

MARINA ONLINE SYSTEM

1. Application for certification of *Ratings* shall be filed online by the seafarer through the MARINA Online System (e.g. MISMO system).

The MARINA online appointment system is **free of charge**. In order to access the system, the seafarer shall first create or secure an account following the steps below. For those who already have an existing account, you may log-in to your account for access.

Seafarers applying for certification under this Circular should avoid securing online appointment through fixers. Dealing with fixers is considered as an act of fraud and misrepresentation and is penalized under Article XII, Section 28 of this Circular and other relevant laws.

2. Personal appearance is not required at any MARINA Offices.
3. As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agencies or shipping companies or authorized company representative to ensure that each seafarer assigned to any of its ships holds an appropriate certificate in accordance with the provisions of the STCW Convention, 1978, as amended and as established by the Administration.
4. It is also the responsibility of the above institutions to ensure that their respective seafarers assigned to any of their ships have received refresher and/or updating training, as required.
5. The concerned manning/crewing agencies of shipping companies or authorized company representative shall ensure that the relevant data of their respective seafarers are maintained and readily accessible and include, without being limited to, documentation and data on the seafarer's experience, training, medical fitness and competency in assigned duties. Likewise, the aforementioned institutions shall also ensure the authenticity and completeness of the seafarer's documents/records being encoded and/or uploaded into the MARINA online system.

Manning/Crewing agencies or shipping companies shall also ensure that the previously issued hard copy/ies of STCW Certificates are duly signed by the holders/seafarers and uploaded in their account.

Non-compliance to this provision may result in the rejection or denial of the subsequent applications under this Circular.

6. As holders of information, it shall be the responsibility of the concerned institutions/agencies to encode into the MARINA online system, within the prescribed period, the records and information regarding the training,

assessment, medical fitness, and sea service records of the seafarers, as shown in the table below:

Institution/Agency	Information to be Encoded	Prescribed period to encode into MARINA online system
MTI	<ul style="list-style-type: none"> • Training Course • Batch No. • Location • STCW Regulation • Date the training started • Date of training completion • Class link, as applicable • Seafarers registration number • Name of Trainees 	Within one (1) working day after completion of the training course
Assessment Center	<ul style="list-style-type: none"> • Name of Assessment center • Type of Assessment • Batch No. • Location • Class Link, as applicable • Application No. • Name of Candidates • Date the assessment Started • Date of completion • Assessment result 	Within one (1) working day after completion of the assessment
DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS)	<ul style="list-style-type: none"> • Name of Medical Facility • Name of Medical Practitioner • PRC License ID • Date of Medical Exam • Expiration Date • Findings 	Within two (2) working days after completion of medical examination
Manning Agency/Shipping Company	<ul style="list-style-type: none"> • Name of Vessel • Type of Vessel • Flag of Registry • IMO No. • GRT • kW • Ship's Trade • Date and Place of Embarkation 	Within three (3) working days from the disembarkation of the seafarer

	<ul style="list-style-type: none"> • Date and Place of Disembarkation • Position/Rank 	
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Upon effectivity of this Circular, only information regarding training, assessment, medical fitness, medical practitioners and seagoing service records encoded into the MARINA online system by MTIs, Assessment Centers, Department of Health (DOH)-accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS), and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance of COP.

In order to access the MARINA online system, the above-mentioned institutions shall first create/secure account following the steps indicated below.

The concerned institution shall be held fully liable for the veracity of the information encoded in the MARINA online system.

The compliance of the above institutions to their reportorial responsibilities under this Circular shall be verified/checked during the monitoring and surveillance activities of MARINA.

7. Steps for Creation of MARINA Online System

For MARINA Online System account of Seafarers:

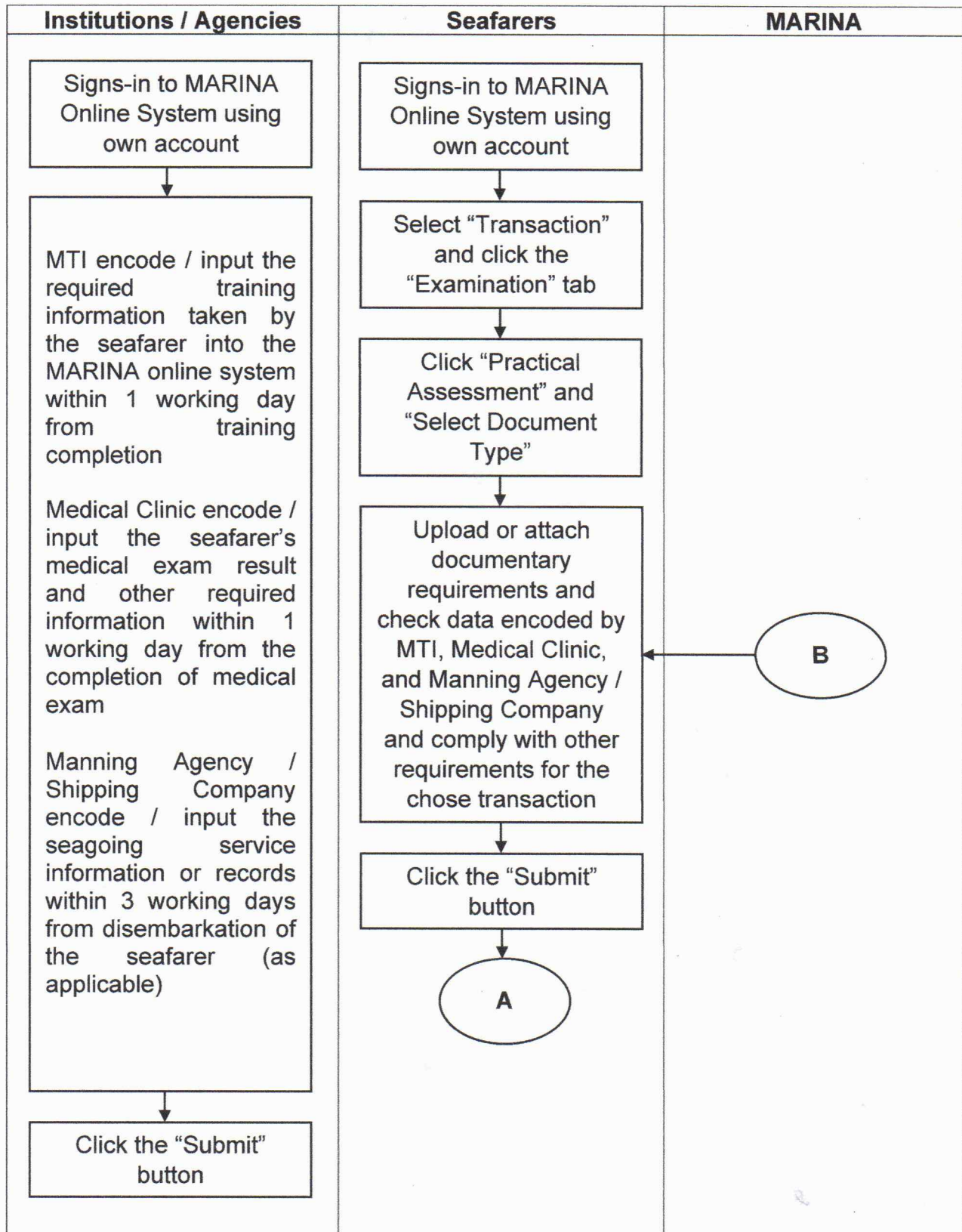
- Step 1. Go to MARINA Online System
- Step 2. Click "Sign-up"
- Step 3. Click "Register New Account".
- Step 4. Fill-in all required information on the template shown on the screen. Make sure to enter your working address.
- Step 5. Click the "I accept the term and conditions."
- Step 6. Click the "Register" button. This message will appear on your screen, "You have successfully registered in our system. Please check your email to activate your account".
- Step 7. Check your registered email address and open the link sent by MARINA to verify and activate the MARINA online system account.
- Step 8. Upon signing-in to your MARINA online system account, fill-up your "Personal Information", and then click "Save Changes".

