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## *CITIZEN CHARTER*

### *MERCHANT SHIPPING SECRETARIAT*

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#### **Our Vision**

“Recognition by the global shipping industry through maritime excellence”

#### **Our Mission**

- Produce qualified professional seafarers in order to further enhance employment prospects.
- Maintain a quality but competitive ship register
- Implement the provisions of applicable international conventions and regulations.
- Enhance and update the professional knowledge of officials in the divisions.
- Perform regulatory and service-oriented functions with a high degree of efficiency and integrity.
- Continuous improvement in all aspects of Maritime Activities.

#### **Information Officer**

A.M.A.B. Atapattu

Director (Licenses)

T.P. – 077 953 5354

Email - [dmsmos@sltnet.lk](mailto:dmsmos@sltnet.lk)

**Citizen Charter**

<b>S/N</b>	<b>Services Providing</b>	<b>required Time to provide service</b>	<b>Relevant laws, regulations, codes,</b>	<b>Required Information/ documents to be submitted (forms to be filled, where to get the forms, applicable Fees and payment method, etc.)</b>	<b>Helpdesk (Name of Officer, Designation, Location, Phone/Fax/Email)</b>
<b>CDC</b>					
01	New CDC	Within 10 Working Days	Extra ordinary gazette No 99/6 -1980 (Seafarer engagement and conditions of service of Seaman)	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Copy of the NIC.</li> <li>3. Bio data page of Passport and Copy of alteration page</li> <li>4. A Valid medical certificate issued by an approved medical practitioner</li> <li>5. Police Report</li> <li>6. GCE O/L &amp; GCE A/L Certificates</li> <li>7. Valid Short Courses issued by an approved Maritime College</li> <li>8. Valid Main Courses issued by an approved Maritime College</li> <li>9. Online Photograph issued by an approved Photographer</li> <li>10. Any other certificates as applicable</li> </ol>	0112105703 - CDC Unit Shipping Officer
02	CDC Revalidation	Within 02 Working Days	Extra ordinary gazette No 99/6 -1980 (Seafarer engagement and conditions of service of Seaman)	<ol style="list-style-type: none"> <li>1. Bio data page of Passport and Copy of alteration page</li> <li>2. A Valid medical certificate issued by an approved medical practitioner</li> <li>3. Basic Training Endorsement (Issued by MSS) or Valid four basic training certificates.</li> <li>4. Copies of CDC book (Bio-data page/Revalidation Page and Last Sea service Page)</li> </ol>	0112105703 - CDC Unit Shipping Officer

<b>SID</b>					
01	Seafarers Identity Document (SID)			1. Online Application 2. Payment- Rs. 4061.00 3. Required Copies from CDC <ul style="list-style-type: none"> <li>Bio Data Page (2nd page of CDC).</li> <li>Alteration &amp; Observation Page (4th page of CDC).</li> <li>Revalidation Page (30th page of CDC).</li> </ul> 4. Biometric Data	0112105702 – SID Unit
<b>COC</b>					
<b>COC – DECK SIDE</b>					
01	COC – DECK Master on ships of 500GT or more ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Copy of Birth Certificate 2. Copy of NIC 3. Copy of Passport 4. Copy of A/L And O/L 5. Copy of CDC 6. Copy of Medical Fitness Certificates 7. Copy of Watch Keeping Certificates 8. Copy of Testimonials For Sea Service 9. Cop Application With The Receipt of Payments (3000/=)	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
02	COC – DECK Master on ships of 500GT or more ORAL	On demand	Merchant shipping STCW regulation 2016	1. ECDIS-Optional 2. Passport-Optional 3. Copy Of Valid Medical Fitness Certificate-Optional 4. Basic Training - Mandatory 5. Maritime English - Mandatory 6. Ship Security Officer - Mandatory 7. Copy Of Valid CDC Page - Optional 8. Proficiency In Advanced Fire Fighting - Mandatory 9. Proficiency In Medical First Aid - Optional	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)

