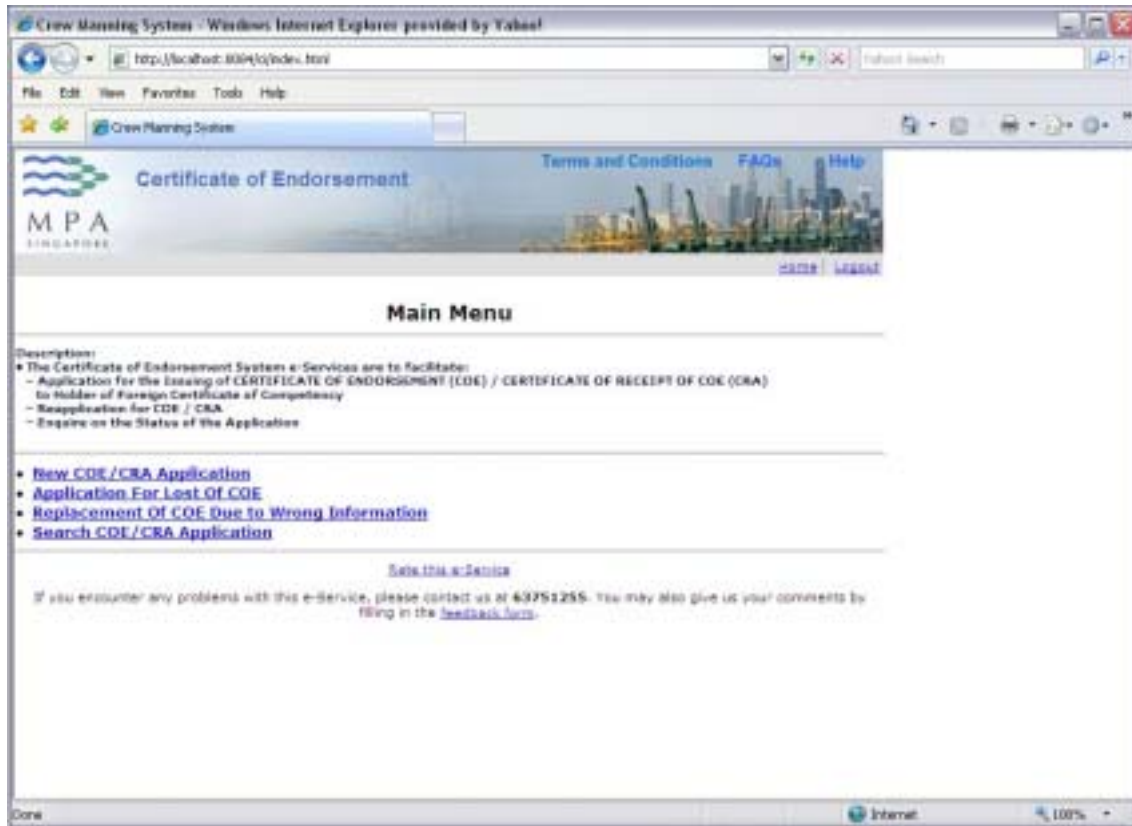


Figure 1 – Certificate of Endorsement main screen

2. How to search and view COE/CRA 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.

Crew Name	LIM TONG HAI	Date Of Birth	10/07/1985
Nationality	AUSTRIAN		
COE No.	D - 25	CRA No.	
Application No.		Type	
Application Date Range From		Application Date Range To	
Status	APPROVED		

Search Clear Close

1 - 1 of 1

Application No.	Application Type	Crew Name	Date of Birth	Nationality	COC/GOC No.	COE No.	CRA No.	Status
200806000001	New COE/CRA	LIM TONG HAI	10/07/1985	AUSTRIAN	123456	D-0000028		Approved

Page 1

Figure 2 – Search COE/CRA Application

Note:

1. You can only search for COE/CRA 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 **CRA Number**.
4. There must be at least one search criteria.