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Guidance Notes – EOOW NoE

- Download the latest version of the NoE form MSF 4275 using Google search. Type in the Google search box: MSF 4275 PDF. Download the NoE form.
- Take a black and white printout of the form. You DO NOT need to take a colour printout.
- The form is to be filled up in CAPITAL LETTERS with BLACK INK.
- A sample filled up NoE form is attached with DUMMY DATA. This is for reference only. It is to guide you on how to fill your NoE form. Kindly do not copy paste data given in the sample form onto your NoE form.
- Section 1 - If your return address does not have good courier service, please mention an alternate address in a big city close to you where courier service is good for e.g. Mumbai / Delhi / Chennai / Kolkata, etc. Put your email address in CAPITAL LETTERS.
- Section 2 – Chose the OOW Engineer, STCW III/1, Unlimited option BOX.

- NOTE - All documents to the MCA is to be sent in originals only. No photocopies. Only your passport notarized copy is to be sent to the MCA as it is illegal to send your passport outside your country by post. List of the documents to be sent to the MCA, UK is given later in this post. The address at which you have to send the documents by a good courier is given at the top of the first page of the NoE form MSF 4275.

- Section 3, page 2 - If you do not know the Official Number of the vessel, you can fill the IMO Number. If you do not know the IMO number also, then leave it 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 on the CDC and that put on the C/E testimonials. At the bottom of page 2 of the NoE form, you need to mention your total sea-time in Months and Days. If you face any difficulty in calculating your sea-time, you can visit the website www.seatimecalculator.com

- Section 4 – Please do mention the details of any existing CoC that you may be holding. Normally you will leave this section blank unless you are presently sailing as a Deck Officer with a Panama / Belize / Liberia / etc, CoC or you hold a 2nd Mates NCV ticket. If you hold any such CoC, please do put in the CoC details of yours.

- 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. If you are from any other country for e.g. Pakistan, Bangladesh, Sri Lanka, Burma, Nigeria, Ghana, etc., then please email to the MCA at engineering@mcga.gov.uk and check if your country medical fitness certificate is accepted by the MCA or not. If not accepted, then you will need to do the medical during your stay in the UK whilst you are doing your EOOW course. You will need to tick all the boxes in the NoE form and send these documents (as mentioned below) in originals to the MCA, UK.
 - Payment
 - Discharge Book
 - Sea Service Testimonials

- 1 passport size photo
 - Valid Medical Fitness Certificate
- Section 4B applies to students applying for their EOOW CoC. You need to tick the following boxes and send the documents in originals to the MCA except for the passport whose attested copy only is to be sent.
 - Attested copy of passport
 - Letter of Initial Assessment (University will send to the MCA)
 - MNTB Training Record Book
 - PST
 - FFFF
 - EFA
 - PSSR
 - AFF (if MCA approved already done, else leave blank)
 - MFA (if MCA approved already done, else leave blank)
 - PSCR (if MCA approved already done, else leave blank)
- Section 4C and 4D to be left blank in the NoE form.
- Section 4E – Your PST and FFFF STCW certificate should be valid or the refresher should be valid. If not so, please do these refresher courses at the earliest as else you will otherwise not be eligible to apply for the MCA NoE. Then tick the boxes for PST and FFFF in the NoE form. You can leave the AFF and PSCR boxes blank.
- Section 5 – Your signature should be within the box and should match with your passport. The date to be put is the date on which you have signed in Section 5 of the NoE form. Do not paste your photograph in the square box which mentions FOR OFFICIAL USE ONLY.
- Section 6 - 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. He will also sign behind the photograph as well. Kindly see the sample photograph attached on how it is to be done.

- Section 7 - The payment of £220 has to be done using your debit / credit card only. No cash or DD are accepted. The link for payment is on page 6 of the NoE form. Tick that box. 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. The payment amount of £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, War, etc.

The following are the documents to be sent to the MCA by courier for NoE application.