				<p> 10. PSCRB Other Than Fast Rescue Boat - Mandatory  11. Radar Observation &amp; Radar Plotting - Mandatory  12. Electronic Navigation Systems- Mandatory  13. Radar Simulator - Mandatory  14. Automatic Radar Plotting Aid - Mandatory  15. GMDSS-Mandatory  16. NWK Simulator (Operational Level) - Mandatory  17. Preparatory Course - Mandatory  18. Proficiency In Medical Care - Mandatory  19. Bridge Resource (Management Level)- Mandatory  20. Ship Handling &amp; Maneuvering (Management)- Mandatory  21. Result Sheet (Academic) - Optional  22. Result Sheet (Professional) Optional  23. Eligibility Letter – Mandatory </p> <p> Additional Documentation For Oral Examination  1. Copy Of The Letter Of Eligibility  2. Preparatory Course Cert:  3. Theory Assessment Result  4. Result Sheet  5. Proficiency In Basic Training  6. Proficiency In Survival And Rescue Boat Other Than Fast Rescue Boats  7. Designated Security Duties  8. Maritime English  9. Written Examination Results  10. Oral Examination Results  11. Application For Cop With The Receipt Of Payments (700) </p>	
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03	COC – DECK Master on ships of 500GT or more REVALIDATION	03 days	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. ECDIS Optional</li> <li>2. Passport-Mandatory</li> <li>3. Copy Of Valid Medical Fitness Certificate - Mandatory</li> <li>4. Basic Training - Mandatory</li> <li>5. Ship Security Officer-Mandatory</li> <li>6. Copy Of CDC Page - Mandatory</li> <li>7. Copies Of Valid COC - Mandatory</li> <li>8. Proficiency In Advanced Fire Fighting - Mandatory</li> <li>9. PSCRB Other Than Fast Rescue Boat - Mandatory</li> <li>10. GMDSS-Mandatory</li> <li>11. Proficiency In Medical Care – Optional</li> <li>12. Ship Handling &amp; Maneuvering-Management - Mandatory</li> </ol>	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
04	COC – DECK Chief mate on ships of 500GT or more ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. Copy Of Birth Certificate</li> <li>2. Copy Of NIC</li> <li>3. Copy Of Passport</li> <li>4. Copy Of A/L And O/L</li> <li>5. Copy Of CDC</li> <li>6. Copy Of Medical Fitness Certificates</li> <li>7. Copy Of Watch Keeping Certificates</li> <li>8. Copy Of Testimonials For Sea Service</li> <li>9. Cop Application With The Receipt Of Payments (3000/=)</li> </ol>	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
05	COC – DECK Chief mate on ships of 500GT or more ORAL	On demand	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. ECDIS-Optional</li> <li>2. Passport-Optional</li> <li>3. Copy Of Valid Medical Fitness Certificate- Optional</li> <li>4. Basic Training - Mandatory</li> <li>5. Maritime English - Mandatory</li> <li>6. Ship Security Officer - Mandatory</li> <li>7. Copy Of Valid CDC Page - Optional</li> <li>8. Proficiency In Advanced Fire Fighting - Mandatory</li> <li>9. Proficiency In Medical First Aid - Optional</li> <li>10. PSCRB Other Than Fast Rescue Boat - Mandatory</li> </ol>	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)

				11. Radar Observation & Radar Plotting - Mandatory 12. Electronic Navigation Systems- Mandatory 13. Radar Simulator - Mandatory 14. Automatic Radar Plotting Aid - Mandatory 15. GMDSS-Mandatory 16. NWK Simulator (Operational Level) - Mandatory 17. Preparatory Course - Mandatory 18. Proficiency In Medical Care - Mandatory 19. Bridge Resource (Management Level)- Mandatory 20. Ship Handling & Maneuvering (Management)- Mandatory 21. Result Sheet (Academic) - Optional 22. Result Sheet (Professional) Optional 23. Eligibility Letter – Mandatory  Additional Documentation For Oral Examination 1. Copy Of The Letter Of Eligibility 2. Preparatory Course Cert: 3. Theory Assessment Result 4. Result Sheet 5. Proficiency In Basic Training 6. Proficiency In Survival And Rescue Boat Other Than Fast Rescue Boats 7. Designated Security Duties 8. Maritime English 9. Written Examination Results 10. Oral Examination Results 11. Application For Cop With The Receipt Of Payments (700)	
06	COC – DECK Chief mate on ships of 500GT or more REVALIDATION	03 days	Merchant shipping STCW regulation 2016	1. ECDIS-Optional 2. Passport-Mandatory 3. Copy Of Valid Medical Fitness Certificate - Mandatory 4. Basic Training - Mandatory 5. Ship Security Officer - Mandatory 6. Copy Of CDC Page - Mandatory	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)

				7. Copies Of Valid COC - Mandatory 8. Proficiency In Advanced Fire Fighting - Mandatory 9. PSCRB Other Than Fast Rescue Boat Mandatory 10. GMDSS-Mandatory 11. Revalidation Or Updating (Operational/Management Level) – Optional 12. Proficiency In Medical Care - Optional	
07	COC – DECK Officer in-charge of navigational watch on ships of 500GT or more NEW	01 week	Merchant shipping STCW regulation 2016	1. ECDIS 2. Passport 3. Copy Of Valid Medical Fitness Certificate 4. Basic Training 5. Maritime English 6. Ship Security Officer 7. Copy Of CDC Page 8. Copies Of Valid COC-Optional 9. Proficiency In Advanced Fire Fighting 10. Proficiency In Medical First Aid 11. PSCRB Other Than Fast Rescue Boat 12. GMDSS 13. NWK Simulator 14. Revalidation Or Updating (Operational/Management Level) -Optional 15. Copies Of Testimonials For Sea Service-Optional 16. Result Sheet(Academic)-Optional 17. Result Sheet(Professional) - Optional 18. Oral Result Sheet-Optional 19. Oral Admission-Optional	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
08	COC – DECK Officer in-charge of navigational watch on ships of 500GT or more ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Birth Certificate 2. National Identity Card 3. Passport 4. Copy Of Valid Medical Fitness Certificate 5. Ordinary Level 6. Advanced Level 7. Basic Training 8. Maritime English	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)

