



**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR
Masters, Chief Mates and Deck Officers in the Merchant Navy**

MD

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7, 8 and 9. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 9 of the guidance notes).

If this is your first UK CoC application, please post your application and supporting documents to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG

For all other applicants, please email your application and scanned documents to deck@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per [MIN 655](#)).

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth (DD/MM/YYYY)			
Place of Birth		Country of Birth	
Nationality			
	Return Delivery Address		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	
Sponsoring Company Email, for UK Cadets only ; we will copy your company in, if we request further documentation and when we issue your NOE:		Email:	

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please (✓)
OOW	II/3	Less than 500 GT	Near Coastal	
OOW	II/3	Less than 500 GT	Category "D" Waters	
OOW	II/1	None	None	
Chief Mate	II/2	Less than 3000 GT	Near Coastal	
Chief Mate	II/2	Less than 3000 GT	None	
Chief Mate	II/2	None	Near Coastal	
Chief Mate	II/2	None	None	
Master	II/3	Less than 500 GT	Near Coastal	
Master	II/3	Less than 500 GT	Category "D" Waters	
Master	II/2	Less than 3000 GT	Specified Area, Domestic Vessels Only	
Master	II/2	Less than 3000 GT	None	
Master	II/2	None	Near Coastal	
Master	II/2	None	None	

Please do not write below this line

Received Date:	Documents:	SDS No:	
		RMS No:	

4 CHECKLISTS

Before a Notice of Eligibility can be issued, you will need to submit the following documentation

If you already hold a Certificate of Competency (CoC) or Certificate of Service you must email it in with this application and give the following details below

Certificate No:	Capacity:	Country of Issue:
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4A FOR ALL APPLICATIONS

	Please tick (✓)	Official use only
Payment – Please see section 7	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Passport and Visa if applicable (Please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials which include watchkeeping evidence	<input type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate *	<input type="checkbox"/>	<input type="checkbox"/>
DG Shipping India medicals must include ‘Annexure IV – Medical Certificate for Service at Sea’ page.		
Fire Prevention and Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats <5 years old	<input type="checkbox"/>	<input type="checkbox"/>

* To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing Vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **If you are unable to take a solo watch of not fit for lookout duties you will not be issued with a UK Deck Officer CoC. Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

For a list of MCA approved doctors please visit our website: www.gov.uk and search “MCA approved doctors”.

4B APPLICATIONS FOR FIRST CERTIFICATE

	Please tick (✓)	Official use only
Candidates following the Foundation Degree OR HNC OR Alternative Route and claiming reduced sea service must provide a letter from their college confirming the route being undertaken – template in MIN 563	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Elementary First Aid (STCW A-VI/1-3)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Fire Prevention and Fire Fighting (STCW A-VI/1-2)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Personal Survival Techniques (STCW A-VI/1-1)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Personal Safety and Social Responsibilities (STCW A-VI/1-4)	<input type="checkbox"/>	<input type="checkbox"/>
MNTB approved Training Record Book for candidates claiming reduced sea service*	<input type="checkbox"/>	<input type="checkbox"/>

* Please ensure the following is completed when submitting your MNTB Training Record Book. An incomplete MNTB can lead to your application taking longer to process or not being approved:

- a) Complete all contact details;
- b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this;
- c) All tasks are completed and the appointed supervisor has signed off against them.

Before your CoC can be issued you will be required to submit further documentary evidence of training as per MSN 1856 Amendment 1. These documents are not required for the issue of your NOE, however you may

wish to submit these now. Please refer to section 5 of the Guidance Notes. The documents will be requested on your NOE.

5 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Signature:

[Signature box]

For office use only

[Office use only box]

Today's date:

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

Please ensure payment has been made and all required documents have been provided. If your application is missing relevant documents or payment, your application will be delayed and may not be assessed.

6 COUNTER SIGNATURE

Name			
Address			
Town / City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed..... Date.....

7 PAYMENT

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee for an NoE application is £220 which includes the cost of a courier service.

