

**APPLICATION FOR A NOTICE OF ELIGIBILITY TO SIT AN ASSESSMENT LEADING TO THE ISSUE OF A MASTER'S, CHIEF ENGINEER'S, DECK AND / OR ENGINEERING OFFICER'S STCW CERTIFICATE OF COMPETENCY.**

IMPORTANT – Read the contents of BMA Bulletin No. 104, MN-050 and the guidance notes BEFORE completing this form.

| Section 1. Applicant's Particulars |    |    |      |   |
|------------------------------------|----|----|------|---|
| 1. Surname                         |    |    |      | 6. Photograph (see note)<br><br>50mm x 50mm |
| 2. Given Names:                    |    |    |      |   |
| 3. Date of Birth:                  | dd | mm | yyyy |   |
|                                    |    |    |      |   |
| 4. Gender                          |    |    |      |   |
| 5a. Nationality                    |    |    |      |   |
| 5b. Passport / National ID No.     |    |    |      |   |

| Section 2. Contact Details                                       |  |
|--|--|
| 7a. Full Home Address  |  |
| 7b. Address for Return of Documents<br>(if different from above) |  |
| 8. Mobile No.  |  |
| 9. Daytime Telephone No.   |  |
| 10. Email Address  |  |

### Section 3a. Deck Certificate Applied For

| Capacity                                  | STCW Reg. | Tonnage (GT) Limits | Other Limitations    | Tick [✓] |
|---|-----------|---------------------|----------------------|----------|
| Officer in Charge of a Navigational Watch | II/3      | Less than 500gt     | Bahamas Only         |          |
| Officer in Charge of a Navigational Watch | II/3      | Less than 500gt     | Bahamas Near-Coastal |          |
| Officer in Charge of a Navigational Watch | II/1      | None                | None                 |          |
| Chief Mate                                | II/3      | Less than 3000gt    | Bahamas Only         |          |
| Chief Mate                                | II/3      | Less than 3000gt    | Bahamas Near-Coastal |          |
| Chief Mate                                | II/3      | Less than 3000gt    | Specified Area       |          |
| Chief Mate                                | II/2      | None                | None                 |          |
| Master                                    | II/3      | Less than 500gt     | Bahamas Only         |          |
| Master                                    | II/3      | Less than 500gt     | Bahamas Near-Coastal |          |
| Master                                    | II/3      | Less than 3000gt    | Specified Area       |          |
| Master                                    | II/2      | None                | None                 |          |

### Section 3b. Engineer / Electro-Technical Certificate Applied For

| Capacity                                  | STCW Reg. | Propulsion Limits (kW) | Other Limitations | Tick [✓] |
|---|-----------|------------------------|-------------------|----------|
| Electro-Technical Officer                 | III/6     | None                   | N/A               |          |
| Officer in Charge of an Engineering Watch | III/1     | Unlimited              | N/A               |          |
| Second Engineer                           | III/3     | Less than 3000kW       | N/A               |          |
| Second Engineer                           | III/2     | None                   | N/A               |          |
| Chief Engineer                            | III/3     | Less than 3000kW       | N/A               |          |
| Chief Engineer                            | III/2     | None                   | N/A               |          |

### Section 4. Sea Service

This shall be service taken from either the seafarer's discharge book or certificates of discharge. It should be noted that further evidence of watch keeping service may be required. The sea service must be whilst engaged on a crew agreement and 'employed' as either:

- A Deck Officer  
(For the OICNW (II/1) or the first CoC, service as a Deck Cadet / Deck Rating or other appropriate category will be considered).

or

- An Engineering Officer keeping a regular watch of the main propelling machinery or auxiliary machinery, or duty engineer on ships with unattended machinery spaces or day work.  
(For OICEW (III/1) or first CoC, service as an Engineering Cadet / Engine Rating or other appropriate category will be considered).

ALL RELEVANT SEA SERVICE MUST BE LISTED.

If there is insufficient space, please continue on a separate sheet.

LENGTH OF VOYAGE.

