



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANG LADESH

USER MANUAL

FOR

“Certificate of Competency (Deck)”

Under Ministry of Shipping

F-12/C-1, Agargaon, Sher-E-Bangla Nagar Dhaka 1207, Bangladesh, and Phone: +880 2 9513305

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1. Application for Assessment

Seafarers who wish to obtain a COC certificate must first apply for an assessment. Upon successfully completing the assessment, they will be eligible to apply for the written examination & oral examination.

1.1. Assessment Application Procedure

To apply for the assessment, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC menu
3. Select “Application for Assessment”
4. Select Department, Group, Experience and Other Necessary Information
5. Submit the application
6. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.

After successfully completing the assessment application, a seafarer must submit all the required documents to Department of Shipping, Coc Section. If a seafarer meets all the necessary criteria, they are issued an Eligibility ID. This ID contains of a 12-digit system generated number that confirms their qualifications and is valid for a period of five years.

This Eligibility ID is tied to a specific class of competency. If a seafarer wishes to pursue a higher-level certification, they must go through a new assessment for that particular class. This new process will result in the issuance of a new Eligibility ID.

To apply for assessment a seafarer needs to select “Application for Assessment”. Here a seafarer have to fill up his Department, Group & Experience.

Department of Shipping
(Online Application System)

Application Type

1 CoC Types 2 Personal Information 3 Course Information 4 Payment Information

Department *

☐ Deck Officer *

☐ Marine Engineer Officer *

☐ Fishing Vessel *

☐ IME *

Group *

Select Group/Class

Experience *

Select Experience

Assessment Type *

☐ First Time I Am Doing Assessment For This Class *

(Note: If you select this option you have to pay assessment fee 1200 BDT and have to wait for Examiner Approval.)

Next

After clicking ‘Next,’ the seafarer’s details for the application will be displayed, where he or she can upload the required documents.

Department of Shipping
(Online Application System)

Personal Information

1 CoC Type 2 Personal Information 3 Course Information 4 Payment Information

Have You Already CoC DoS Reg No? *

☐ Yes * ☐ No *

Father Name *

Birth Place *

CHATTOGRAM

Identification Type *

☐ Birth Registration * ☐ NID * ☐ Passport * ☒ CDC *

Photo

Choose File No file chosen

Present Address *

same

Permanent Address *

12, NORTH NALAPARA LANE, CHATTOGRAM SADAR, SADARGHAT, CHATTOGRAM

☐ Same as Present Address

Add your see time records

| Vessel Name | IMO Number | Flag | GT/KW | Rank/Capacity | Port of Engagement | Port of Discharge | Voy |
|-------------|------------|------|-------|---------------|--------------------|-------------------|-----|
| Vessel Name | IMO Number | Flag | GT/KW | Rank/Capacity | Port of Engagement | Port of Discharge | Voy |


Next

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After filling up the required information and pressing on next a seafarer will be forwarded to payment gateway where he/she can pay for the assessment. By clicking on the submit button it redirects to Payment Gateway.

Here we can see an interface of payment gateway. From mobile banking we can pay using methods such as Bkash, Rocket, Nagad and many more. Also, there are option for Internet Banking / Card as well.

Seafarer can also check the list of application he/she made from “Assessment List” & download the payment slip.



Department of Shipping
 (Online Application System)



Logout


Dashboard

- Profile
- CoP
 - CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - Application for Assessment
 - Assessment List**
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral

▼ CoC Application List

Showing 1-1 of 1

| # | Application ID | Eligibility ID | Full Name | Department | Group | Status | Eligibility Status | Payment |
|---|------------------|-------------------|---|--------------|---------|--------|--------------------|---|
| 1 | 112310 - #291412 | 2023.1.DC3.0002#9 |  | Deck Officer | Class 3 | Paid | Eligible | <div style="background-color: green; color: white; padding: 2px 5px; border-radius: 3px;">Invoice</div> |





Candidate Copy

**APPLICATION FOR ASSESSMENT OF ELIGIBILITY FOR
COC EXAMINATION**

Marine Engineer Officer Class 2

Application ID: 1124112610012586

Bangladeshi CDC/ID for Others : 



Documents Attached

- ☐ 1x Photocopy CDC and NID or Passport
- ☐ 1x Photocopy Medical Fitness Certificate
- ☐ 1x Photocopy All Academic Certificates
- ☐ 1x Photocopy each Preparatory Course, Pre-sea Training Certificate
- ☐ 1x Photocopy Declaration from employer on sea service experience
- ☐ 1x Photocopy Record of Sea Service, Watch keeping Certificate
- ☐ 1x Photocopy Sea service testimonial, Steering Certificate
- ☐ 1x Photocopy Workshop certificate, Training Record Book
- ☐ 1x Photo Stamp size

Preparatory Course

| SI | Course Name |
|----|---|
| 1 | PREPARATORY COURSE FOR CHIEF ENGINE OFFICER AND SECOND ENGINE OFFICER (COMBINED) ON SHIPS POWERED BY MAIN PROPULSION MACHINERY OF 750 KW PROPULSION POWER OR MORE |

Sea Time Records

| SI | Ship Name | Reg Power | Date From | Date To | Voyage area | Duration |
|----|---------------|--------------|------------|------------|-------------|--------------------|
| 1 | GLOBAL ENERGY | 113822/25180 | 2024-07-03 | 2024-10-04 | FGN | Month :3, Days :3 |
| 2 | GLOBAL ENERGY | 113822/25180 | 2024-01-06 | 2024-03-19 | FGN | Month :2, Days :13 |
| 3 | GLOBAL ENERGY | 113822/25180 | 2023-07-08 | 2023-10-16 | FGN | Month :3, Days :10 |
| 4 | GLOBAL STAR | 113822/25180 | 2022-12-03 | 2023-03-19 | FGN | Month :3, Days :16 |
| 5 | GLOBAL STAR | 113822/25180 | 2022-04-24 | 2022-09-13 | FGN | Month :4, Days :22 |
| 6 | GLOBAL STAR | 113822/25180 | 2021-08-03 | 2021-12-17 | FGN | Month :4, Days :16 |
| 7 | GLOBAL ENERGY | 113822/25180 | 2020-11-12 | 2021-04-18 | FGN | Month :5, Days :7 |
| 8 | BU SIDRA | 47058/13735 | 2020-02-19 | 2020-07-10 | FGN | Month :4, Days :22 |

DoS Comment:

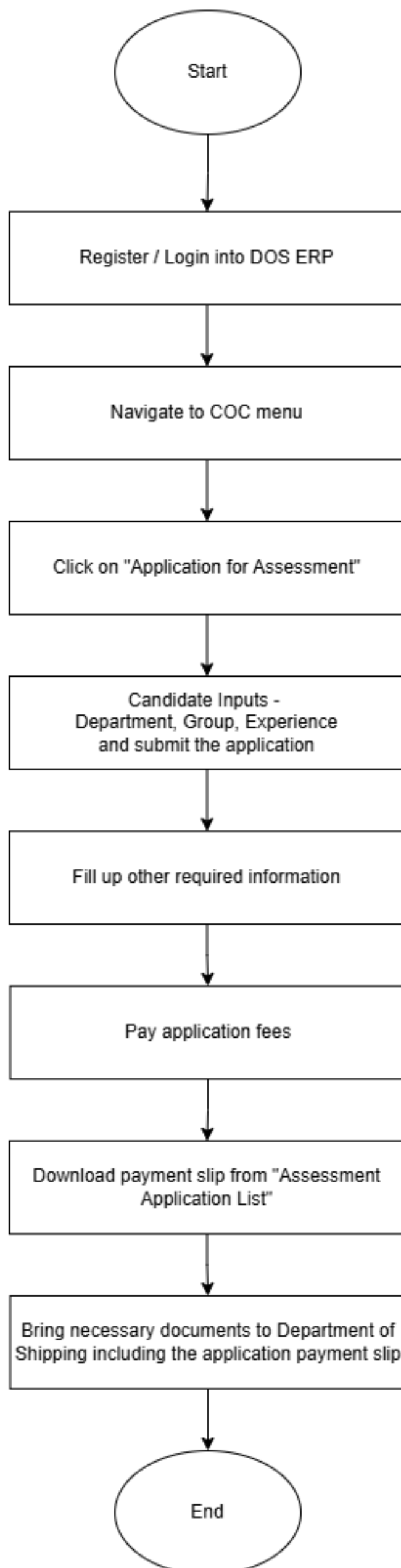
26-11-2024
Application Date

Result:

