



MARITIME AND PORT AUTHORITY OF SINGAPORE

Application Form

Combined Achievement Award & 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 and an Achievement Award for the CoC 2 attained at the end of 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 2018 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 relevant CoC Course, with all necessary supporting documents. Incomplete submission may result in a delay in the processing time. Applications for candidates who commenced their CoC 1&2 course in Oct/Nov 2015 will be accepted and should 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 Achievement Award & 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
<i>(As in NRIC/Passport and Surname/Family Name is to be underlined)</i>			
Home Tel No.:	Office Tel No.:	Mobile No.:	
Race	Email Address:		
Type of NRIC <input type="checkbox"/> Singapore Pink <input type="checkbox"/> Singapore Blue		NRIC No.	
Section 3 : Course details			
Course name: <input type="checkbox"/> CoC 1&2 Deck Officer <input type="checkbox"/> 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 agree that, upon approval of application and candidate attaining the CoC 2 certificate, to pay the candidate the Achievement Award of \$3,000 before seeking reimbursement from the Maritime and Port Authority of Singapore, unless I put in writing on email or letter that I would like to opt out of the Achievement Award scheme.
5. I also agree, if it is found that I have made a false declaration or wilfully suppressed material facts, to return the monies awarded.
6. 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 be awarded, I am committed to complete the course that I am enrolled in and attain the relevant CoC. Failure to do so will result in non-award.

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