The fee for an upgrade with no oral examination is £77*. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

The fee for a combined Master <500 GT near-coastal and Master <3,000 GT Specified Area CoC is £377**.

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Notice of Eligibility Applications

To pay via Gov.UK Pay for your Notice of Eligibility: £220

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades>

Combined Notice of Eligibility Applications

To pay via Gov.UK Pay for your Notice of Eligibility: £379

<https://www.gov.uk/payments/seafarer-training-courses/application-for-combined-master-less-than-500gt-near-coastal-and-master-less-than-3000gt-specified-area-coc>

UK Certificate of Competency Upgrade Applications without Oral Examination.

To pay via Gov.UK Pay for delivery to the **UK**: £87

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-uk-upgrade>

To pay via Gov.UK Pay for delivery to the **European Union or EEA**: £97

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-eu-upgrade>

To pay via Gov.UK Pay for delivery to the **Rest of the World**: £107

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-row-upgrade>

If you wish to pay by BACS transfer – please email seafarer.finance@mcga.gov.uk for our bank details.

* **The upgrade that does not require an oral examination (£77) is:** Master less than 3000 GT unlimited area from Chief Mate unlimited (Please note that the Master unlimited GT, near coastal endorsement now requires a separate oral examination (£220)).

**You may apply for these Certificates of Competency at the same time, however you must meet all the requirements for the issue of a Master <500 GT near-coastal prior to being issued a Master, less than 3,000 GT, specified trading area NoE.

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. YOU SHOULD ALSO REFER TO GUIDANCE FROM [MSN 1856 Amendment 1](#).

Please complete this form in **BLOCK LETTERS** and in **black ink**.

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. A document checklist is on pages 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue.

The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination.

Oral examination passes for each level of certification are valid for three years from the date of the oral exam.

The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website www.gov.uk/mca.

1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as appears in your passport or birth certificate.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 25/09/1984.

You should give your permanent home address, where you are normally resident.

You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college.

2 PRIVACY STATEMENT

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/ Flag State Endorsement (Certificate of Equivalent Competency) (FSE) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

If you are required to sit a Part A: Online computer based proctored examination, some of the details provided on your application form (name and photograph) will be shared with our third-party processor, to allow for an account to be set up for the Part A: Online computer based proctored examination to be undertaken. This information will be retained until such time as the candidate passes the Part A exam. On passing the Part A exam, the user account will be permanently deleted after 90 days.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

3 CERTIFICATE APPLIED FOR

Please tick (✓) the capacity / limitations for which you are applying. Only tick ONE box.

4 SEA SERVICE

All sea service submitted on page 2 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in MSN 1856 Amendment 1. Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative. There is a

Below is the required sea service for the different MCA approved routes:

Officer of the Watch:

- Examination: 36 months with 6 months bridge watchkeeping
- Foundation Degree: 12 months with 6 months bridge watchkeeping
- HNC/HND (**With an MNTB Training Record Book**) : 12 months with 6 months bridge watchkeeping
- AMET: 15 months with 6 months bridge watchkeeping
- If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Chief Mate: 12 months as a Deck Officer since obtaining your OOW CoC.

For upgrades to Chief Mate <3000 GT unlimited area: 6 months watchkeeping sea service. **This will include an oral examination (£220).** For all other upgrades please refer to the diagram on page 4 of MSN 1856 Amendment 1.

Master: 36 months as Deck Officer since qualifying as an OOW or 12 months whilst holding a Chief Mate CoC and sailing as Chief Mate.

For upgrades to Master <3000GT unlimited area: at least 12 months serving as Chief Mate or 36 months as Deck Officer since qualifying for an OOW unlimited. For all other upgrades please refer to MSN 1856 Amendment 1. **This does not require an oral examination (£76).**

5 CHECKLISTS

Before a Notice of Eligibility can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you tick (✓) each box to indicate that you have enclosed the documents. If you are applying to upgrade or add an endorsement to your Certificate of Competency (CoC) you must hold the applicable MCA-issued Certificate of Competency prior to making your application. The required CoCs are listed in MSN 1856 Amendment 1. Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of [MSN 1856 Amendment 1](#).

