



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

**1<sup>st</sup> Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.**

Telephone: +94(0)112435127, Fax: +94(0)112435160, E-mail: [dmsmos@sltnet.lk](mailto:dmsmos@sltnet.lk)

## **MSN 22/2016**

03<sup>rd</sup> June 2016

**Notice to All Ship-Owners, Operators, Training Institutes, Authorized Manning Agents, Masters of Sri Lankan Flagged Ships, and Recognized Organizations.**

**This notice supersedes MSN 02/2014 issued on 03<sup>rd</sup> October 2014**

### **Procedure & Guidelines for the Issue of an Endorsement Attesting the Recognition of a Non Sri Lankan Certificate**

#### **1.0 Objective**

Regulation I/2 of the STCW 78 Convention as amended, requires that each Administration which recognizes a foreign certificate of competency under regulation I/10 of the aforementioned Convention, shall endorse such a certificate to attest its recognition.

The administration has imposed legal provisions to the above through Para 27.1 & 29.1 of the Gazette No 1818/37 of Democratic Socialist Republic of Sri Lanka, issued on 12<sup>th</sup> July 2013.

Contravention of the provision of the above Regulation is a detainable deficiency under the Para 32. (2) of the Gazette No 1818/37 of Democratic Socialist Republic of Sri Lanka, issued on 12<sup>th</sup> July.

#### **2.0 Application**

In view of the above, Companies are required to apply to the Merchant Shipping Secretariat (MSS), for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate for each Master, Chief Officer, Officer in charge of a navigational watch, Chief Engineer, Second Engineer, Officer in charge of an engine room watch, Electro technical officer and Radio Operator, serving on board their vessels.

It should be noted that the above requirement applies only to Masters and Officers holding valid certificates of competency issued in accordance with the relevant provisions of the STCW '78 Convention as amended, by or on behalf of a competent Authority whose certificates of competency are recognized by the Government of the Sri Lanka at the time of the application.

Companies when employing Masters and Officers holding valid STCW Certificates must apply to the MSS for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate prior engagement of such a seafarer on board a Sri Lankan flag vessel.

No Master or Officer with non Sri Lankan Certificate shall serve on board Sri Lankan flag vessels without a valid Sri Lankan Endorsement attesting the recognition of the non Sri Lankan certificate or a valid proof that an application for the issue of an endorsement has been made to the MSS.

Companies are required to establish policies and maintain procedures to ensure compliance with the aforesaid requirements.

### **3.0 Procedure**

#### **3.1 Application for the issue of an endorsement**

Each applicant applying for an endorsement attesting the recognition of a non Sri Lankan certificate shall complete the Form EX/FO/006, “**application for the issue or renewal of an endorsement attesting the recognition of a Non Sri Lankan certificate**” and shall submit to the MSS.

Applications may be obtained from the MSS or may be directly downloaded from the website [www.dgshipping.gov.lk](http://www.dgshipping.gov.lk).

It must be noted that the application form for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate (Form EX/FO/006) will be revised as and when required. Applicants must use the latest version available at the time of application. Applications made with outdated versions of (Form EX/FO/006) will be rejected.

#### **3.2 Persons Eligible for an endorsement**

Holders of Certificates of competency recognized by the Government of Sri Lanka, for the capacity of Master, Chief Officer, Officer in charge of a Navigational watch, Radio Operator, Chief Engineer, Second Engineer Officer in charge of an Engineering watch and electro technical officer, presently serving on board Sri Lankan flag vessels or intending to serve on board Sri Lankan flag vessels, over eighteen (18) years of age, are eligible to apply for an endorsement attesting the recognition of a non Sri Lankan Certificate .

#### **3.3 Completion of the Application**

The application Form EX/FO/006 must be completed in the English language and the information must be printed legibly in capital letters. Failure to complete the application form, properly giving all the required information, may result in the rejection of the application or delay in its processing.

The application form must be signed by the applicant himself. Failure of the applicant to reproduce the signature shown on his application form, if requested by the MSS, may result in the cancellation, withdrawal or suspension of the endorsement attesting the recognition of a non Sri Lankan Certificate issued to the seafarer.

### **3.4 Documents to be submitted with each application for the issue of an endorsement**

Each application for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate must be supported by the following:

1. Two passport size photographs.
2. A certified copy of the certificate and endorsement/s to be recognized.
3. Certified copy of Seafarer's identification document
4. Certified copy of Passport.
5. Record of sea service within last 05 years.
6. Certified copy of the Medical fitness certificate.
7. Declaration regarding Sri Lankan legislation and national requirements.
8. Fees as per fees regulation
9. Request letter from Company.

*Note: Above documents shall be attested by a lawyer, notary public or authorized officer at Maritime Administration of that particular country, except for No 02. For No 02 refer 3.43.*

#### **3.41 Failure to submit all the required documents will result in the rejection of the application**

If the documents required are not in the English language, an official duly certified translation of the documents in English must also be submitted with the application. The translations must identify the translator for verification purposes.

