



MARINE DEPARTMENT MALAYSIA

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JL/HEPP/B/03

Attach
Photo.

APPLICATION FOR ISSUENCE OF CERTIFICATE OF RECOGNITION (COR)

MADE UNDER RULE 4D OF THE MERCHANT SHIPPING (TRAINING AND CERTIFICATION) RULES 1999 & STCW REG.1/10

1. APPLICATION FOR (Tick (✓) for the appropriate grade)

(a) Grade applying for ** Issued under STCW 95 Only	<input type="checkbox"/> MASTER <input type="checkbox"/> C/ENG	<input type="checkbox"/> Chief Mate <input type="checkbox"/> 2 nd /Engineer <input type="checkbox"/> R/O	<input type="checkbox"/> Deck WKO ** <input type="checkbox"/> Eng. WKO **	(b) Limitation Trade: <input type="checkbox"/> Unlimited <input type="checkbox"/> Near Coastal <input type="checkbox"/> Domestic (c) Tonnage/Power Tonnage: <input type="checkbox"/> > 3000GT <input type="checkbox"/> 500-3000GT <input type="checkbox"/> < 500GT Power: <input type="checkbox"/> > 3000Kw <input type="checkbox"/> 750-3000Kw <input type="checkbox"/> < 750 Kw
(d) Repose for applications. If this is a replacement, state reason. e.g., lost. Stolen or destroyed, etc. .If for a renewal please give the C.O.R. number. The expired C.O.R. shall be returned to the Director of Marine on receipt of new C.O.R.				
<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Illegible/Lost	(e) Reasons for replacement, etc.		(f) Period of COR _____ months from : _____ to _____ dd/mm/yyyy dd/mm/yyyy	

2. PERSONAL DESCRIPTION AND INFORMATION

(g) Malaysian Seaman No.		(h) Name (as in passport)		
(i) Birth Date (DD/MM/YY)		(j) Place of Birth (City & Country)		(k) Citizenship
(l) Permanent Home Address:		(m) Name of Company:		
		(n) Person to contact:		
		(o) Company Address:		
		(p) Tel:		
		(q) Fax:		
		(r) E mail:		
An identity Document shall accompany this application (see general information on last page for details)				

3. DESCRIPTION OF THE CERTIFICATE OF COMPETENCY NOW HELD

(s) Grade of Certificate (Attach copy of certificates)	(t) Certificate No.	(u) Date Issued	(v) Country Issue	(w) Date Expiry

4. MODULAR / SHORT COURSES (SPECIAL TRAINING) (Tick where appropriate)

(x) Basic Courses	(y) Other Courses	(z) Special Training for Certain Types of Ships (STCW95)
<input type="checkbox"/> Personal Survival Techniques <input type="checkbox"/> Elementary first aid <input type="checkbox"/> Fire prevention and fire fighting <input type="checkbox"/> Personal safety and social responsibilities	<input type="checkbox"/> Proficiency in Survival craft <input type="checkbox"/> Medical Aid/ Medical Care <input type="checkbox"/> GOC/ROC <input type="checkbox"/> Advance Fire Fighting <input type="checkbox"/> ARPA Certificate <input type="checkbox"/> Shipboard Management Cert.	<input type="checkbox"/> Tanker Familiarization Course <input type="checkbox"/> Oil Tanker Training <input type="checkbox"/> Chemical Tanker Training <input type="checkbox"/> Liquefied Gas Tanker Training Ro-Ro Passenger Ships:- <input type="checkbox"/> Crowd Management Training <input type="checkbox"/> Familiarization Training <input type="checkbox"/> Safety Training for Personnel Direct Service to Passengers <input type="checkbox"/> Passenger Safety, Cargo Safety & etc. <input type="checkbox"/> Crisis Management and Human Behavior Training.

5. All information provided in this application, supporting documents and proof are true to the best of my knowledge and belief.

Date: _____

Signature: _____

Name : _____
(Signature and name of applicant)

GENERAL INFORMATION AND INSTRUCTIONS

- Please read the following instructions carefully and enter all required information.
- Please use a typewriter or print legibly in capital letters.
- Failure to properly complete application or submit supporting documents, will result in rejection/ delay in application approval.
- Every seaman for the issuance of the Certificate of Recognition must be registered with Marine Department, Malaysia.
- Please note, if any of the submitted documents below are not in English language, a certified translation into English shall be furnish. The certified translation must identify the translator for verification purpose.

