



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING**

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MSS Cir/ 01- 2021

12 May 2021

Notice to all Seafarers, Ship-Owners, Operators, Maritime Training Institutes and Seafarer Recruitment and Placement Service (SRPS) Providers

Procedure for Revalidation/Issuance of Certificate of Proficiency (COP), GMDSS COC and Continuous Discharge Certificate (CDC), and Issuance of Seafarers' Identity Document (SID)

1. Purpose

This Circular sets out the procedures to be followed in order to;

- a. issue new COP- rating forming part of a navigational watch /engineering watch;
- b. revalidate COP- rating forming part of a navigational watch /engineering watch;
- c. revalidate COP -Able seafarer deck/engine;
- d. revalidate GMDSS COC;
- e. revalidate COP- Cook;
- f. revalidate COP-Tanker;
- g. revalidate CDC;
- h. obtain a Seafarers' Identity Document (SID); and
- i. obtain COP/CDC/COC on urgent basis.

2. Application for a new COP for rating forming part of navigational/engineering watch (Watchkeeping Certificate)

New Applications for the rating forming part of a navigational/engineering watch (watchkeeping) may be submitted by post or handover to the front desk in an envelope containing the application, original bank deposit slip, other proof of documents and a self-addressed stamped envelope.

Assessment for the issuance of watchkeeping certificate will be held on every Thursday for the deck department and every Friday for the Engine department. All the candidates shall appear for a written assessment which will consist of 25 multiple-choice questions. Pass marks will be 50%.

3. Revalidation of COP (Able Seafarer, Watchkeeping, Cook, Steward and Tanker) and GMDSS COC

- a) An application together with the relevant documents (including the applicable checklist) maybe submitted by post to the given address below or by hand to the front desk of the MSS. Category of COP shall be clearly marked on the front left side of the envelope with the Name of Applicant and the CDC No.
- b) In addition to the documents mentioned in the above paragraph (a), a self-addressed stamped envelope of A4 shall be submitted for posting the certificate by registered post.
- c) Refer the “Marine Education and Training” section under “Downloads” on the web for relevant application to be submitted for each category of COP and the GMDSS COC.

Mailing Address:

*Director General of Merchant Shipping,
Merchant Shipping Secretariat, Ministry of Ports and Shipping,
1st Floor, Bristol Building, York Street, Colombo 01.*

4. Revalidation of CDC

- a) Fill the online application.
(URL: <http://220.247.240.153/MSS/#>)
- b) Required documents as per checklist no.4 shall be e-mailed to “visashipping@yahoo.com” or uploaded through a Maritime training institute.
- c) A SMS will be send with the reference number for the required payment. Only online payment will be accepted
(URL: <http://220.247.240.153/MSSIPG/>)
- d) For revalidation of new CDC book (small book) :
Candidate shall hand over or send by post his CDC book and a self-addressed stamped envelope of 9’’ x 3.5’’ size for posting the revalidated CDC by registered post.

For revalidation of old CDC book :

A notification by phone will be given to the applicant for capturing a photograph and the signature. The candidate shall hand over his old CDC book, and a self-addressed stamped envelope of 9’’ x 3.5’’ for posting the certificate by registered post.

NOTE: When submitting the CDC by post or by hand, candidate's name, CDC number and the words "Revalidation of CDC" shall be clearly written on left side of the front side of the envelope.

5. Issuance of Seafarers' Identity Document (SID)

- a) Fill the online application.
(URL: <http://220.247.240.153:9090/sid/#/home/>)
CDC data page and if revalidation has been done the revalidation page shall be included together with the application.
- b) Once verification is completed, a payment advice will be sent via SMS
(URL: <http://220.247.240.153/MSSIPG/>)
- c) MSS Officers will call applicants to schedule a biometrics appointment.
- d) A self-addressed stamped envelope of 6'' x 3.5'' size for registered post shall be submitted at the time of the biometrics.
- e) Once the SID is ready, a notification via SMS will be send indicating the dispatch of SID by registered post.