Any candidate failing to submit all the required documents may have their application returned without being processed.

Photographs

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour.

Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

Medical Fitness Certificates must be valid at the time of issue of the CoC.

Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

OOW:

All:

- (1) UK Signals Certificate – issued within the last 3 years
- (2) NARAS/NAEST Operational
- (3) STCW - Advanced Fire Fighting
- (4) STCW - Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC & RB)
- (5) STCW - Medical First Aid
- (6) Efficient Deck Hand (EDH)
- (7) HELM Operational
- (8) GMDSS GOC (Book)

Foundation Degree:

- (1) Course Completion Certificate/ Letter

All other routes:

- (1) SQA Safety Paper results
- (2) HNC Course Completion letter

Chief Mate Unlimited:

- (1) GMDSS GOC (Book)
- (2) UK NARAS/ NAEST (Management)
- (3) Medical Care Certificate or Proficiency in Medical Care (less than 5 years old)
- (4) HELM Management

Chief Mate Unlimited, less than 3000 GT unlimited area:

- (1) GMDSS GOC (Book)
- (2) NARAS Management
- (3) HELM Management

Master Unlimited:

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old)
- (3) NARAS/NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
- (4) HELM Management

Upgrade to Master less than 3000gt unlimited area, from Chief Mate Unlimited:

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old)
- (3) NARAS/ NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
- (4) HELM Management

The documents will be requested on your NOE and it is essential that you submit these with your NOE pass. Failure to do so will result in the delay of the issue of your full CoC.

HELM: STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element Leadership and Management (HELM) have been developed at both the operational level (to be used for non-MNTB officer cadet training programmes) and

6 DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Please ensure your signature is inside the box as this will be transferred to your CoC.

7 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also note 4 on photographs.

8 PAYMENT

You must enclose the correct fee with your application. The published fee includes worldwide postage Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).

You must use this table if you are using yacht service. For definitions please refer to MSN 1858. For details of how yacht sea service is calculated towards a Merchant Navy CoC please refer to Annex F of MSN 1856 Amendment 1 (page 30).

