MPA Marinet User Guide

New COE Application

Release 1.4
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1. Overview

1. This e-Service facilitates the Application for the Issuing of CERTIFICATE OF ENDORSEMENT (COE) / RECEIPT OF APPLICATION (ROA).

2. Logon to Marinet using your login ID and password and the main menu of Marinet will be displayed. Click “New COE Application” to start applying for the Issuing of CERTIFICATE OF ENDORSEMENT (COE) / RECEIPT OF APPLICATION (ROA) (see Figure 1).

### Main Menu

- **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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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. 1/10(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.

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**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 in a single PDF or JPG format file of less than 2MB in size.
4. Scanned copy of Authentication Letter from the Issuing Authority 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 file of less than 2MB in size.
6. Application should be made at least 10 days before applicant is scheduled to sign-on the ship together with the necessary documents.
3. How to apply for COE/ROA

3.1 Step 1: Specify crew information
Specify the crew whom this application is for.

1. Specify Crew Name, Date Of Birth and Nationality.
2. Click “Search” button to see if the crew already exists in database.
3. If the crew is found, select the check box next to it and click “Create COE Application for the selected crew” button to move to step 2 (see Figure 2).

![Figure 2 – Step 1: Create COE Application for the selected crew](image)

4. If the crew is not found, you can either search again or register for a new crew record. Specify new crew details under New Crew section and click “Create COE Application for a new crew” button to move to step 2 (see Figure 3).
5. To terminate the application without saving, click “Close” button to go back to Main screen.
**New Crew**

<table>
<thead>
<tr>
<th>Crew Name *</th>
<th>LIM TONG HAI</th>
<th>Date Of Birth *</th>
<th>10/07/1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
<td>AUSTRIAN</td>
<td>Passport Book No. *</td>
<td></td>
</tr>
<tr>
<td>Discharge Book No.</td>
<td></td>
<td>Passport Issue Date</td>
<td>dd/mm/yyyy</td>
</tr>
<tr>
<td>Country Of Birth</td>
<td></td>
<td>Height</td>
<td>(in cm)</td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>Highest Education</td>
<td></td>
<td>National Service</td>
<td></td>
</tr>
<tr>
<td>Gender *</td>
<td>Male</td>
<td>Singapore Citizenship</td>
<td>Yes</td>
</tr>
<tr>
<td>One Year Service</td>
<td>Yes</td>
<td>Rating Document Issuing Authority</td>
<td></td>
</tr>
<tr>
<td>Crew Status Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House No.</td>
<td>Block No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone No.</td>
<td>Remarks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 3 – Step 1: Create COE Application for a new crew**

### 3.2 Step 2: Specify ship information

Specify the ship information

<table>
<thead>
<tr>
<th>Crew Name</th>
<th>LIM TONG HAI</th>
<th>Date Of Birth</th>
<th>10/07/1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
<td>AUSTRIAN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.A." "M.T." "M.T.S." "S.S." "S.H." if the registered ship's name does not include these prefixes.

<table>
<thead>
<tr>
<th>Ship Name</th>
<th>BLUE EAGLE</th>
<th>Official No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMO No.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 4 – Step 2: Select Ship and Proceed**
1. Specify **Ship Name, Official Number or IMO Number**. Click “Clear” button to clear the inputs (see Figure 4).
2. Click “Search” button to find the ship.
3. If the ship is found, select the radio button next to it and click “Select Ship and Proceed >” 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 (Re-select Crew)” button to go back to step 1.

### 3.3 Step 3: Specify certificate information
Specify the COC/GOC, Medical Fitness and Tanker Endorsement (if any).

1. Specify COC/GOC information (see Figure 5). Make sure to input the compulsory fields **Certificate Name, Crew Name, Issuing Authority, Certificate No, Regulation Code, STCW95, Date of Issue, Date of Expiry**.

![Figure 5 – Step 3: Specify COC/GOC information](image)

2. Click “Add More Capacity/Limitation” button to input more Capacity and Limitation. A maximum of 3 Capacity/Limitation pairs are allowed in an application and the maximum allowed characters for all 3 limitations is 255 characters.
3. Specify Authentication Verified Date(see Figure 6). Please note that Authentication Verified Date is required to apply for Certificate of Endorsement (COE). If it is left empty, it is considered as incomplete application.