				9. Security Awareness 10. Copy Of CDC Page 11. Foundation Course Result From AMTI 12. Deck Cadet Training Program Certificates (Phase I & Iii) 13. Training Record Book And Its Evaluation Report From AMTI 14. Copies Of Testimonials For Sea Service 15. Certificate Of Foundation Course If Attended At An AMTI	
09	COC – DECK Officer in-charge of navigational watch on ships of 500GT or more ORAL	On demand	Merchant shipping STCW regulation 2016	1. ECDIS 2. Passport 3. Copy Of Valid Medical Fitness Certificate 4. Basic Training 5. Maritime English 6. Ship Security Officer 7. Copy Of CDC Page 8. Proficiency In Advanced Fire Fighting 9. Cadet Training Program Certificate (P-Iii) 10. Proficiency In Medical First Aid 11. PSCRB Other Than Fast Rescue Boat 12. Radar Observation & Radar Plotting 13. Electronic Navigation System 14. Radar Simulator 15. Automatic Radar Plotting Aid 16. GMDSS 17. NWK Simulator 18. Result Sheet(Academic) 19. Result Sheet Professional) 20. Eligibility Letter	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
10	COC – DECK Officer in-charge of navigational watch on ships of 500GT or more REVALIDATION	03 days	Merchant shipping STCW regulation 2016	1. ECDIS 2. Passport 3. Copy Of Valid Medical Fitness Certificate 4. Basic Training 5. Ship Security Officer 6. Copy Of CDC Page	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)



				7. Copies Of Valid COC 8. Proficiency In Advanced Fire Fighting 9. Proficiency In Medical First Aid 10. PSCRB Other Than Fast Rescue Boat 11. GMDSS 12. NWK Simulator 13. Revalidation Or Updating (Operational/Management Level)- Optional 14. Proficiency In Medical Care - Optional 15. Copies Of Testimonials For Sea Service - - Mandatory	
COC – ENGINE SIDE					
01	COC – ENGINE Chief engineer officer on ships powered by main propulsion machinery of 3000kW propulsion power or more ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Passport 2. Copy Of Valid Medical Fitness Certificate copy Of CDC Page 3. Copy Of COC Page 4. Copies Of Testimonials For Sea Service - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)
02	COC – ENGINE Chief engineer officer on ships powered by main propulsion machinery of 3000kW propulsion power or more ORAL	On demand	Merchant shipping STCW regulation 2016	1. Passport- (Optional) 2. Copy Of Valid Medical Fitness Certificate 3. Basic Training - (Mandatory) 4. Ship Security Officer - (Mandatory) 5. Copy Of CDC Page -(Optional) 6. Proficiency In Advanced Firefighting- (Mandatory) 7. Proficiency In Medical First Aid - (Mandatory) 8. PSCRB Other Than Fast Rescue Boat - (Mandatory) 9. Preparatory Course - (Mandatory) 10. High Voltage (Management Level) 11. Project Report - (Mandatory) 12. Bridge And Engine Resource Management - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)

				13. Proof Of Dockyard Training And Assessment - (Mandatory) 14. Result Sheet (Academic) 15. Result Sheet (Professional) 16. Eligibility Letter - (Mandatory)	
03	COC – ENGINE Chief engineer officer on ships powered by main propulsion machinery of 3000kW propulsion power or more REVALIDATION	01 week	Merchant shipping STCW regulation 2016	1. Passport 2. Copy Of Valid Medical Fitness Certificate 3. Basic Training - (Mandatory) 4. Ship Security Officer - (Mandatory) 5. Copy Of CDC Page 6. Proficiency In Advanced Firefighting- (Mandatory) 7. Proficiency In Medical First Aid - (Mandatory) 8. PSCRB Other Than Fast Rescue Boat - (Mandatory) 9. Preparatory Course - (Mandatory) 10. High Voltage (Management Level) - (Optional) 11. Bridge And Engine Resource Management - (Mandatory) 12. Copies Of Testimonials For Sea Service - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)
04	COC – ENGINE Second engineer officer on ships powered by main propulsion machinery of 3000kW propulsion power or more ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Passport- (Optional) 2. Copy Of Valid Medical Fitness Certificate- (Optional) 3. Copy Of CDC Page - (Optional) 4. Copy Of COC Page - (Optional) Copies Of Testimonials For Sea Service - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)
05	COC – ENGINE Second engineer officer on ships powered by main propulsion	On demand	Merchant shipping STCW regulation 2016	1. Passport- (Optional) 2. Copy Of Valid Medical Fitness Certificate- (Optional) 3. Basic Training - (Mandatory) 4. Ship Security Officer - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)

	machinery of 3000kW propulsion power or more ORAL			5. Copy Of CDC Page -(Optional) 6. Proficiency In Advanced Firefighting- (Mandatory) 7. Proficiency In Medical First Aid - (Mandatory) 8. PSCRB Other Than Fast Rescue Boat - (Mandatory) 9. Preparatory Course - (Mandatory) 10. High Voltage (Management Level) - (Optional) 11. Result Sheet (Academic) 12. Result Sheet (Professional) 13. Eligibility Letter - (Mandatory)	
06	COC – ENGINE Second engineer officer on ships powered by main propulsion machinery of 3000kW propulsion power or more REVALIDATION	01 week	Merchant shipping STCW regulation 2016	1. Passport-(Optional) 2. Copy Of Valid Medical Fitness Certificate-(Optional) 3. Basic Training - (Mandatory) 4. Ship Security Officer - (Mandatory) 5. Copy Of CDC Page -(Optional) 6. Proficiency In Advanced Firefighting- (Mandatory) 7. Proficiency In Medical First Aid - (Mandatory) 8. PSCRB Other Than Fast Rescue Boat - (Mandatory) 9. Preparatory Course - (Mandatory) 10. High Voltage (Management Level) - (Optional) 11. Copies Of Testimonials For Sea Service - (Mandatory)	0112105706 - Exam Unit 0112105709 - Director (Engine)
07	COC – ENGINE Officer in-charge of an engineering watch in a manned engine room or designated duty engineer in a periodically unmanned engine room ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Training Record Book & Its Evaluation Report From AMTI-Mandatory 2. Birth Certificate - Mandatory 3. National Identity Card-Mandatory 4. Passport-Mandatory 5. Copy Of Valid Medical Fitness Certificate - Mandatory 6. Ordinary Level - Mandatory 7. Advanced Level - Mandatory 8. Basic Training-Optional 9. Copy Of CDC Page - Mandatory 10. Foundation Course Result From AMTI-Mandatory	0112105706 - Exam Unit 0112105709 - Director (Engine)

