



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**  
**MERCHANT SHIPPING SECRETARIAT**  
**MINISTRY OF PORTS AND SHIPPING**

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**MSS Cir/ 02- 2020**

**29 June 2020**

**To: All Seafarers, Approved Maritime Training Institutes (AMTI) and Seafarer Recruitment and Placement Service (SRPS) Providers**

**This circular supersedes MSS Cir/ 01- 2020 – Revised, issued on 20 May 2020.**

**CONDUCT OF TRAINING PROGRAMMES AND ISSUANCE OF APPLICABLE CERTIFICATES**

**1. Purpose**

For the purpose of streamlining the processes and improving the workflow efficiency at the Merchant Shipping Secretariat, the following procedures for the conduct of training programmes and subsequent issuance of applicable certificates will be applied with immediate effect.

**2. General information**

- a) AMTI shall bear the responsibility to verify the eligibility requirements of candidates who wish to follow training programmes as mentioned in this circular.
- b) AMTI is responsible to apply for the issuance of COC, COP, CDC and COC-GMDSS by the MSS on successful completion of any training programme leading to those certificates.
- c) Retired SL Navy personnel who have followed “Phase III advanced seamanship training programme” and “Mechanic phase III” when they served at Navy are eligible to follow the basic training programmes without following the pre-sea training programme.

- d) Sea service entries in the CDC shall be verified using passport and minimum 2 documents mentioned below.

Sea service testimonials, contract letters, wages slips, and service letter.

- e) Verification of each candidate's experience of hotel staff and three forces shall be made with the respective institute. Such verification records shall be maintained for future reference.
- f) If a candidate has certificates issued by different AMTIs, such certificates shall be authenticated via the web portal of the respective AMTI prior submitting to the MSS.
- g) There shall be a college representative appointed by the AMTI for the purpose of coordinating with the MSS.
- h) Online observing facility for the examinations conducted on completion of MSS approved training programmes shall be provided to the MSS.
- i) It is highly recommended to obtain an undertaking from each candidate; that "in the event of any information being found false, forged or incorrect at any stage, I am liable to be proceeded against and action will be taken to cancel the relevant certificate and/or to suspend the CDC by the DGMS".
- j) Uploading of documents into the online system of CDC/COC:

Candidate shall use college portal to upload relevant documents to the MSS CDC/COC online system. (Please contact an AMTI).

Note:

- i- The submitted application will be rejected if there are any mistakes in the data provided and also if the documents are not clear or when uploading documents into the CDC /COC system, if they are not being tagged/renamed correctly or not as per the instructions given in this circular.
- ii- Documents shall be scanned in high resolution and shall be legible. Scanned documents shall be tagged / renamed with the same names and in the same order as in the acknowledgement receipt of the online application.
- iii- The URL for logging in to the public portal for uploading an online application for CDC/COC services: <http://220.247.240.153/MSS/>

- k) i. Photographs for CDC/COC will be taken at the MSS.

Dress code - Light color shirt and a tie (a Blazer is compulsory for officer grades)

- ii. A photograph taken recently for COC-GMDSS and COP. The size shall be 25mm x 35mm size with a light blue background.

Dress code – shirt and a tie

- l) Required documents for the issuance of COP are given in the Annex- I.
- m) Required documents for the issuance of CDC are given in the Annex- II.
- n) Required COP applications are given in the Annex – III
- o) Applicable payments in accordance with the fees regulation, gazette notification no. 1471/11 are given in the Annex – IV

Payment methods:

**i- For CDC and COC :- Recommend to make online payment**

Online payment can be made by logging into the below URL after receiving a SMS message confirming to do the relevant payment.

URL : <http://220.247.240.153/MSSIPG/>

Or

Can be use below account for CDC/COC payments as well as for all other services.(Payment receipt shall be attached with the documents.)

Account no. : 7040299

Account Name : Secretary, Ministry of Ports and Shipping

Bank : Bank of Ceylon (BOC)

### **3. Refresher and Updating of Basic Training, Proficiency in Survival Crafts and Rescue Boats other than Fast Rescue Boats, Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid and Medical Care Training programmes**

#### Enrollment of candidates

Candidates who possess following qualifications are eligible to undergo;

- a) Refresher and Updating of Basic Training
  - i. Certificate of Proficiency in Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid and Personal Safety and Social Responsibilities ; and
  - ii. minimum 3 months of approved sea service on a sea going vessel during the preceding five year period.

- b) Candidates who have minimum 3 months of approved sea service on a sea going vessel during preceding five year period while holding the appropriate basic training certificates are eligible to follow Refresher and Updating training programmes of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats, Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid and Medical Care.

In order to obtain the COP issued by the MSS for the training programmes referred in 3 (a) above, AMTI shall follow the procedure mentioned in paragraph 6 below.

#### **4. Ship's Cook 48hrs/180 hrs/ 960hrs and Ship's Stewards 42hrs/120hrs/480 Training Programmes in accordance with the MLC 2006**

##### Enrollment of candidates for ship's cook training;

- a) For Ship's Cook Updating Course, 48 hrs training programme, the candidates shall have completed minimum 24 months of approved sea service as ship's cook during the preceding 5 years.
- b) For Upgrading and Transition Training Course for Ship's Cooks- Shore to Sea, 180 hrs training programme, the candidates shall have completed minimum three years' service as a Cook or equal position at three stars and above category hotels.
- c) The candidates who are not falling under any category mentioned above shall follow "Ship's Cook, 960 hrs" full time programme.