This must be given in calendar months and days, e.g. from 2<sup>nd</sup> August to 3<sup>rd</sup> October = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month.

| Ship and Voyage Details<br>(Not To Be Used For Yacht Service – See Following Page) |         |    |                   |                     |                 | Dates |       | Length of Voyage |      |
|--|---------|----|-------------------|---------------------|-----------------|-------|-------|------------------|------|
| Vessel Name  | IMO No. | GT | Type <sup>1</sup> | Voyage <sup>2</sup> | Rank / Capacity | From  | To    | Months           | Days |
|  |         |    |                   |                     |                 |       |       |                  |      |
|  |         |    |                   |                     |                 |       |       |                  |      |
|  |         |    |                   |                     |                 |       |       |                  |      |
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|  |         |    |                   |                     |                 |       |       |                  |      |
|  |         |    |                   |                     |                 |       | Total |                  |      |

<sup>1</sup> Type - Tanker, Cargo, Passenger, Tug, Rig, Yacht etc - If yacht, the vessel's length (in metres) shall be provided.  
<sup>2</sup> Voyage – Ship Trading Areas: Unlimited (U), Caribbean Area (CA), Bahamas Near – Coastal (BNC), Bahamas (B).

| Ship and Voyage Details<br>(To Be Used For Yacht Service) |      |    |                   |                     |                                 |                 | Dates<br>(dd/mm/yyyy) |    | Length of Voyage |      | Sea Service Duration<br>(Days) |                 |              |               |
|---|------|----|-------------------|---------------------|---------------------------------|-----------------|-----------------------|----|------------------|------|--------------------------------|-----------------|--------------|---------------|
| Yacht Name  | Flag | GT | Type <sup>3</sup> | Voyage <sup>4</sup> | Length <sup>5</sup><br>(metres) | Rank / Capacity | From                  | To | Months           | Days | Actual Sea Time                | Standby Service | Yard Service | Watch keeping |
|   |      |    |                   |                     |                                 |                 |                       |    |                  |      |                                |                 |              |               |
|   |      |    |                   |                     |                                 |                 |                       |    |                  |      |                                |                 |              |               |
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|   |      |    |                   |                     |                                 |                 |                       |    |                  |      |                                |                 |              |               |
|   |      |    |                   |                     |                                 |                 |                       |    |                  |      |                                |                 |              |               |

<sup>3</sup> Type - Tanker, Cargo, Passenger, Tug, Rig, Yacht etc – If yacht, the vessel’s length (in metres) shall be provided.  
<sup>4</sup> Voyage – Ship Trading Areas: Unlimited (U), Caribbean Area (CA), Bahamas Near – Coastal (BNC), Bahamas (B).  
<sup>5</sup> Length – Loadline Length

### Section 5. Required Documents

Tick [✓] the right-hand column as appropriate

|   |  |
|---|--|
| 01. Attested copy of Passport<br><i>(Refer to the guidance notes and do not send your original)</i>   |  |
| 02. Discharge / Seaman's Record Book or Certificates of Discharge   |  |
| 03. Valid Medical Certificate<br><i>(Refer to BMA Bulletin No. 103. Certificate must be valid at the time of issue of the CoC).</i>   |  |
| 04. Fire prevention & Fire-Fighting<br><i>(STCW A-VI/1-2)</i>   |  |
| 05. Documentary Evidence of Successful Completion of the Required STCW Chapter (II or III) Training.<br><i>This training must have been undertaken at an institution approved by an STCW country recognized by The Bahamas.</i> |  |
| 06. Personal Survival Techniques<br><i>(STCW A-VI/1-1)</i>  |  |
| 07. Elementary First Aid<br><i>(STCW VI-1/3)</i>  |  |
| 08. Personal Safety & Social Responsibilities<br><i>(STCW A-VI/1-4)</i>   |  |
| 09. Advanced Fire-Fighting<br><i>(STCW A-VI/3)</i>  |  |
| 10. Medical First Aid<br><i>(STCW A-VI/4-1)</i>   |  |
| 11. Medical Care Training – Only required for a Master's or Chief Engineer's CoC<br><i>(STCW A-VI/4-2)</i>  |  |
| 12. Survival Craft & Rescue Boat (other than Fast Rescue Boats)<br><i>(STCW A-VI/2-1)</i>   |  |
| 13. Training Record Book (for cadet applicants)   |  |
| 14. ECDIS Training (Deck Officers Only).<br><i>ECDIS training is required to serve onboard ships fitted with ECDIS. If this training is not carried out, a limitation will be imposed on the CoC.</i>                           |  |
| 15. Watch-keeping Statements / Testimonials<br><i>(For Officers Seeking a Higher Level CoC)</i>   |  |
| 16. Documentary Evidence of Leadership & Management Skills Training.<br><i>For Applicants currently holding a Master's CoC AND have sailed in the Capacity of Master or Chief Mate, this training is not required.</i>          |  |
| 17. High Voltage (>1000 V) Certificate / Service Letter (Engineering Officers Only)<br><i>(If applicable)</i>   |  |
| 18. Workshop Skills Certificate (Engineering Officers Only)<br><i>(If applicable)</i>   |  |