Candidate Signature

Examiner Signature

Assessment Application for COC



1.2. Documents required for assessment

To apply for New COC a candidate must submit the following documents in COC Section

Deck Officer Class – 5

1. *Online application and government fee payment*
2. *Photocopy of National Identity Card*
3. *Photocopy of all sea service records from CDC / MMD Testimonial*
4. *Photocopy of sea service testimonials (must mention vessel length)*
5. *Photocopy of SSC certificate and mark sheet*
6. *Photocopy of Preparatory Course certificate*
7. *Completed Eligibility/NOE form*
8. *Two passport-size photos (white background, lab print)*
9. *Basic 6 COP*
10. *Others*

Deck Officer Class – 4

1. *Online application and government fee payment*
2. *Photocopy of National Identity Card*
3. *Photocopy of all sea service records from CDC / MMD Testimonial*
4. *Photocopy of sea service testimonials (must mention vessel length)*
5. *Photocopy of current COC*
6. *Completed Eligibility/NOE form*
7. *Two passport-size photos (white background, lab print)*
8. *Photocopy of preparatory course certificate*
9. *Others*

Deck Officer Class – 3

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopies of SSC & HSC certificates and mark sheets*
6. *Basic Six COP*
7. *Photocopy of Pre-Sea Training certificate*
8. *Photocopy of Preparatory Course certificate*
9. *Photocopy of current COC (if any)*
10. *Completed Eligibility/NOE form*
11. *Original Training Record Book duly completed from the vessel*
12. *Two copies of passport-size photo (white background, lab print)*
13. *Others (if any)*

Deck Officer Class – 2

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopy of Preparatory Course certificate*
6. *Photocopy of current COC*
7. *Completed Eligibility/NOE form*
8. *Two copies of passport-size photo (white background, lab print)*
9. *Others (if any)*

Deck Officer Class – 1

1. *Online application and payment of government fee*
2. *Photocopy of National Identity Card*
3. *Photocopy of CDC with all sea service*
4. *Photocopy of Sea Service testimonial*
5. *Photocopy of Preparatory Course certificate*
6. *Photocopy of current COC*
7. *Completed original Eligibility/NOE form*
8. *Two copies of passport-size photo (white background, lab printed)*

2. Written Test & Oral

It is crucial to note that all previous exam results and records are linked to the specific Eligibility ID under which they were obtained. These results remain valid only for the five-year period of that ID. Once this time expires, the associated results are no longer valid, and a new assessment would be required if the seafarer decides to pursue a different certification in the future.


There is also a separate provision for an Intermediate Oral Examination. This option allows seafarers who have passed all their written subjects to apply for the oral exam without waiting for the regular exam session schedule. The intermediate oral sessions are held more frequently than the standard examination sessions.

This is particularly beneficial for seafarers who have passed all their written tests but have not yet completed the oral component. By utilizing the intermediate oral option, they can avoid the longer waiting period associated with the regular written and oral exam cycles, allowing them to advance their certification process more quickly

After clicking on **“Application for Written or Oral”**, you must select a valid Eligibility ID for the examination you wish to attend. Please note that if an Eligibility ID is more than 5 years old, you will not be allowed to attend the exam using that ID.

The screenshot shows the 'Department of Shipping (Online Application System)' interface. The left sidebar contains a 'Dashboard' menu with options: Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), Application for Assessment, Assessment List, Application for Written or Oral, Written Test List, Apply for Intermediate Oral/ MEO Oral, Intermediate Oral/ MEO OralList, Application for Eye Test, Eye Test List, Application for Re-Check, and Re Check List. The main content area is titled 'Application for Written Test Exam'. It features an 'Eligibility ID' dropdown menu with the value '2023.1.DC3.000259' and a 'Search' button. Below the dropdown, a red message box states: 'YOU MUST HAVE TO SELECT ALL SUBJECT WHICH YOU HAVE NOT PASSED YET'. Further down, the system displays 'Eligibility Group : Class 3' and 'Eligibility Type : Deck Officer'. Below this, it shows 'Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)'. At the bottom, a yellow message box states: 'There is no available session or subject'.

After selecting the Eligibility ID, the system will display the subjects you have already passed (if any). For seafarers attending the COC exam for the first time, all the subjects they need to apply for will be shown.



Department of Shipping
(Online Application System)

Logout

Dashboard

- Profile
- CoP
- CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - Application for Assessment
 - Assessment List
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral
 - Intermediate Oral/ MEO Oral List
 - Application for Eye Test
 - Eye Test List
 - Application for Re-Check
 - Re Check List
 - Application for Certificate, Re-validation, Endorsement, Re-issue
 - Certificate, Re-validation, Endorsement, Re-issue List
 - CoC (GMDSS, CoR, Age Upgrade)
 - SID
 - DOS Number
 - Letter Of Authentication

Application for Written Test Exam

Eligibility ID *
2023.1.DC3.000259
Search

YOU MUST HAVE TO SELECT ALL SUBJECT WHICH YOU HAVE NOT PASSED YET

Eligibility Group : Class 3
Eligibility Type : Deck Officer
Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)

Personal Information

Name :
Birth Place :
Mobile Number:
Session :
Date Of Birth :
NID/Passport:

Written Test Subject
You can apply once for this session. Before press next select all subjects you need.

☐ Mathematics
☐ Oral
☐ Applied Science

| | |
|-----------------------------|--------|
| Signalling | Passed |
| Meteorology | Passed |
| General Ship Knowledge | Passed |
| Cargo Operation & Stability | Passed |
| Ocean & Offshore Navigation | Passed |
| Coastal Navigation | Passed |
| Principles of Navigation | Passed |
| MCQ | Passed |
| Multimedia | Passed |

Next

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After selecting the subjects and clicking on next, it will redirect to payment gateway.

The screenshot shows the 'Department of Shipping (Online Application System)' dashboard. On the left is a sidebar menu with options: Dashboard, Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), CoC (GMDSS, CoR, Age Upgrade), SID, DOS Number, and Letter Of Authentication. The main content area is titled 'CoC Assessment Payment' and displays 'Payment Information' for Application ID: 1125090804593954. It includes a Sonali Bank logo and a table of fees:

| | Taka |
|---------------------------------------|-----------------|
| Deck Officer Class 3 Eligibility Fees | 1,000.00 |
| DOS Registration Fee | 200.00 |
| Processing Charge (Service Provider) | 0.00 |
| Total Payable | 1,200.00 |

Buttons for 'Edit' and 'Submit' are located at the bottom of the payment information section.

