



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR
NO. 2 OF 2019**

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22 JAN 2019

Applicable to: Shipowners, ship managers, operators, agents, masters and crew of Singapore-registered ships and the general shipping community

ENHANCEMENT TO SUITE OF SERVICES ON MARINET: AUTO ISSUANCE OF RECEIPT OF ACKNOWLEDGEMENT (ROA) UPON APPLICATION OF CERTIFICATE OF ENDORSEMENT (COE)

This MPA Shipping Circular supersedes MPA Shipping Circular No. 7 of 2010.

1. As part of the Maritime and Port Authority of Singapore's (MPA) efforts to continuously improve our services for the shipping community, enhancements have been made to the online application for COE. ROA will now be issued automatically upon submission of COE application on the Marinet, instead of 2 working days. This will facilitate companies to sign on officers, whom the company has assessed to be competent for the intended shipboard position, while waiting for the processing of COE application or if the COE do not reach the ship in time.

Requirement for officers holding foreign qualifications to be issued with COE

2. In Singapore's implementation of Regulation I/10 of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention), officers holding Certificate of Competency (CoC) issued by foreign maritime administration needs to be issued with a Singapore COE before they can be deployed on board Singapore-registered ships. MPA issues Singapore COE only to officers holding CoC from countries that have a signed Memorandum of Undertaking (MOU) with MPA under Regulation I/10 of STCW Convention. The list of countries can be found in [MPA Shipping Circular No. 21 of 2017](#). The validity of the COE follows the validity of the corresponding COC that the COE recognises. The original copy of the COE, together with the original COC, are to be kept on board at all times.

Auto issuance of ROA upon application of COE

3. With the new enhancement, ROA will now be issued automatically once an application for “New ROA”, “New COE” or “Replace ROA due to change of ship’s name on Marinet” is submitted through the Marinet.

4. The ROA is valid for a period not exceeding 3 months from the date of issuance of the ROA. Company may sign on their officers on board Singapore-registered ships using the ROA issued upon completion of the submission of the COE application. This ROA serve as a documentary proof that a COE application for a particular officer has been submitted to MPA pending delivery of the original COE to officer on board.

5. The ROA issued will strictly only reflect details of the officer based on information provided by the applicant in the COE application. Hence, applicant will have to ensure and declare that details in the application are accurate as per the supporting documents submitted and that the officer’s CoC is valid and qualifies him/her to sail in the capacity he/her is to be deployed. Upon issuance of ROA, MPA will verify the information submitted and a COE will be issued within 2 working days if all documents submitted are in order.

6. In the event that the COE application is found to be not in order and rejected by MPA, company will have to replace the officer immediately.

7. Any queries regarding this circular should be directed to the Seafarers Management Department (Email: mms@mpa.gov.sg; Tel: +65 6375 6224).

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