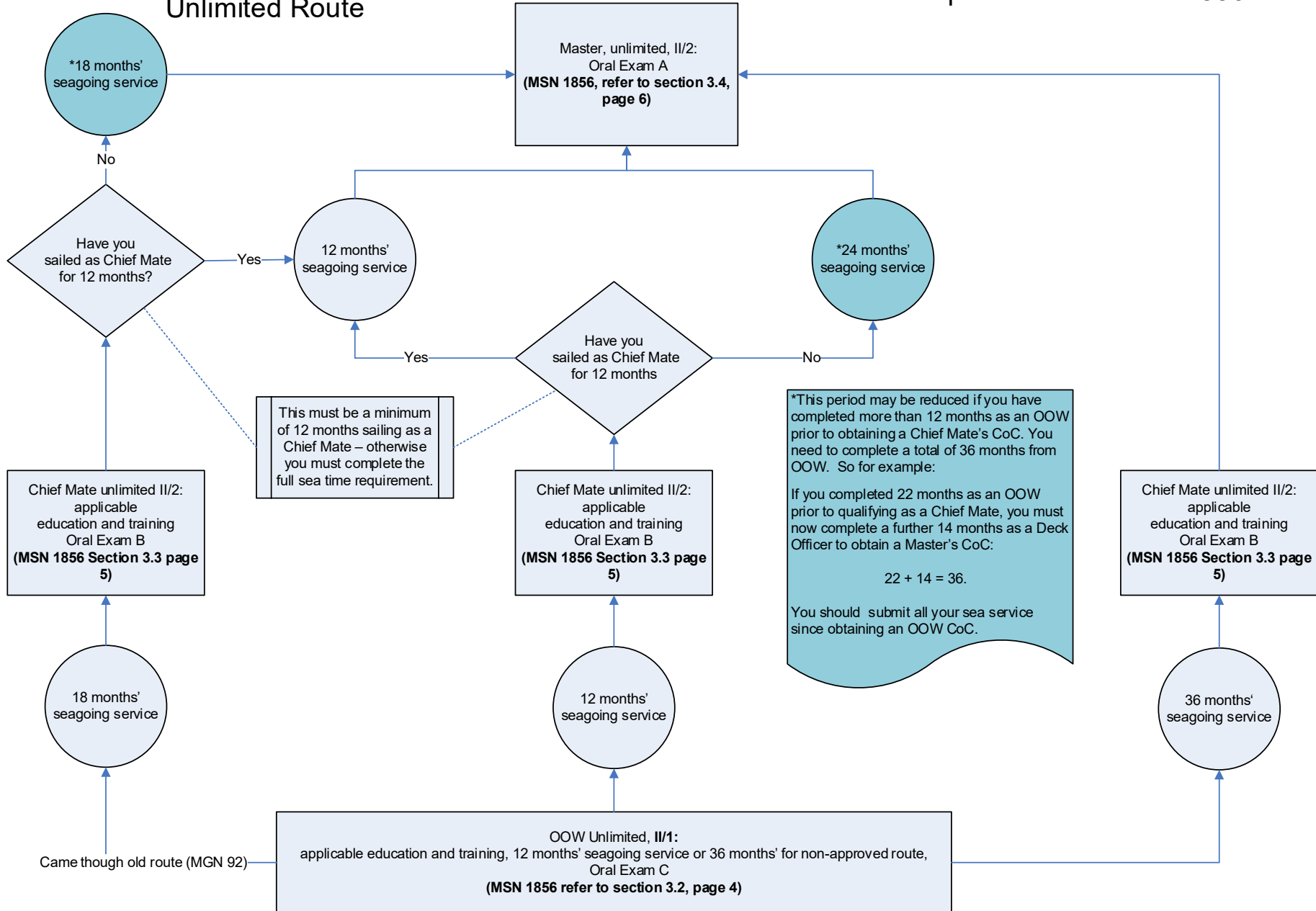
VESSEL AND VOYAGE DETAILS						DATES		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
Totals														

* Length - Load line length
 ** Type - Type of yacht (motor/sail)

*** Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1856





Maritime &
Coastguard
Agency

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IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7, 8 and 9. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 9 of the guidance notes).

If this is your first UK CoC application, please post your application and supporting documents to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG

For all other applicants, please email your application and scanned documents to deck@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per MIN 655).

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc	MR	Sex: Male/Female	MALE
Surname /Family name	SHARMA		
Forename(s) in full	AMIT		
Date of Birth (DD/MM/YYYY)	06/03/1990		
Place of Birth	MUMBAI	Country of Birth	INDIA
Nationality	INDIAN		
Return Delivery Address			
Address	B-3, SUNBEAM C.H.S.,		
District	RAMEJA VIHAR,		
Town/City	CHANDIVLI, MUMBAI		
County/State	M.S.		
Post Code/Zip	400072		
Country	INDIA		
Email Address	AMITSHARMA0603@GMAIL.COM		
Mobile No	+91-9876543210	Tel No	
Sponsoring Company Email, for UK Cadets only ; we will copy your company in, if we request further documentation and when we issue your NOE:		Email:	

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please (✓)
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Chief Mate	II/2	Less than 3000 GT	None	
Chief Mate	II/2	None	Near Coastal	
Chief Mate	II/2	None	None	✓
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Master	II/3	Less than 500 GT	Category "D" Waters	
Master	II/2	Less than 3000 GT	Specified Area, Domestic Vessels Only	
Master	II/2	Less than 3000 GT	None	
Master	II/2	None	Near Coastal	
Master	II/2	None	None	

Please do not write below this line

Received Date:	Documents:	SDS No:	
		RMS No:	