Seafarer can pay for the application by choosing his/her preferable payment method.

The screenshot shows the 'Sonali Bank PLC Sonali Payment Gateway' interface. At the top, it displays the transaction amount as '500.00'. Below this, it shows fields for 'Paid By', 'Bank Ref.', 'Invoice No.', and 'Contact No.', followed by 'Payment To : Department of Shipping'. A 'Time Remaining : 8:23' timer is displayed. The interface offers four payment methods: Sonali Bank, Card, Mobile Banking, and Internet Banking. Under 'Internet Banking', there are icons for South East, AB, MyPrime, MTB, Meghna, and Citytouch. At the bottom, there is an 'Exit' button and a contact number: '16639, +8809610016639, V 3.0'.



Bangladeshi CDC/ID for Others :

☐ 1x Photocopy of Eligibility Application (Candidate's Copy)

| Sl | Name of Subject |
|----|-----------------|
| 1 | Oral |

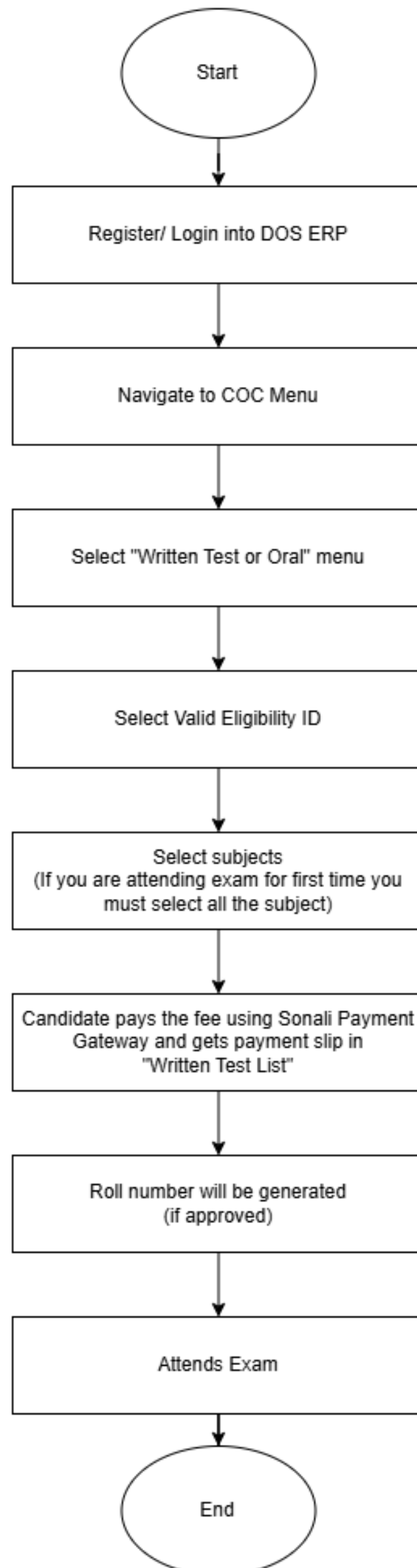
[illegible]

Chief Examiner (Deck / Engineering)

Trans. Id : 2508019007380856
Card Type : Nagad
Card No : 00018
Payment Date : 01-08-2025 10:04:08
Payment Type : Online
Payment Status : Paid

13

Written Test or Oral Application for COC



3. Issuance of Certificate of Competency

To get a COC, A seafarer must apply for “NEW CERTIFICATION”.

3.1. New Certification Application Procedure

To apply for new certification, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC, Click on Apply Application for Certificate, Re-validation, Endorsement, Re-issue
3. Select Application Type “NEW CERTIFICATION”
4. Insert Required Information
5. Submit the application
6. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
7. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

When applying for “NEW CERTIFICATION”, after selecting the appropriate application type and clicking **Next**, the system will retrieve the relevant data.

Dashboard

- Profile
- CoP
 - CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test)
 - Application for Assessment
 - Assessment List
 - Application for Written or Oral
 - Written Test List
 - Apply for Intermediate Oral/ MEO Oral
 - Intermediate Oral/ MEO Oral List
 - Application for Eye Test
 - Eye Test List
 - Application for Re-Check
 - Re Check List
 - Application for Certificate, Re-validation, Endorsement, Re-issue**
 - Certificate, Re-validation, Endorsement, Re-issue List

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, GMDSS).

Certificate Type *

☒ NEW CERTIFICATION *

☐ REVALIDATION *

☐ ENDORSEMENT *

☐ RE-ISSUE CERTIFICATE *

Next

When applying for new certification it will show the list of the subject that a seafarer must pass before obtaining the certificate.

Department of Shipping
(Online Application System)

Logout

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

Assistent *

2023.1.DC3.000259 Search

Eligibility Group : Class 3
Eligibility Type : Deck Officer
Experience : Pre-Sea Training Certificate from Approved Merchant Marine Training Institution (if syllabus and pass number same)

Name:
Father Name:
Birth Place:
Birth Date:
Mobile Number:
NID/Passport

Written Test Subject
Make sure you passed all Subject before applying for certificate

| | |
|-----------------------------|--|
| Eye Test | |
| Signalling | |
| Oral | |
| Meteorology | |
| General Ship Knowledge | |
| Cargo Operation & Stability | |
| Ocean & Offshore Navigation | |
| Coastal Navigation | |
| Principles of Navigation | |
| MCQ | |
| Multimedia | |

☒ I Want Letter of Authentication

Next

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At this stage, a seafarer can review their requirements and create a new application. Upon clicking next, they will be redirected to the payment gateway.

All the application for New Certification/ Revalidation / Reissue can be found at “Certificate, Revalidation, Endorsement, Re-issue List” menu.

Dashboard

Profile
CoP
CoC (Assessment, Written Oral, Certificate, Revalidation, Endorsement, Re-check, Eye Test)
Application for Assessment
Assessment List
Application for Written or Oral
Written Test List
Apply for Intermediate Oral/ MEO Oral
Intermediate Oral/ MEO Oral List
Application for Eye Test
Eye Test List
Application for Re-Check
Re Check List
Application for Certificate, Re-validation, Endorsement, Re-issue
Certificate, Re-validation, Endorsement, Re-issue List
CoC (GMDSS, CoR, Age Upgrade)

CoC Application List

Showing 1-1 of 1

| # | Application Type | Application ID | Certificate No | Full Name | Department | Group | Status | Payment |
|---|-------------------|------------------|----------------|--------------|--------------|---------|--------|-------------------------|
| 1 | NEW CERTIFICATION | 1123053105084835 | 1.DC3.000865 | MAHEDY HASAN | Deck Officer | Class 3 | Paid | Invoice |

Upon applying for the certificate, the candidate shall submit the required documents in accordance with Section 3.2. The Department of Shipping will verify these documents and, thereafter, issue the Certificate of Competency (COC).

