



Merchant Shipping Directorate



## RECOGNITION OF NON-MALTESE CERTIFICATES OF COMPETENCE FOR SERVICE ON MALTESE SHIPS

### Merchant Shipping Notice 92 Rev.1

*Notice to Shipowners, Ship Operators and Managers,  
Masters, Owners' Representatives and Recognised Organisations*

*This notice complements Regulation 9 of  
the Merchant Shipping (Training and Certification) Regulations, (S.L.234.17)*

*This notice revokes MS Notice 43*

The *International Convention on Standards of Training, Certification and Watchkeeping 1978*, as amended, requires that all officers serving on board seagoing ships and holding certificates of competence not issued by the flag Administration shall hold an endorsement attesting recognition by that Administration of their certificate of competence. The validity of an endorsement certificate is closely linked to the validity of the certificate of competence both of which have to be revalidated every five years by the respective issuing Administration. The endorsement certificate together with the relevant certificate of competence must be carried on board at all times. The Merchant Shipping (Training and Certification) Regulations, (S.L.234.17), provide for the issue, under certain conditions, of endorsements attesting the recognition of non-Maltese certificates of competence.

Applications for endorsement certificates for officers serving on Maltese ships shall be submitted to the Merchant Shipping Directorate on the enclosed form, either by the seafarer or by the company employing the seafarer. Applications shall be accompanied by such documents as may be prescribed on the application form, these include:

- *copy of certificate of competence and endorsement attesting the issue of the certificate (certificate of endorsement may be incorporated in the certificate of competence);*
- *copy of GMDSS certificate if GMDSS endorsement is required;*
- *chemical, gas or oil tanker endorsement, if required:  
copy of the basic course completion certificate, and/or  
copy of the advanced chemical, gas or oil tanker training certificate as the case may be;*
- *copy of valid Passport or Seaman's Record Book or official Identity Card (proof of identification showing details of applicant);*
- *one passport size colour photograph (JPG format if transmitted by email). Photographs are to be taken in full face, on a white or light background and should be of clear exposure;*
- *relative fee of €60 for new business/revalidation or €30 for reissue (in the event that a certificate is lost);*
- *administrative fee of €25 if secure delivery by courier is required.*

Applications for a reissue of an endorsement certificate shall contain all the above documents, together with a declaration signed by the applicant/officer/manager/shipowner, attesting that the certificate has been lost. The applicant shall be informed if one of the above requirements is not filed. Applications shall be discarded within 15 days from request if the missing requirements are not submitted.

Applications should be sent either by email in PDF format to [applica.stcw@transport.gov.mt](mailto:applica.stcw@transport.gov.mt) or by registered mail, courier or through the ship owner's local representative addressed to the Directorate.

An officer may be accepted to serve on board Maltese ships without an endorsement certificate for a maximum period of three months, provided that the initial application has been submitted to the Directorate. An acknowledgement of application confirming receipt of the completed application shall serve as proof of application for an endorsement. The acknowledgement, however, shall not replace the endorsement certificate issued by the Directorate.

Merchant Shipping Directorate

11 December 2019

Malta Transport Centre  
Hal Lija LJA 2021, Malta

Tel: +356 2125 0360  
Email: [mershipmalta.tm@transport.gov.mt](mailto:mershipmalta.tm@transport.gov.mt)  
[www.transport.gov.mt/ship-registration](http://www.transport.gov.mt/ship-registration)



Merchant Shipping Directorate  
ISO 9001:2015 certified

Transport Malta is the Authority for Transport in Malta set up by Act XV of 2009

**Application for an endorsement attesting the recognition of a certificate of competency for service on a Maltese registered ship under the provisions of the STCW Convention as amended**



Transport Malta

Merchant Shipping Directorate

Transport Malta, Malta Transport Centre, Hal Lija LJA2021, Malta Tel: +356 21250360 / +356 99067197 (AOH) Fax: +356 21241460 E-Mail: applica.stcw@transport.gov.mt