##### Enrollment of candidates for ship's steward training;

- a) For Ship's Steward Updating Course, 42hrs training programme, the candidates shall have completed minimum of two years' sea service as a Steward.
- b) For Ship's Steward- Shore to Sea, 120 hrs training programme, the candidates shall have completed minimum of two years' service as a Steward or equal position at three stars and above category hotels.
- c) The candidates who are not falling under any of above categories shall follow "Ship's Steward Training 480 hrs" full time programme.

In addition to the above, the candidates for the ship's cook and ship's steward training programmes shall;

- i. have appeared for GCE O/L examination; and
- ii. shall produce a medical certificate issued by a medical practitioner approved by the DGMS.

In addition to the above training requirement, to obtain CDC, the candidate shall undergo below mentioned basic training programmes

- i. Personal Survival Techniques (Table A-VI/1-1 in STCW Code);
- ii. Fire Prevention and Fire Fighting (Table A-VI/1-2 in STCW Code);
- iii. Elementary First Aid (Table A-VI/1-3 in STCW Code);
- iv. Personal Safety and Social Responsibilities (Table A-VI/1-4 in STCW Code);
- v. Security Awareness (Table A-VI/6-1 in STCW Code); and
- vi. Maritime English- support level.

For candidates who have successfully completed the Ship's cook training programmes, the AMTI shall apply for the "Certificate of Proficiency as Ship's Cook".

## **5. Basic Training programmes for Sea Marshals.**

### **A- Enrollment of candidates**

Candidates who possess following qualifications are eligible to undergo Basic Training programmes referred in paragraph "B" below;

- a) A letter from the "Rakna Lanka"
- b) Certificate of honorably discharged from SL Navy/SL Army/SL Air force after 12 years or more service.

#### **Note:**

Candidates who have been discharged under Medical ground or had disciplinary issues are not eligible for the enrollment. If the discharge from the service is due to a disciplinary or medical ground it shall have mentioned as "the service is no longer required" (details can be obtained from their discharge certificates)

B- Required basic training programmes are as follows;

Personal Survival Techniques (Table A-VI/1-1 in STCW Code), Fire Prevention and Fire Fighting (Table A-VI/1-2 in STCW Code), Elementary First Aid (Table A-VI/1-3 in STCW Code) and Personal Safety and Social Responsibilities (Table A-VI/1-4 in STCW Code), Security Awareness (Table A-VI/6-1 in STCW Code) and Maritime English-support level.

C- Obtaining COP and the CDC from MSS

Once the basic training programmes are successfully completed, the AMTI shall apply for the Certificate of Proficiency in Basic Training and the CDC. (follow the procedure under paragraph 6 and 12 below).

**6. Issue of COP in Basic training, Basic Tanker and Advance Tanker / MLC certificates/ COC- GMDSS by the MSS**

On completion of training programme/s leading to issue of COP in basic training, COP in basic tanker, COP in advance tanker, COP as ship's cook and COC as GMDSS operator, the AMTI shall submit;

- a) certified copy of the relevant certificate;
- b) two copies of color photo graphs (Stamp size -25mm x 35mm);
- c) bank deposit slip (Please refer Annex – IV for the payment details); and
- d) dully completed application.

Requested certificate/endorsement will be printed and handed over to the representative of the college within 5 working days.

**7. Issue of COR**

SRPSP shall submit dully certified copies of required documents as given in the application form to the MSS.

COR can be collected a week after submitting the documents.

## **8. Able Seafarer Deck/Engine, ETR (STCW Reg. II/5 and III/5, III/7)**

### **A- Eligibility**

- a) Candidate shall apply through an AMTI;
- b) The AMTI shall collect required documents from the candidate and prepare a separate file for each candidate;
- c) The AMTI shall request an appointment from the subject officer of the MSS for handing over the documents collected and may visit him on the day the appointment has been given; and
- d) Eligibility letters of eligible candidates will be emailed to the candidate / AMTI.

### **B- Written examination**

- e) AMTI shall notify the MSS the particulars of candidates who are eligible for examine.
- f) Examination may conducted at a selected AMTI depending on the number of candidates;
- g) Admission cards may be emailed to the examination centre or hand carried by one of the examiners;
- h) Examination center will be notified to the candidate via AMTIs;
- i) After the examination, answer sheets shall be handed over to the examiner for marking; and
- j) Examination results will be released to the AMTIs as well as will be published in the website of the MSS.

### **C- Conduct of Oral examinations**

- k) Candidate shall apply through an AMTI;
- l) The AMTI shall collect required documents from the candidate and prepare a separate file for each candidate;
- m) The AMTI shall request an appointment from the subject officer of the MSS for handing over the prepared files and may visit him on the day the appointment has been given;

- n) MSS will email the date, times and examination center of the candidate to the respective AMTI;
- o) Candidate will be examined at the MSS or online at a selected college; and
- p) Certificates of the successful candidates will be available to collect by the respective AMTI a week after the examination.

#### **9. Obtaining eligibility for COC examinations.**

- a) Candidate shall select an AMTI for the preparatory course;
- b) Submit an online application through the MSS online system;
- c) Scan and upload required documents to the MSS online system (Please refer to the above paragraph no. 2. (j) under general information);
- d) For cadet officers: Assessment report of record book also shall upload to the system. AMTI shall ensure to conduct the assessment thoroughly covering whole areas of cadet training record book; and
- e) If the eligibility is approved, LOE will be e-mailed to the candidate. College portal also will be updated.