- NoE Form MSF 4274 (5 pages) completely filled up in CAPITAL LETTERS and BLANK INK.
- Payment receipt of GBP 220
- CDC
- C/E testimonials
- 1 passport size colour photographs of size 40mm x 50mm and plain white background. Behind the photograph, the person who has countersigned the NoE form in Section 6 needs to mention: I CONFIRM THAT THIS IS TRUE CURRENT LIKENESS OF (STUDENTS NAME). The person will also sign and put the date behind the photograph.
- Valid medical fitness certificate in Annexure IV format from a DG Shipping India approved doctor.
- Passport front and address page notarised copy.
- Letter of Initial Assessment (LIA) – University will forward to the MCA.
- MNTB Training Record Book and Workbook
- STCW basic courses – PST + PSSR + FPF + EFA. These 4 courses were done before you applied for your CDC the first time.
- Refresher course of PST and FPF if done in the last 5 years.

Send by DHL or any good courier to the MCA.

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

If you are not sure of the authenticity of any document, please do not send it to the MCA. This could land you in serious trouble.

See the following attached pages:

- Sample photograph
- Blank NoE form
- Sample filled up NoE form

If you have any doubts regarding the NoE procedure, drop me a message on Whatsapp at +91 – 98927 25375 or give me a call at the same number.

Thanks and Regards.

Kunal Anshuman



ANIL SHARMA

I CERTIFY THAT
THIS IS A TRUE
LIKENESS

[Signature] 10/09/2020



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW)
Engineer Officers in the Merchant Navy**

ME

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 9.

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 engineering@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per with [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			
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 Reference	Power Limits (kW)	Area Limitation	Steam/ Motor/Combined	Please tick ✓
OOW Engineer	III/1	Unlimited	None		
Second Engineer	III/3	Less than 3000	Near Coastal		
Second Engineer	III/3	Less than 3000	None		
Second Engineer	III/2	Less than 9000	Near Coastal		
Second Engineer	III/2	Unlimited	None		
Chief Engineer	III/3	Less than 3000	None		
Chief Engineer	III/2	Less than 9000	Near Coastal		
Chief Engineer	III/2	Unlimited	None		
Marine Engine Operator Licence		Less than 750	UK Near Coastal	N/A	
Senior Marine Engine Operator Licence		Less than 750	None	N/A	

Please do not write below this line

Received Date:	Documents:	SDS No:	

4 CHECKLISTS

Before a Certificate of Competency can be issued, you will need to submit the following documentation

If you already hold a certificate of Competency, you must send it in with this application and give the following details below

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

✓ if
enclosed

Official
use only

Payment – Please see section 7				
Discharge Book OR Certificates of Discharge				
Sea Service Testimonials				
1 passport-style Photo				
Valid ENG1 (or accepted equivalent) Medical Fitness Certificate*				

DG Shipping India medicals must include 'Annexure IV – Medical Certificate for Service at Sea' page.

* 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. Further information may be obtained from the MCA. **Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

4B APPLICANTS FOR FIRST CERTIFICATE OF COMPETENCY

✓ if
enclosed

Official
use only

Attested copy of passport (identity page) – please do not send original passport				
Letter of Initial Assessment OR College letter confirming approved training programme (this must confirm the date you enrolled on the programme)				
MNTB Training Record Book (If applicable)				
Elementary First Aid STCW A-VI/1-3				
Fire Prevention and Fire Fighting STCW A-VI/1-2				
Personal Survival Techniques STCW A-VI/1-1				
Personal Safety and Social Responsibilities STCW A-VI/1-4				
Advanced Fire Fighting* STCW A-VI/3				
Certificate of Proficiency in Survival Craft and Rescue Boats* STCW A-VI/2				
Medical First Aid* STCW A-VI/4-1				
MNTB Workshop Skills Certificate* or MSQ equivalent*				
High Voltage (>1000V) Certificate/College Letter/Service Letter if applicable * (see guidance notes)				
MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions.				

* These documents may be submitted later when applying for your Certificate of Competency.

4C APPLICANTS FOR SUBSEQUENT CERTIFICATES OF COMPETENCY

✓ if
enclosed

Official
use only

Scanned copy/photo of passport (identity page)				
MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions.				
High Voltage (>1000V) Systems Management Certificate (see guidance notes)				

4D HELM REQUIREMENTS

✓ if
enclosed

Official
use only

MCA Approved HELM Operational Certificate * or HELM Management Certificate				
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* EOWW – This is not required for cadets following an MNTB approved officer training scheme. 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.

