



# DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

## MERCHANT SHIPPING SECRETARIAT MINISTRY OF PORTS AND SHIPPING

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### **MSS Cir/ 04 - 2020**

Issued on 19<sup>th</sup> November 2020 and expires on 31<sup>st</sup> December 2021

**Circular issued to all Seafarers, Approved Maritime Training Institutes and Seafarer Recruitment & Placement Service Providers.**

### **Detailed requirements for the process of re-validation of Seafarers Certificates Pursuant to MSN 07/2020- Revised.**

#### **1. Purpose**

This Circular sets out the temporary measures being put in place in relation to the re-validation of certificates of seafarers in accordance with the section 2 of revised MSN 07/2020.

#### **2. Re-validation of Certificates**

2.1 Only online applications (emails) shall be accepted and the applicants shall submit following documents;

- duly completed application as prescribed in annexure -1 of this circular;
- copy(s) of certificate(s) to be revalidated;
- all the scanned copies shall be in a single pdf document with multiple pages in the sequence of the annexure-2 of this circular.
- documents should email to [dmsmos@slt.net.lk](mailto:dmsmos@slt.net.lk) and copy (cc) to [mssexm2020@gmail.com](mailto:mssexm2020@gmail.com) (mail to both the e-mail addresses as instructed above in order to speed up the process.);
- include “REVALIDATION OF CERTIFICATES – xxxxxxxx xxxxxx.(Name of the applicant)” as the subject of the above e-mail.

## 2.2 The Merchant Shipping Secretariat (MSS) will;

- verify/check the authenticity of the submitted application and supplementary documents;
- notify the applicant if required any, clarification or any issues relating to the submitted documents; and,
- original certificate (s) will be endorsed or a letter indicating the revalidation of certificate (s) will be issued to the qualified applicants for a period of **one (1) year** from the date of expiry indicated on the applicable certificate (s)

## 2.3 If no issues of submitted documents, the certificate will be revalidated within seven (7) working days.

Issued on 19<sup>th</sup> October 2020

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Merchant Shipping Secretariat  
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**Annexure -1**

**APPLICATION FOR REVALIDATION**

Name in Full:.....

Permanent Address : .....

Phone No.: ..... Mobile :.....

DOB :..... Sex : MALE / FEMALE Age :.....

CDC No.:..... Date of Issue: ..... Date of Expiry:.....

Passport number: ..... Date of Issue ..... Date of Expiry: .....

Medical Cert No.:..... Date of Issue ..... Date of Expiry: .....

**Sea Service**

<b>Name of the Vessels</b>	<b>Date of Engagement</b>	<b>Date of Discharged</b>	<b>Sea Time</b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....

**COCs, COPs, training certificates (i.e., certificates issued under chapter V and VI of the STCW convention), associated endorsements and/or cooks ‘certificate in respect to the seafarer’s competency levels.**

<b>Name of Certificate</b>	<b>Cert.No .</b>	<b>Institute</b>	<b>Date of issue</b>	<b>Date Expiry</b>
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
5.....	.....	.....	.....	.....
6.....	.....	.....	.....	.....
7.....	.....	.....	.....	.....

8.....  
 9.....  
 10.....

**Required CDC/COC/COP or other Certificate(s) to be revalidated**

Name of Certificate	Cert.No .	Institute	Date of issue	Date Expiry
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
5.....	.....	.....	.....	.....

Date: ..... Name of the Applicant:.....

**Annexure -2**

Sequence	Documents required for COC revalidation	Inset (√) If attached
1	Duly filled application form	
2	CDC pages reflecting all entries	
3	Pass port pages reflecting the holder's details and relevant embark/disembark seals.	
4	Reflecting all entry pages of COC	
5	Valid medical certificate issued by an approved medical practitioner	
6	Sea service testimonials to reflect 12 months of sea service during the last (preceding) five years or 3 months within the six months immediately prior to the submission of application.	
7	Deck or Engine watch keeping certificates as required	

Sequence	<b>Documents required for CDC revalidation</b>	Inset (√) If attached
1	Duly filled application form	
2	CDC pages reflecting all entries	
3	Four (4) basic courses certificates or refresher and updating certificate	
4	Ships security certificate	
5	Maritime English for applicant who got their CDC after 1 <sup>st</sup> July 2007	
5	Valid medical certificate issued by an approved medical practitioner	
6	<b>Note:</b> Valid COC holders were not required above items 2 to 5.	

Sequence	<b>Documents required for all COPs revalidation (other than tankers)</b>	Inset (√) If attached
1	Duly filled application form	
2	CDC pages reflecting all entries	
3	Four (4) basic courses certificates or refresher and updating certificate	
4	Previous Basic training Certificate	
5	Valid medical certificate issued by an approved medical practitioner	

Sequence	<b>Documents required for Tanker COPs revalidation</b>	Inset (√) If attached
1	Duly filled application form	
2	CDC pages reflecting least 3 months of sea service on board the tanker vessel(s) during the preceding 5 years	
3	Previous tanker Certificate	
4	Valid medical certificate issued by an approved medical practitioner	

Sequence	<b>Documents required for other short/advanced/Cook courses revalidation</b>	Inset (√) If attached
1	Duly filled application form	
2	CDC pages reflecting all entries	
3	Previous Certificate	
4	Valid medical certificate issued by an approved medical practitioner	