# NIUE SHIP REGISTRY

## CERTIFICATES OF ENDORSEMENT (COE)
### (NRC6.2012.01(rev0))

**PURPOSE**

To provide the application procedures for COE that is _mandatory only for officers_ serving onboard Niue flagged vessels using the Niue Electronic Registration System (NERS)

**DEFINITIONS:**

- "COC" – Certificate of Competency in accordance to the STCW
- "COE" – Certificate of Endorsement (issued against an officer's COC / GOC / DCE / SSO)
- "DCE" – Dangerous Cargo Endorsement (e.g. Advanced Oil/Chemical Tanker Certificate)
- "GOC" – GMDSS Operator Certificate
- "PCOE" – Provisional Certificate of Endorsement (issued against an officer's COC / GOC / DCE / SSO)
- "ROC" – Radio Operator Certificate
- "SSO" – Ship Security Officer Certificate
- "STCW" – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended

## A. NIUE ELECTRONIC REGISTRATION SYSTEM (NERS)

1) Niue has adopted the full implementation of electronic certificates (refer to Marine Circular NMC1.2020).

1) To login to NERS or to register for an account, please head to the NERS login page found under the ONLINE SERVICES menu at https://niueship.com.

2) A NERS account is required to apply for Niue COEs on NERS.

3) Please email (crewing@niueship.com) for any questions relating to NERS.

## B. GENERAL INFORMATION

PCOE(s) are issued with 3 months validity to allow the crew to serve onboard a Niue flagged vessel while processing issuance of COE which will be valid for 3 years or up till the expiry of the officer's COC / DCE / GOC / SSO, whichever earlier.

## C. STEPS FOR APPLICATION ON NERS

## 1. STEP 1

- Go to <COE Application> and select <Search> to complete any of the fills to check if the crew has previously applied for PCOE on NERS.

- If the crew does not exist, please proceed to STEP 1.1, however, if the crew does exist, please proceed to STEP 1.2.

### 1.1. First Time application (Crew has not previously applied for PCOE on NERS):

1.1.1. Go to <COE Application> and select <Vessel Crew List>.

1.1.2. Check if that a Crew List has been created for the vessel that the applicant will be serving on.

1.1.3.  If Crew List is available, please proceed to STEP 2, otherwise, please click <Add Vessel Crew List> to create a Crew List for the vessel.

1.1.4.  Please follow crew name in accordance to the crew's Certificate of Competency during Crew List creation.

1.1.5.  Creation of Crew List on NERS is mandatory for application of COE as it allows the Administration to be updated with the latest Crew List without the need for Ship Owners to submit it manually.

**Note:** Users may use NERS to prepare Crew List for Niue flagged vessels as NERS allows customization for the user to add up to 10 columns of additional data and export the customized Crew List to Excel.

**1.2.  Crew has existing PCOE and wishes to apply for new or additional PCOE:**

1.2.1.  Click on the <Crew's Name> to go into the Crew's <Applicant Details>.

1.2.2.  In the <Applicant Details>, you may re-assign the crew to another vessel by clicking on the <Assign Vessel> button.

1.2.3.  Then proceed to apply for PCOE by clicking on the <Re-Apply COE> button and proceed to STEP 3, followed by STEP 4.3 to 4.8 where applicable, e.g. new Medical Certificate (MC), Photo, Passport etc, and finally ending with STEP 5.

## 2.  STEP 2:

2.1.  Click on the <u>date</u> under <Date Created> of the applicable vessel to access the Crew List.

2.2.  You will find tabs allowing you to view <Crew without COE>, <Crew with COE>, <Signed Off> crew, as well as <Add New Crew>.

2.3.  You may only delete crew that have no history of COE application and you can add new crew. Crew with COE may be re-assigned to another vessel within your fleet (refer to 1.2.2).

2.4.  Select the checkbox under the <Apply COE> column for all the crew that you wish to apply COE for (you may apply PCOE for multiple crew during application).

2.5.  Select the checkbox to confirm that all crew onboard are holding valid Security Awareness Certificate in accordance to STCW Regulation VI/6 and proceed to click <Apply COE>.

