**CONSULATE GENERAL OF PANAMA, MUMBAI**

**APPLICATION FORM**

**FOR ISSUE OF CERTIFICATE OF COMPETENCY (STCW 2010) FOR OFFICERS OF THE**

**DECK AND ENGINEERING DEPARTMENTS IN THE MERCHANT NAVY BY**

**PANAMA MARITIME AUTHORITY FOR INDIAN NAVAL PERSONNEL**

**IMPORTANT – BEFORE completing this form, please ensure you have read fully the guidance notes and instructions on pages 5 and 6**

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| **1 PERSONAL DETAILS** | | | | |
| RANK |  | SERVICE NO | |  |
| FULL NAME |  | | | |
| DATE OF BIRTH | DD/MM/YYYY | NATIONALITY | |  |
| PASSPORT NO |  | INDoS NO | |  |
|  | PERMANENT | | PRESENT (FOR CORRESPONDENCE) | |
| ADDRESS |  | |  | |
|  |  | |  | |
|  |  | |  | |
| CITY/TOWN |  | |  | |
| STATE |  | |  | |
| PIN CODE |  | |  | |
| TELEPHONE NO |  | |  | |
| MOBILE NO |  | | | |
| EMAIL ID |  | | | |

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| **2 CERTIFICATE APPLIED FOR** | | Choose the appropriate CoC by a tick **[√]** | | |
| CERTIFICATE | CAPACITY | | STCW REFERENCE | Tick **[√]** |
| Certificate of Competency | MASTER | | II/2 |  |
| Certificate of Competency | CHIEF MATE | | II/2 |  |
| Certificate of Competency | SECOND MATE | | II/1 |  |
| Certificate of Competency | FIRST ENGINEER | | III/2 |  |
| Certificate of Competency | SECOND ENGINEER | | III/1 |  |
| Certificate of Competency | THIRD ENGINEER | | III/1 |  |

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| **3 CHECK LIST** | You will need to submit the following documentation in self attested photocopy | | | |
| If you are already holding a Certificate of Competency or Service you must send it in with this application and give the following details | | | | |
| Certificate Type | | Certificate No | Capacity | Country Issued |
| Certificate of Competency / Service | |  |  |  |
| Continuous Discharge Certificate | |  |  |  |

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| **3 A BASIC DOCUMENTATION** | Tick **[√]** |
| PASSPORT |  |
| CERTIFICATE OF SERVICE & SEA SERVICE CERTIFICATE (FOR OFFICERS) |  |
| INDIAN NAVAL SERVICE AND RELEASE CERTIFICATE (INSARC) & SEA SERVICE EXTRACT FOR SAILORS |  |
| VALID MEDICAL FITNESS CERTIFICATE |  |
| FOUR PASSPORT SIZE PHOTOGRAPHS |  |

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| **3 B DETAILS OF STCW CERTIFICATION (MANDATORY FOR ALL APPLICANTS)** | | | |
| NAME OF CERTIFICATE | INSTITUTE NAME | CERTIFICATE NO | ISSUE DATE |
| PST |  |  |  |
| PSSR |  |  |  |
| FPFF |  |  |  |
| MFA/MMC |  |  |  |
| AFF |  |  |  |
| PSCRB |  |  |  |

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| **3 C DETAILS OF CERTIFICATION (AS APPLICABLE)** | |  |  |
| NAME OF CERTIFICATE | INSTITUTE NAME | CERTIFICATE NO | ISSUE DATE |
| ROSC |  |  |  |
| ARPA |  |  |  |
| RANSCO |  |  |  |
| ECDIS |  |  |  |
| GMDSS General Operators Certificate of Competency |  |  |  |
| SMS |  |  |  |
| Master’s Refreshers & Updating Course (MR&UT) |  |  |  |
| SSOC |  |  |  |
| OTF |  |  |  |
| STPOTO |  |  |  |
| Full Naval Watch Keeping Certificate (for Executive Officers) |  |  |  |
| Engine Room Watch Keeping Certificate (for Engineer Officers) |  |  |  |
| Boiler room Watch Keeping / IC Engine Competency/ GT Engine competency certificate (for Engineering Sailors) |  |  |  |
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| **3 D SEA SERVICE FOR COS HOLDERS ONLY** | | | | Take details from Continuous Discharge Certificate (CDC) | | | | | | | |
| The sea service may be supported by testimonials, which must be signed by the Master.  **ALL RELEVANT SEA SERVICE MUST BE LISTED**. If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on Panama ships provided it can be properly verified.  **LENGTH OF VOYAGE**: this must be given in calendar months and days, eg from 10 April to 20 Jun = 2 months and 12 days. Odd days should be added together and calculated at 30 days to the month. | | | | | | | | | | | |
| Vessel Name | IMO Number | Flag | gt /  Reg power (kW)1 | | Type /  S/M2 | Voyage3 | Rank/ Capacity | DATES | | DURATION | |
| From | To | Months | Days |
|  |  |  |  | |  |  |  |  |  |  |  |
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| **TOTAL** | | | | | | | | | |  |  |