#### **10. Conduct of COC Professional examinations**

- a) Submit an online application through the MSS online system;
- b) Examination will be conducted as per the annual examination calendar at an AMTI or at the MSS depending on the number of candidates. Examination center will be notified to the candidate via AMTIs;
- c) After the examination, answer sheets shall be handed over to the examiner for marking; and
- d) Examination results will be released to the colleges as well as will be published in the website of the MSS.



## **11. Conduct of an Oral Examinations for issue of a COC**

- a) Submit an online application through the MSS online system;
- b) All the mandatory documents shall be uploaded to the system. College portal required to be used for this purpose (Contact AMTI) and refer to the above paragraph no. 2. (j) under general information for more information;
- c) Date and time of the examination will be notified via a SMS message. MSS will give the priority to allocate the same readiness date given by the candidate;
- d) All the original documents (including cadet training record book) shall be available at the time of oral examination for verification purpose; and
- e) Oral examination will be conducted at the MSS.

## **12. Issue of new COC/CDC**

- a) Shall apply through an AMTI;
- b) Submit an online application through the MSS online system;
- c) All the mandatory documents shall be uploaded to the system. College portal required to be used for this purpose. Please refer to the above paragraph no. 2. (j) under general information;
- d) It is not required to upload the documents which have already been uploaded to the system during previous stages; and
- e) Candidate will be given a date and time for capturing his photograph and the signature;

Issued on 29 June 2020

Director General of Merchant Shipping

Merchant Shipping Secretariat

Ministry of Ports and Shipping

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## **Annex I**

### **Part - A**

#### **A. Required documents for New Issue of Watchkeeping certificate- Deck/Engine**

- i. Dully completed application,
- ii. Stamp size two photographs (Color in light blue background),
- iii. Payment receipt,
- iv. Certificate of Proficiency in Fire Prevention & Fire Fighting
- v. Certificate of Proficiency in Elementary First Aids
- vi. Certificate of Proficiency in Personal Survival Techniques
- vii. Certificate of Proficiency in Personal Safety & Social Responsibilities
- viii. Security Training Certificate
- ix. Training in Maritime English Certificate(for those who obtained the CDC after 1st Jul 2007)
- x. Sea Service Testimonials
- xi. Steering Certificate - Only for deck department
- xii. Copies of CDC (Revalidation page , Sea time Pages)
- xiii. Proof documents for sea service. (Please refer Paragraph 2.(i) under general information)

#### **B. Required documents for Revalidation of watchkeeping /COP/GMDSS certificates**

- i. Dully completed application
- ii. Stamp size two photographs (Color in light blue background)
- iii. Payment receipt
- iv. Photo copy of the certificate issued from the college
- v. Original certificate issued from the college
- vi. Medical certificate (only for COC - GMDSS)
- vii. Proof documents for sea service. (Please refer Paragraph 2.(i) under general information)

Part-B

**Required documents for New Issue/Revalidation of Able Seafarer Deck/Engine certificate**

**A. Documents Required for Eligibility - Able Seafarer Deck/Engine**

- i. Copy of Pass Port
- ii. Copies of O/L and A/L result
- iii. Copies of CDC Pages (For Sea time Verification)
- iv. Copy of Medical Fitness Cert.
- v. Copy of Watch keeping Certificate
- vi. Copies of Testimonials for Sea Service
- vii. Record book (If applying with the criteria of 12 months experience)
- viii. COP Application with the receipt of payments

**B. Additional Documents Required for Oral Examination - Able Seafarer Deck/Engine**

- i. Copy of Letter of Eligibility
- ii. Preparatory Course Cert. / Record Book Pages
- iii. Theory Assessment Results / Record Book Details
- iv. Proficiency in Basic Training ( one or four separate)
- v. Certificate of Designated Security Duties
- vi. Maritime English(for those who obtained the CDC after 1st Jul 2007)
- vii. Application of COP
- viii. Proficiency in survival craft and rescue boats other than fast rescue boats (Only for Deck department)
- ix. Two color photographs, size- (25mm x 35mm), background – light blue

**C. Documents Required for Revalidation – Able Seafarer Deck/Engine**

- i. Dully filled application form
- ii. Payment receipt
- iii. Copy of Medical Fitness Certificate
- iv. Proof documents for sea service (Please refer Paragraph 2. (i) under general information)
- v. Proficiency in Basic Training ( one or four separate)
- vi. Proficiency in survival and rescue boat other than fast rescue boats (Only for Deck department)
- vii. The certificate required to be revalidated (Original)

**Part C**

**Required documents for MLC certificate**

**A. For eligibility assessment**

- Copy of the Passport
- G.C.E O/L Certificate
- Proof documents to validate experience (refer item no. 2(d) and 2(e) under general information)

**B. For issue of certificate of Proficiency as Ship's cook**

- Course certificate issued by an AMTI.
- Documents used for eligibility assessment mentioned above, under Part C “A”
- Payment receipt

## **Annex II**

### **A. Required documents for obtaining a New CDC**

- i. Copy of online application
- ii. Copy of Birth certificate
- iii. Copy of National Identity Card
- iv. Original police report issued within 6 months
- v. Copy of valid Medical Certificate issued by DGMS approved Medical practitioner
- vi. Educational Qualifications - G.C.E. (O/L)
- vii. Copies of Short Course Certificates
  - a. Personal Survival Techniques
  - b. Elementary First Aid
  - c. Fire Prevention and Fire Fighting
  - d. Personal safety and social Responsibility
  - e. Security Awareness/Seafarers with Designated Security Duties (SDSD)  
/Ship Security Officer (SSO)
  - f. Maritime English
- viii. Copy of Main course certificate issued by an AMTI (if applicable)
- ix. Payment receipt if paid to the MSS account.
- x. Service Letters/Service Book/ E-mail Confirmations of service required
- xi. An envelope (stamped and return address written) ready for returning the CDC  
via register post/ courier service/ speed postal etc.
- xii. Any other relevant Documents