#### **3.42 Photographs**

Two passport size (3.5 x 4.5 cm) photographs, facial front view of the applicant, taken within a year preceding the application with the applicant's name and surname printed on the rear side.

#### **3.43 Certified copy of the certificate and endorsement to be recognized**

A copy of the certificate and endorsements to be recognized must be certified by the issuing Authority or by a Sri Lankan Consul or by a Marine Surveyor or any other Officer of the Department of Merchant Shipping or by a lawyer or a notary public.

Notwithstanding the above, if the authenticity and the validity of a certificate can be verified via the Internet, by direct access to an electronic database maintained by the Certificate issuing Authority, a copy of the certificate and endorsement to be recognized can be certified by the applicant himself.

### **3.44 Medical fitness certificate**

Certified Copy of the medical fitness certificate issued in accordance with the relevant provisions of MLC 2006 and the International Convention on Standards of Training Certification and Watch keeping for Seafarers, STCW78, as amended, by or on behalf of the Government of Sri Lanka or any other competent Authority the certificates of competency of which are recognized by the Government of Sri Lanka at the time of application.

The medical fitness examination must be carried out not more than 03 month before the date of submission of this application and shall have a validity period of not less than 09 months from the date of submission of application.

### **3.45 Declaration regarding Sri Lankan Legislation and national requirements**

As per STCW Reg. I/10 and Para 27.(2) of the Gazette No 1818/37 of Democratic Socialist Republic of Sri Lanka, issued on 12<sup>th</sup> July 2013;

Masters, Chief Officers, Chief Engineers and Second Engineers must also submit a signed declaration (EX/FO/006 part 10) concerning their knowledge of Sri Lankan legislation and requirements relevant to their position and duties, to confirm that all management level applicants have an appropriate knowledge of the maritime legislations of the Administration relevant to the functions they are permitted to perform.

It should be noted that Officers in charge of a navigational watch and Officers in charge of an Engine room watch must also submit the above declaration if their certificate of competency allows them to serve on board a vessel at a higher capacity.

### **3.46 Fees**

The required fee as per the fees regulation shall be paid to the MSS on week days before 3 PM except on public holidays.

### **3.47 Delivery of an endorsement**

Endorsements attesting the recognition of non Sri Lankan Certificate will be handed over to the local agent, Sri Lanka.

Notwithstanding the above, Endorsements attesting the recognition of a non Sri Lankan Certificates may be delivered to the Overseas Offices of the Department or to Diplomatic Missions of the Sri Lanka, abroad, and applicants will be informed via facsimile, e-mail or fax to obtain their documents from the aforementioned offices.

Whenever applications are submitted through companies, the Endorsements attesting the recognition of a non Sri Lankan Certificates will be delivered to the Companies concerned.

### **3.48 Validity, replacement and renewal of an endorsement**

Endorsements attesting the recognition of a non Sri Lankan Certificate shall have the same expiry date as the certificate concerned.

Notwithstanding the above, no endorsement shall be valid for a period of more than five (5) years from the date of issue.

### **3.49 Replacement of endorsement**

If an endorsement attesting the recognition of a non Sri Lankan Certificate requires alteration or is damaged, an application (Form EX/FO/006) for a replacement should be made immediately. Fees shall be paid as per the fees regulation. COR in concern shall be handed over to MSS along with the application.

If the endorsement attesting the recognition of a non Sri Lankan Certificate is stolen or lost or destroyed, notification should be given immediately to the MSS and an application (Form EX/FO/006) for a replacement endorsement should be made. Fees shall be paid as per the fees regulation.

### **3.50 Renewal of endorsement**

An application for the renewal of an endorsement attesting the recognition of a non Sri Lankan Certificate (Form EX/FO/006) should be made at least three (3) months prior to the expiration date of the endorsement.

### **3.51 Rejection of an application for the issue of an endorsement attesting the recognition of a non Sri Lankan certificate**

Applications for the issue of endorsements attesting the recognition of non Sri Lankan Certificates are subject to the approval of this Administration. If an application is not approved the applicant will be promptly informed of the reasons.

The applicant may within thirty (30) days from the date of rejection of the application, request re-examination of the application. If the application is not approved for the second time, the rejection is final.

### **3.52 Suspension and withdrawal of endorsement**

The endorsement attesting the recognition of a non Sri Lankan Certificate remains the property of the MSS and it may be suspended or withdrawn by the MSS at any time on account of a reported disciplinary offence or any reported incompetency, act, omission or compromise to security that may pose a direct threat to safety or marine environment as provided in the Sri Lankan legislation.

Upon suspension or withdrawal of an endorsement attesting the recognition of a non Sri Lankan Certificate, issued by the MSS, the seafarer in question and the Company employing the seafarer (if

any) and the competent Authority that issued the relevant certificate of competency will be informed accordingly.

The MSS will maintain a list of suspended or withdrawn endorsements attesting the recognition of a non Sri Lankan Certificates.