HELM certificate is not required for the issue of your NOE, but this certificate must be received by the MCA prior to the issue of your CoC

4E For all applicants expecting to receive a Certificate of Competency after the 1st January 2017

From 01 January 2017 you will be required to provide documentary evidence of either completing the training course or updating your training within the 5 years preceding the issue of your Certificate of Competency for (for further information please refer to [MSN 1865 Amendment 1](#)):

Fire Prevention and Fire Fighting < 5 years old				
Personal Survival Techniques < 5 years old				
Advanced Fire Fighting < 5 years old				
Proficiency in Survival Craft and Rescue Boats < 5 years old				

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

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 a:

- MEOL application is £215 (includes the cost of a courier service)
- NoE application other than a MEOL is £220 (includes the cost of a courier service)
- Upgrade with no oral examination is £77 (postage to the UK is £10 extra, postage to Europe is £20 extra and postage to the rest of the world is £30 extra)

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

Notice of Eligibility other than a MEOL

To pay via Gov.UK Pay for your Notice of Eligibility other than MEOL: £220.00

<https://www.gov.uk/payments/seafarer-training-courses/new-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

MEOL Notice of Eligibility

To pay via Gov.UK Pay for you MEOL Notice of Eligibility: £215.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-meol>

UK Certificate of Competency Upgrade (without MCA Oral Exam)

To pay via Gov.UK Pay for delivery to the **UK**: £87.00

<https://www.gov.uk/payments/seafarer-training-courses/uk-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

To pay via Gov.UK Pay for delivery to the **European Union or EEA**: £97.00

<https://www.gov.uk/payments/seafarer-training-courses/eu-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

To pay via Gov.UK Pay for delivery to the **Rest of the World**: £107.00

<https://www.gov.uk/payments/seafarer-training-courses/row-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

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

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

Further guidance is available in [MSN 1857 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. Document checklists are provided on page 3 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. 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. The NoE will be valid for 5 years from the date of issue. Oral examination passes for each level of certification are valid for three years. 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 overleaf or they can be found on our website: Search www.gov.uk for "Engineer CoC".

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 other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1965 would be written 18/02/1965.

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 CERTIFICATE APPLIED FOR

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

3 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.

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>

4 SEA SERVICE

Sea service must be supported by Discharge Book entries OR Certificates of Discharge, sea service testimonials, and where appropriate, watch keeping certificates. Testimonials must be signed by the Chief Engineer or Master or in exceptional circumstances by the Superintendent responsible for the vessel.

Requirements: this is a summary only, please refer to MSN 1857 Amendment 1 for the full requirements.

If you have been issued with a Letter of Initial Assessment (LIA) by the MCA, then this will detail the sea time and education requirements that you must meet to gain a NOE and COC.

Unlimited COCs (for limited COCs refer to flowchart on page 9)

Engineer Officer of the Watch:

- Approved cadetship route: 6 months sea time with watchkeeping duties, plus additional 3 months of: seagoing service, or; combined workshop/industrial training, or; 1 month MCA approved lab time and 2 months seagoing/industrial training.
- Experienced seafarer route: a total of 33 months sea time in order to obtain the COC. 24 months before registering with the college and a subsequent 9 months (including 6 months watchkeeping) whilst completing the training programme.

Second Engineer: 12 months seagoing service as EOOW, including 9 months watchkeeping time

Chief Engineer: 12 months seagoing time as **Second Engineer** since issue of Second Engineer COC, or 36 months sea time since issue of EOOW COC, including 18 months watchkeeping on vessels of 3000 kW or more

The unlimited progression route is summarised on a flow chart on page 8.

The near-coastal progression route is summarised on a flow chart on page 9.

5 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. Any candidate failing to submit all the required documents may have their application returned without being processed.

4A - ALL APPLICATIONS - ALL the documents in this section **MUST** be provided with this application before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

Photographs: Your photographs must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background.

4B - APPLICATIONS FOR A FIRST CERTIFICATE: Documents in this section must be provided with this application unless otherwise stated. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

4C - APPLICATIONS FOR A SUBSEQUENT CERTIFICATE: Documents in this section must be provided with this application. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

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.