### Section 6. Personal Declaration

I declare that the information contained in this document is, to the best of my knowledge, true and complete. I further declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the BMA (including any processing necessary to establish the authenticity and validity of the submitted documents).

Signature (must remain inside the box above).

Date: \_\_\_\_\_ (dd/mm/yyyy)

**Section 7. Payment**

You should include the fee (\$50) for an NOE which excludes any courier services. Payment shall be made in either Bahamian or US Dollars, by cheque, postal order, banker’s draught, BACS, credit or debit card.

Cheques, postal orders and banker’s draughts should be made payable to “The Bahamas Maritime Authority”, crossed “account payee” and “not negotiable”. **Personal cheques for assessment are not accepted.**

Please tick [✓] the appropriate box below to indicate your chosen method of payment.

|                            |                          |                       |                          |      |                          |           |                          |                     |
|----------------------------|--------------------------|-----------------------|--------------------------|------|--------------------------|-----------|--------------------------|---------------------|
| Indicate Method of Payment | <input type="checkbox"/> | Cheque / Bank Draught | <input type="checkbox"/> | Bank | <input type="checkbox"/> | Draw down | <input type="checkbox"/> | Credit / Debit Card |
|----------------------------|--------------------------|-----------------------|--------------------------|------|--------------------------|-----------|--------------------------|---------------------|

If paying by credit / debit card, the section below must be completed.

| Card Details        |                      |                      |                      |                      | Signature of Cardholder<br>(keep inside the box)            |  |
|---------------------|----------------------|----------------------|----------------------|----------------------|---|--|
| Long Card No.       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <div style="border: 1px solid black; height: 100px;"></div> |  |
| Expiry Date:        | <input type="text"/> | Month                | <input type="text"/> | Year                 |   |  |
| Name of Card Holder | <input type="text"/> |                      |                      |                      |   |  |

|           |                          |            |                          |      |                          |      |                          |       |                          |      |
|-----------|--------------------------|------------|--------------------------|------|--------------------------|------|--------------------------|-------|--------------------------|------|
| Card Type | <input type="checkbox"/> | MasterCard | <input type="checkbox"/> | Visa | <input type="checkbox"/> | Solo | <input type="checkbox"/> | Debit | <input type="checkbox"/> | Amex |
|-----------|--------------------------|------------|--------------------------|------|--------------------------|------|--------------------------|-------|--------------------------|------|

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For Official Use Only

|             |                      |              |                      |
|-------------|----------------------|--------------|----------------------|
| Receipt No. | <input type="text"/> | Document No. | <input type="text"/> |
| Notes:      |                      |              |                      |
|             |                      |              |                      |

## **GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM**

ENSURE THAT YOU READ and understand BMA Information Bulletin 104 and these guidance notes.

You must COMPLETE THIS FORM IN FULL, USING BLOCK (UPPERCASE) CAPITALS AND BLACK INK - Failure to do so may mean that we have to return your application to you and will result in a delay in processing your application. The BMA will email you once your application has been received and will advise if further evidence/information is required.