### **3.53 Proof of application for the issue of endorsement**

In accordance with the provisions of Regulation I/10 of the STCW 78 Convention as amended, the MSS may allow a seafarer to serve in a capacity, other than that of a radio operator, for a period not exceeding three months on board a Sri Lankan flag vessel, while holding an appropriate and valid certificate issued and endorsed by a competent Authority, the certificates of which are recognized by the Government of Sri Lanka which has not yet been endorsed, but for which an application for the issue of an endorsement has been made to the MSS.

The MSS issues documentary evidence to all seafarers other than radio operators, applying for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate. The aforesaid documentary evidence will permit the holder to serve on board Sri Lankan flag vessels without a recognition endorsement for a period not exceeding three months, provided he holds an appropriate and valid certificate issued and endorsed by a competent Authority the certificates of which are recognized by the Government of Sri Lanka.

The above documentary evidence will be forwarded to the local agent, Sri Lanka or address indicated on Form EX/FO/006.

In exceptional circumstances, where a seafarer must be engaged on board a Sri Lankan flag vessel within a very short time, the MSS may issue the above documentary evidence upon receiving via facsimile, e-mail or otherwise all the information required for the issue of an endorsement attesting the recognition of a non Sri Lankan Certificate. However, such applications must be forwarded to the MSS by the Company that will employ the seafarer in question. The Company must also forward the details of the vessel to MSS on which the seafarer will be employed and the reasons that warrant the urgent engagement of the seafarer on board the vessel.

Issued on 03<sup>rd</sup> June 2016

Director General of Merchant Shipping  
Merchant Shipping Secretariat  
Ministry of Ports and Shipping  
Tel : +94-11-2435127 / +94-11-2430305  
Fax : +94-11-2435160  
E-mail : dmsmos@sltnet.lk  
Web : www.dgshipping.gov.lk

<b>MSS</b> <b>EXAMINATION</b> <b>UNIT</b>	<b>APPLICATION FOR THE</b> <b>ISSUE OR RENEWAL OF AN</b> <b>ENDORSEMENT ATTESTING</b> <b>THE RECOGNITION OF A</b> <b>NON SRI LANKAN</b>	<b>CONTROLLED COPY</b>
		Sec.No : FO-006 Rev.No : 03 Rev. Date: 01.01.2015 Reviewed by : MR Approved by : DGMS

<b>Examination Unit</b>	<b>APPLICATION FOR THE ISSUE OR RENEWAL OF AN</b> <b>ENDORSEMENT ATTESTING THE RECOGNITION OF A</b> <b>NON SRI LANKAN CERTIFICATE</b>	<b>Form No:</b> EX/FO/006
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1.0	Surname (Family Name)	
1.1	First Name (Given Name)	
1.2	Date of Birth	Day:            Month:            Year:
1.3	Place of Birth	City :                                  Country:
1.4	Nationality ( Citizenship)	
1.5	Sex	Male:                                  Female:
2.0	Passport Number	
2.1	Date of	Issue :                                  Expiry:
3.0	Seafarer's Identity Document No	
3.1	Date of	Issue:                                  Expiry:
4.0	Medical Certificate Issue Date	
4.1	Medical Certificate Expiry Date	
4.2	Medical Certificate Issuing Authority	
5.0	Seafarer's Mailing Address	No Street City Country Postal Code E-Mail                                  Telephone                                  Fax
6.0.	Certificate Now Held	Grade Certificate No Issuing Date Expiry Date Issuing Authority
6.1	Limitations, if Any	
6.2	Other Endorsements held	
7.0	If this application is for renewal, specify previous endorsement number	
8.0	If this application for a replacement, specify the reason for replacement	

9.0	Are you familiar with the Sri Lankan Legislative requirements	Y / N
10.0	<p><b>DECLARATION (FOR MANAGEMENT LEVEL ONLY)</b></p> <p>I have carefully studied and understood the relevant sections of the Sri Lankan Shipping Act, Gazette No 1818/37 dated 12/07/2013 &amp; MSNs issued by the Government of Sri Lanka, appropriate to the functions which I'm permitted to perform.</p> <p>Signature : _____ Date: _____</p>	
11.0	<p><b>DECLARATION (Declaring false information is a criminal offence)</b></p> <p>I DECLARE THAT THE INFORMATION I HAVE GIVEN IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE. I ALSO DECLARE THAT THE DOCUMENTS SUBMITTED ARE CERTIFIED COPIES OF GENUINE CERTIFICATES</p> <p>Signature _____ Date of Application _____</p>	
12.0	<p><b>Please check whether copies of the following documents are attached with this application</b></p> <ol style="list-style-type: none"> <li>1. Two (2) Photographs (3 x 4 cm)</li> <li>2. Certificate of Competency</li> <li>3. Endorsement if any</li> <li>4. Medical Certificate</li> <li>5. GMDSS Certificate and Endorsement if any</li> <li>6. Tankers Training Certificate if any</li> <li>7. Seafarer's Identification Document</li> <li>8. For renewal/replace, please enclose copy of the old Sri Lankan endorsements.</li> </ol>	<p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p>
13.0	Seafarers found with fraudulent certificates of competency or training documentary evidence will be banned from employment on board Sri Lankan flag vessels for life.	
14.0	<b>Official Use Only</b>	