



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

**MSS**

**Application for the Issue or Renewal of an Endorsement attesting the Recognition of a  
Non-Sri Lankan Certificate**

**INTERNAL CHECK LIST**

No	Item	Yes/No	Remarks
1	All documents as per the application Form Has been submitted by the applicant		
2	Self declaration has been filled by the applicant. (Management level applicants only)		
3	All submitted copies have been certified as per the guidelines.		
4	Submitted photos as per the guidelines.		
5	Applicant has obtained his current CoC from a country recognized by Sri Lanka.		
6	Letter from Company is attached.		
7	Has the CoC been verified through e-mail, web or other method?		
8	CoC verification results has been confirmed the CoC is authentic? (attached results sheet)		
9	Has fees been paid as per the fees regulation & Bill No has been mentioned on the check list?		
10	Has CoR been approved by the examiner concern with required endorsements?		
11	Certificate has been printed & double checked for any errors?		
12	CoR forwarded for DGMS's signature		
13	CoR is ready for collection		
14	If due to failure of above or any other reason has caused rejection of the application? If YES mentioned the reason.		
Notes:			

Management Assistant:

Examiner :

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