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
Government of the people's Republic of Bangladesh

বাংলাদেশ মার্চেন্ট শিপিং অধ্যাদেশ ১৯৮৩ এর আওতায় প্রণীত বাংলাদেশ নৌ-বাণিজ্যিক জাহাজ অফিসার ও নাবিক প্রশিক্ষণ, সনদায়ন, নিয়োগ, কর্মঘণ্টা এবং ওয়াচকীপিং বিধিমালা, ২০১১ এবং এসটিসিডব্লিউ ১৯৭৮ কনভেনশন (সংশোধিত) এর বিধান মোতাবেক জারীকৃত সনদ
Certificate issued under the provisions of Bangladesh Merchant Marine Officers & Ratings Training, Certification, Recruitment, Hours of Work and Watchkeeping Regulation 2011 made under the Bangladesh Merchant Shipping Ordinance 1983 and the STCW Convention 1978 as Amended

যোগ্যতা সনদ
CERTIFICATE OF COMPETENCY

সনদ নম্বর ও জারীর তারিখ
Cert. no. and date of issue

002170

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার এই মর্মে প্রত্যয়ন করিতেছে যে,
The Government of the People's Republic of Bangladesh certifies that
has been found duly qualified in accordance with the provisions of regulation III/1 of the above Convention, as amended, and has been found competent to perform the following functions, at the levels specified, subject to any limitations indicated until
উপরোক্ত সংশোধিত কনভেনশন এর বিধি- III/1 মোতাবেক যোগ্য এবং নিম্নোক্ত কার্যক্রমসমূহ চিহ্নিত ধাপে, সীমাবদ্ধতার শর্তসাপেক্ষে পর্যন্ত
or until the date of expiry of the extension of the validity of this certificate as may be shown overleaf:
অথবা অপর পৃষ্ঠায় প্রদর্শিত এই সনদের বর্ধিত মেয়াদ পর্যন্ত সম্পাদনে সক্ষম:

| কার্যক্রম (FUNCTION) | ধাপ (LEVEL) | সীমাবদ্ধতা (যদি থাকে) LIMITATIONS APPLYING (IF ANY) |
|----------------------|-------------|---|
| 3 | O | Motor Ships only. Not valid for service in tankers and passenger vessels without additional certificates issued in accordance with regulation V/1-1, V/1-2, V/2, V/3 of the Convention as appropriate. |
| 4 | O | |
| 5 | O | |
| 6 | O | |

এই সনদের বৈধ অধিকারী মেরিটাইম প্রশাসন কর্তৃক জারীকৃত প্রযোজ্য সেইফ ম্যানিং দলিলে চিহ্নিত নিম্নোক্ত পদ অথবা পদসমূহে চাকুরী করিতে পারিবে।
The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning documents issued by the Maritime Administration.

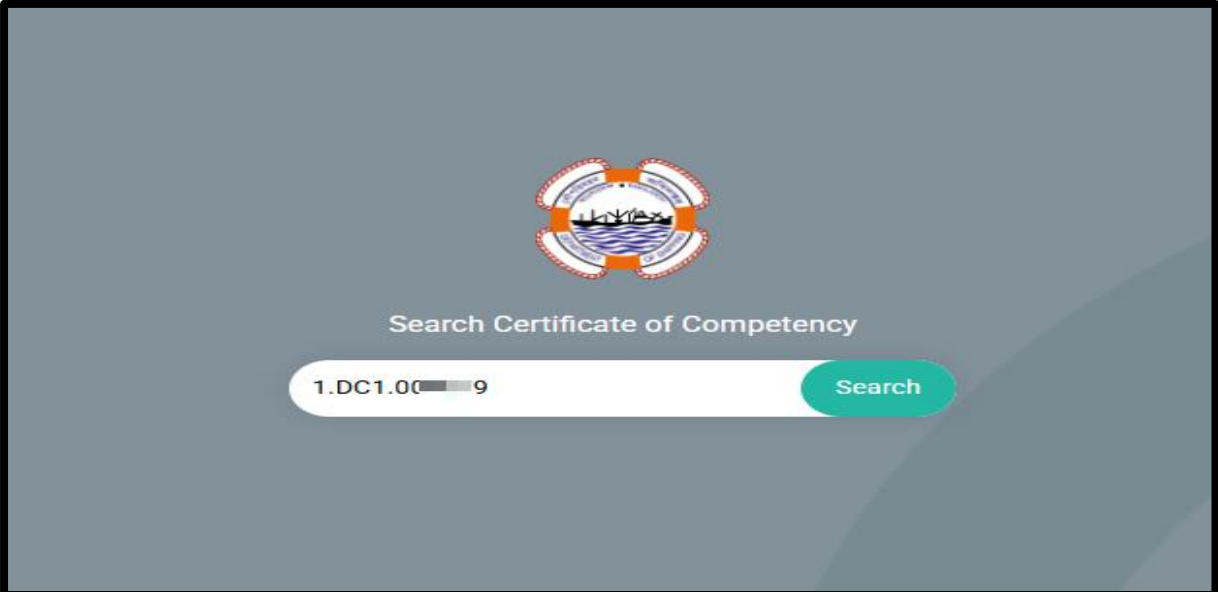
| পদ (CAPACITY) | সীমাবদ্ধতা (যদি থাকে) LIMITATIONS APPLYING (IF ANY) |
|----------------------------------|---|
| Engineering Watchkeeping Officer | |

স্বাক্ষর (Signature)

নাম (Name)


প্রধান পরীক্ষক (ইঞ্জিনিয়ারিং)
Chief Examiner (Engineering)

Once the certificate has been issued and authenticated by the Director General, it can be verified online from this link. (<https://verification.dos.gov.bd/search/web/coc.html>)
You have to input certificate number in the input field and click on search



The image shows a web interface for searching a Certificate of Competency. At the top center is a circular logo with a ship and text. Below the logo, the text "Search Certificate of Competency" is displayed. Underneath, there is a search input field containing the text "1.DC1.00" followed by a masked number "9". To the right of the input field is a green button labeled "Search".

After clicking 'Search,' the system will display all relevant information, including the Issue Date, Expiry Date, CDC details, and other necessary data, allowing the authenticity of the certificate to be confirmed.



The image shows the verification result page. At the top center is the same circular logo. Below it, the text "Certificate of Competency Verification Result" is displayed. Underneath, the text "The credentials supplied for CoC number 1.DC1.00" followed by a masked number "9" are correct. Below this, the text "The status of this certificate is" is followed by a green button labeled "Valid". Below the button, the following information is displayed: "Date of Issue : 14-06-2023", "Expiry Date : 25-01-2026", "Revalidated Until : 25-01-2031", "Name of Seafarer : H.M. MOZ" followed by a masked name, "Date of Birth : 16-12-1975", and "CDC No : C/O/27" followed by a masked number. At the bottom, there is a table with three columns: CAPACITY, LIMITATION, and EXPIRE.

| CAPACITY | LIMITATION | EXPIRE |
|-----------------------|------------|------------|
| MASTER, CHIEF OFFICER | UNLIMITED | 25-01-2031 |

3.2. Required Documents for New Certification

Any person shall have to comply with following requirements for certificate of competency

Deck Officer Class - 5

1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages / MMD Testimonial*
8. *Photocopy of Passport and NID Card*
9. *Photocopy of Valid COPs:*
 - a. *MC*
 - b. *PSCRB*
 - c. *AFF*
 - d. *MFA*
 - e. *RADAR (OL)*
 - f. *EDH*
 - g. *ECDIS*
10. *Current Original COC (if available)*
11. *2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*
12. *Others (if applicable)*

Deck Officer Class - 4

1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages / MMD Testimonial*
8. *Photocopy of Passport and NID Card*

9. *Photocopy of Valid COPs:*

- a. *MC*
- b. *PSCRB*
- c. *AFF*
- d. *MFA*
- e. *RADAR (OL)*
- f. *EDH*
- g. *ECDIS*