				11. Sea Service Records - Mandatory 12. Proof Of Sea Service From Manning	
08	COC – ENGINE Officer in-charge of an engineering watch in a manned engine room or designated duty engineer in a periodically unmanned engine room ORAL	On demand	Merchant shipping STCW regulation 2016	1. Passport-Optional 2. Copy Of Valid Medical Fitness Certificate- 3. Basic Training-Mandatory 4. Maritime English - Mandatory 5. Ship Security Officer - Mandatory 6. Copy Of CDC Page - Optional 7. Proficiency In Advanced Fire Fighting - Mandatory 8. Proficiency In Medical First Aid - Mandatory 9. PSCRB Other Than Fast Rescue Boat-Mandatory 10. Preparatory Course - Mandatory 11. EWKO-Simulator-Op. Level -Optional 12. High Voltage (Op. Level) - Optional 13. Result Sheet (Academic) 14. Result Sheet (Professional) - Optional 15. Eligibility Letter- Mandatory 16. High Voltage (Management Level) - Optional	0112105706 - Exam Unit 0112105709 - Director (Engine)
09	COC – ENGINE Officer in-charge of an engineering watch in a manned engine room or designated duty engineer in a periodically unmanned engine room REVALIDATION	01 week	Merchant shipping STCW regulation 2016	1. Passport-Mandatory 2. Copy Of Valid Medical Fitness Certificate - Mandatory 3. Basic Training - Mandatory 4. Ship Security Officer - Mandatory 5. Copy Of CDC Page - Mandatory 6. Copies Of Valid COC - Mandatory 7. Proficiency In Advanced Fire Fighting - Mandatory 8. Proficiency In Medical First Aid - Mandatory 9. PSCRB Other Than Fast Rescue Boat - Mandatory 10. Preparatory Course - Optional 11. High Voltage (Op. Level) - Optional 12. Copies Of Testimonials For Sea Service – (12 Months Of Last 05 Years) 13. Revalidation Course - Optional	0112105706 - Exam Unit 0112105709 - Director (Engine)
<b>ETR</b>					

01	ETR Electro Technical Rating ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	1. Training Record Book & Its Evaluation Report From AMTI-Mandatory 2. Birth Certificate-Mandatory 3. National Identity Card-Mandatory 4. Passport Mandatory 5. Copy Of Valid Medical Fitness Certificate - Mandatory 6. Ordinary Level-Mandatory 7. Advanced Level - Mandatory 8. Basic Training-Optional 9. Copy Of CDC Page - Mandatory 10. Foundation Course Result From AMTI-Mandatory 11. Sea Service Records - Mandatory 12. Proof Of Sea Service From Manning Agent- Mandatory 13. Pre-Sea Training-Mandatory	0112105706 - Exam Unit 0112105709 - Director (Engine)
<b>ETO</b>					
01	ETO Electro Technical Officer ELIGIBILITY	01 week	Merchant shipping STCW regulation 2016	01. Training Record Book Evaluation Report From AMTI 02. Birth Certificate. 03. National Identity Card 04. Passport 05. Copy Of Valid Medical Fitness Certificate 06. Ordinary Level (Issued By Educational Department) 07. Advanced Level (Issued By Educational Department) 08. Basic Training 09. Copy Of CDC Pages 10. Foundation Course Result From AMTI 11. Sea Service Testimonial 12. Proof Of Sea Service From Manning Agent 13. Pre Sea Training 14. Maritime English (Operational Level)	0112105706 - Exam Unit 0112105709 - Director (Engine)

02	ETO Electro Technical Officer ORAL	On demand	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. Passport-Optional</li> <li>2. Copy Of Valid Medical Fitness Certificate</li> <li>3. Basic Training-Mandatory</li> <li>4. Maritime English - Mandatory</li> <li>5. Ship Security Officer-Mandatory</li> <li>6. Copy Of CDC Page - Optional</li> <li>7. Proficiency In Advanced Fire Fighting - Mandatory</li> <li>8. Proficiency In Medical First Aid - Mandatory</li> <li>9. PSCRB Other Than Fast Rescue Beat - Mandatory</li> <li>10. Preparatory Course - Mandatory</li> <li>11. High Voltage (Op. Level) - Optional</li> <li>12. Result Sheet (Academic)</li> <li>13. Result Sheet (Professional) - Optional</li> <li>14. Eligibility Letter - Mandatory</li> <li>15. High Voltage (Management Level) - (Mandatory)</li> </ol>	
03	ETO Electro Technical Officer REVALIDATION	01 week	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. Passport-Mandatory</li> <li>2. Copy Of Valid Medical Fitness Certificate - Mandatory</li> <li>3. Basic Training - Mandatory</li> <li>4. Ship Security Officer - Mandatory</li> <li>5. Copy Of CDC Page - Mandatory</li> <li>6. Copies Of Valid COC - Mandatory</li> <li>7. Proficiency In Advanced Fire Fighting - Mandatory</li> <li>8. Proficiency In Medical First Aid - Mandatory</li> <li>9. PSCRB Other Than Fast Rescue Boat - Mandatory</li> <li>10. Preparatory Course - Optional</li> <li>11. High Voltage (Ma. Level) –</li> <li>12. Copies Of Testimonials For Sea Service</li> <li>13. Revalidation Course - Optional</li> </ol>	0112105706 - Exam Unit 0112105709 - Director (Engine)
<b>Watch Keeping, COP, MLC &amp; Horse Power</b>					
01	Watch Keeping Certificate Deck/ Engine	01 week	Merchant shipping STCW regulation 2016	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Payment Slip</li> <li>3. Valid Medical Report (First &amp; Last Pages)</li> <li>4. Sea Service Testimonials/Steering Certificates</li> <li>5. Service Letter-Sri Lankan SRPS Provider</li> </ol>	0112105707 - COP Unit 0112105706 - Exam Unit 0112105704 - Director (Navigation)

