



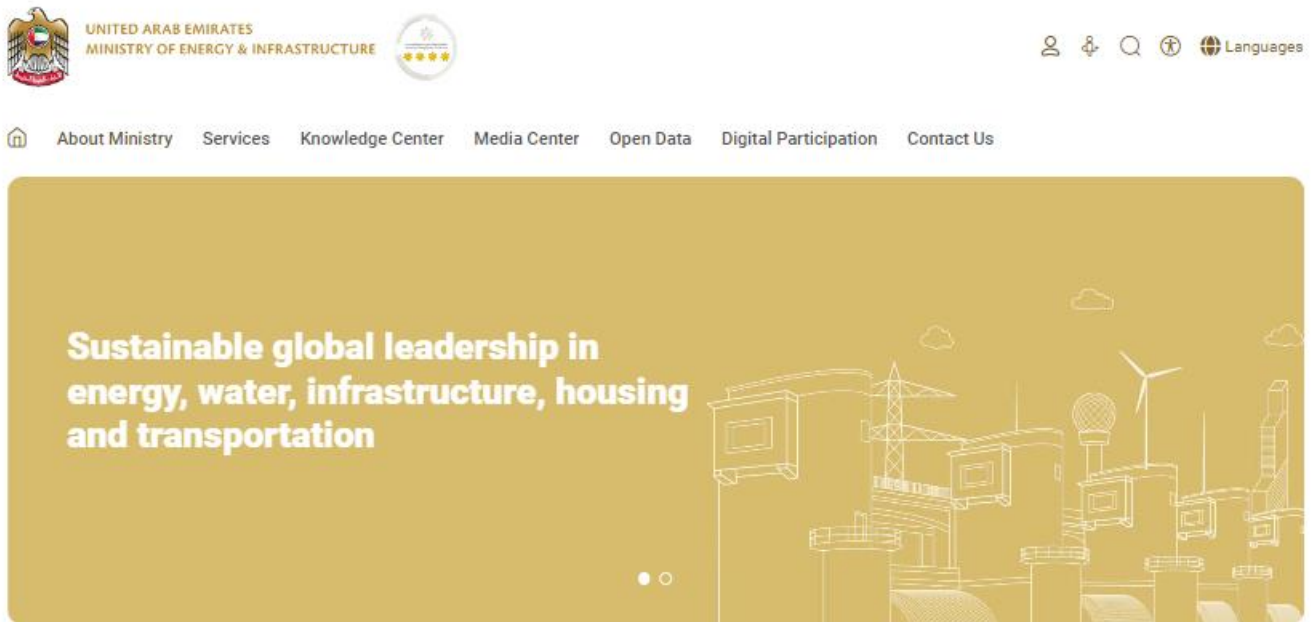
## User Manual

# Apply for Certificate of Competency (CoC)

V 1.0

2024

1. Open MOEI website: <https://www.moei.gov.ae>
  2. From the home page, go to Services Directory, choose the category “Maritime Transportation”. Then select the Sub category “Pleasure boat services” ,then choice the service you need.
- you can view the service Info or start the service immediately by clicking on Start Button



## Services

Search by a service keyword .....



Request Status

My Favourites

Most used services

All Services

Zayed Housing Program

Land Transport

Maritime Transport

Commercial Vessel Services (31)

Pleasure Boat Services (10)

Port Services (5)

PROs Services (7)

Seamen Affairs Services (15)

Maritime Transport

Apply for Certificate of Competency (CoC)

Maritime Transport

Apply for re-issue of Certificate of Competency ( CoC ) ( damaged / lost )

Maritime Transport

Apply for re-issue of flag state endorsement ( loss / damage )

Maritime Transport

Apply for re-issue of Seafarer's license ( lost / damaged )

