



CHECK LIST FOR ISSUANCE OF CERTIFICATE OF PROFICIENCY AS ELECTRO TECHNICAL RATING

FOLLOWING DOCUMENTS ARE REQUIRED ALONG WITH APPLICATION

Name :

Date :

Place of Birth :

Date of Birth:

(If Name and Place of Birth is different in CDC and Passport, Notarized affidavit to be submitted in Original)

Xerox copy of each document must be submitted are arranged in the following sequence

DOCUMENTS TO BE ATTACHED		Candidate	Company
1.	Application form in original duly filled and signed		
2	Copy of INDoS number print out		
3	Copy of Indian CDC (all stamped pages) (Self attested)		
4.	Copy of passport (all stamped pages) (Self attested)		
5.	Letter issued by the owner of the vessel/agent in Original regarding sea service with RPSL number postal address, email address of the recruiting company in India and operator/owner of the ship for sea service verification		
6.	Training Record Book (in original only)		
7.	Copy of training courses as applicable: 1) Pre-Sea training as deck/engine or GP rating, IF ANY 2) Refresher Training in PPF (Required only if the PPF course was done on more than five years ago) 3) Elementary First Aid (EFA) 4) Refresher training in PST (Required only if the PST Course was done more than five years ago) 5) Personal safety and social responsibilities (PSSR) 6) Security training for seafarers with designated security duties (STSDSD)		
8.	Copy of Article of Agreement OR Contract letter		
9.	Copy of SSC Mark sheet/pass certificate (post 1.1.2017 candidates)		
12	Copy of valid medical fitness certificate		
13	Three recent colour photographs (passport size) in an Envelope		
14	1. Submit your Fee of MMD Rs.3750/ through the website www.bharatkosh.gov.in and submit the copy of receipt with the application 2. The Service charge of Rs.1027/- to be deposited in the following account. Name of the Bank : Axis Bank Ltd. Account No. 447010100027715, Beneficiary Name : Indian National Shipowners Association Type of Account : Saving Account Swift/Sort/IFSC Code : UTIB0000447		

Signature of the applicant

Name of the applicant

Company Stamp

Name and Authorised Signature of INSA Member Company

Name & Authorised Signatory of INSA

Transaction IDo..... Date

Rs. 3750/-

Payment advise No. Date

Rs.1027/-