4 CHECKLISTS

Before a Notice of Eligibility can be issued, you will need to submit the following documentation

If you already hold a Certificate of Competency (CoC) or Certificate of Service you must email it in with this application and give the following details below		
Certificate No:	Capacity: <u>00W II/1</u>	Country of Issue: <u>AUSTRALIA</u>

4A FOR ALL APPLICATIONS

	Please tick (✓)	Official use only
Copy of Passport and Visa if applicable (Please refer to guidance notes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials which include watchkeeping evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate *	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Proficiency in Survival Craft and Rescue Boats <5 years old	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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For a list of MCA approved doctors please visit our website: www.gov.uk and search "MCA approved doctors".

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Candidates following the Foundation Degree OR HNC OR Alternative Route and claiming reduced sea service must provide a letter from their college confirming the route being undertaken – template in MIN 563	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Elementary First Aid (STCW A-VI/1-3)	<input type="checkbox"/>	<input type="checkbox"/>
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STCW – Full course Personal Survival Techniques (STCW A-VI/1-1)	<input type="checkbox"/>	<input type="checkbox"/>
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5 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Signature:

[Handwritten Signature]

For office use only

Today's date:

10/09/2020

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

6 COUNTER SIGNATURE

Name	RAKESH VERMA		
Address	C-6, PANCHSHEEL C.H.S., RAHEJA VIHAR, CHANDIOLI		
Town / City	MUMBAI		
County/State	M.S.		
Post Code/Zip	400072	Country	INDIA
Telephone No	+91-98212 00001	Occupation	BANK MANAGER
Capacity in which you know the applicant	BANK MANAGER		

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed.....

[Handwritten Signature]

Date.....

10/09/2020

7 PAYMENT

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To pay via Gov.UK Pay for your Notice of Eligibility: £377

<https://www.gov.uk/payments/seafarer-training-courses/application-for-combined-master-less-than-500gt-near-coastal-and-master-less-than-3000gt-specified-area-coc>

UK Certificate of Competency Upgrade Applications without Oral Examination.

To pay via Gov.UK Pay for delivery to the UK: £87

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-uk-upgrade>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £97

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-eu-upgrade>

To pay via Gov.UK Pay for delivery to the Rest of the World: £107

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-row-upgrade>

If you wish to pay by BACS transfer – please contact us.

* **The upgrade that does not require an oral examination (£77) is:** Master less than 3000 GT unlimited area from Chief Mate unlimited (Please note that the Master unlimited GT, near coastal endorsement now requires a separate oral examination (£220)).

**You may apply for these Certificates of Competency at the same time, however you must meet all the requirements for the issue of a Master <500 GT near-coastal prior to being issued a Master, less than 3,000 GT, specified trading area NoE.

Kunal Anshuman

Whatsapp: +91-9892725375

E-mail: kunal.anshuman@springdaleindia.com ; Visit: www.ukcoc.in

Please go through the guidance notes which will answer most of the queries that you may have whilst filling the NoE form. If you have any queries, do revert back on Whatsapp.

Guidance Notes on how to fill the NoE form

- ALWAYS download the LATEST VERSION of the NoE form MSF 4274 from the MCA website using Google search. Type in the Google search box: MSF 4274 PDF. Download the NoE form.
- Take a black and white printout of the form.
- The form is to be filled up in **CAPITAL LETTERS** with **BLACK INK**.
- A sample filled up form is attached with DUMMY DATA. This is for reference only to help you fill the NoE form.
- If your home address does not have good courier service, please mention an alternate address on Page 1 of the NoE form where the courier service is good for e.g. Mumbai / Delhi, etc. If you hold a UK OOW CoC, the MCA will accept your documents by email at present. However, if your OOW CoC is not from the UK and this is your first UK CoC for which you are applying for an NoE, then you need to send all documents in ORIGINALS only to the MCA. The MCA UK address is given in the NoE form first page at the top.
- In Page 2 of the NoE form, if you do not know the Official Number of the vessel, you can fill the IMO Number. If you Google the vessel details by putting the ships name, you will likely get the IMO number of the ship. If you cant get the IMO number also, then leave this column blank. Put the signing on and signing off dates as per the CDC and not as per company sea-time letter / master testimonials / passport in-case there

is any discrepancy / error between dates put on the CDC and that put on the Master's testimonials / company sea-time letter.

