

January 19<sup>th</sup>, 2010

To whom it may concern

The Seamen's Employment Center of Japan

Guide for the Seminar of Survival Craft /Rescue Boat Course  
And Advanced Fire Fighting Course

This is a guide for those who want to take the Seminar of Survival Craft /Rescue Boat Course and Advanced Fire Fighting Course to obtain a certificate of the third grade maritime officer (radio electronic) in order to serve as a chief radio officer on board Japanese flag ocean-going vessels.

Persons in charge of shipping companies are advised that the training course period is drastically shortened and application documents are changed.

1. Name of Seminar : Survival Craft/Rescue Boat Course and Advanced Fire Fighting Course

**2. Dates of Seminar :**

① 12<sup>h</sup> March 2010 8:00~10:00

**3. Submission deadline: 12<sup>th</sup> February (Fri.), 2010**

Attention; A person in charge of each company is strictly requested to submit all documents stipulated item 7 hereafter to SECOJ Manila office.

- Manila Representative Office: Section E 10<sup>th</sup> Floor, Ramon Magsaysay Center, 1680 Roxas Boulevard. Ermita, Manila. Philippines  
Tel: 632-521-1731 or 632-521-1561  
E-mail: secoj@secojmanila.com

4. Outline of the seminar and requirement for applicants

Training Course	Masters, Deck officers	Engineer officers
Hours of the course	1 hour pre-lecture	1hour lecture
	1hour examination on Survival Craft/Rescue Boat Course and Advanced Fire Fighting Course	1hour examination on Survival Craft/Rescue Boat Course and Advanced Fire Fighting Course
Requirement for Applicants	Masters and deck officers who have valid certificate satisfying Regulation II /1 or II /2, STCW Convention	Engineer officers who have valid certificate satisfying Regulation III /1 or III /2, STCW Convention

5. Place of the Seminar:

K-line Maritime Academy

K Line Building, Coral Way Drive, Central Business Park 1, Bay City, Pasay City, Philippines

6. Who conducts the Seminar:

The Seamen's Employment Center of Japan (SECOJ)

Head Office: Ekisaikai Building, 1-29, Akashi-cho, Chuo-ku, Tokyo, Japan

Tel: 03-3544-7706

7. Application

(1) Application from:

Complete an application form referring attached example and send it to **SECOJ Manila Representative Office** in a floppy disc or by E-mail by **submission deadline 12th (Fri.) February 2010**.

➤ Regarding the notation on birthday, please enter 1978/06/01 if your birthday is June 1<sup>st</sup> 1978.

(2) Documents required for application:

Following documents shall be submitted to SECOJ Manila Representative Office by mail **by 12<sup>th</sup> (Fri.) February 2010**.

① one application form (printed ones)

② one photocopy of applicant's certificate(license) satisfying regulation II /1, II /2, III /1 or III /2 of STCW Convention

- ③ one photocopy of applicant's passport (Make sure that the photocopy of the passport can be objectively collated with photograph(s) on other document(s))
- ④ two photographs of applicant (taken within 6 months, no cap, head & shoulder, the size should be 4.5 cm x 3.5 cm) (This is also to make sure that these photographs can be objectively collated with photograph(s) on other document(s))
  - Please write his name in bloc letters on the back of his photograph.

(Note)

The following errors can often be found with regard to photographs. Since completion certificates are to be issued with the photographs provided to us, applicants are requested to confirm with the persons in charge of their companies to make sure that there are no errors.

- The size is not the size as is prescribed. (the size of 4.5 cm(height) x 3.5cm(width) should be strictly observed.)
- Although the size is as is prescribed, only " face " is shot. (a bust shot is required, i.e. ,head & shoulder should also be shot.)
- photographs(two sheets) are not identical.(photographs should be identical.)
- color is thin. (Please submit the most recent photographs of good quality.)
- portrait is unclear. (Please submit the most recent photographs of good quality. Do not submit photographs such as snapshot ones.)

Attention; All these documents required for application (from ① to ④) shall be clipped together person by person so that they can not be mixed and submitted to SECOJ Manila Representative Office.

#### 8. Criterion for issuing a completion certificate:

A completion certificate is issued for those who makes a score of 60% or more in the examination for both Survival/Rescue Course and Advanced Fire Fighting Course.

#### 9. Important notice on the day of the seminar

- Each applicant is required to carry their ID cards and show them at the reception desk..
- In order to avoid disorder etc., the person in charge of each shipping company is requested to lead applicants to the place of seminar without fail.
- All applicants are also requested to turn up or assemble 15 minutes before the course starts.

10. Fee to take the Courses:

If the number of applicants exceeds 9, that is 10 or more, we charge the amount of ¥ 5,000 inclusive of VAT is charged per applicant. If the number of applicants does not exceed 9, that is 9 or less, we charge the amount of ¥ 50,000 divided by the number of applicants is charged per applicant.

Please bear in mind that the above fee is for the fiscal year of 2009. Companies which send applicant(s) to the seminar are kindly requested to remit full amount of the fee into our bank account.