10. *Current Original COC*

11. *2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*

12. *Others (if applicable)*

Deck Officer Class - 3

1. *DOS copy of government fee payment for online application*

2. *Original certificate of Eye Test qualification*

3. *Photocopy of Medical Fitness Certificate*

4. *COC Examination Result Sheet*

5. *Photocopy of Preparatory Course Certificate*

6. *Photocopy of CDC with voyage records*

7. *Photocopy of Passport and National ID Card*

8. *Photocopies of valid COPs:*

- a. *MFA*
- b. *AFF*
- c. *PSCRB*
- d. *EDH*
- e. *RADAR (OL)*
- f. *SSO*
- g. *NAENS*
- h. *ECDIS*
- i. *PSSR*
- j. *EFA*
- k. *FPFF*
- l. *PST*
- m. *BRM*
- n. *SATDSD*
- o. *SA*

9. *Current original COC (if available)*

10. *Two (02) passport-size photos & two (02) stamp-size photos (white background, lab print)*

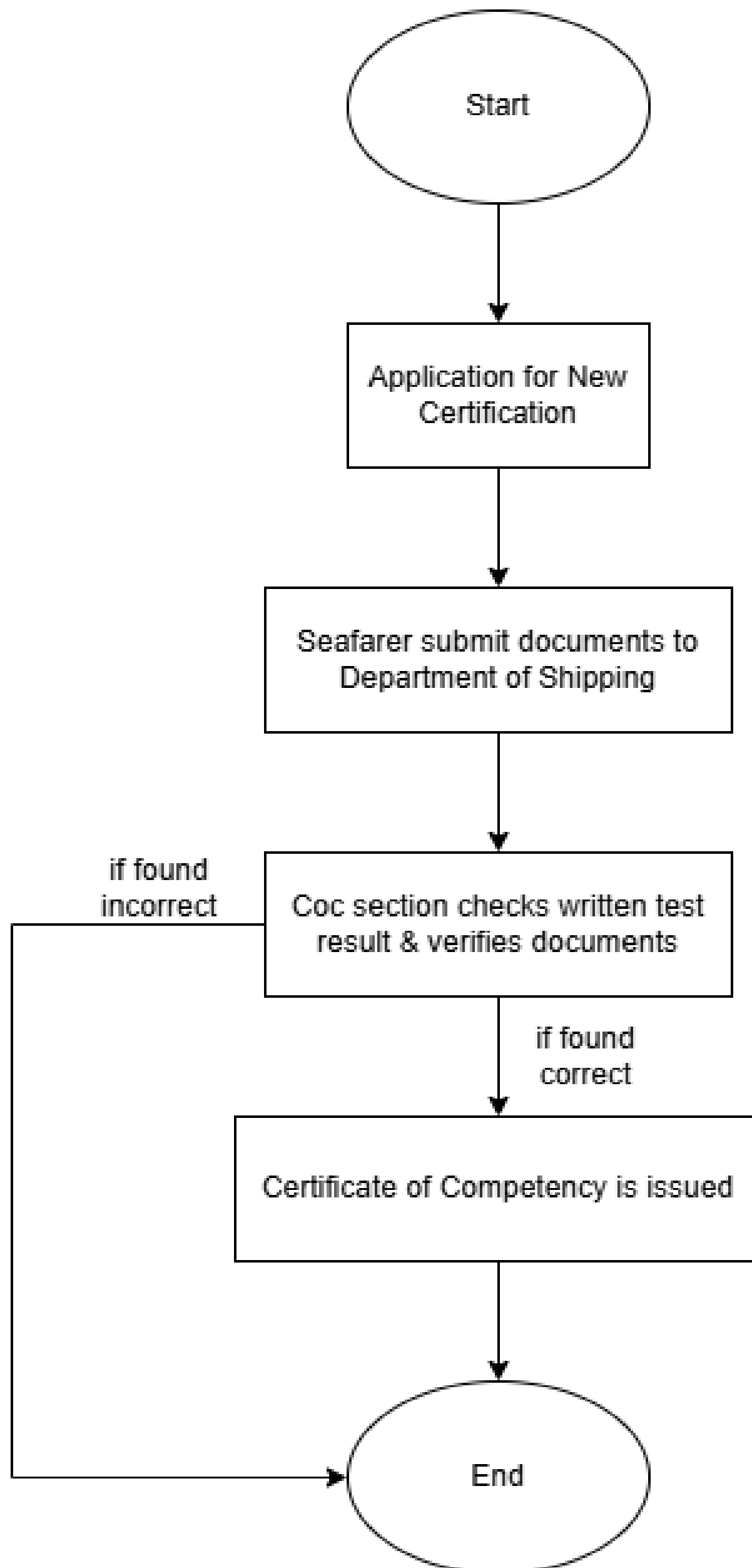
Deck Officer Class - 2

1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages*
8. *Photocopy of Passport and NID Card*
9. *Photocopy of Valid COPs:*
 - a. *MC*
 - b. *SSBT*
 - c. *ECDIS*
 - d. *NAENS*
 - e. *RADAR (ML)*
 - f. *PST*
 - g. *FPFF*
 - h. *EFA*
 - i. *PSSR*
 - j. *EDH*
 - k. *SSO*
 - l. *SA*
10. *Current Original COC*
11. *2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*

Deck Officer Class - 1

1. *DOS copy of Government Fee Payment through Online Application*
2. *Original Certificate of Eye Test Qualification*
3. *Photocopy of Medical Fitness Certificate*
4. *COC Examination Result Sheet*
5. *Photocopy of GMDSS Certificate*
6. *Photocopy of Preparatory Course Certificate*
7. *Photocopy of CDC with Voyages*
8. *Photocopy of Passport and NID Card*
9. *Photocopy of Valid COPs:*
 - a. *MC*
 - b. *SSBT*
 - c. *ECDIS*
 - d. *NAENS*
 - e. *RADAR (ML)*
 - f. *PST*
 - g. *FPFF*
 - h. *EFA*
 - i. *PSSR*
 - j. *EDH*
 - k. *SSO*
 - l. *SA*
 - m. *PSCRB*
10. *Current Original COC*
11. *2 Copies of Passport-Size Photo & 2 Copies of Stamp-Size Photo (White Background, Lab Print)*
12. *Others (if applicable)*

Issuance of Certificate of Competency



4. Revalidation of Certificate of Competency

Revalidation of a COC refers to extending the validity of the issued certificate. Every COC is required to be revalidated every five years.

4.1. COC Revalidation Application Procedure

To apply for revalidation, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select Application Type “Revalidation”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

From this menu, seafarer should select “REVALIDATION”

The screenshot displays the 'Department of Shipping (Online Application System)' interface. The left sidebar contains a 'Dashboard' menu with options like 'Profile', 'CoP', and 'COC Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test'. The main content area is titled 'Application for Certificate' and shows a progress bar with four steps: 1) Certificate Types, 2) Personal Information, 3) Course Information, and 4) Payment Information. A red box highlights the 'Certificate Type' section, which includes radio buttons for 'NEW CERTIFICATION', 'REVALIDATION', 'ENDORSEMENT', and 'RE-ISSUE CERTIFICATE'. A red arrow points from the 'REVALIDATION' option to the 'Next' button. A red box also highlights the 'Application for Certificate, Re-validation, Endorsement, Re-issue' option in the sidebar menu.

It will provide an option for Certificate Number.

Upon entering certificate number, it will retrieve data of the certificate.