EOOW:

Approved cadetship route:

- HND/HNC/Foundation degree completion certificate
- IAMI Engineering Knowledge General and Motor/Steam (not required if Foundation degree completed)

Experienced Seafarers:

- IAMI Engineering Knowledge General and Motor/Steam (less than 3 years old)
- IAMI Control Engineering (less than three years old)
- IAMI Science A & B
- HELM (Operational)

Second Engineer: the following SQA academic subjects at Second or Chief Engineer level, or an award which gives exemption:

- Applied Mechanics
- Applied Heat
- Electrotechnology
- Naval Architecture
- Engineering Drawing
- Mathematics

The following Engineering Knowledge examinations sections at Second Engineer level:

- General
- Motor and/or steam (as applicable)

HELM (Management) - see below for more information

Chief Engineer: the following SQA academic subjects at Chief Engineer level, or an award which gives exemption:

- Applied Mechanics
- Applied Heat
- Electrotechnology
- Naval Architecture

The following Engineering Knowledge examinations sections at Chief Engineer level:

- General
- Motor and/or steam (as applicable)

HELM (Management) - see below for more information

4C Continued: - HIGH VOLTAGE (HV) CERTIFICATES (>1000V): Documentary evidence for completion of high voltage training is required in order for your Certificate of Competency (CoC) to be valid on vessels with HV systems. If you have not completed this training your certificate will carry the following limitation:

“not valid for service on ships fitted with high voltage systems”.

For EOW CoC Reg. III/1 (Operational Level):

- College letter confirming the High Voltage (HV) Operational element has been completed as part of your MCA approved education programme (HNC/HND or Foundation Degree) **or**;
- Completion of MCA approved HV course **or**;
- Completion of the following sea service in the engine room on vessels fitted with HV systems:
 - Six months in the preceding five years; or three months sea service during the last twelve months (**sea service evidence should be provided in the form of a company letter signed by an authorised official within the company**).

For Second/Chief Engineer Officer CoC Reg. III/2 and III/3 (Management Level):

- Completion of MCA approved High Voltage Management course

Human Element, Leadership Management (HELM) Certificate: 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 at the management level.

Engineer Officer of the Watch Applications: If you are not following an MNTB approved officer training scheme (e.g. experienced seafarer, engineer graduate entry, engineer apprenticeship entry, Royal Navy transfer, etc.) you must include a certificate of completion of an approved HELM operational course. If you are following an MCA approved overseas collaborative programme (so called one plus one scheme) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Second Engineer (unrestricted) and Chief Engineer (unrestricted): Applications You must include a certificate of completion of an approved HELM management level course. This includes those working on Standby, Seismic Survey and Oceanographic Research Vessels.

For further information please refer to **Section 6.5 (pages 17 & 18) of MSN 1857 Amendment 1** which is available on our website: go to www.gov.uk and search [MSN 1857 Amendment 1](#)