				6. Copies of CDC Sea Service Pages. 7. Passport Immigration Seal Pages. 8. Two Photos (Stamp Sizes) 9. Personal Survival Techniques 10. Elementary First Aid 11. Fire Prevention & Fire Fighting 12. Personal Safety & Social Responsibilities 13. SDS 14. Sea Training Course 15. Previous Original Certificates (Renewal)	0112105709 - Director (Engine) 0112105715 - Examiner (Deck)
02	Certificate Of Proficiency as Able Seafarer Deck/ Engine Eligibility	01 week	Merchant shipping STCW regulation 2016	1. Copy of Birth Certificate 2. Copy of NIC 3. Copy of Passport 4. Copy of O/L and A/L 5. Copy of CDC 6. Copy of Medical Fitness Certificates 7. Copy of Watch keeping Certificates 8. Copy of Testimonial for Sea Service 9. COP Application with the receipt of payments	0112105707 - COP Unit 0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105709 - Director (Engine) 0112105715 - Examiner (Deck)
03	Certificate Of Proficiency as Able Seafarer Deck/ Engine Examination	As per annual calendar	Merchant shipping STCW regulation 2016	1. Additional Documentation for Oral Examination 2. Copy of the Letter of Eligibility 3. Preparatory Course Cert/Record Book Pages 4. Theory Assessment Results / Record Book Details 5. Result Sheet 6. Proficiency in basic Training (one or four separate) 7. Proficiency in survival and rescue boat other than fast rescue boats 8. Designated Security Duties 9. Maritime English 10. Written Examination Results 11. Oral Examination Results 12. Application for COP with the receipt of payments	0112105707 - COP Unit 0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105709 - Director (Engine) 0112105715 - Examiner (Deck)
04	Certificate Of Proficiency as Able Seafarer	01 week	Merchant shipping STCW regulation 2016	1. Application Form 2. Payment Slip. 3. Valid Medical Report (First & Last Pages) 4. Sea Service Testimonials/Steering Certificates	0112105707 - COP Unit 0112105706 - Exam Unit 0112105704 - Director (Navigation)

	Deck/ Engine Revalidation			5. Copies of CDC Sea Service Pages. 6. Passport Immigration Seal Pages. 7. Two Photos (Stamp Sizes) 8. Personal Survival Techniques 9. Elementary First Aid 10. Fire Prevention & Fire Fighting 11. Personal Safety & Social Responsibilities 12. SDS 13. Survival Craft and Rescue Boats Other Than Fast Rescue Boats 14. Previous Original Certificates (Renewal)	0112105709 - Director (Engine) 0112105715 - Examiner (Deck)
05	MLC (Cook)	01 week	Merchant Shipping Maritime Labor Regulation 2022	1. Application 2. Photocopy of Cook Certificate Issued by the College 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page) 4. Stamp Size 2 Photographs (Blue Background) 5. Payment Receipt for Rs.6000/=	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck) 0112105705 - AGSS
06	MLC (Cook) Revalidation	01 week	Merchant Shipping Maritime Labor Regulation 2022	1. Application 2. Photocopy of Cook Certificate Issued by the College 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page) 4. Stamp Size 2 Photographs (Blue Background) 5. Photocopies of Sea Service Record Pages of CDC 6. Photocopy of Detailed Page of Passport and Pages Showing Arrival/Departure Immigration Stamp 7. Previous Original COP - COOK Issued by the MS 8. Photocopy of Valid Medical Certificate 9. Payment Receipt for Rs.5000/=	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck) 0112105705 - AGSS
07	Horse Power - New (Candidate Working in Navy)	On demand	Boat ordinance 1907	1. Application 2. Service Letter from Navy Head of Department 3. Copy of Navy D 4. Copy of ID 5. Medical Report 6. Copy of Birth Certificate 7. Payment as per Fees Regulation (Rs.2300/- for 5 years)	0112105706 - Exam Unit 0112105704 - Director (Navigation)