4.2. Documents Required for Revalidation

1. Two copies of the government fee payment receipt for the online application.
2. Original certificate of eyesight/vision test.
3. Photocopy of medical fitness certificate.
4. Photocopy of the certificate, verified online and found correct.
5. Photocopy of CDC and testimonial (Sea-service testimonials for coastal vessels and fishing vessels must be attested by MMD).
 - a) Within the last 5 years, at least 12 months sea service in the certificate-related rank or in one rank lower; or
 - b) At least 3 months sea service within 6 months prior to renewal; or
 - c) At least 3 months sea service as Supernumerary in a similar rank within 6 months prior to renewal;
- or
- d) At least 2 years' work experience in the last 5 years in a shipping-related company or in a

government/semi-government organization in relevant duties; or

e) Completion of an approved training course; or

f) Successful completion of an examination approved by the Directorate.

6. Photocopies of valid COPs:

1. PST

2. AFF

3. FPFF

4. PSCRB

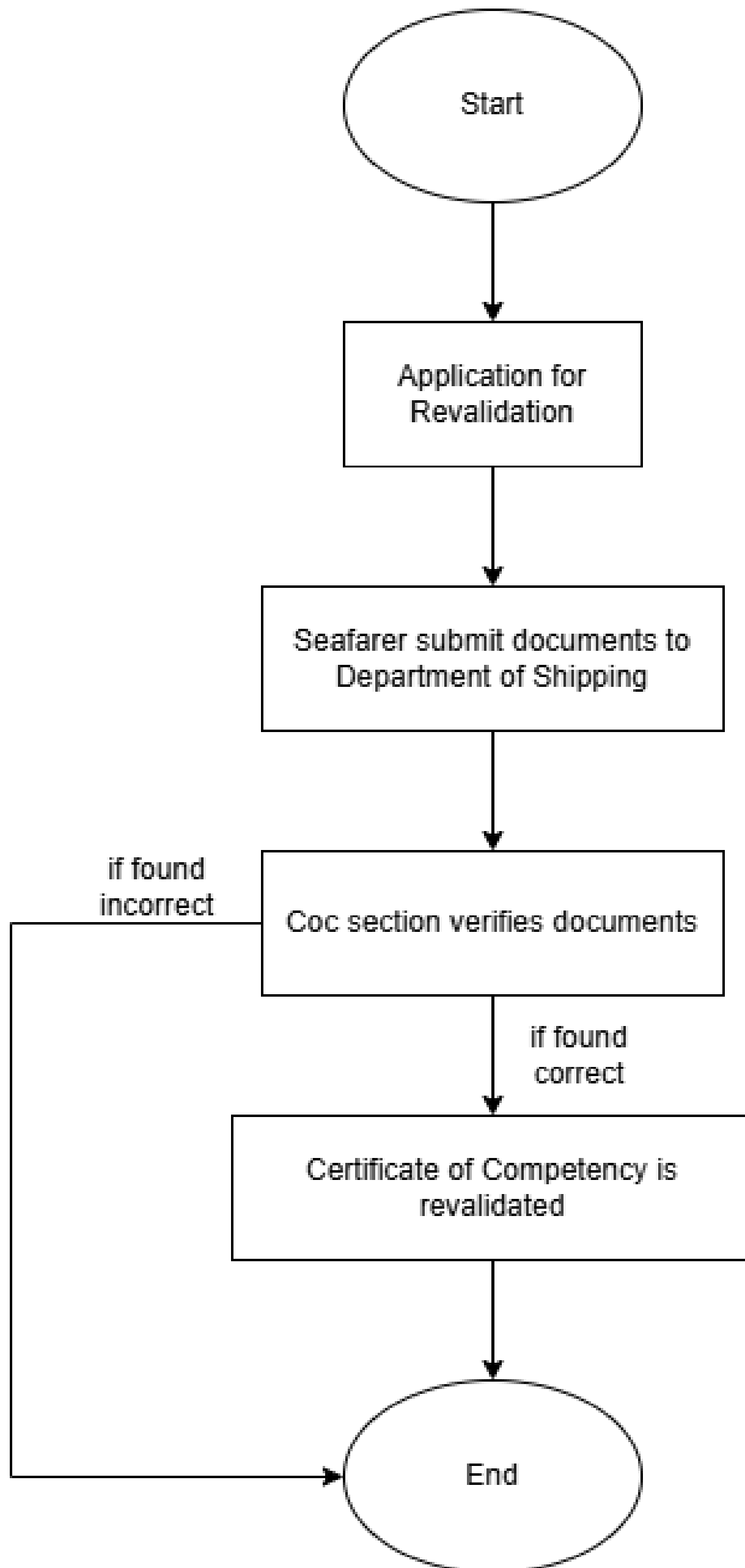
5. ECDIS

7. Original valid COC attached.

8. Two passport-size photographs (white background, lab print).

9. Others (if applicable)

Revalidation of Certificate of Competency



5. Endorsement of Certificate of Competency

To obtain a COC endorsement, such as Basic or Advanced Tanker Cargo Operations, a seafarer must apply through this menu.

5.1. COC Endorsement Application Procedure

To apply for endorsement, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select Application Type “Endorsement”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

Department of Shipping
(Online Application System)

Application for Certificate

1 Certificate Types 2 Personal Information 3 Course Information 4 Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, GMDSS).

Certificate Type *

- ☐ NEW CERTIFICATION *
- ☐ REVALIDATION *
- ☐ ENDORSEMENT *
- ☐ RE-ISSUE CERTIFICATE *

Next

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1 Certificate Types 2 Personal Information 3 Payment Information