**MS Notice No. 92 Rev.1 refers**

Type or PRINT in ink throughout

**For Official Use**

Application No: \_\_\_\_\_

Cash Sale / Invoice Number: \_\_\_\_\_

<b>1. Particulars of Seafarer</b>					
Surname (Family Name)			First Name		
Country of Birth		Date of Birth (dd/mm/yyyy)		Nationality	
<b>2. Particulars of Certificate of Competency</b>					
(Tick <input checked="" type="checkbox"/> applicable box)			Issuing Authority		Certificate Number
Deck Reg <input type="checkbox"/> II/1 <input type="checkbox"/> II/2 <input type="checkbox"/> II/3	Engine Reg <input type="checkbox"/> III/1 <input type="checkbox"/> III/2 <input type="checkbox"/> III/3 <input type="checkbox"/> III/6	Radio Reg <input type="checkbox"/> IV/2	STCW Capacity		Last STCW re-validation date
Limitations (if any) Eg: wear corrective lenses; not valid for ARPA equipped vessels / passenger ship / ro-ro passenger ships etc					
<b>3. Type of Application</b>					
New Application <input type="checkbox"/>		If you are a current holder of an Endorsement Certificate, please indicate certificate number.			
<b>4. Capacity in which the officer is required to sail (Tick where applicable)</b>					
Master <input type="checkbox"/>	Chief Mate <input type="checkbox"/>	OOV Nav. <input type="checkbox"/>	Radio Officer <input type="checkbox"/>		
Chief Engineer <input type="checkbox"/>	Second Engineer <input type="checkbox"/>	OOV Eng. <input type="checkbox"/>	Electro-Technical Officer <input type="checkbox"/>		
<b>5. Contact Details</b>					
Company Name			Address		
Contact Person		Contact Number		E-Mail	
Address where endorsement certificate is to be forwarded					
Date		Customer Code		Signature of Seafarer (Please keep your signature within the box and sign without touching any of the box lines)	
<b>6. The following declaration should be completed and signed by a responsible person bearing in mind the requirements of Reg I/14 of the STCW Convention as amended</b>					
The undersigned declares that the officer whose personal details are shown on this application form, is proficient in spoken English to a standard sufficient for service on a Maltese ship, and that he/she can use manuals, documents, and other material written in English, necessary for the functions to be performed on board and which are published or printed in English. He/she can also understand instructions and orders given in English.					
Name in full		Position held		Signature	
<b>7. Applicant's supporting documents required with application</b>					
<ul style="list-style-type: none"> <li>• Certificate of Competence and accompanying STCW endorsement</li> <li>• GMDSS certificate and accompanying STCW endorsement (if applicable)</li> <li>• Passport/ Identity Card / Seaman Book (showing personal details of applicant as per those entered on the Application form)</li> <li>• Tanker Certificates and accompanying STCW endorsement (if applicable)</li> <li>• Passport size colour photograph</li> </ul> Relative fee: <input type="checkbox"/> €60 or <input type="checkbox"/> €85 including courier delivery – telegraphic transfer reference/draft number _____					
<b>8. Kindly fill in all details if paying by credit card</b>					
<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> Electron	<input type="checkbox"/> Maestro	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
Card Number			Expiry Date		
Card Holder's Name			Signature		

**DATA PROTECTION PRIVACY NOTICE OVERLEAF**

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the General Data Protection Regulation (EU) (GDPR) 2016/679 and Data Protection Act CAP. 586. This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

### 1. The information we collect and how we use it

- 1.1. From this Application Transport Malta collects different types of information which information is that required by Law and is used explicitly for your application for seafarer documentation/certification. It is to be noted that if the required information is not provided the said application could not be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for seafarer documentation/certification, however, your Personal information may also be used for related purposes that amongst others include: communicating notifications, communication strictly related to the document applied for/in hand and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with other third parties for reasons listed below;
  - Any third party with regards to the processing, verification of information and issuing of the document, including foreign Administrations, Maritime Training Centres and Shipping Companies/ Manning Agents;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing and printing of relative documentation.

### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

### 4. Retention period

- 4.1. *Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.*
- 4.2. Once the Seafarer Document/Certificate is issued, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

### 5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the Seafarer Document/Certificate purposes.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

### 6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act).

### 7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to: [applica.stcw@transport.gov.mt](mailto:applica.stcw@transport.gov.mt)