1 Deck officers to indicate gross tonnage and Engineer Officers to indicate the Registered Power in kW.

2 Type – Deck officers should state whether: Tanker, Cargo, Passenger, RO-RO, Supply, Tug, Drilling, Survey, stand-by, Yacht, etc – if Yacht please provide vessel length in meters. Engineer Officers to state Steam or Motor.

3 Voyage – Deck officers should give the area in which the ship traded using the following codes: U- Unlimited, NC – Near Coastal Area

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| **4 DECLARATION & SIGNATURE** | **(The maximum penalty for a false declaration is US $ 500)** | |
| 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. I consent to any processing and verification of the data contained in this application by the PMA (including any processing necessary to establish the authenticity and validity of the issued certificate). | | |
| Please sign this form in the centre of the space opposite, in **BALL POINT PEN**, which will be transferred to your new STCW 2010 certificate | |  |
| DATE: | | **IMPORTANT – KEEP WITHIN BORDER**  FAILURE TO COMPLY WITH THIS INSTRUCTION WILL INVALIDATE THE APPLICATION |

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| **5 PAYMENT DETAILS** | | | | |
| Please enclose the appropriate fee (as laid down in the current Panama Maritime Authority Regulations). Payment should be made in INR by a crossed Demand Draft in favour of “**Consulate General of Panama”** payable at **Mumbai**. | | | | |
| DD NO | ISSUE DATE | BANK NAME | BANK BRANCH/CODE | REMARKS |
|  |  |  |  |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **6 COLLECTION OF CERTIFICATE** |

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| Please tick **[√]** as appropriate | |  |
|  | Provisional Certificate | Final Documentation |
| Will collect by hand |  |  |
| To be Couriered to the correspondence address shown at Para 1 |  |  |

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| **7 OFFICIAL USE ONLY** |

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| Medical Standards Met | Yes | No |  | Reasons for Rejection |  |
| Minimum Indian Naval service requirement Met | Yes | No |  |
| Minimum Sea Service requirements met | Yes | No |  |
| All certificates supplied | Yes | No |  | Name |  |
| All documentation supplied | Yes | No |  | Signed |  |
|  |  |  |  | Date |  |

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| Certificate | Date of Issue | Date with effect from | Issuing Officer’s Signature |
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**GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM**

* **PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM**
* **Please complete this form in BLOCK LETTERS and in black ink. If a section is not relevant to your application enter NA.**
* **ENSURE YOU COMPLETE THIS FORM IN FULL – FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU AND WILL RESULT IN DELAY TO YOUR APPLICATION BEING PROCESSED.**

1. Enclose all documents necessary to establish your eligibility for assessment and issue of an STCW 2010 Certificate of Competency. You must send in Photocopy or scan of documents. ORIGINALS will have to be submitted when requested. All documents mentioned in Para 3 should be attached.

2. If eligible you will be provided with a Provisional Certificate of Competency (Blue Chit) as applicable. This may be collected at the Office of the Consulate General of Panama or request for the same to be couriered.

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| **1 PERSONAL DETAILS** |

1. 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.
2. Tel No and Mob No should have the ISD & STD codes.

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| **2 CERTIFICATE APPLIED FOR** |

Please tick **[√]** against the certificate of competency for which you are applying. The eligibility criteria are given below: -