6 YOUR SIGNATURE AND 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.

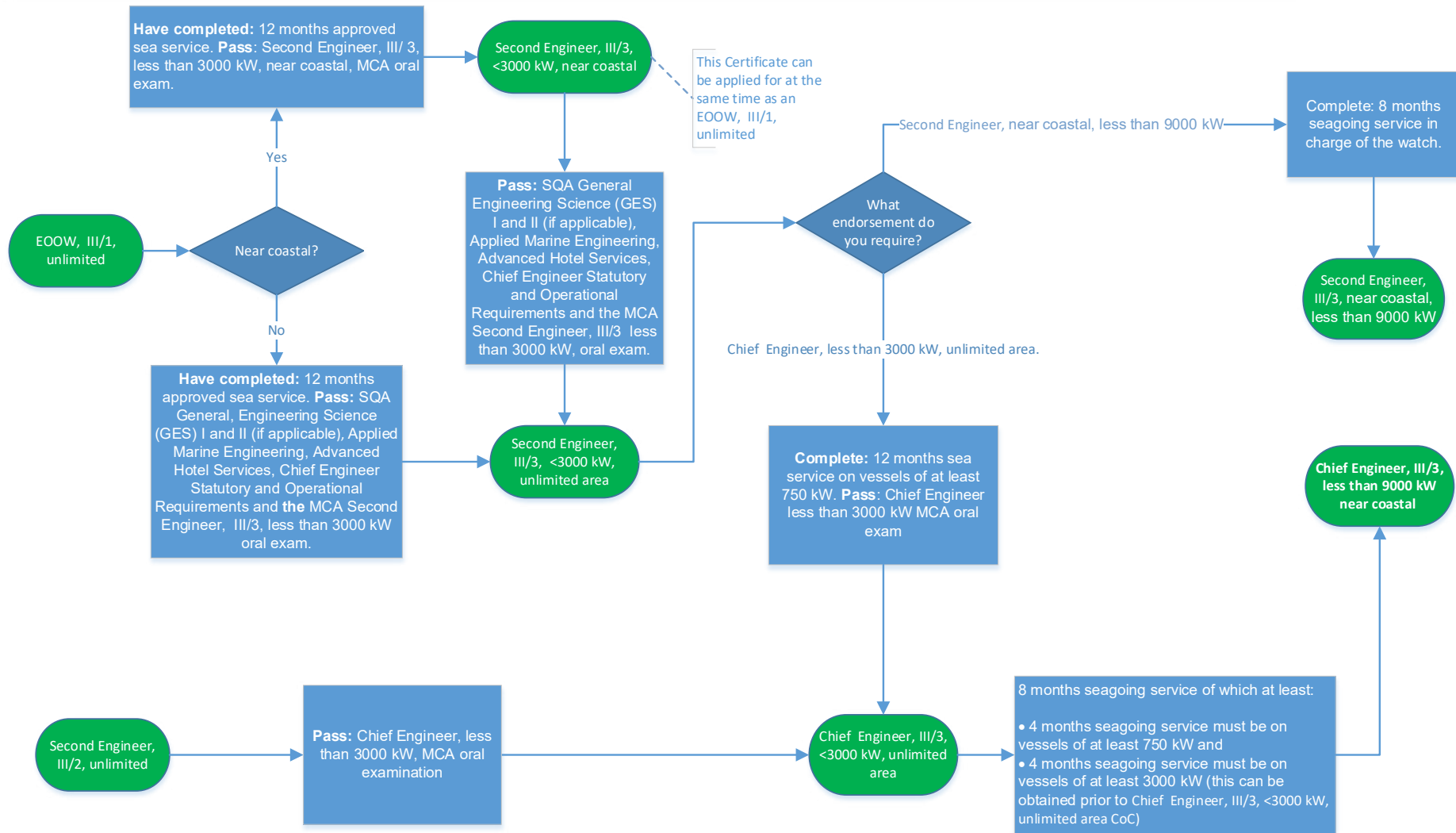
7 COUNTER SIGNATURE

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 add their usual signature and date. See also guidance note 4 on photographs.

8 PAYMENT

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

This flow chart is to summarise the progression through the limited Certificate of Competency structure. To be issued with a Certificate of Competency (CoC) you must meet the full requirements listed in the applicable section of MSN 1857 Amendment 1.



To be issued with a Certificate of Competency, you must meet all the requirements of the relevant section of MSN 1857 Amendment 1; for CoCs less than 3000 kW, unlimited area, please refer to section 3.7 and for CoCs with a near coastal limitation please refer to section 3.8.



APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW)
Engineer Officers in the Merchant Navy

ME

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 9.

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 engineering@mcga.gov.uk – please note you may be selected for random screening, which will require you to post original documents to us (as per with 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.		
	RAMEJA VIHAR		
District	CHANDIVALI		
Town/City	MUMBAI		
County/State	MAHARASHTRA		
Post Code/Zip	400072		
Country	INDIA		
Email Address	AMITSHARMA0603@GMAIL.COM		
Mobile No	+91-9867543210		
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 Reference	Power Limits (kW)	Area Limitation	Steam/ Motor/Combined	Please tick ✓
OOW Engineer	III/1	Unlimited	None	MOTOR	✓
Second Engineer	III/3	Less than 3000	Near Coastal		
Second Engineer	III/3	Less than 3000	None		
Second Engineer	III/2	Less than 9000	Near Coastal		
Second Engineer	III/2	Unlimited	None		
Chief Engineer	III/3	Less than 3000	None		
Chief Engineer	III/2	Less than 9000	Near Coastal		
Chief Engineer	III/2	Unlimited	None		
Marine Engine Operator Licence		Less than 750	UK Near Coastal	N/A	
Senior Marine Engine Operator Licence		Less than 750	None	N/A	

Please do not write below this line

Received Date:	Documents:	SDS No:	

4 CHECKLISTS

Before a Certificate of Competency can be issued, you will need to submit the following documentation

If you already hold a certificate of Competency, you must send it in with this application and give the following details below		
Certificate No:	Capacity:	Country of Issue:

4A FOR ALL APPLICANTS

	✓ if enclosed	Official use only
Payment – Please see section 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1 passport-style Photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valid ENG1 (or accepted equivalent) Medical Fitness Certificate*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DG Shipping India medicals must include 'Annexure IV – Medical Certificate for Service at Sea' page.

