

Circular 56 / 2013

To: Vessel Managers, Masters, Officers, Deputy Registrars, Surveyors and Other Interested Parties

Subject: Making an Endorsement Application

Date: 06 May 2013

Summary

Applications for endorsements shall be directed to the Deputy Registrar of the vessel.

Form 16 STCW Endorsement applications (attached below) must be completed and all supporting documents submitted to the Deputy Registrar of the applicants' vessel. Applications that are not submitted through the Deputy Registrar of the Cook Islands flagged vessel (if applicable) will not be accepted for processing.

The Deputy Registrar shall issue a Letter of Acknowledgement under STCW Regulation I/10.5, acknowledging the receipt of the completed application and all supporting documents and permitting the seafarer to server for a period not exceeding three months on board a Cook Islands flagged ship, while holding the appropriate and valid certificated issued and endorsed as required by another Party, which has not yet been endorsed by Cook Islands so as to render it appropriate for service on board a Cook Islands flagged vessel.

The Cook Islands Acknowledgement Letter valid for not more than 3 months shall be documentary proof that an application has been submitted to Maritime Cook Islands STCW Department and readily available on board.

The fee for Letter of Acknowledgement issued the same day the application is received is USD\$75.00 and is payable directly to the Deputy Registrar.

The processing fee for a Cook Islands Certificate of Endorsement is USD\$150.00 and is payable to the Deputy Registrar or Maritime Cook Islands directly.

For more information please contact stcw@maritimecookislands.com or the Deputy Registrar of the subject Cook Islands flagged ship.

Please ensure this has been forwarded to interested parties.



COOK ISLANDS APPLICATION FOR ENDORSEMENT CERTIFICATE

Ship
Registration
FORM 16
v.15

<input type="checkbox"/> New Application	<input type="checkbox"/> Revalidation of certificate issued on:
<input type="checkbox"/> Request for Duplicate	Issued on at

1. Details of Applicant			
Family Name	First (given) name	Middle name	
Date of birth	Place of birth	Citizenship	
2. Contact details			
Street address	Postal code and City	Country	
Phone	Mobile	E-mail	
3. Certificate of competency			
Type/capacity	Number	Issuing authority	
Date issued	Date expires	Date renewed / expires	
Limitations - GT	Limitations – kW	Limitations - trading area /other	
4. STCW regulation – Deck			
<input type="checkbox"/> II/1	<input type="checkbox"/> II/2	<input type="checkbox"/> II/3	
5. STCW regulation – Engine			
<input type="checkbox"/> III/1	<input type="checkbox"/> III/2	<input type="checkbox"/> III/3	<input type="checkbox"/> III/6
6. GMDSS operator IV/2			
<input type="checkbox"/> General	<input type="checkbox"/> Restricted		
Number	Issuing authority	Date issued / Date expires	
7. Ship (if applicable)			
Name	IMO Number	Applicants capacity on board	
8. The following documents MUST be submitted with this application			
<input type="checkbox"/> Certificate of Competency Deck / Engine	<input type="checkbox"/> National Endorsement STCW95 of certificate (if applicable)	<input type="checkbox"/> A Passport sized photo	
<input type="checkbox"/> GOC / GMDSS Certificate	<input type="checkbox"/> Medical Certificate * Expires on:	<input type="checkbox"/> Record of Service (Seafarer’s Book)	
<input type="checkbox"/> Personal Survival Techniques (STCW A-VI/1-1)	<input type="checkbox"/> Fire Prevention and Fire Fighting (STCW A-VI/1-2)	<input type="checkbox"/> Elementary First Aid (STCW A-V/1-3)	
<input type="checkbox"/> Personal Safety and Social Responsibility (STCW A-VI/1-4)	<input type="checkbox"/> Other	<input type="checkbox"/> Passport	

*** Medical certificate guidelines and sample certificate are available from www.maritimecookislands.com. Or <http://www.maritimecookislands.com/images/circulars/mci-circular-47-medical-examination-certificates-required-by-all-seafarers-working-on-ci-vessels.pdf?phpMyAdmin=468c4e449b59t7643f2c9>**

9. Copy of Original Certificate if the applicant is aboard any of the following types of vessels

<input type="checkbox"/> Oil tanker (V/1)	<input type="checkbox"/> Chemical tanker (V/1)	<input type="checkbox"/> Gas tanker (V/1)
<input type="checkbox"/> RoRo passenger ship (V/2)	<input type="checkbox"/> Passenger ships other than RoRo (V/3)	

10. Owner's / Manager's declaration

The undersigned declares that the officer described in this application and whose documents or copies are attached is proficient in spoken and written English to a standard sufficient for service in a Cook Islands registered ship and as required by SOLAS and other relevant rules and regulations; and that the officer can use and understand manuals, documents, equipment instructions, orders and other material in English, necessary for the function to be performed on board. All the information provided in this application, as well as attachments, is true and correct.

Owner/Manager/Authorised person _____	Date of application _____	Signature of applicant _____
Signature/name printed	Company stamp	

11. Endorsement to be sent

Company name	Person	Street
City	Postal code/Zip	Country
Phone	Fax	E-mail
<input type="checkbox"/> By postal mail	<input type="checkbox"/> By courier	

12. Letter of Acknowledgement

I require a Letter of Acknowledgment to be issued the same day the application is received by Maritime Cook Islands. I understand that there is an additional fee of USD\$75.

A Letter of Acknowledgement is a letter sent to every applicant on receipt of a complete application and serves as documentary proof as required under I/4 -1.1 of the Convention. The Letter confirms in accordance with Regulation I/10.5, the applicant is permitted to serve on board a Cook Islands vessel while his / her application is being processed.

Cook Islands Deputy Registrars may issue Letters of Acknowledgements to applicants, on the same day a complete application is received by him/her for a fee of \$75USD.

13. Seaman Book

I would like to receive a Cook Islands Seaman Book for a fee of \$100USD (courier fee not included)

Notes:

- All information to be entered legibly in English. If the documents presented are not in the English Language, a certified English translation of the documents must be submitted.
- Failure to correctly complete this Application or to submit the required supporting documents may result in rejection of this application or delay in its processing.
- The Applicants' national certificates must be issued by a country on IMO's White List.
- Postal/Courier fees to be paid by owner/manager, along with the Application fee before the endorsement Certificate is issued.
- This Application – along with clear and legibly scanned supporting documents as required – may be sent by email. Photographs must be of good quality, passport size and in jpg, bmp or similar graphic format.
- Crew on board warships, fishing vessels, pleasure yachts not engaged in trade, or wooden ships of primitive build (STCW Convention Art. III) and all ratings maybe exempt from completing this Application
- The named Applicant must be contracted to serve on a Cook Island registered vessel for the Application to be considered for processing; or have their Application authorized by a Cook Islands Deputy Registrar.
- Please note that the fee for processing this Application is USD\$150.00 per endorsement certificate.**

**The total Application fee must be received by Maritime Cook Islands before the Letter of Acknowledgement is issued and the Application can be processed.
Payment of the fee does not guarantee a successful Application.**