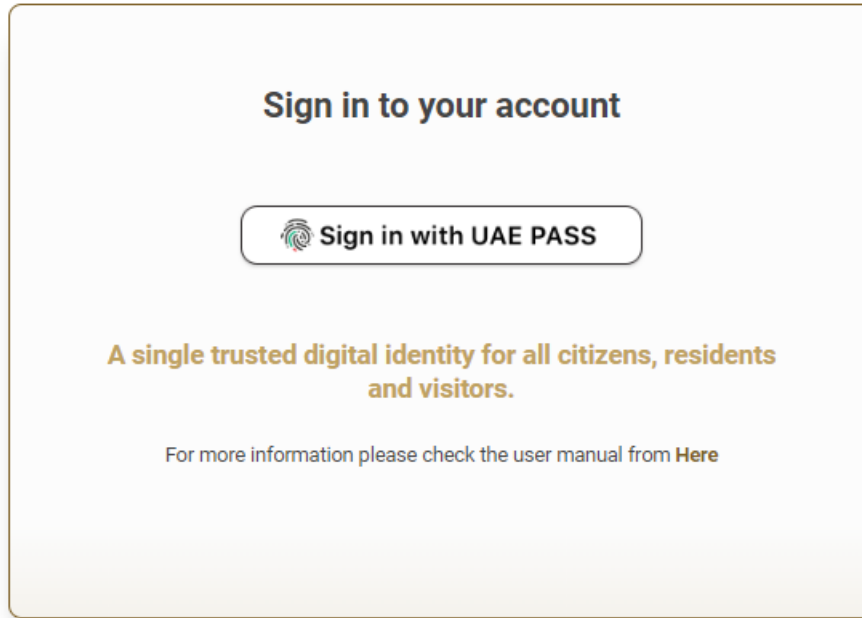
Maritime Transport

Apply for renew of Seafarer's license

Maritime Transport

Apply for Seafarer's Discharge Book ( SDB ) ( lost / damaged )

3. Then it will redirect you to the Login page, you can login by using UAE PASS.



4. Fill the application Information.

**Apply for Certificate of Competency (CoC)**

Seafarer Name Arabic	Seafarer Name English
<input type="text"/>	<input type="text"/>
Employer Name	Book App No *
<input type="text"/>	<input type="text"/>



Apply for Certificate of Competency (CoC)

Service User Guide (pdf 1.16 MB)

**Competency Info**

Regulation No.

**Competency Function \*** Add New

Function

Level

Limitations Of Function

**Competency Capacity \*** Add New

Capacity

Limitations Of Capacities

0%   
 Form Completion

Apply for Certificate of Competency (CoC)

Service User Guide (pdf 1.16 MB)

### Upload Attachments

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 1 file(s) and up to 2 MB of size.

A copy of the passport / Emirates ID

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

Medical fitness certificate

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

Certificates of Completion of Maritime Education

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

A copy of the seafarer's Discharge Book and sea service certificates

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

Ancillary and safety certificates

Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

Notice of eligibility after passing the exam


Select or drag and drop files here  
(jpg, jpeg, png, bmp, gif, pdf) extensions are allowed with maximum 4 file(s) and up to 4 MB of size.

0% Form Completion



Save and Continue Later Previous Next Back

5. Submit the request by click on “Submit“.

### Apply for Certificate of Competency (CoC)



100%  
Form Completion

 Service User Guide (pdf 1.16 MB) 


**Submit and Finish**


Comments


Please Add Comments


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I, the applicant, hereby declare that all the information and documents provided for this transaction are correct; and if they are proven incorrect or there is any tampering or forgery in them, the Ministry has the right to take the necessary legal measures regarding this \*

 Save and Continue Later

 Previous

 Submit

 Back

6. Fill the satisfaction survey about the eService, when the following pop-up shows up:





نـبـض الـمـتـعـاـمـل  
CUSTOMER PULSE

English

×

### Customer Pulse Survey

Overall, how satisfied are you about the service? \*

☆ ☆ ☆ ☆ ☆ ☆ ☆

Extremely Dissatisfied
Extremely Satisfied

Next



English

### Customer Pulse Survey

Based on your experience in getting the service. To what extent do you agree on the following statements?

	Extremely Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Extremely Agree
Availability & accuracy of Service information	☆	☆	☆	☆	☆	☆	☆
Ease of Service accessibility in the Smart Application	☆	☆	☆	☆	☆	☆	☆
Ease & Simplicity of Service Application Steps	☆	☆	☆	☆	☆	☆	☆
Ease and Variety of payment options	☆	☆	☆	☆	☆	☆	☆
Possibility of Service Status Tracking	☆	☆	☆	☆	☆	☆	☆
Service Completion time was reasonable & within my expectations	☆	☆	☆	☆	☆	☆	☆
Smart Application efficiency (no delays or errors in app)	☆	☆	☆	☆	☆	☆	☆
Availability of Online Support	☆	☆	☆	☆	☆	☆	☆

Previous Next



English

### Customer Pulse Survey

Is there anything else you would like to share with us?

Please select

2000 characters left

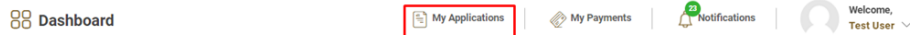
Kindly provide your mobile number or Email for follow up

Previous Submit



7. After the application is approved by the ministry, you will receive the Certificate automatically via email. However, you can also view and download the certificate from the end user dashboard through Request Status boxes Or My Application:

- a. Click on the My Application as shown in the image below



- b. for searching/filtering the requests based on Reference Number/Request Date/Service Name/Request Status:

### My Applications

Services by Category: Maritime Transport Services

Service: Please Select

My Company: Please Select

Company PRD: Please Select

Application Status: Please Select

Keyword (Reference Number):

Use Date Range