

Circular 248/2021

To: Owners, Managers, Classification Societies, Port State Control, Masters, Surveyors and other interested parties.

Subject: Maritime Cook Islands moves to electronic certificates.

Date: 31st May 2021

Summary:

The Administration has developed a new database system (Upvise) that has been customised to meet all our vessel registration and crew certification requirements. The new system enables the Administration to provide our clients with electronic Certificates in accordance with the International Maritime Organization (IMO) guidelines as per FAL.5/Circ.39/Rev.2

The new system is efficient and effective and not only enables the Administration to meet its obligations and responsibilities, MCI Deputy Registrars and Surveyors are now able to access real time vessel and client information as well as access to the latest versions of our survey & Certification templates.

Special features of the database enables the Administration to be able to generate electronically signed Certificates with Quick Response (QR) Codes for instant verification as to the validity of a Certificate.

The new system will eliminate slow and costly courier charges which often results in delays with delivering Certificates to the vessel and causes considerable cost to Owners and Management companies. Following the new system roll out, MCI has also recently introduced an online application form on the Maritime Cook Islands website at www.maritimemcookislands.com (Our Services > Online Application Form) [Click here](#) where clients can now apply online. The client will also be required to download the declaration form to be signed, dated and witnessed as required and uploaded along with the supporting documents.

Fleet Department

For our existing merchant vessels; e-Certificates will be rolled out at either the next annual, periodical or renewal survey and for our yacht clients at registration renewal or sooner if convenient.

MCI Deputy Registrars and Fleet Managers will work with our clients to ensure a smooth transition to e-Certificates.

STCW Department

Endorsement Applications can be applied for electronically via our Online Endorsement Certificate Application Forms. These forms are accessible via our Maritime Cook Islands website at www.maritimemcookislands.com (under Seafarers > Certificate of Endorsement).

We will no longer be accepting the Microsoft Word / PDF copies of the application forms or email applications. All endorsement applications from now on must be submitted electronically as advised.

Kind reminder that we only accept Certificates of Competency and Proficiency that are issued or approved by States listed on the IMO STCW Whitelist (with an exception to the People's Democratic Republic of Korea).

You will see that there are two different application forms available for Certificate of Endorsement.

1) The first application form is for the endorsement of COCs/COPs that have been issued in accordance with the **International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978**, as amended. These certificates state reference to the STCW. [Click here](#)

2) The second application form is for the endorsement of **National (Non STCW) credentials and qualifications**. These are qualifications/certificates that have not been issued in accordance with the STCW. Therefore, there will be no reference to the STCW on the certificate. Examples include: AMSA, RYA, IYT or any national qualifications that have been issued or approved by the State. [Click here](#)

Once the online application form has been filled in and submitted, applications will be received by the STCW Department of MCI and processed accordingly. Note that we do require the signature of the applicant/seafarer to be submitted with the online application form.

Contact: stcw@maritimecookislands.com for any queries.

Technical Department

Cook Islands Approved Surveyors will be able to complete surveys using a mobile app installed on their mobile phones or tablets and upload the survey report on the fly; the mobile app will allow surveyors to take photographs which will be automatically included into the survey report, so as to show compliance of the vessel or otherwise. The app incorporates a GPS locator which confirms the presence of the surveyor onboard.

The mobile app will allow surveyors to work offline, in case internet connection is not available during the inspection. The information entered in the app while offline will be automatically synchronized with the Upvise system once the internet connection is re-established.

Once the e-Certificates have been rolled out by Fleet Managers or Deputy Registrars, the Cook Islands approved surveyors can endorse the e-certificate via the Upvise App.

Surveyors will be sent instructions from the Technical Department, if you are wanting arrange a survey please contact technical@maritimecookislands.com

If you have any queries, please don't hesitate to contact us.