**A. Required documents for Revalidation of CDC**

- i. Copy of Online Application
- ii. Copy of the Passport (Bio data page and Alteration page)
- iii. Copy of the Basic Training endorsement issued by MSS
- iv. For ratings - Copy of Watchkeeping / COP / Cook certificate
- v. Payment receipt if paid to the MSS account.
- vi. For officer grades - Copy of COC (bio data page and last revalidation page)
- vii. Copy of Medical Certificate issued by an approved medical practitioner
- viii. Copy of CDC (bio data page and last revalidation page/last sea service Page)

**B. Required documents for Lost CDC**

- i. Copy of Online Application (Pls use the “new” path from online system)
- ii. Original Police Report
- iii. Copy of the main Course Certificate (If available)
- iv. Payment receipt if paid to the MSS account.
- v. Copy of the Passport (Bio data page and Alteration page)
- vi. Copy of the Basic Training endorsement issued by the MSS
- vii. Security awareness/ SDS/ SSO
- viii. Maritime English certificate (for those who obtained the CDC after 1<sup>st</sup> Jul 2007)
- ix. For ratings- Copy of Watchkeeping / COP / Cook certificate
- x. For officer grades - Copy of COC (bio data page and last revalidation page)
- xi. Original Medical Certificate (Will be returned with the Revalidated CDC)
- xii. Copy of CDC (bio data page and last revalidation page).

# ANNEX III

## COP APPLICATIONS



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Application for a Certificate of Proficiency**

DESCRIPTION OF CERTIFICATE OF PROFICIENCY

Stamp size

Photo

Full Name of Applicant			
Permanent Address			
Telephone Number			
Date & Place of Birth			
C.D.C	Number		
	Date of Issue		
N.I.C	Number		
	Date of Issue		
Passport	Number		
	Date of Issue		
Dates of Written Examination			
Dates of Oral Examination			
Interim Certificate (if any)	Number		
	Date of Issue		
<b>Mandatory Courses Completed</b>			
	<b>Name of the Course</b>	<b>Certificate No</b>	<b>Date of Issue</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I certify that the above information is true and accurate.

--

**Signature  
Of the Applicant**

**FOR OFFICE USE ONLY**

Date of receipt of Application

Certificate Number ;

Date of Issue :

**Date**

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DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 1 of 1	DOR:	DOC. NO.	EX/FO/018	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit





**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

Examination Serial Number .....

**Application for the Issue of Certificate of Proficiency for Rating forming part of a**  
**Navigational / Engineering Watch**

APPLICATION APPROVED / NOT APPROVED

Stamp Size

Photos ( 2 )

(1x1 ¼ )

EXAMINER (N) / (E)

1. Name In Full:- .....

2. Address:- .....

3. Date Of Birth:- .....

4. Telephone No :-.....

5. CDC No:- ..... Date of Issue - .....Date of Expiry:-.....

6. Passport No:- ..... Date Of Issue :- .....

7. Certificates held if any (previous STCW certificate No):- .....

(a) Original Watchkeeping Certificate attached **YES/ NO**

8. Details of sea service within last 5 years Ledger number:-.....

Name of the ship	Date of Engagement	Date of Discharge	Period in Months	Rank
I. ....	.....	.....	.....	.....
II. ....	.....	.....	.....	.....
III. ....	.....	.....	.....	.....
IV. ....	.....	.....	.....	.....
V. ....	.....	.....	.....	.....

DOI:2017-11-21	Rev. No	01	FORMS	Prepared By : MR
Page 1 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/019	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



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**MSS**

09. Medical certificate issued as per STCW requirement by an approved medical practitioner:  
Copies attached **YES/ NO**

Name of the Doctor

Date of issue

Certificate Number

.....  
10. Following certificates to be submitted along with the application (Copies to be attached)  
STCW Courses Followed.

Name	Certificate No.	Date of issue
I Fire Prevention & Fire Fighting .....		.....
II. Elementary First Aid .....		.....
III. Personal Survival Techniques .....		.....
IV. Personal Safety & Social Responsibilities. ....		.....
V. SDSD/SSA .....		.....
VI. Maritime English .....		.....

(SDSD- Seafarers with Designated Security Duties, SSA- Ship Security Awareness)

11. Sea Service Testimonials (Horse Power Cert.)/ Steering Certificate Provided: **YES/NO**

12. Copies of CDC (Revalidation page, Sea Service Pages) attached: **YES/NO**

13. Copy of Passport attached: **YES/NO**

Date: .....

Signature of the Applicant: .....

Office use only:

14. Document Checked by Examination Unit: **YES/NO (seal)**

Watchkeeping Oral Examination Result: **PASS/FAIL**

Name of the Examiner: .....

Signature of the Examiner: .....

DOI:2017-11-21	Rev. No	01	FORMS		Prepared By : MR
Page 2 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/019		Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO		Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Application form for Repeat Examination**

**1. PARTICULARS OF THE APPLICANT**

CDC No: .....

Prefix, Mr. /Mrs. /Ms.

Surname: .....

Other name(s) in full: .....

**2. TITLE / GRADE OF EXAMINATION**

.....

**3. DETAILS OF PREVIOUS ATTEMPT(S)**

Index No : .....

