

**[MTC MEMORANDUM CIRCULAR NO. 6, S. OF
2002, FEBRUARY 6, 2002, February 06, 2002]**

**REPLACEMENT OF LOST OR DAMAGED
CERTIFICATES/DOCUMENTARY EVIDENCE**

In pursuance with the provision under Section 8 of MTC Resolution No. 1, series of 2001, the following guidelines are hereby issued for compliance in cases of lost or damaged certificates/documentary evidence:

1. Any report of lost or damaged certificate/documentary evidence required and issued under Chapters V and VI of the 1978 STCW Convention, As Amended, must be in writing signed by the real party in interest addressed to the MTC Executive Director accompanied by an affidavit or sworn statement stating particulars and circumstances attendant to such loss or damage of certificate.
2. Where the report of lost or damaged is made by a party other than the person to whom the certificate/document was issued, the affidavit or sworn statement must contain additional particulars attendant to the acquisition and/or possession of the certificate/document prior to its loss or damage;
3. The MTC reserves the right to withhold issuance of replacement certificates/documents pending investigation and verification of its loss or damage;
4. Replacement certificate will only be issued upon payment of P200.00 to the OWWA Cashier by the party involved as evidenced by an official receipt; and
5. All replacement records shall be entered accordingly in the MTC Website for reference and tracking purpose.

This Memorandum shall take effect immediately.

Adopted: 06 Feb. 2002

(SGD.) RAMON T. TIONLOC, JR.
Acting Executive Director