				8. Passport Size Two Color Photos	
08	Horse Power - New (Candidate working Port Authority Tug Boat)	On demand	Boat ordinance 1907	1. Application 2. Service Letter from Harbor Master 3. Copy of ID 4. Medical Report 5. Copy of Birth Certificate 6. Payment as per fees Regulation (Rs.2000/- for 5 years) 7. Passport Size Two Color Photos 8. CDC COPY	0112105706 - Exam Unit 0112105704 - Director (Navigation)
08	Horse Power – Revalidation	On demand	Boat ordinance 1907	1. Application 2. Service Letter 3. Copy of ID 4. Medical Report 5. Copy of Previous Horse Power Certificate 6. Payment as per fees Regulation (Rs.2000/- for 5 years) 7. Passport Size Two Color Photos 8. CDC COPY	0112105706 - Exam Unit 0112105704 - Director (Navigation)
<b>GMDSS and Tanker Endorsement</b>					
01	GMDSS -New	01 week	Merchant shipping STCW regulation 2016	1. Application 2. Photocopy of GMDSS Certificate Issued by the College 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page) 4. Photocopy of GOC Book Issued by the TRC 5. Stamp Size 2 Photographs (Blue Background) 6. Payment Receipt for Rs.8000/=	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
02	GMDSS – Revalidation	01 week	Merchant shipping STCW regulation 2016	1. Application 2. Photocopy of GMDSS Certificate issued by the College 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page)	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)

				4. Photocopy of GOC Issued by the TRC 5. Stamp Size 2 Photographs (Blue Background) 6. Photocopies of Sea Service Record Pages of CDC 7. Photocopy of Detailed Page of Passport and Pages Showing Arrival/Departure Immigration Stamp 8. Previous Original COP-GMDSS Issued by the MSS 9. Photocopy of Valid Medical Certificate 10. Payment Receipt for Rs 5000/ 11. A4 Size envelope	
03	Tanker Endorsement - New	01 week	Merchant shipping STCW regulation 2016	1. Application 2. Photocopy of Tanker Course Certificate Issued by the College 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page) 4. Stamp Size 2 Photographs (Blue Background) 5. Payment Receipt for Rs.8000/= 6. A4 size envelope	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
04	Tanker Endorsement - Renew	01 week	Merchant shipping STCW regulation 2016	1. Application 2. Photocopy of College Tanker Certificate Issued by the college 3. Photocopy of Detailed Page of Valid CDC (& Revalidation Page) 4. Photocopies of Sea Service Record Pages of CDC 5. Photocopy of Detailed Page of Passport and Pages Showing Arrival/Departure Immigration Stamp 6. Stamp Size 2 Photographs (Blue Background) 7. Previous Original COP-Tanker issued by the MSS 8. Photocopy of Valid Medical Certificate 9. Payment Receipt for Rs 5000// 10. A4 Size envelope	0112105706 - Exam Unit 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
<b>VGM</b>					
01	<b>NEW</b> Prime Movers Trailers Lorries	On demand	Merchant Shipping Verification of Gross Mass (VGM) Regulation	1. Payment receipt 2. Request letter 3. Valid Vehicle Insurance Policy Certificates 4. Valid Revenue Vehicle License	0112105708 - SRPS Unit 0112105704 - Director (Navigation)

				5. Copy of the Vehicle Registration Certificate 6. Weigh Slip from MSS approved Weighbridge 7. Application	
02	<u><b>NEW</b></u> Weighbridge License Shipper License (Method 01) Shipper License (Method 02)	On demand	Merchant Shipping Verification of Gross Mass (VGM) Regulation	<u><b>Method 01</b></u> 1. Payment receipt 2. Request letter 3. Business Registration / or (Certificate of incorporation) 4. Layout of the premises with relevant documents 5. Ownership details of the premises 6. The organization premises to have the necessary permissions from the concerned local authorities 7. Format of the Certificate  <u><b>Method 02 / WB</b></u> 8. QMS Certificate complying with the requirements of ISO 9001: 2008 or 2015 standards or Equipment Maintenance Procedure and Discrepancy Procedures 9. Weighing Method. (Only for method 02) 10. Equipment Maintenance Procedures (Only for method 02) (WB) 11. Approved Signatures (issuing of VGM Certificate) (WB & M 01, 02) 12. Calibration certificate 13. Verification certificate (WB & M 01, 02) (WB & M01, 02) 14. Application	0112105708 - SRPS Unit 0112105704 - Director (Navigation)
03	<u><b>RENEW</b></u> Weighbridge License Shipper License (Method 01)	On demand	Merchant Shipping Verification of Gross Mass (VGM) Regulation	<u><b>Weigh Bridge License Method 01</b></u> 1 Payment receipt 2 Request letter 3 Equipment Maintenance Procedures	0112105708 - SRPS Unit 0112105704 - Director (Navigation)

	Shipper License (Method 02)			4 Approved Signatures (issuing of VGM Certificate) 5 Calibration certificate 6 Verification certificate 7 Application  <u><b>Shipper License (Method 01)</b></u> 1 Payment receipt 2 Request letter 3 The organization premises to have the necessary permissions from the concerned local authorities 4 Approved Signatures (issuing of VGM Certificate) 5 Calibration certificate 6 Verification certificate 7 Application  <u><b>Shipper License (Method 02)</b></u> 1 Payment receipt 2 Request letter 3 QMS Certificate complying with the requirements of ISO 9001: 2008 or 2015 standards. 4 Weighing Method. 5 Approved Signatures (issuing of VGM Certificate) 6 Calibration certificate 7 Verification certificate 8 Application	
<b>SRPS</b>					
01	Certification of Authorization (COA) SRPS	On demand	Merchant Shipping Maritime Labor Regulation	01. Application 02. Declaration of Compliance (Original) 03. Certificates of Incorporation (Certified True Copy)	0112105708 - SRPS Unit 0112105704 - Director (Navigation)

