



MARITIME AND PORT AUTHORITY OF SINGAPORE

Application Form

Upskill Allowance (CoC 1&2)

An initiative by the Tripartite Maritime Manpower Task Force for Seafarers

PLEASE READ ALL THESE INSTRUCTIONS BEFORE COMPLETING THE FORM

- This application form is to be completed by the employers of candidates pursuing to upgrade to a higher Certificate of Competency (CoC) to claim reimbursement for the monthly training allowance given during the course.
- All blank fields are to be filled in. Please indicate where information is not applicable.
- This award is applicable to candidates commencing their Certificate of Competency 1&2 Deck Officer or Marine Engineer courses on or after 1 Oct 2015. Courses that end on or after 1 Jan 2019 will NOT qualify.
- Courses must be conducted by the Singapore Maritime Academy.
- Candidates under the Tripartite Maritime Scholarship are NOT eligible for this scheme.
- All applications must be submitted at least 30 days before the commencement of the CoC 1&2 Course, with all necessary supporting documents. Incomplete submission may result in a delay in the processing time. Applications for candidates who have commenced their CoC 1&2 course in Oct/Nov 2015 will be accepted and must be submitted as soon as possible.
- Appendix I provides a depiction of the application and claims process.
- Please submit one copy of the completed application form with relevant supporting documents to:

**MPA Shipping Division
Maritime and Port Authority of Singapore
Seafarers Management Department
460 Alexandra Road
#21-00 PSA Building
Singapore 119963**

ALL INFORMATION PROVIDED WILL BE HELD IN STRICT CONFIDENCE

TF-Sea Upskill Allowance

Applicant must complete all the sections. Please attach the following supporting documents:

- Copy of Candidate's Personal Identification Document:
 - a) For Singapore Citizen: Copy of Passport Identity Page
 - b) For Singapore Permanent Resident: Copy of Identification Card
- Copy of Admission Letter

Section 1 : Information on Employer

Name of Company/Organisation:

Address:

Tel No.

Fax No.

Website

ACRA/Business Registration No.

Nature of Business

Name of Contact Person & Designation

Tel No.

Email Address

Section 2 : Information on Candidate

Name (Write in **BLOCK** letters)

Sex

Date of Birth & Age

(As in NRIC/Passport and Surname/Family Name is to be underlined)

Home Tel No.:

Office Tel No.:

Mobile No.:

Race

Email Address:

Type of NRIC

☐

Singapore Pink

☐

Singapore Blue

NRIC No.

Section 3 : Course details

Course name:

☐ CoC 1&2 Deck Officer

☐ CoC 1&2 Marine Engineer

Commencement Date (dd/mm/yy)

End Date (dd/mm/yy)

Section 4a : Declaration By Company

1. I declare that the information provided in this application and sheets attached hereto are true to the best of my knowledge and belief and that I have not wilfully suppressed any material fact.
2. I also declare that we did not receive any other forms of financial assistance administered by any government bodies e.g. MAS or WDA, etc. for this award scheme.
3. I agree that, upon approval of application, I will supplement the candidate with the allowance of at least \$1,000/month before seeking reimbursement from the Maritime and Port Authority of Singapore.
4. I also agree, if it is found that I have made a false declaration or wilfully suppressed material facts, to return the monies awarded.
5. I further undertake to inform the Maritime and Port Authority of Singapore immediately of any changes in the information given in this application and agree that changes made without prior agreement will render any prior approval invalid.

Authorised Signature¹

Business Stamp

Name

Designation

Contact No.

Date

Section 4b : Declaration By Trainee

1. **I AFFIRM** that all statements made by me on this form are correct. Any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, MPA can withdraw its grant under this scheme.
2. **I UNDERSTAND** that to I am committed to complete the course that I am enrolled in and attain the relevant CoC.

Signature : _____

Date : _____

¹ Must be signed by a senior executive other than the applicant, unless he/she is the CEO or an officer holding an equivalent position in the business entity/organisation.

Appendix I – Application and claims process