Provide or enclose all documents necessary to establish your eligibility for assessment for an STCW Certificate of Competency.

Do not send your original passport. All other documents must be ORIGINAL. Photocopies will NOT be accepted. If eligible you will be issued with a Notice of Eligibility (NOE), enabling you to sit a BMA assessment. This NoE will be valid for 5 years from the date of issue.

### **Section 1. Applicant's Particulars**

Enter your personal details in the boxes provided. Your name should be given IN FULL and should be given in the same format as appears in your passport or birth certificate.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25th September 1984 would be written 25/09/1984.

### **Section 2. Contact Details**

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college. Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the full address details you would like your documents sent to and you must include a contact telephone number and email address should there be any queries with your delivery. Please ensure that at least one telephone point of contact is provided.

### **Section 3. Certificate Applied For**

Please tick [✓] the capacity / limitations for which you are applying. Tick only ONE box.

### **Section 4. Sea Service**

All sea service submitted on page 3 of the application form must be supported by a Discharge / Seaman's Record Book OR Certificates of Discharge.

Below is the required sea service for the different BMA approved routes:

#### Engineering Officers

For Officers in Charge of an Engineering Watch (OICEW) (STCW III/1):

- If following a cadetship programme: 12 months.
- If not following a cadetship programme: 36 months with 30 months in the engine department.

Second Engineer (STCWIII/2): 12 months seetime from obtaining your OICEW CoC.

Chief Engineer (STCW III/2): 36 months seetime from obtaining your OICEW CoC.

This may be reduced to 24 months if not less than 12 months has been served as Second Engineer.

## Deck Officers

Officer in Charge of a Navigational Watch (OICNW) (STCW II/1):

If following a cadetship programme: 12 months with 6 months bridge watchkeeping.

If not following a cadetship programme: 36 months with 6 months bridge watchkeeping

Chief Mate (STCW II/2):

12 months from obtaining your OICNW CoC.

Master (STCW II/2):

36 months from obtaining your OICNW CoC.

This may be reduced to 24 months if at least 12 months serving as Chief Mate.

## **Section 5. Required Documents**

Before a Notice of Eligibility can be issued ALL the applicable documents in this section MUST be provided with this application. You must ensure that you tick each box to indicate that you have enclosed the documents.

With the exception of passports, as described below, the supporting documents must be original. Any candidate failing to submit all the required documents may have their application returned without being processed.

Passport:

DO NOT send your original passport. If a photocopy of the passport is being sent, it shall be attested by a Notary Public or an Officer of the BMA and shall be stamped, signed and sighted as an original copy. Copies must be clear and to scale. Your original passport will be checked against your Notice of Eligibility at the oral assessment stage.

Photographs:

Your photographs must be a passport sized (50mm x 50mm), must be current (taken within 6 months of the date of application) and must be taken against a solid colour background. Head coverings shall not cover any portion of the applicant's face. Sunglasses or other wear which detracts from the face are NOT acceptable with the exception of prescription glasses.

Medical Fitness Certificates:

All candidates for any CoC must provide a valid medical fitness certificate for the rank / rating / department to which they are to be employed.

## **Section 6. Personal Declaration**

Ensure that you read and understand the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign (with your usual signature) and date the declaration. The signature must be inside the box as this will be transferred to your CoC.

## **Section 7. Payment**

You must enclose the correct fee with your application. The published fee includes worldwide postage.

You should tick [✓] the appropriate box to indicate your chosen method of payment. Payment must be made in either Bahamian or US dollars (\$). Payment by cheque, banker's draught or postal orders should be made payable to "The Bahamas Maritime Authority", crossed "account payee" and endorsed "not negotiable". Personal cheques are not accepted. For payment by Maestro, Visa, Access/MasterCard or Delta, ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment.

It should be noted that this fee is for the NOE only. Written and Oral Assessments are subject to additional fees. Refer to MN-050, Section 2.3.3 for further details.

Please allow one (1) month for the processing of the NOE.