![Figure 6 – Step 3: Specify Authentication information](image)

4. Specify Tanker Endorsement information (if any) (see Figure 7).
5. Click “Add More Tanker Endorsement Information” button to input more Tanker Endorsement. A maximum of 4 Tanker Endorsements are allowed in an application.
6. Specify Medical Fitness information (see Figure 8). Please note that Medical Fitness is required to apply for Certificate of Endorsement (COE). If it is empty, it is considered as incomplete application.

7. Click “< Back” or “Next >” to either go to step 2 or step 4 accordingly.
8. Click “Save Draft” button to save the application. You can retrieve this application via the “Search COE/ROA Application” from the Main screen. Please note that “Save Draft” data will only be kept for 7 days.
9. If the specified COC/GOC has already been issued with a COE, you can either replace the COE due to loss of certificate or due to Incorrect Information. Please refer to “Replace COE due to Loss of Certificate” or “Replace COE due to Incorrect Information” manuals for more details.

If the specified COC/GOC already has an issued COE, you can either Replace lost COE or Replace COE due to incorrect information. Please refer to “Replace lost Certificate of Endorsement” manual or “Replace Certificate of Endorsement due to incorrect information” manual for more details.

3.4 Step 4: Upload documents

Upload COC/GOC, Medical Fitness, Tanker Endorsement (if any), Photo and Authentication (see Figure 9).
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 Medical Certificate, Photo and Authentication are required to apply for Certificate of Endorsement (COE).
5. Click “< Back” or “Next >” to either go to step 3 or step 5 accordingly.
6. To terminate, click “Close” button to go back to Main screen.

If the specified COC/GOC already has an issued ROA, you can either Replace ROA due to incorrect information or Replace ROA due to change of ship’s name (see Figure 10).

Figure 10 – Step 4: ROA Already Exist

3.5 Step 5: Submission
If all the documents for COE Application is submitted, you will see Figure 11.
1. Specify Payment method, Notification E-mail, Collection mode and Applicant Information.
2. Check the Declaration check box.
3. Click “< Back” to go to step 4 or click “Submit” to submit the application.
4. To terminate, click “Close” button to go back to Main screen.

**Payment**
(S$18/- per COE issued - subject to revision)

<table>
<thead>
<tr>
<th>Payment method</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Applicant’s Permanent Account with MPA</td>
<td></td>
</tr>
<tr>
<td>○ Ship Management’s Account (MANAGEMENT COMPANY)</td>
<td></td>
</tr>
</tbody>
</table>

**Notification**

<table>
<thead>
<tr>
<th>By Email *</th>
<th>Example for multiple emails: <a href="mailto:mail1@test1.com">mail1@test1.com</a>, <a href="mailto:mail2@test2.com">mail2@test2.com</a></th>
</tr>
</thead>
</table>

**Collection**

<table>
<thead>
<tr>
<th>Mode of Collection</th>
<th>Self-collection at OSDC is not available. Please print the ROA as documented proof that an application for COE has been submitted to MPA.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>○ By Post to Ship Management’s Address: MANAGEMENT COMPANY 1 ROAD NAME (ROAD1) #02-02 BUILDING NAME (ROAD2) (ROAD3) SINGAPORE 123546</td>
</tr>
<tr>
<td></td>
<td>○ By Post to Other Address</td>
</tr>
</tbody>
</table>

**Posting Address in Singapore**

<table>
<thead>
<tr>
<th>Attention *</th>
<th>APPLICANT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please amend the name of the person to attention to if it is different from above.</td>
<td></td>
</tr>
</tbody>
</table>

Please fill in below if mode of collection is by post to other address.

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>House No.</td>
</tr>
<tr>
<td>Road 1</td>
</tr>
<tr>
<td>Road 2</td>
</tr>
<tr>
<td>Road 3</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

**Applicant Information**

<table>
<thead>
<tr>
<th>Applicant Name *</th>
<th>APPLICANT NAME</th>
<th>Applicant Company</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone *</td>
<td>#</td>
<td>Fax *</td>
<td>#</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# - All telephone and fax provided should only be Singapore contact numbers.