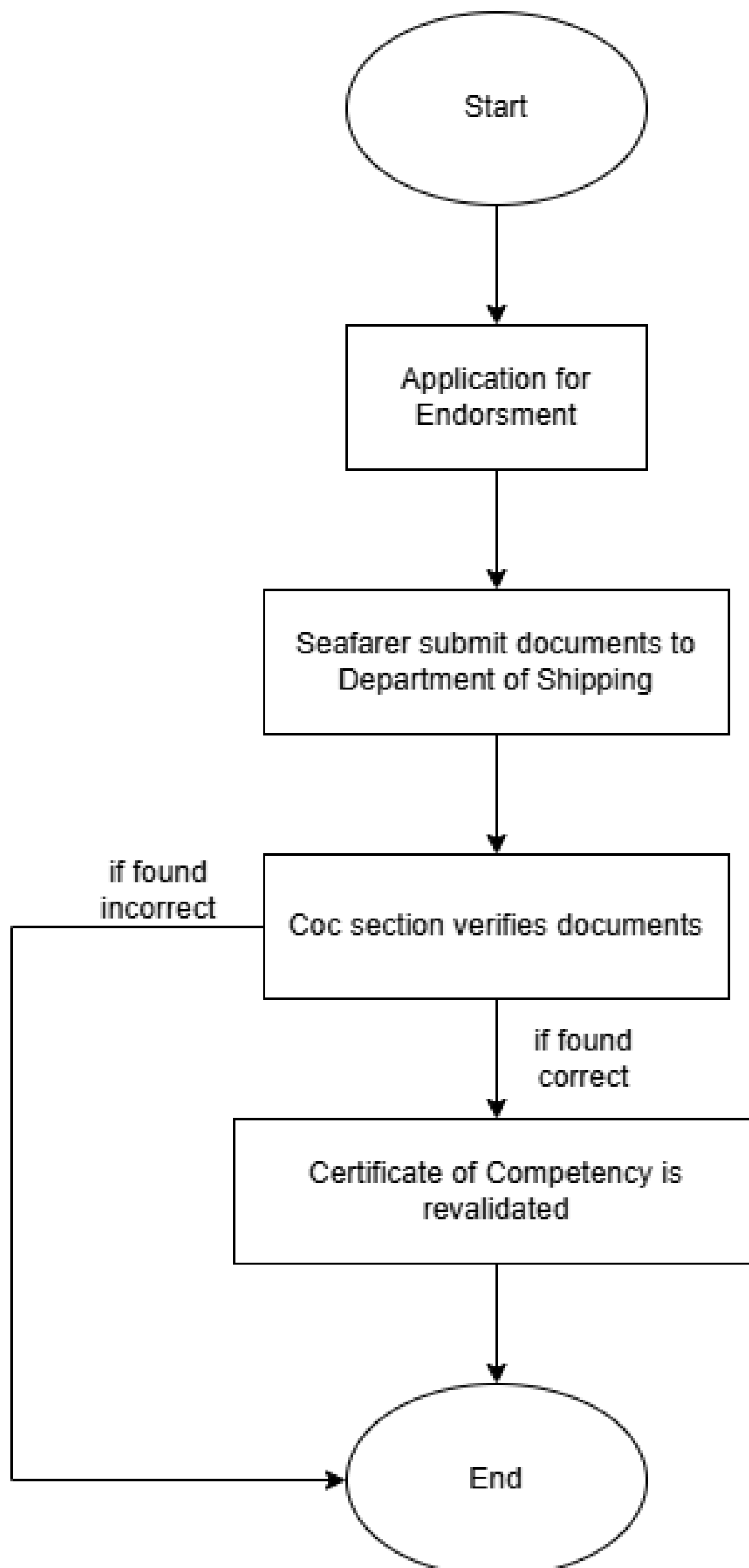
Certificate No *

Search

5.2. Required Documents for COC Endorsement

1. DOS copy of government fee payment for online application
2. COP (photocopies):
 - a. COP for Applicable Endorsement
 - b. Advanced Fire Fighting
 - c. Tanker Fire Fighting
3. Photocopy of CDC showing all sea service records
4. Photocopy of Sea Service Testimonial (with mention of “Dangerous Cargo”)
5. Photocopy of Medical Fitness Certificate
6. Current original COC attached
7. Others

Endorsment of Certificate of Competency



6. Reissue of Certificate of Competency

In the event that a COC certificate is lost or damaged, a reissue may be requested.

6.1. Reissue Application Procedure

To apply for endorsement, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to COC
3. Select application Type “Reissue Certificate”
4. Insert your COC Certificate Number & Submit the application
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

Department of Shipping
(Online Application System)

Application for Certificate

1. Certificate Types 2. Personal Information 3. Course Information 4. Payment Information

If you have completed your written and oral from online then you can apply from here other wise apply from CoC(Certificate, Revalidation, COC/RR)

Certificate Type *

- ☐ NEW CERTIFICATION *
- ☐ REVALIDATION *
- ☐ ENDORSEMENT *
- ☐ RE-ISSUE CERTIFICATE *

Next

After selecting the application type you have to input the certificate number, it will retrieve data of the certificate. After check candidates have to pay for the application.

Department of Shipping
(Online Application System)

Application for Certificate Re Validation

1. Certificate Types 2. Personal Information 3. Payment Information

Certificate No *

1.DC3.000865 Search

Name: MAH JY HASAN

Father Name: ABUL BA

Birth Place: 1994-10-18

Birth Date: TANGAIL

Mobile Number:

NID/Passport

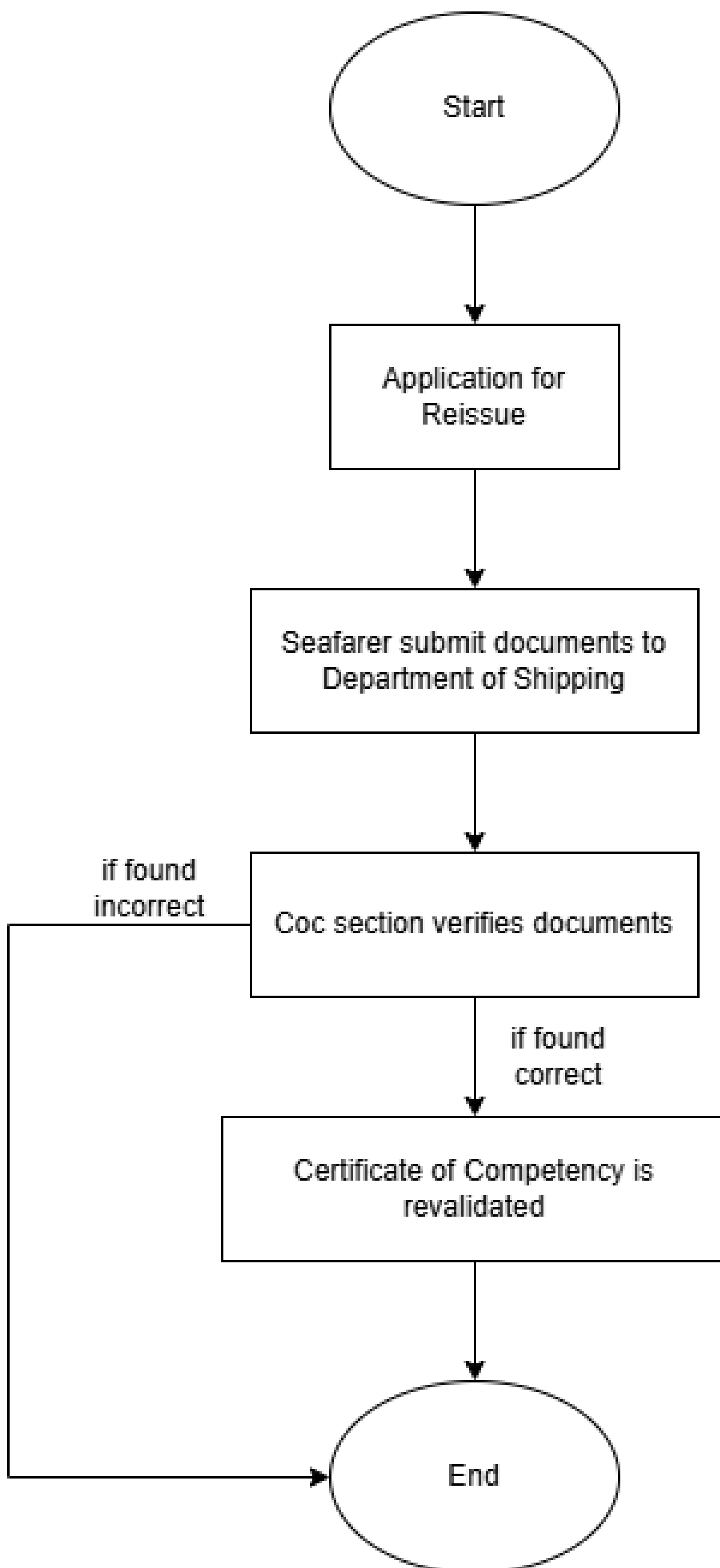
☒ I Want Letter of Authentication

Next

6.2. Required documents for Reissue

1. DOS copy of government fee payment for online application
2. Application to DG
3. CDC, NID, Old COC Copy

Reissue of Certificate of Competency



7. GMDSS

A seafarer can apply for competency in operating radio equipment for the Global Maritime Distress and Safety System (GMDSS) from his/her DOS ERP Profile.