				04. Form 01 (Certified True Copy) 05. Credentials of Supervisory Staff (Original) 06. Copy of the agreement of the contract between ship owners /employer and SRPS Provider (Certified True Copy) 07. QMS Certificate 08. 07. Payment of fees for initial verification and issuance of COA	
<b>Medical Practitioners</b>					
01	Approved Medical Practitioner Registration and renewal	On demand	Merchant shipping STCW regulation 2016	1. Application 2. Self assessment checklist 3. SLMC certificate of registration 4. Certificate of business registration 5. QMS certification 6. Payment receipt	0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
<b>Approved Maritime Training Institutes</b>					
01	Maritime Training Institutes Initial registration and verification audits	On demand	Merchant shipping STCW regulation 2016	As per the MSN	0112105709 - Director (Engine) 0112105704 - Director (Navigation) 0112105715 - Examiner (Deck)
<b>SCV Code</b>					
01	Registration of Small Commercial Vessels	On demand	Merchant Shipping Regulation 2017, no. 2017/31	Refer SGMS web site	0112105709 - Director (Engine) 0112105704 - Director (Navigation)
<b>Registration of Ships in SL Flag</b>					
01	Registration of Ships in Sri Lankan Flag Administration	On demand	Merchant Shipping Regulation 1983 no. 257/5	1. Request letter and Application 2. Builder's Certificate (for new build) Or Original Bill of Sale (for other Ships) 3. Notarized proof of ownership (Bill of Sale or Builder's Certificate)	0112105709 - Director (Engine) 0112105708 - SRPS Unit

				4. A Declaration of the applicant for the ownership of the ship 5. Power of Attorney 6. Board resolutions (both buying & selling companies- as applicable) 7. Form 2 - certified true copy of the Business Registration 8. Form 20 - certified true copy of Notice of Change of Director/Secretary and Particulars of Director/Secretary 9. Certificate of Class or Seaworthiness Certificate 10. Ship Surveyor's Approval (applicable for more than 20 years old Ships) 11. Deletion Certificate of previous registration 12. Certified Copies of the Previous <input type="checkbox"/> Certificate of Registry <input type="checkbox"/> Continuous Synopsis Records (CSR) 13. Details of Mortgage (as applicable) 14. Proof of No Encumbrance 15. Proof of free from Lien 16. Request for ship station license – (call sign) 17. Statutory Certificate issued to the vessel by existing flag (Certified Copies) 18. Insurance and Liability Covers 19. The name of the Master, officers, and crew of the ship and their nationality (IMO Crew List)	
<b>Shipping Agents, Freight Forwarders, NVOCC &amp; Container Deport</b>					
01	Shipping Agents (New)	10 Days	Licensing of Shipping Agent regulation No-684/9 No-763/8	1. Application: 2. Receipt for License fee & Stamp fee: 3. Letters of Appointment/s /Agreement (If applicable) <ul style="list-style-type: none"> <li>No of Principal/s Appointment Letter/s</li> <li>Confirmation letter from Principal/s</li> </ul> 4. E-Mail Conformation 5. Agency Agreement	0112430305 - Licensing Unit 0112105711 - Director (Licensing)

				6. Paid Up Capital 7. Certificate of Incorporation 8. Form 01 9. Bank Guarantee: 10. Exchange Control Regulations: <ul style="list-style-type: none"> <li>• Details of shareholders:</li> <li>• Details of the All bank account's:</li> </ul> 11. Profile of the Company 12. Profile of the Principal 13. Directors Certified ID Copies & Pass Port 14. Article of Association	
02	Shipping Agents (Renew)	07 Days	Licensing of Shipping Agent regulation No-684/9 No-763/8	1. Application: 2. Receipt for License fee & Stamp fee: 3. Letters of Appointment/s /Agreement (If applicable) <ul style="list-style-type: none"> <li>• No of Principal/s Appointment Letter/s</li> <li>• Confirmation letter from Principal/s</li> </ul> 4. Bank Guarantee: 5. Exchange Control Regulations: <ul style="list-style-type: none"> <li>• Details of shareholders:</li> <li>• Details of the all-bank account's:</li> <li>• Audited statement of Accounts &amp; Audit report (Latest year)</li> <li>• Certificate of Conformity:</li> </ul> 6. Delivery Order Fee (If applicable)	0112430305 - Licensing Unit 0112105711 - Director (Licensing)
03	Freight Forwarders – A (New)	07 Days	Licensing of Shipping Agent regulation No-1877/26	1. Application: 2. Receipt for License fee & Stamp fee: 3. Latest Certified Copy <ul style="list-style-type: none"> <li>• BR</li> <li>• Form 1</li> </ul> 4. Directors Certified ID Copies & Pass Port 5. Bank Guarantee: Expire Date: .... /...../ 202... 6. Insurance Coverage (Local): ..... /...../ 202... 7. Exchange Control Regulations: <ul style="list-style-type: none"> <li>• Details of shareholders (annexure 4)</li> </ul>	0112430305 - Licensing Unit 0112105711 - Director (Licensing)