6. Issuance of COP/SID/COC and CDC on URGENT basis

- a. In order to consider of issuing of above documents on urgent basis, advance notification indicating the nature of urgency shall be sent by the Seafarers Recruitment and Placement Service provider (SRPS)/ Licensed Shipping Agent (LSA) by an email together with all required documents for new issuance and revalidation as required including the payment slip.
- b. In addition to the requirements mentioned in item (a), for SID issuance, a letter or an email from the principal indicating the trading pattern of the vessel and the port of joining. Priority will be given to seafarers who are joining /employing on ships from/trading between Brazilian ports and South African Continent.
- c. An authorized personnel from the SRPS provider/ LSA shall visit the MSS together with a consent letter (see the annex to this circular) to collect the SID/CDC or COC.
- d. In the case of an urgent COP, the consent letter is not required.
- e. Please refrain from submitting such urgent requests individually and requests to send them batchwise well in advance.

7. Merchant Shipping Secretariat (MSS) will;

- a. Verify/check the authenticity of the submitted application and supplementary documents;
- b. Notify the applicant if required any, clarification or any issues relating to the submitted documents;

- c. Certificates will be revalidated and sent by post within seven (7) working days. Applications may be rejected, in the case of incomplete applications or documents are not in order and such uncomplete set of documents will be returned to the applicant by post and new application will required to be submitted by the individual.
- d. MSS will always follow the above procedures when issuing certificates to seafarers. Therefore all the seafarers are advised to keep their required documents ready in advance.

MSS can be reached at (during office hours);

1. *For CDC matters, other than capturing photographs* **0113442335**
2. *For matters related to SID, COP and capturing photographs* **0113442334**

8. Please refer to the circular MSS Cir/ 02- 2020 issued on 29 June 2020 for conduct of training programmes and issuance of applicable certificates and to other updated MSN for related matters.

9. Special measures that will apply during the Pandemic situation in the Country

Due to the pandemic situation and restrictive measures in place at Government Institutes, MSS may attend only to urgent matters. Therefore, all concerned parties are hereby advised to follow the procedure set out in paragraph 6 mentioned above.

Issued on 12 May 2021
Director General of Merchant Shipping
Merchant Shipping Secretariat
Ministry of Ports and Shipping
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Fax : +94-11-2435160
E-mail : dmsmos@sltnet.lk
Web : www.dgshipping.gov.lk

Annex-1

Sample- Consent Letter

Director General
Merchant Shipping Secretariat

Consent for handing over CDC/COC/SID to
..... (Maritime Training
Institute or Seafarer Recruitment and Placement Service Provider's name)

I(Name).....(NIC No.....and CDC No
.....) of(address) have applied for
.....on.....

I hereby authorize and grant consent to collect my (CDC/COC/SID) to an authorized person of
.....(Maritime Training Institute or Seafarer Recruitment and Placement Service Provider's
name)on my behalf.

Name :

Signature:

Date:

Check List (1)

	Documents required for COP -Tanker and COOK revalidation	Insert (√) If attached
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years.	
3	Previous tanker/COOK Certificate issued by the MSS	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 with stamps for registered post pasted and return address written.	
6	Two copies Color Photographs (dress Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	

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Signature

Check List (2)

	Documents required for revalidation of Able Seafarer/Watch Keeping Certificate	Insert (√) If attached
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years	
3	Previous Watch Keeping Certificate issued by the MSS (if available)	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 size with stamps for registered post pasted and return address written.	
6	Two copies Color Photographs (dress-Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	
8	Certified true copies of four basic training certificates	

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Signature

Check List (3)

	Documents required for GMDSS COC revalidation	Insert (√) If attached
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years	
3	Previous GMDSS COC Certificate issued by the MSS	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 size with stamps for registered post pasted and return address written.	
6	Two copies of Color Photographs (dress-Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	

.....
Signature

Note

- 1) All above documents shall be enclosed in an envelope with the Name of Applicant, CDC No. and the type of COP applied is clearly written.
- 2) If any of the information is missing application will be rejected.

Check List (4)

	Documents required for revalidation of CDC	Insert (√) If attached
1	Birth Certificate (only for old format of CDC Revalidation)	
2	Copy of the NIC.	
3	Bio data page of Passport and Copy of alteration page (if any)	
4	Valid medical certificate issued by an approved medical practitioner	
5	Basic Training Endorsement (Issued by MSS) or Valid four basic training certificates.	
6	Security Awareness or SDSO or SSO	
7	Maritime English training certificate	
8	Copies of CDC book (Bio-data page/Revalidation Page and Last sea service Page)	
9	Copies of COC/COP/Watch Keeping/MLC/ETR as applicable	

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Signature