Date(s) Appeared

1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

**4. NEXT ATTEMPT**

Month / Year: .....

**5. SUBJECT(S)**

- 1) .....
- 2) .....
- 3) .....
- 4) .....

**6. SEA SERVICE AFTER THE LAST ATTEMPT (IF ANY)**

Vessel	Type	GRT/HP	Rank	From	To	Months

\*\*\*Sea service to be certified by the shipping officer

.....  
Shipping officer

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 2	DOR:		DOC. NO.	EX/FO/020	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Declaration :**

I declare that the information provided to you in my initial application remain unchanged. Also, I undertake to update you of any change of status immediately.

.....  
Date

.....  
Signature

**OFFICIAL USE ONLY**

Examiner's approval

.....  
Date

.....  
Signature

**PAYMENT DETAILS**

Payment .....

Receipt No & Date .....

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 2	DOR:		DOC. NO.	EX/FO/020	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit

	<b>Merchant Shipping Secretariat</b> <b>Ministry of Ports &amp; Shipping</b>	<b>MSS</b>
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**Eligibility Application for Certificate of Competency/ Proficiency**

**PARTICULARS OF APPLICANT**

NAME IN FULL (AS IN PASSPORT, UNDERLINE SURNAME) (BLOCK CAPITALS)				
Passport No:	Date of birth (DD/MM/YY)	Age:	Country of birth	Tel No.
Date of Issue				e-mail address
Date of Expiry				
Postal Address:	CDC No.			Nationality
	Date of Issue			NIC No:

**EXAMINATION REQUIRED (TICK AS APPROPRIATE)**

<u>Written examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>
<u>Oral Examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief Engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief Engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second Engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second Engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit

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**PREVIOUS ATTEMPT**

Yes	<input type="checkbox"/>	Date Attempted:	Passed/Failed
No	<input type="checkbox"/>		

**CERTIFICATE OF COMPETENCY HELD (if any)**

Grade/Class	Certificate No	Issuing Authority	Date of Issue/ Date of Expiry	Qualifying Condition Met

**ANCILLARY COURSE FOR CERTIFICATION**

Certificates held		Issuing Authority	Date of Issue	Certificate No	Date Of Expiry
Basic training	1. Personal survival techniques				
	2. Fire prevention fire fighting				
	3. Elementary first aid				
	4. Personal safety and social responsibility				
5. Proficiency in Survival Craft and Rescue Boats					
6. Advanced Fire Fighting					
7. Proficiency in Medical First Aid					
8. Colour Vision					
9. Eye-Sight Test					
10. Medical Fitness					
11. Proficiency in Medical Care					
12. Radar Observation and Plotting					
13. Electronic Navigation System					
14. Automatic Radar Plotting aid					

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



# **Merchant Shipping Secretariat** **Ministry of Ports & Shipping**

**MSS**

15. Radar Simulator				
16. Bridge/Engine resource Management				
17. Ship handling and manoeuvring simulator				
18. Navigation Watch keeping Simulator				
19. Ship Security Officer				
20. Security awareness/ SDSD				
21. Maritime English				

## **EDUCATION AND TRAINING**

Academic/ Technical Education/Marine Engineering Courses Attended (Begin with the latest achievement)

Name of Institute	Courses Attended	Duration of Course				Highest qualification/ Certificate obtained
		From dd/ mm/yy	To dd/mm/yy	M	D	

Training in workshop skills (engine department only)

Name of established	Type of training	Duration of training			
		From dd/ mm/yy	To dd/mm/yy	M	D

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 3 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

Sea service particulars should be based on entries in the testimonial (begin with the last sea service)

*Type and name of ship	Port of registry/ IMO No.	Power #/ tonnage KW/GT	Rank	Name of service FG/ NCV/ Port Limits	Period of service (Dates)		duration	
					From dd/ mm/yy	To dd/mm/yy	Months	Days
Net Qualifying Sea Service								

- \*Steam (S.S) or Motor (M.V.)
- # Total Propulsion power
- Sea service after obtaining last COC if any

Sea service indicated above is correct

.....

Shipping Officer

Date :

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 4 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit





**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**DECLARATION BY CANDIDATE**

NOTE: Any person who in connection with an application for or the issue of a certificate of competency or, in connection with the endorsement or extension of the validity of a certificate of competency makes a statement which he knows to be false or recklessly makes a statement which is false shall be guilty of an offence and shall be liable on conviction to a fine not exceeding Rs. 10,000 or to imprisonment for a term not exceeding 2 years or to both.

I hereby declare that the particulars contained in this application are correct and true to the best of my knowledge and certificates attached to the application are true and genuine documents, given and signed by the persons whose names appear on them. I further declare that the particulars of sea service are true and correct in respect of the whole of my service without exception, and that I make this Declaration conscientiously believing the same to be true.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received Rs. \_\_\_\_\_ As Processing Fee.

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_

**CERTIFICATION BY EXAMINER**

I hereby certify that the applicant is qualified to be examined for

\_\_\_\_\_

And is exempted from \_\_\_\_\_ Examination in accordance with the regulations relating to the examinations relating to the examination in force.

