

**Annex A – Prescribed Covering Letter for Existing Seafarers**

Letterhead of the Company

Date

The Executive Director  
 Maritime Training Council  
 6/F Blas F. Ople Bldg., Ortigas cor. EDSA  
 Mandaluyong City

Sir/Madam:

We are submitting the application/s for issuance of STCW '95 certificates and/or documentary evidence including processing payment. Below please find the particulars for this application:

Names	STCW Reg.	No. of Certificates Applied for	Corresponding Cost
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

The application/s and documents submitted hereto attached were pre-evaluated in accordance with the Guidelines and Procedures of the National Assessment Center.

We further certify that the authenticity of the attached documents has been verified and we undertake the responsibility for any false statements or misrepresentations contained thereto.

Thank you.

Very truly yours,

\_\_\_\_\_  
 \_\_\_\_\_

FOR THE USE OF THE NATIONAL ASSESSMENT CENTER

(Pls. do not accomplish below this line)

Total Number of Certificates \_\_\_\_\_

O.R. No. \_\_\_\_\_

Total Amount to be Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

OWWA Cashier \_\_\_\_\_  
 (Signature Over Printed Name)