## 3.  STEP 3:

3.1.  Select the Billing Party for the invoice to be addressed for the application of COE. Otherwise, add a new Billing Party where you will be notified once the Billing Party has been approved.

3.2.  Click "Continue"

## 4.  STEP 4:

4.1.  Edit the information relating to the applicant(s) if necessary.

4.2.  A button will be created for each applicant on the top of the screen.

4.3. Input the Medical Certificate (MC) information and upload copy of the MC for the applicant(s). Take note that MC needs to have minimum 6 months validity from submission of application.

4.4. Select the type of COE required through the <Apply COC> / <Apply GOC/ROC> / <Apply SSO> / <Apply DCE> buttons.

4.5. Input the required information and upload copy of the COC / GOC / ROC / SSO / DCE, as applicable.

4.6. Finally, upload a copy of the applicant's Passport (mandatory). All other documents listed under <Upload documents> are not mandatory at this point but may be uploaded if available for applications that wish to eventually obtain COE.

4.7. Colour passport-sized photos uploaded should have the following specifications:
- 35mm (width) by 45mm (height)
- Jpeg format only
- File size not exceeding 200KB

   **Note:** *To ensure clarity of the photo, applicants are encouraged to ensure the following:*
   - *Picture has resolution of at least 300pixel per inch.*
   - *If the camera is used to take the photo, the camera's resolution should not be below 2 mega pixel.*
   - *If a scanner is used to scan the photo, image of the photo should be 400(width) by 514 pixels(height).*

4.8. If all in order, proceed to click <Submit Application(s)>

## 5. STEP 5:

5.1. A summary of the applicant's outstanding documents for COE will be displayed. This can be ignored if applicant only requires PCOE.

5.2. Make the correct selection for "PCOE" or "COE" for the correct fees to apply. Select "PCOE" only if the crew does not intend to obtain long term COE.

5.3. Select the checkbox to confirm all the terms of the declaration.

5.4. Click <Submit to Generate Invoice and PCOE>.

6. A successful application will allow user to access the PCOE and relevant invoice immediately for download by clicking on the <PCOE No.> and <Invoice No.> respectively.

7. Clicking on the Name of the crew will bring the user to the Crew's <Applicant Details> to allow the user to upload any missing documents for processing of COE e.g. Photo, Verification Document from the issuing authority, etc.

8. Please submit all missing documents for COE before expiry of the PCOE to avoid unnecessary delays in obtaining COE.

9. Users can easily access all PCOEs, COEs, related invoices, and Crew Files by going to <COE Application> and selecting <COE Records>.

## D. GUIDE ON VARIOUS TYPES OF STCW CERTIFICATES

### 1. Master and Deck Department
Certificate of Competency (navigational watch) issued in accordance with STCW Chapter II

2. **Engine Department**
   a. Certificate of Competency (engineering watch) issued in accordance with STCW Chapter III
   b. Certificate of Competency (electro-technical) issued in accordance with STCW Chapter III/6

3. **Radiocommunication and Radio Operator**
   Certificate of Competency (GMDSS GOC/ROC) issued in accordance with STCW Chapter IV

4. **Oil and Chemical Tankers**
   a. Certificate of Training (oil and chemical tankers cargo operations) issued in accordance with STCW Chapter V/1-1
   b. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3

5. **Liquefied Gas Tankers**
   a. Certificate of Training (liquefied gas tankers cargo operations) issued in accordance with STCW Chapter V/1-2
   b. Certificate of Training (advance fire-fighting) issued in accordance with STCW Chapter VI/3

6. **Passenger Ships**
   Certificate of Training (various passenger ship safety trainings) issued in accordance with STCW Chapter V/2

7. **IGF Code Ships (ships using gases or other low-flashpoint fuels for propulsion)**
   Certificate of Competency (service on ships subject to IGF Code) issued in accordance with STCW Chapter V/3

8. **Ship Security Officer**
   Certificate of Proficiency (ship security training) in accordance with STCW Chapter VI/5

Please do not hesitate to contact the Registry at crewing@niueship.com or tel: +65 6226 2001 for further assistance.

We look forward to be of service.