

**[ MARINA ADVISORY NO. 2013-23, October 25, 2013 ]**

**NEW PROCEDURES IN THE FILING FOR ISSUANCE OF  
CERTIFICATES OF PROFICIENCY (COP)**

In the interest of the service and to better serve our seafarers, the MARINA shall adopt a new system in the filing and issuance of the COPs and other STCW related certificates.

Commencing on 29 October 2013, all seafarers who were issued the priority numbers for the day shall proceed to the 7th Floor for receiving, screening and evaluation of their documents by the concerned evaluators.

After evaluation, each seafarer shall be required to have his photo taken at the designated photo booth located at the same room/level. The seafarer shall be provided with the requisite uniform appropriate to his rank or position.

Acceptance of applications from the Maritime Training Institutions (MTIs) shall be at the 6<sup>th</sup> Floor. Regular batch applications for revalidation from Manning Agencies shall also be at the 6<sup>th</sup> Floor.

Payment and Releasing of Certificates shall remain at the 6<sup>th</sup> Floor.

For immediate compliance.

(SGD) MAXIMO Q. MEJIA, JR. PhD  
*Administrator*



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