WHERE TO APPLY

Applications and documents listed below shall be submitted to any of the Regional Marine Office in Malaysia. The Marine Department Headquarters will not be receiving any of the application direct from the applicants.

Application Forms	Required: JL/HEPP/B/03 (COR application form) and JL/HEPP/B/01 Pin. 1/99 (Seaman registration)
Photographs	Two passport size photos of facial front view of applicant, taken within a year preceding application, with applicant's name printed on the reverse side. Photos should portray a good likeness of the applicant.
Identity Document	Certified (authorized person) copies of valid passport.(all required pages)
Proof of Sea Service	As per Seaman Record Book/ Discharge Book. Copies must be certified (authorized person)
Proof of C.O.C	A copy of applicant's C.O.C. including STCW endorsement.(certified by authorized person)
Supporting Documents	All certificates e.g. modular certificate must be attached with the application form. Copies must be certified (authorized person).
Renewal Applicant	In addition to the requirements of a new application, a copy of previous C.O.R must be included.
Authorized Persons	1-Marine Department, Malaysia. 2-Malaysia Embassy 3-C.O.C issuing authority 4-Senior Officers of the related Shipping Company, which should include:- name, rank and company stamp.
Fees	Refer to the scales set in the MS(Seamen Fees) Rules, 1999.
Replacement	(Give proper instruction) such as police report and circumstances of lost and fees involved

DETAILED INSTRUCTIONS AND FILLING OF FORM

The alphabet denotes the corresponding space for entry by applicant.

- 1. Application For**
 - (a) Rank on board ship
 - (c) Limitation of Gross Tonnage and Engine Power
 - (e) Give reason for replacement
 - 2. Personal Description and Information**
 - (g) Malaysian seaman Number if Renewal, Illegible or Lost
 - (i) Birth Date (Day/Month/Year)
 - (k) Citizenship shall be the same as in passport
 - (m) Name of company or employer.
 - (o) Permanent and correspondence address of company
 - (q) Facsimile number of company or employer
 - 3. Description Of The Certificate Of Competency Now Held**
 - (s) Grade of Certificate of Competency now held
 - (u) Date of issuance of certificate
 - (w) Date Expiry of endorsment STCW 95
 - 4. Modular/Short Courses (special Training) (Required if done separately)**
 - (x) Enclose certified copies of all basic training courses certificate
 - (z) Enclose certified copies of all relevant courses certificate
- (b) Limitations: Unlimited, Near Coastal or Domestic
 - (d) Status of application. Please (✓) New, Renewal, Lost or Illegible
 - (f) Minimum period, one year
 - (h) The name shall be as in the passport.
 - (j) Place of Birth (City & Country)
 - (l) Temporary address not acceptable.
 - (n) Name of person responsible for applicant
 - (p) Contact phone number and extension of person in charge
 - (r) Company E mail
 - (t) Registration number of certificate
 - (v) Country of issuance of certificate
 - (y) Enclose certified copies of all other courses certificate required

Table of Fees :- (All payment in Ringgit Malaysia)

Year/Month	0	1	2	3	4	5	6	7	8	9	10	11
1	600	650	700	750	800	850	900	950	1000	1050	1100	1150
2	1200	1250	1300	1350	1400	1450	1500	1550	1600	1650	1700	1750
3	1800	1850	1900	1950	2000	2050	2100	2150	2200	2250	2300	2350
4	2400	2450	2500	2550	2600	2650	2700	2750	2800	2850	2900	2950
5	3000	-	-	-	-	-	-	-	-	-	-	-

Untuk Kegunaan Pejabat (For Official Use)

"Bayaran sebanyak RM diterima dari untuk bayaran Perakuan Pengiktirafan Baru/Pembaharuan/Hilang/ rosak * Resit bernombor telah dikeluarkan kepada pemohon.

(.....)

b/p Pengarah Laut

Jabatan Laut Wilayah Utara/Selatan/Timur/Tengah/Sabah/Sarawak *

* Potong yang tidak berkenaan