**Figure 11 – Step 5: Finalization for COE Application**

Otherwise, the application will be considered a ROA Application and you will see Figure 12.
Figure 12 – Step 5: Finalization for ROA Application

1. Specify the Notification options and Applicant Information.
2. Check the Declaration check box.
3. Click “< Back” to go to step 4 or click “Submit” to submit the application.
4. To terminate, click “Close” button to go back to Main screen.

**Notification**

<table>
<thead>
<tr>
<th>By Email *</th>
<th><a href="mailto:mail1@site1.com">mail1@site1.com</a>, <a href="mailto:mail2@site2.com">mail2@site2.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example for multiple emails: <a href="mailto:mail1@site1.com">mail1@site1.com</a>, <a href="mailto:mail2@site2.com">mail2@site2.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Information**

<table>
<thead>
<tr>
<th>Applicant Name *</th>
<th>APPLICANT NAME</th>
<th>Applicant Company</th>
<th>COMPANY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone *</td>
<td>#</td>
<td>Fax *</td>
<td>#</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* - All telephone and fax provided should only be Singapore contact numbers.
3.6 Acknowledgement

Upon successful submission, you will be directed to Acknowledgment screen (see Figure 13). Please note down the Application Number for future reference.

Application for the Issuing of Certificate of Endorsement to Holder of Foreign Certificate of Competency
Certificate Of Endorsement (COE) - Application Acknowledgement

This e-Service will take about 20 to 30 minutes to complete.

This serves to confirm that the COE application for the following officer has been successfully submitted on 26 Apr 2010 (Mon), 17:13. The application will be processed within 2 working days.

COE Application No.: 201004000048
Crew Name: LIM TONG HAI
Date of Birth: 10 Jul 1985
Nationality: AUSTRALIAN
Certificate Number: G123456

Please logon to the Marinet and click on "Certificate of Endorsement (COE)". Go to "Enquiry on the Status of COE Application" and enter the COE application no. to check the application status.

For enquiries, please email MNO_MPA@mpa.gov.sg and quote your COE application no.

You may wish to print this page for future reference.

Click here to:

- View Submitted Application
- Apply new COE for different CoC/GOC for the same officer
- Apply new COE for different officer on the same ship
- Apply new COE for different officer and ship
- Return to Main Menu

Figure 13 – Acknowledgment screen
4. FAQ

Q: I have more than one COC/GOC that need applying for COE/ROA. How can I specify all of them in one application?

A: Each COE application is only relevant to one COC or GOC certificate. Therefore, to apply for multiple COE certificates for a single crew, please submit separate applications for each COC or GOC certificate.

Q: I am not able to retrieve the “Saved Draft” application.

A: “Saved Draft” data are stored for a grace period of 7 days. After which the application is deleted.

Q: I am not able to locate the “Print ROA” button.

A: The “Print ROA” button is located on the lower left corner of the view application screen. The button is available on all approved applications that has an ROA that is not replaced, canceled or expired.

Application for the Issuing of Certificate of Endorsement to Holder of Foreign Certificate of Competency
New COE Application

<table>
<thead>
<tr>
<th>Application No.</th>
<th>201006000040</th>
<th>Application Date</th>
<th>04/06/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted By</td>
<td></td>
<td>Status</td>
<td>APPROVED</td>
</tr>
<tr>
<td>COE No.</td>
<td>D-0000004</td>
<td>ROA No.</td>
<td>ROA-D-00000022010</td>
</tr>
<tr>
<td>COE Issue Date</td>
<td>04/06/2010</td>
<td>ROA Issue Date</td>
<td>04/06/2010</td>
</tr>
<tr>
<td>COE Expiry Date</td>
<td>01/01/2011</td>
<td>ROA Expiry Date</td>
<td>03/09/2010</td>
</tr>
</tbody>
</table>

Applicant Information

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant’s Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
</tbody>
</table>

Print ROA  Replace COE due to loss of certificate  Replace COE due to incorrect information
Create New COE Application For Same Certificate  Create New COE Application For Different Certificate
View Acknowledgement
< Back  Close

Rate this e-Service

If you encounter any problems with this e-Service, please contact us at 63751255. You may also give us your comments by filling in the feedback form.