- In page 3 of the NoE form at the top i.e. Section 4, please mention the details of your existing CoC. Kindly note that your existing STCW II/1 OOW CoC should be valid (or you will have to revalidate that) whilst applying for your UK Chief Mates NoE.
- In page 3, section 4A, a list of documents are mentioned which have to be submitted along with your NoE application. The Medical Fitness Certificate from the DG Shipping doctor, India has to be in the Annexure IV format only. For NoE application, it is NOT necessary that you should be having the MCA, UK approved STCW advanced courses. However, all the advanced courses will be required to be submitted whilst applying for your CoC.
- In page 4 of the NoE form, under Section 5 DECLARATION, put your signature as per your passport within the rectangular box. Do not paste your photograph in the square box which mentions FOR OFFICIAL USE ONLY. In the DATE SECTION, put the date on which you signed in the column above.
- In page 4 of the NoE form, under Section 6 COUNTER SIGNATURE, you need to put details of someone who knows you in a professional capacity for e.g doctor, lawyer, teacher, bank manager, captain, superintendent, fleet manager, etc. That person cannot be your friend or relative and must know you in a professional capacity. He will need to fill up and sign / date in section 6 of the NoE form and also explain that he knows you in what professional capacity. He will also sign behind one of the photographs, see sample photograph section for more details.
- The payment has to be done using your debit / credit card only. No cash or DD are accepted. The link for payment is on page 5 of the NoE form. After making the payment, you will receive an acknowledgement receipt in email. Take a printout of the receipt and it is to be sent to the MCA along with your other NoE supporting documents by post or as scanned copy. The payment amount of GBP 220 is inclusive of NoE return courier charges. You can also use the credit / debit card of your friend / relative for making the online payment if your card is not working.

- The processing time for NoE is 4 weeks. In some cases, it may take longer than that depending upon extenuating factors like Covid, etc., and the workload on the MCA in terms of pending NoE applications.

- The following are the documents to be sent to the MCA by courier for NoE application. If you already hold a UK OOW CoC, for the interim, the MCA will accept scanned copies of the above documents. Else, if you do not hold a UK OOW CoC, you will need to send all documents by a good courier to the MCA address given at the top of the NoE form.
 - NoE Form MSF 4274 (5 pages) completely filled up.
 - Passport front and address page attested by a notary / lawyer with his sign and stamp. Passport is not to be sent in original by courier overseas as it is illegal.
 - CDC (all relevant pages)
 - CoC (all relevant pages including expiry date page)
 - Master's testimonials for 12 months or more.
 - Refresher course of PST and FPF if done in the last 5 years.
 - Valid medical fitness certificate in Annexure IV format from a DG Shipping approved doctor.
 - 2 passport size colour photographs of size 40mm x 50mm. Behind one photograph write your name and DOB. Behind the other photograph, the person who has countersigned the NoE form in Section 6 needs to mention: I CONFIRM THAT THIS IS TRUE CURRENT LIKENESS OF Mr (STUDENTS NAME). The person will also sign and put the date behind the photograph.
 - Payment receipt of GBP 220

Send by DHL or any good courier to the MCA.

If you have any queries, you can email to the MCA at deck@mcga.gov.uk

DO NOT SEND ANY FAKE DOCUMENTS TO THE MCA. YOU WILL BE IN SERIOUS TROUBLE.

The NoE is a two page document and it will mention the list of documents that you will need to submit when applying for your CoC.



AMIT
SHARMA

06/03/1990

AMIT SHARMA
I CERTIFY THAT
THIS IS A TRUE
LIKENESS

[Signature]
10/09/2020