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| SNo | Branch | Length of Naval Service | Sea Service | Mandatory STCW Courses required | Eligible for |
| (i) | Executive | Less than 20 years | 12 - 24 months of **Bridge Watch Keeping** | PST, FPFF, PSSR, MMC, AFF, PSCRB, ROSC, ARPA, SSOC, ECDIS, GMDSS | **SECOND MATE OCEAN GOING WITHOUT LIMITATION** |
| (ii) | Executive | 20 years and more | 18 - 24 months of **Bridge Watch Keeping** | PST, FPFF, PSSR, MMC, AFF, PSCRB, ROSC, ARPA, RANSCO, SSOC, ECDIS, GMDSS, SMS | **CHIEF MATE**  **OCEAN GOING WITHOUT LIMITATION** |
| (iii) | Executive (Homologous) | 7 years and more | 6 – 12 months of **Bridge Watch Keeping** | PST, FPFF, PSSR, MMC, AFF, PSCRB, ROSC, ARPA, ECDIS, SSOC, RANSCO, MR, GMDSS, SMS. | **HOMOLOGOUS CERTIFICATION** |
| (iv) | Engineering | Less than 20 years | 12 - 18 months of **Engine Dept/ Control Room Duties** | PST, FPFF, PSSR, MFA, PSCRB, AFF | **2ND ENGINEER OCEAN GOING WITHOUT LIMITATION** |
| (v) | Engineering | More than 20 years | 18 - 24 months of **Engine Dept/ Control Room Duties** | PST, FPFF, PSSR, MFA, PSCRB, AFF | **1ST ENGINEER OCEAN GOING WITHOUT LIMITATION** |
| (vi) | Engineering (Homologous) | 7 years and more | 6 – 12 months of **Engine Dept/ Control Room Duties** | PST, FPFF, PSSR, MFA, PSCRB, AFF | **HOMOLOGOUS CERTIFICATION** |
| (vii) | Engineering Sailors | More than 10 years | **Engine Dept/ Control Room Duties** | PST, FPFF, PSSR, MFA, PSCRB, AFF | **3RD ENGINEER OCEAN GOING WITHOUT LIMITATION** |

\* HOMOLOGOUS– EQUIVALENT. Eg. COS Master (FG) will be considered for COC Master (FG).

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| **3**  **CHECK LIST** |

1. Before a Panama Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. Scanned copies of the required documentation should be attached if the application is being forwarded by email. In case the application is being couriered or sent by hand, only self attested Photocopies of the original will need to be submitted. Original documentation should be produced as requested by the Panama Maritime Authority.

2. **COS & CDC**. If you are holding a Certificate of Service (COS) and/or Continuous Discharge Certificate (CDC) please fill in the details.

3. All documentation indicated in Section 3 must be specified. Documentation where applicable listed in Sections 3A, 3B, 3C & 3D MUST be supplied along with this application form.

4. Please write NA in columns which are not applicable.

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| **3A FOR ALL APPLICANTS** |

1. The documents required to be provided in this section is for all applicants.
2. **Passport**. Passport should be valid and not expired when the COC is being issued. The Passport should have validity of at least 6 months when applying for the COC.
3. **Certificate of Service & Sea Service Certificate (for Officers)**. As issued by IHQ MoD (N), to be attached by serving and retired officers.
4. **INSARC & Sea Service Extract**. As issued by CABS, to be attached by serving and retired sailors.
5. **Medical Certificate**. To comply with health and safety requirements in accordance with the 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**.**
6. **Photographs.** Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, colour with blue background and light coloured shirt. The back of one photograph must include your name in BLOCK LETTERS and your signature with date.

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| **3B DETAILS OF MANDATORY CERTIFICATION** |

Panama Maritime Authority (PMA) recognises certificates issued by NAMAC that are required for the issue of Panama COC.   
Applicants must be in possession of certificates for the STCW 2010 modular courses undergone and mentioned in this section.

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| **3C DETAILS OF CERTIFICATION (AS APPLICABLE)** |

1. Applicants must be in possession of certificates for the courses that are applicable.
2. GMDSS General Operator’s Certificate of Competency will be issued by PMA based on the GMDSS course completion certificate at NAMAC.

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| **3D SEA SERVICE FOR COS HOLDERS ONLY** |

In case of COS holders, Sea Service must be supported by CDC entries and testimonials, where available. Additional page can be attached if the space is not adequate.

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| **4 DECLARATION & SIGNATURE** |

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, you should sign the declaration with your usual signature, including the date.

**MAXIMUM OF $ 500 WILL BE CHARGED PENALTY FOR FALSE DECLARATION.**

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| **5 PAYMENT DETAILS** |

Please check the applicable fee from the Consulate General of Panama, Mumbai prior to making the Demand Draft. The fees may vary due to the fluctuating US dollar rates. All fees will be paid only in Indian Rupees (INR). All fees will be accepted by a crossed Demand Draft drawn from any nationalised bank in favour of “Consulate General of Panama” payable at Mumbai. Details of the payment should be filled in the column provided in Para 6.