

Directorate General of Shipping EAC Branch - Nautical

Application Form for Revalidation of Certificate of Competency

Particulars of the Applicant: All entries to be made in Block Capital letters

INDoS Number :

CDC Number

NAME (Same as in Passport)

Surname

Given Name

Passport No:

Date of birth : (dd/mm/yyyy)

Place of birth:

**Colour Photograph in light background
Size: 35 mm x 35 mm**

Correspondence address / Contact details:

COC Grade:

COC Number:

Date of issue of COC:

Phone No. with area code:

Mobile No.

Email id:

COC Valid up-to:

Additional Certificates Required

Number

Date of issue

Issued by

1. Valid Medical Fitness Certificate (Copy only)

2. Refresher and Updating training course for Masters and Deck officers (5 days for operational level / 11 days for Mgmt level) *Important Note: This RUT course will not be required for those candidates who have completed Second Mate FG competency course under the new STCW 2010 syllabus Le. 2M FG course commenced on or after Dec-2011*

3. Valid Indian COC as GMDSS Radio Operator or UK GMDSS issued upto 2002

4. Refresher training course in PST & PSCRB, only if the original course certificates are more than 5 yrs old.

5. Refresher training course in FPF and AFF, only if the original course certificates are more than 5 yrs old.

6. SSO course COP for Management level COCs OR STSDSD / SSO for operational level COCs

7. DGS approved ECDIS course

Record of Sea Service during the LAST FIVE YEARS (Attach copy of CDC & sea service duly authenticated by the Indian owners / RPSL)

Name of Ship

GT

IMO No.

Trade (FG or Coastal)

Type of Ship

Capacity (Rank)

From

To

Period Month / Days

Detail of services performed other than on board ships during last 5 years: Specify period of services, designation, nature of duties, name, address & contact details of the employer (attach certificate issued by the employer/s):

Did any of the ship mentioned in sea services suffer any causality during your service on board?
If so, give details of date, time and nature of causality:

YES / NO

Did you undergo any inquiry by any Government or other Authorities in connection with your service on board ships mentioned above?
If so, give detail of date, place, and name of Authority and nature of inquiry.

YES / NO.

I hereby declare that the information given above is correct and true to the best of my knowledge and belief

Date:

Signature of Applicant

Note: Any person who makes any false representation or knowingly gives any false information is liable for punishment of cheating under section 182 and 420 of Indian Penal Code and revalidation of certificate issued on such information will be withdrawn forthwith.

Specimen Signatures

FOR OFFICIAL USE AT MMD

FEES PAID

CHALLAN No.

DATE

BANK

Rs. 5000

The Above documents /Certificates verified and applicant found eligible / not eligible for revalidation of his COC. The above mentioned COC to be revalidated until: _____

Name and signature of dealing Assistant

Signature

Date of revalidation:

Name of Examiner of Master & Mates and stamp

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Checklist and requirements for Revalidation and Up-gradation of COC's of Masters & Deck Officers

Following documents are required for revalidation of COC of Masters and Deck officers (*Note: strike out which are not applicable)

Self attested photo copy of each document must be arranged in the following sequence

NAME: _____ RANK: _____ Date: _____

SR. NO.	DESCRIPTION OF DOCUMENT	Attached YES / NO / NA	Checked by DA
1	Original Challan of Fees paid (Rs. 5000/-)		
2	Two recent color passport size photographs in light background (Size: 35mm x 35mm) attached with the application. (to be given in small envelope)		
3	Checklist duly completed		
4	Application Form in original duly filled up & signed		
5	DGS Updated Seafarer's profile printout – 1 st page only		
6	Copy of existing Indian Certificate of Competency		
7	Copy of valid Indian COC as GMDSS Radio operator (UK GMDSS with valid endorsement may be accepted if the UK GMDSS course was done prior to 2002.)*		
8	Copy of Refresher and Updating training course for Masters and Deck officers (5 days for operational level / 11 days for Mgmt level) as applicable* [<i>Important Note: This RUT course will not be required for those candidates who have completed Second Mate FG competency course under the new STCW 2010 syllabus i.e. 2M FG course commenced on or after Dec-2011</i>]		
9	Copy of Refresher training course in PST & PSCRB, only if the original course certificates are more than 5 yrs old.		
10	Copy of Refresher training course in FPFF and AFF, only if the original course certificates are more than 5 yrs old.		
11	Copy of SSO course COP for Management level COCs OR STSDSD / SSO course for operational level COCs*		
12	Copy of DGS approved ECDIS course		
13	Original letter issued by the owner of the vessel / Agent regarding sea service with RPSL Number & E-mail Address or Sea service letter from the company (owners) in case of Indian Flag Ships to be submitted : (At least one of the following requirements to be met) A) Record of sea service in the relevant capacity for a period of at least one year in the preceding five years; OR B) Original experience certificate from the employer for equivalent services performed ashore (e.g. officers working in marine related jobs, such as: maritime surveyors, faculty, superintendents, cargo superintendents, port officers, port engineers, officers serving on offshore rigs and platforms, FPSO, FSO, Chartering, Brokering or Commercial operations, vetting inspectors, ISM auditors, Port State and Flag State inspectors, Shipboard Training Officers, pilots, etc.) for a period of at least two years in the preceding five years. OR C) Record of approved seagoing service, performing functions appropriate to the certificate held, for a period of at least 3 (three) months in total during the preceding 6 (six) months immediately prior to expiry of the certificate OR D) Successfully completing an approved training course or courses, such as: competency course for the grade of CoC concerned or one grade higher OR E) Record of seagoing service, performing functions appropriate to the certificate held, for a period of not less than three months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which it is valid*		
14	Copy of CDC pages containing record of sea service in the last five years		
15	Copy of Passport (First & last page)		
16	Copy of valid Medical Fitness Certificate (Copy of company medical certificate obtained prior joining last ship will also be accepted)		

Note: 1) All original documents will be verified by the MMD either at the time of application or at the time of issuance of COC
2) Application is liable for rejection if it is not filled up completely and if the necessary documents listed above are not enclosed.

Name of Applicant: _____	Signature: _____	Confirmation by Dealing Assistant: ACCEPTED / NOT ACCEPTED*
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