Date: \_\_\_\_\_

Examiner: \_\_\_\_\_

Applicant is required to attend the following courses:

Personal Survival Techniques

Proficiency In Survival Craft And Rescue Boats

Fire Prevention And Fire Fighting

Advanced Fire Fighting

Elementary First Aid

Proficiency In Medical First Aid

Personal safety and social responsibility

Ship Board Training And Assessment

Preparatory course

Workshop Training

Medical fitness certificate

Colour Vision

Proficiency in medical care

Navigation/Engine Watch keeping simulator

Electronic navigation system

Ship Security Officer (Management Level)

Radar observation & plotting

Automatic Radar Plotting Aids

Radar simulator

Bridge/Engine Resource Management / Controls

Ship handling and manoeuvring simulator

SSO

Relevant training record book to be produced

English Operation/Management Level

Basic Safety Training

Others

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 5 of 6	DOR:	DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit

	<b>Merchant Shipping Secretariat</b> <b>Ministry of Ports &amp; Shipping</b>	<b>MSS</b>
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Please read the following instructions carefully before filling up the application form

#### **General**

1. The application form must be completed in block letters. Incomplete application forms will not be processed.
2. Application should be submitted together with the certified copies of necessary document after payment of examination fees.
3. Processing fee of Rs.2100/- must be paid for assessment of sea service. (USD 100/= for foreign nationals)
4. The processing fee is non-refundable and the application will not be processed unless the payment is made.
5. Examination fees should be paid after confirmation of eligibility by the appropriate examiner.

#### **Medical Fitness Certificate**

1. Applicant must submit the medical fitness certificate in the prescribed medical form.
2. Medical fitness examination must be conducted by a registered medical practitioner approved by DGMS.

#### **Seagoing Service**

1. All sea going service entered must be supported by proper testimonials and appropriate entries in the seaman's discharge book/ discharge certificate. Sea service must be certified by the shipping officer.
2. Seagoing service testimonials must show the period of service, seniority on watch, the type and power of the propelling and auxiliary machinery and the nature of duties performed, where appropriate.
3. Seagoing service testimonials for engineering candidates must be signed by the Chief Engineer and counter-signed by the Master or Superintendent Engineer of the vessel.
4. Watch keeping certificates of navigation officers must be signed by the master.
5. Seagoing service performed on foreign flag ships must be confirmed by the relevant Consulate or other official authority of that country.

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 6 of 6	DOR:		DOC. NO.	EX/FO/021	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Application for ship's Cook Proficiency Certificate**

1. Name in Full: .....
2. Address: .....
3. Date of Birth: ..... NIC No: .....
4. Telephone No : Mobile: ..... Residence : .....
5. C.D.C No : ..... Date of issue: ..... Date of Expiry : .....
6. Passport No : ..... Date of issue: ..... Date of Expiry: .....
7. Profesional Certificates held if Any : .....
8. Ship's cook course followed (MLC) : .....
9. Institute (8.) attended : .....
10. Date (8.) commenced/completed : .....
11. Certificate No. of (8.) : .....
12. Receipt No. of cash paid : .....

Date: .....

.....  
Signature of the applicant

**FOR OFFICE USE ONLY (Please tick (✓) appropriate box)**

Documents filed :



.....  
Staff signature & Name

.....  
Signature of the Examiner

Date:

Certificate expiry date:

--

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 1	DOR:		DOC. NO.	EX/FO/026	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



# Merchant Shipping Secretariat Ministry of Ports & Shipping

## MSS

### Application to attend MSS Approved Training Programme

01. Name in Full: .....
02. Address: .....
03. Date of Birth: ..... NIC No: .....
04. Telephone No : Mobile: ..... Residence: .....
05. C.D.C No : ..... Date of issue: ..... Date of Expiry: .....
06. Passport No : ..... Date of issue: ..... Date of Expiry: .....
07. Professional Certificates held if any:.....
08. Details of Sea Service within 5 Years: [( To be filled only sea experience to illustrate 12 months in preceding 60 months) , a Separate sheet to attach if the space provided bellow is not sufficient)]

NAME OF SHIP	Date Sign on	Date Sign off	period onboard	Rank Served as	Shipping officer's verification

09. Following original proficiency certificates to be verified by Examination unit or Examiner of MSS office

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Advanced/Fire prevention & Fire Fighting	.....		
II Medicare/Medical/Elementary First aid	.....		
III PSCRB/ Personal Survival Techniques	.....		
IV Personal Safety & Social Responsibilities	.....		
V Maritime English	.....		
VI Security Awareness/Designated Security Duties/Security Officer	.....		

(Approved/ Not Approved)

Signature of the applicant .....

Date: .....

Examiner : (Engineering/Navigation)

Date: .....

Training programme title: .....

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 1	DOR:		DOC. NO.	EX/FO/027	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Eligibility Application for Ship's Cook Programme**

01. Name in Full: .....  
02. Address: .....  
03. Date of Birth: ..... NIC No: .....  
04. Telephone No : Mobile: ..... Residence: .....  
05. C.D.C No : ..... Date of issue: ..... Date of Expiry: .....  
06. Passport No : ..... Date of issue: ..... Date of Expiry: .....  
07. Professional Certificates held if any: .....  
08. Details of Sea Service within 5 Years:

NAME OF SHIP	Date Sign on	Date Sign off	period onboard	Rank Served as	Shipping officer's verification

09. A copy of valid medical certificate to be attached

Name of Medical practitioner: .....

Date issued: ..... Expiry Date: .....

10. Following certificates to be submitted along with the application

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Fire prevention & Fire Fighting	.....		
II Elementary First Aid	.....		
III Personal Survival Techniques	.....		
IV Personal Safety & Social Responsibilities	.....		
V Maritime English Language course - Support level	.....		
VI Security Awareness or Designated Security Duties	.....		

Date: .....

Signature of the applicant .....

