

SPECIMEN APPLICATION FORM

ANNUAL RENEWAL OF APPROVAL FOR CONDUCTING APPROVED MARITIME TRAINING PROGRAMS

1. Name of the Training Institute :
2. Name of the Training Program :
3. Registered Address :
4. Business Registration Number :
(Attached a copy of Registration certificate).
5. Full style address of principal place of business:
6. State whether public or private organization:
7. Particulars of previous approvals given :
8. Details of training programs conducted :
9. Number of persons trained from 1st January this year :
10. Schedule of training programs for the year requesting the approval:
11. Full particulars of the trainers including their
Qualifications, training undergone, full time or part time:
12. List of Aids available for training :
13. List of Equipment/Facilities available for training :
14. Details of Quality Assurance System (attach a copy of
the certificate, date of last external audit, date of last
internal audit, copies of non conformities raised during
audits and corrective actions taken)
15. Core syllabus of the proposed training programs :
16. Trainers trainer program schedule:

I declare that all the statements made and copies attached with this application are true and correct. I undertake to notify the Director of Merchant Shipping and changes to this statement within 14 days of the effective date of change. I agree that the Director of Merchant Shipping will suspend/cancel the approval given to this training program at any time if there is a deviation from the approved program or the training institute fails to inform any changes to the Director of Merchant Shipping in writing within the validity of the approval. I /We do hereby agree that I/we would conduct the training program as per the details provided.

Name:

Signature

Designation

Date

Note:

1. You may attach separate pages as required.
2. Person who signs this application should have the authority to sign on behalf of the Institution.
3. You may provide additional information if required.
4. All attachments should be certified as "True Copy" by the person signing the application.