7.1. Application Procedure for GMDSS Certificate

To apply for issuance of GMDSS, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to CoC (GMDSS, COR, Age Upgrade)
3. Select “Apply for New GMDSS”
4. Insert your personal information and attach your picture
5. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
6. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section


The screenshot displays the 'Department of Shipping (Online Application System)' interface. On the left is a 'Dashboard' menu with options: Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-check Eye Test), CoC (GMDSS, CoR, Age Upgrade), SID, DOS Number, and Letter Of Authentication. The main area is titled 'CoC GMDSS Payment' and has two tabs: 'CoC Type' and 'Payment Information'. The 'Payment Information' tab is active, showing 'Application ID: 1425091503562211' and a Sonali eSheba payment gateway icon. Below this is a table of charges:

| | Taka |
|--------------------------------------|-----------------|
| Certificate fees | 7,000.00 |
| Processing Charge (Service Provider) | 0.00 |
| Total Payable | 7,000.00 |


A 'Submit' button is located at the bottom right of the payment section.

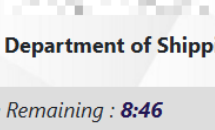
After selecting payment gateway (Sonali eSheba) and clicking on Submit it will redirect to payment gateway.

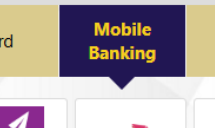
In the payment gateway, you can pay by your preferable payment method.

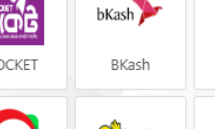
**Sonali Bank PLC**
Sonali Payment Gateway

Transaction Amount 7000.00

Paid By : 

Bank Ref. : 

Invoice No. : 

Contact No. : 

Payment To : **Department of Shipping**


Time Remaining : 8:46


Sonali Bank


Card


Mobile Banking


Internet Banking



Nagad



ROCKET



bKash



Upay



Cellfin


tap


OKwallet



MeghnaPay


TeleCash



Islamic Wallet

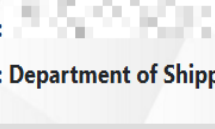
Exit

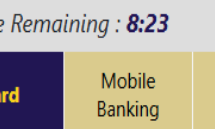
16639, +8809610016639, V 3.0

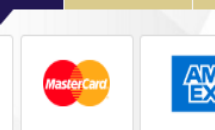
**Sonali Bank PLC**
Sonali Payment Gateway

Transaction Amount 7000.00

Paid By : 

Bank Ref. : 

Invoice No. : 

Contact No. : 

Payment To : **Department of Shipping**


Time Remaining : 8:23


Sonali Bank


Card

Mobile Banking

Internet Banking


VISA

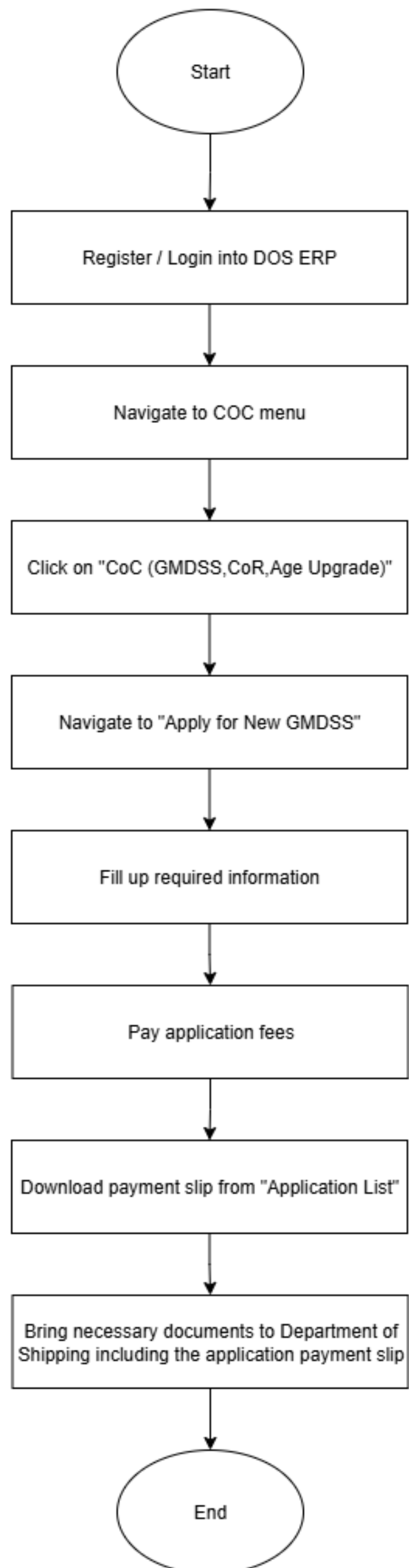

Master


Amex

Exit

16639, +8809610016639, V 3.0

Issuance of GMDSS



7.2. Required Documents for GMDSS Issuance

1. Copy of DOS receipt for payment of government fee in the online application
2. Photocopy of Medical Fitness Certificate
3. GOC Examination Result Sheet
4. Photocopy of GOC Attendance Certificate
5. Photocopy of Passport and National ID Card
6. Two copies of passport-size photographs and two copies of stamp-size photographs (white background, lab print)

7.3. Revalidation of GMDSS

To apply for issuance of GMDSS, please follow the steps outlined below:

1. Please login into your DOS ERP Profile
2. Navigate to CoC (GMDSS, COR, Age Upgrade)
3. Select "Apply for Re-valid/Endorsement"
4. Insert your certificate number.
5. Cross check your information and click on "Submit"
6. Now it will redirect you to the payment method, pay for the application and then you will get the payment slip.
7. Now you have to submit all the documents along with the payment slip to Department of Shipping COC Section

After inserting the certificate number it will fetch the information of certificate, after cross check we can processed with the application.

The screenshot shows the 'Department of Shipping (Online Application System)' interface. The header includes the department logo, name, and user status ('Logged in as: [username]' and 'Logout' button). The left sidebar contains a 'Dashboard' menu with options: Profile, CoP, CoC (Assessment, Written/Oral, Certificate, Revalidation, Endorsement, Re-Check Eye Test), CoC (GMDSS, CoRAge Upgrade), Apply for New GMDSS, Apply for Re-valid/Endorsement, Application List, SID, DOS Number, and Letter Of Authentication. The main content area is titled 'Application for Certificate' and has two tabs: '1 Certificate Types' (active) and '2 Payment Information'. A yellow warning box states: 'You must apply with your COC certificate number.' Below this, there are two sections: 'Select Application Type' with radio buttons for New Certificate, Re-Validation (selected), Endorsement, Duplicate, Re-Issue, CoR, and Age Upgrade and NOC; and 'Certificate No' with a text input field containing 'GMDSS 70/25' and a 'Search' button. Another yellow warning box states: 'Please confirm your information then proceed, other wise your application will be cancel.' Below this is a form with fields for Name, Father Name, Mobile No, Date of Birth, CDC No, and Grade (pre-filled with 'GMDSS(GOC)'). At the bottom, there is a checkbox for 'I Want Letter of Authentication' and a 'Submit' button. The footer text reads: 'All Rights Reserved DoS © 2016, Powered by: Dream71'.

7.4. Required Documents for GMDSS Revalidation

1. DOS copy of government fee payment for online application
2. Photocopy of CDC with Voyage Record
3. Photocopy of Medical Fitness Certificate
4. Photocopy of COC
5. Two copies of passport-size photographs (white background, lab print)

Revalidation of GMDSS