DOI:2017-11-21	Rev. No	00	FORMS	Prepared By : MR
Page 1 of 2	DOR:	DOC. NO.	EX/FO/028	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

Examiner (Approved/ Not Approved)

.....  
Examiner : (Engineering/Navigation)

Date: .....

For Examiner's use only

RECOMMENDED TRAINING COURSE:

1. Sea time > 24 M for last 5 yrs as cook ☐

89/COOK UPDATING COURSE/48 HRS/MLC 3.2.4 /UD/COOK/M2Y/89/2013/000

2. Sea time < 24 M for last 5 yrs as cook ☐

90/COOK UPDATING COURSE/180 HRS/MLC 3.2.4/UD/COOK/L2Y/90/2013/000

3. Fresh cooks to sea ☐

91/COOK TRAINING COURSE/960 HRS/MLC 3.2.4/PS/COOK/91/2013/000

4. Cooks shore to sea (3 star & above hotels or DGMS approved hotels ) ☐

92/UPGRADING & TRANSITION COURSE FOR COOKS – SHORE TO SEA/180 HRS/MLC 3.2.4/UG/COOK/92/2013/000

5. Sea time < 12 M for last preceding 5 yrs ☐

93/REFRESHER & UPGRADING COOKS FOR MLC-2006 COMPLIANCE/48 HRS/  
RF&UG/COOK/93/2013/000

6. Ships catering staff ☐

94/COMPUTER TRAINING COURSE FOR COOK CATERING TO/5 DAYS/TC/COMP/COOK/94/2013/000

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 2	DOR:		DOC. NO.	EX/FO/028	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Eligibility application for Proficiency in Advanced Oil/ Chemical/ Gas Tanker**

01. Name in Full: .....
02. Address: .....
03. Date of Birth: ..... NIC No: .....
04. Telephone No: Mobile: ..... Residence: .....
05. C.D.C No: ..... Date of issue: ..... Date of Expiry: .....
06. COC No: ..... Date of issue: ..... Date of Expiry: .....
07. A copy of valid medical certificate to be attached

Name of Medical practitioner: .....

Date issued: .....

08. Details of Sea Service within 5 Years:

NAME OF SHIP	Date Sign on	Date Sign off	Period onboard	Rank Served as	Type Oil/ Chemical/ Gas

Sea service indicated above is correct

.....

Shipping Officer

.....

Stamp

Date : .....

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 1 of 2	DOR:		DOC. NO.	EX/FO/031	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

09. Following certificates to be submitted along with the application

STCW mandatory Safety training Courses Followed

	Certificate No	Date of Issue	Date of Expiry
I Proficiency in advanced Fire Fighting or Fire prevention and fire fighting	.....		
II Proficiency in Medical First Aid or Elementary first aid	.....		
III Proficiency in survival craft and rescue boats other than fast rescue boat or Personal survival techniques	.....		
IV Personal Safety & Social Responsibilities	.....		
V Maritime English - Operational level/ Support Level/ Management Level	.....		
VI Designated Security Duties or Ship security officer	.....		
VII Basic Training for Oil & Chemical / Gas Tanker Cargo Operation	.....		

Date: .....

Signature of the applicant .....

(Approved/ Not Approved)

.....

Date: .....

Examiner : (Engineering/Navigation)

DOI:2017-11-21	Rev. No	00	FORMS		Prepared By : MR
Page 2 of 2	DOR:		DOC. NO.	EX/FO/031	Reviewed and Approved By: DGMS
Issue No. 04			SEC. NO.	FO	Examination Unit





**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

**Application for the Issuance of COP - GMDSS / Tanker / Basic Training**

1. Name in Full:- .....  
(Block Letters)
2. Address:- .....
3. Date of Birth:- ..... Telephone No :-.....
4. CDC No:- ..... Date of Issue: - ..... Date of Expiry:- .....
5. Previous certificate no:- .....

6. Complete the following as required;

	<u>Certificate No</u>	<u>Course completion date</u>	<u>Institute</u>
I. Fire Prevention & Fire Fighting	.....	.....	.....
II. Personal Survival Techniques	.....	.....	.....
III. Elementary First Aid	.....	.....	.....
IV. Personal Safety & Social Responsibilities.	.....	.....	.....
V. GMDSS	.....	.....	.....
VI. Basic Oil-Chemical / Basic Gas / Advanced Gas / Advanced Oil / Advanced Chemical Tanker	.....	.....	.....

7. Details of sea service within 5 years (If Applicable) Ledger Number:- .....

**Name of the ship   Date of Engagement   Date of Discharge   Period in Months   Rank**

- I. ....
- II. ....

- (a). Sea Service Verification by Shipping officer : .....

Date :..... Signature of the Applicant :- .....

8. Examiner Approval:- .....

Date :..... Signature of the Examiner :- .....

Date of Expiry –

DOI:2017-11-21	Rev. No	01	FORMS	Prepared By : MR
Page 1 of 1	DOR: 2018-11-09	DOC. NO.	EX/FO/032	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

Examination Serial Number .....

**Application for the Issue of Certificate of Proficiency (renewal) for Able Seafarer Deck/  
Engine**

APPLICATION APPROVED / NOT APPROVED

Stamp Size

Photos ( 2 )

(1x1 ¼ )

EXAMINER (N) / (E)

1. Name In Full:- .....
2. Address:- .....
3. Date Of Birth:- .....
4. Telephone No :-.....
5. CDC No:- ..... Date of Issue - .....Date of Expiry:-.....
6. Passport No:- ..... Date Of Issue :- .....
7. Certificates held if any (previous STCW certificate No):- .....