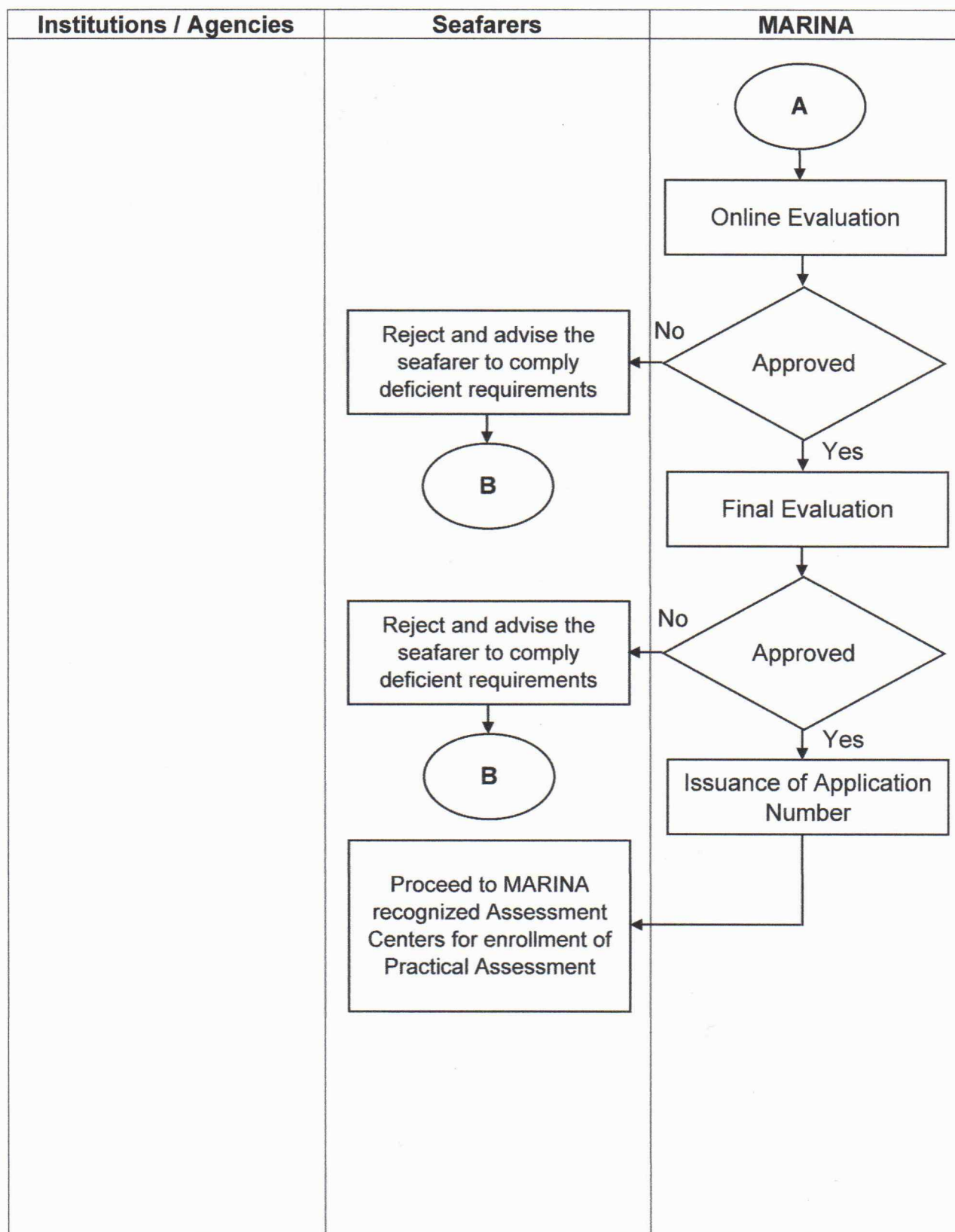
Important Note: The Seafarer's Registration Number (SRN) is a unique number given to each seafarer registered on the MARINA online system. It is a **permanent number** being used to upload and encode any MARINA online system records such as service records, training, assessment, medical fitness,

and other relevant information for the processing of STCW Certificates. It is important for the seafarer to remember the Username, Password, and SRN.

8. For MARINA online system accounts of MTIs, Manning/Crewing Agencies, Assessment Centers, Shipping companies and DOH-accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS), shall apply through a letter of intent with the Information and Communications Technology Management Division (ICTMD) of the MARINA at email address: stcw_ictmd@marina.gov.ph to secure MARINA online system account.

**PROCESS FLOW DIAGRAM FOR ISSUANCE OF APPLICATION NUMBER
UNDER THIS CIRCULAR**





**PROCESS FLOW DIAGRAM FOR ISSUANCE OR REPLACEMENT OF COP
UNDER THIS CIRCULAR**