				<ul style="list-style-type: none"> <li>Details of the all-bank account's (annexure 5)</li> </ul> 8. Confirmation letter of availability staff officer 9. A Letter of Availability Training Officers 10. Articles of Association 11. Company Profile 12. Delivery Order Fee 13. B/L Copy	
04	Freight Forwarders – A (Renew)	07 Days	Licensing of Shipping Agent regulation No-1877/26	1. Application: 2. Receipt for License fee & Stamp fee: 3. Bank Guarantee: Expire Date: ...../...../ 202... 4. Insurance Coverage (Local): ...../...../202.... 5. Confirmation letter of availability staff officer 6. A Letter of Availability Training Officers 7. Details of Shareholders (Annexure 4) 8. Details of the all-Bank Accounts (Annexure 5) 9. Audited Statement of Accounts and Audit Report (Latest Report) 10. Certificate of Conformity	0112430305 - Licensing Unit 0112105711 - Director (Licensing)
05	Freight Forwarders – B (New)	07 Days	Licensing of Shipping Agent regulation No-1877/26	1. Application: 2. Receipt for License fee & Stamp fee: 3. Latest Certified Copy <ul style="list-style-type: none"> <li>BR</li> <li>Form 1</li> </ul> 4. Directors Certified ID Copies & Pass Port 5. Bank Guarantee: Expire Date: ..../...../202... 6. Exchange Control Regulations: <ul style="list-style-type: none"> <li>a. Details of shareholders (annexure 4)</li> <li>b. Details of the all bank account's (annexure 5)</li> </ul> 7. Delivery Order Charge 8. Articles of Association 9. Company Profile	0112430305 - Licensing Unit 0112105711 - Director (Licensing)
06	Freight Forwarders – B		Licensing of Shipping Agent regulation	1. Application: 2. Receipt for License fee & Stamp fee:	0112430305 - Licensing Unit



	(Renew)		No-1877/26	3. Bank Guarantee: Expire Date: ...../...../ 202... 4. Details of Shareholders (Annexure 4) 5. Details of the all Bank Accounts (Annexure 5) 6. Audited Statement of Accounts and Audit Report (Latest Report) 7. Certificate of Conformity 8. Delivery Order Charges	0112105711 - Director (Licensing)
07	NVOCC (New)	10 Days		1. Application: 2. Receipt for License fee & Stamp fee: 3. Latest Certified Copy <ul style="list-style-type: none"> <li>• BR</li> <li>• Form 1</li> </ul> 4. Directors Certified ID Copies & Pass Port 5. Letters of Appointment/s Agreement <ul style="list-style-type: none"> <li>• No of Principal/s Appointment Letter/s Agreement</li> </ul> 6. Bank Guarantee: Expire Date: ...../...../ 202... 7. Insurance Coverage (Local): ...../...../ 202.... 8. Exchange Control Regulations: <ul style="list-style-type: none"> <li>• Details of shareholders (annexure 4)</li> <li>• Details of the all-bank account's (annexure 5)</li> </ul> 9. Confirmation letter of availability staff officer 10. A Letter of Availability Training Officers 11. Articles of Association 12. Company Profile 13. Delivery Order Fee 14. Principal B/L Copy	0112430305 - Licensing Unit 0112105711 - Director (Licensing)
08	NVOCC (Renew)	07 Days		1. Application: 2. Receipt for License fee & Stamp fee: 3. Bank Guarantee: Expire Date: ...../...../ 202... 4. Insurance Coverage (Local): ...../...../202.... 5. Letters of Appointment/s /Agreement <ul style="list-style-type: none"> <li>• No of Existing Principal/s Appointment Letter/s</li> </ul>	0112430305 - Licensing Unit 0112105711 - Director (Licensing)

				<ul style="list-style-type: none"> <li>No of New Principal/s Appointment Letter/s</li> </ul> 6. Confirmation letter of availability staff officer 7. A Letter of Availability Training Officers 8. Details of Shareholders (Annexure 4) 9. Details of the all Bank Accounts (Annexure 5) 10. Audited Statement of Accounts and Audit Report (Latest Report) 11. Certificate of Conformity 12. Delivery Order Charges	
09	Container Deport (New)	07 Days	Licensing of Shipping Agent regulation No-1402/19	1. Application: 2. Receipt for License fee & Stamp fee: 3. Latest Certified Copies: <ul style="list-style-type: none"> <li>Certificate of Incorporation</li> <li>Form 01 (Original)</li> </ul> 4. Paid-up Capital 5. Declaration of Compliance by Director 6. Bank Guarantee: Expire Date .... / ..... /202... 7. Certified Copies ( issued by the Local Gavernment Authority) <ul style="list-style-type: none"> <li>Certificate of Conformity</li> <li>License</li> <li>Permit</li> </ul> 8. Directors Certified ID Copies & Pass port 9. Articles of Association:	0112430305 - Licensing Unit 0112105711 - Director (Licensing)
10	Container Deport (Renew)	07 Days	Licensing of Shipping Agent regulation No-1402/19	1. Application: 2. Receipt for License fee & Stamp fee: 3. Bank Guarantee: Expire Date: .... / ..... /202... 4. Declaration of Compliance by Director 5. Certified Copies (Issued by the Local Government Authority) <ul style="list-style-type: none"> <li>Certificate of Conformity</li> <li>License</li> <li>Permit</li> </ul> 6. Audit Report	0112430305 - Licensing Unit 0112105711 - Director (Licensing)