(a) Original Able seafarer Deck/ Engine COP attached : **YES/ NO**

8. Details of sea service within last 5 years

Name of the ship	Date of Engagement	Date of Discharge	Period in Months	Rank
I. ....	.....	.....	.....	.....
II. ....	.....	.....	.....	.....
III. ....	.....	.....	.....	.....
IV. ....	.....	.....	.....	.....
V. ....	.....	.....	.....	.....

DOI:2019.07.10	Rev. No	01	FORMS	Prepared By : MR
Page 1 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/042	Reviewed and Approved By: DGMS
Issue No. 04		SEC. NO.	FO	Examination Unit



**Merchant Shipping Secretariat**  
**Ministry of Ports & Shipping**

**MSS**

09. Medical certificate issued as per STCW requirements by an approved medical practitioner: Copies attached **YES/ NO**

Name of the Doctor

Date of issue

Certificate Number

.....

.....

.....

10. Following certificates to be submitted along with the application (Copies to be attached) STCW Courses Followed.

Name	Certificate No.	Date of issue
I. Fire Prevention & Fire Fighting .....	.....	.....
II. Elementary First Aid .....	.....	.....
III. Personal Survival Techniques .....	.....	.....
IV. Personal Safety & Social Responsibilities. ....	.....	.....
V. PSCRB .....	.....	.....
V. SDSD/ SSA .....	.....	.....
VI. Maritime English .....	.....	.....

(PSCRB- Proficiency in Survival Craft, Rescue Boats other than Fast Rescue Boats, SDSD- Seafarers with Designated Security Duties, SSA- Ship Security Awareness)

11. Sea Service Testimonials (Horse Power Cert.)/ Steering Certificate Provided: **YES/NO**

12. Copies of CDC (Revalidation page, Sea Service Pages attached: **YES/NO**

13. Copy of Passport attached: **YES/NO**

Date: .....

Signature of the Applicant: .....

Office use only:

14. Document Checked by Examination Unit: **YES/NO (seal)**

Document approved by Examiner: **YES/ NO**

Name of Examiner : .....

Signature of the Examiner: .....

DOI:2019.07.10	Rev. No	01	FORMS		Prepared By : MR
Page 2 of 2	DOR:2019.07.10	DOC. NO.	EX/FO/042	Reviewed and Approved By: DGMS	
Issue No. 04		SEC. NO.	FO	Examination Unit	

# ANNEX IV

## APPLICABLE FEES

	Examination	Examination Fee - Written and Oral 1st sitting. (In Rs.)	Repeat exam Professional	Repeat Oral exam	COC Issuance	COC revalidation	Duplicate copy
	<b>Deck Department - COC</b>						
1	Master - Unlimited	25,000	Nil	5,000	5,000	15,000	10,000
2	Chief Mate - Unlimited	20,000	20% per subject	5,000	5,000	10,000	10,000
3	Officer in charge of navigational watch- Unlimited	15,000	20% per subject	5,000	5,000	7,500	10,000
4	Master on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	20,000	20% per subject	5,000	5,000	7,500	10,000
5	Chief Mate on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	15,000	20% per subject	5,000	5,000	7,500	10,000
6	Officer in charge of navigational watch on ships of less than 3,000 GT engaged on near coastal voyages (NCV);	10,000	20% per subject	5,000	5,000	7,500	10,000
7	Certificate of Competency – Master on ships of less than 500 GT engaged in near coastal voyages (NCV);	5,000	20% per subject	5,000	5,000	7,500	10,000
8	Officer in charge of navigational watch on ships less than 500 GT engaged in near coastal voyages (NCV);	2,000	20% per subject	5,000	5,000	7,500	10,000
9	Rating forming part of a navigational watch on a seagoing ship of 500 GT or more;	1000 (no written exam)	N/A	1,000	N/A	N/A	10,000
10	Able Seafarer Deck serving on a seagoing ship of 500 GT or more; and	7,000	1400	5,000	N/A	N/A	10,000

	Engine - COC						
11	Chief Engineer Officer - Unlimited	25,000	5,000	5,000	5,000	15,000	10,000
12	Second Engineer Officer- Unlimited	20,000	4,000	5,000	5,000	10,000	10,000
13	Officer in charge of an engineering watch - Unlimited	15,000	3,000	5,000	5,000	7,500	10,000
14	Chief Engineer Officer limited to ships of propulsion power of between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	20,000	4000	5,000	5,000	7,500	10,000
15	Second Engineer Officer limited to ships of propulsion power between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	15,000	3000	5,000	5,000	7,500	10,000
16	Officer in charge of an Engineering Watch limited to ships of propulsion power of between 750 kW and 3000 kW engaged on near coastal voyages (NCV);	10,000	2000	5,000	5,000	7,500	10,000
17	Rating forming part of an engine room watch;	1000 (no written exam)	N/A	1,000	N/A	N/A	10,000
18	Electro Technical Officer serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;	10,000	2000	5,000	5,000	7,500	10,000
19	Able Seafarer Engine serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;	7,000	1400	5,000	5,000	N/A	10,000
20	Electro-technical rating serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more; and	7,000	1400	1,000	5,000	N/A	10,000

21	Fees for Endorsements - GMDSS/High Voltage/ Adv. Tanker/Basic Tanker	5000
22	Endorsements - Basic training	3000
23	MLC Certification	4500
24	Eligibility for local students	2100
25	Eligibility for Foreign Students	100 USD