* 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. Further information may be obtained from the MCA. **Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

4B APPLICANTS FOR FIRST CERTIFICATE OF COMPETENCY

	✓ if enclosed	Official use only
Attested copy of passport (identity page) – please do not send original passport	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letter of Initial Assessment OR College letter confirming approved training programme (this must confirm the date you enrolled on the programme)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MNTB Training Record Book (If applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elementary First Aid STCW A-VI/1-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting STCW A-VI/1-2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques STCW A-VI/1-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Safety and Social Responsibilities STCW A-VI/1-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting* STCW A-VI/3	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Survival Craft and Rescue Boats* STCW A-VI/2	<input type="checkbox"/>	<input type="checkbox"/>
Medical First Aid* STCW A-VI/4-1	<input type="checkbox"/>	<input type="checkbox"/>
MNTB Workshop Skills Certificate* or MSQ equivalent*	<input type="checkbox"/>	<input type="checkbox"/>
High Voltage (>1000V) Certificate/College Letter/Service Letter if applicable * (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions.	<input type="checkbox"/>	<input type="checkbox"/>

* These documents may be submitted later when applying for your Certificate of Competency.

4C APPLICANTS FOR SUBSEQUENT CERTIFICATES OF COMPETENCY

	✓ if enclosed	Official use only
Scanned copy/photo of passport (identity page)	<input type="checkbox"/>	<input type="checkbox"/>
MNTB/MCA Approved UK Academic Qualifications OR IAMI Assessment Letter AND relevant qualification certificates and transcripts, if applying for exemptions.	<input type="checkbox"/>	<input type="checkbox"/>
High Voltage (>1000V) Systems Management Certificate (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>

4D HELM REQUIREMENTS

	✓ if enclosed	Official use only
MCA Approved HELM Operational Certificate * or HELM Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>

* EOOW – This is not required for cadets following an MNTB approved officer training scheme. 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.

HELM certificate is not required for the issue of your NOE, but this certificate must be received by the MCA prior to the issue of your CoC

4E For all applicants expecting to receive a Certificate of Competency after the 1st January 2017

From 01 January 2017 you will be required to provide documentary evidence of either completing the training course or updating your training within the 5 years preceding the issue of your Certificate of Competency for (for further information please refer to MSN 1865 Amendment 1):

Fire Prevention and Fire Fighting < 5 years old	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques < 5 years old	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats < 5 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:

Aunt Selma

For office use only

Today's date: 10-03-2023

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	PRATIK GUPTA		
Address	A-1002, GOKUL C.H.S.,		
	GOKULDHAM, GOREGAON - E		
Town / City	MUMBAI		
County/State	MAHARASHTRA		
Post Code/Zip	400063	Country	INDIA
Telephone No	+91-9876598765	Occupation	DOCTOR
Capacity in which you know the applicant	DOCTOR-PATIENT		

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..... PG.

Date..... 12-03-2023

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 a:

- MEOL application is £215 (includes the cost of a courier service)
- NoE application other than a MEOL is £220 (includes the cost of a courier service)
- Upgrade with no oral examination is £77 (postage to the UK is £10 extra, postage to Europe is £20 extra and postage to the rest of the world is £30 extra)

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

Notice of Eligibility other than a MEOL

To pay via Gov.UK Pay for your Notice of Eligibility other than MEOL: £220.00

<https://www.gov.uk/payments/seafarer-training-courses/new-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

MEOL Notice of Eligibility

To pay via Gov.UK Pay for you MEOL Notice of Eligibility: £215.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-meol>

UK Certificate of Competency Upgrade (without MCA Oral Exam)

To pay via Gov.UK Pay for delivery to the **UK**: £87.00

<https://www.gov.uk/payments/seafarer-training-courses/uk-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

To pay via Gov.UK Pay for delivery to the **European Union or EEA**: £97.00

<https://www.gov.uk/payments/seafarer-training-courses/eu-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

To pay via Gov.UK Pay for delivery to the **Rest of the World**: £107.00

<https://www.gov.uk/payments/seafarer-training-courses/row-upgrade-application-for-engineering-certificate-of-competency-including-marine-engineer-operators-licence-or-fishing-or-upgrade>

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