

## **GOC/ROC Revalidation Procedure**

You are advised to read this document before you proceed.

You may access LicenceOne business portal > <https://www.gobusiness.gov.sg/licences>

to revalidate and pay for a GMDSS GOC/ROC certificate.

For application under **Individual**, you may login using SingPass. For non-SingPass user, you may request for a LicenceOne User ID. If you are applying on behalf of the GOC/ROC applicant, please select: **Individual applying on behalf of applicant.**

Please follow the steps after login:

Under Licence Application > Licence Renewal > Government Agencies: select **IMDA** > Licence type: **General/Restricted Operator's Certificate** > key in Certificate no. SING H / J xxxxxx (**6 digits, add prefix ZERO ("0") if the certificate no. is less than 6 digits**) > key in Certificate expiry date > Search.

You are advised to prepare the following documents before submitting your application:

1. Soft copy of passport size photograph (400 by 514 pixel, 35mm by 45mm)
2. PDF copy of medical fitness certificate (including eyesight and hearing) of at least six (6) month validity from the date of application, issued by a medical practitioner registered under the Medical Registration Act (Cap. 174) attesting to the applicant's medical fitness;
3. PDF copy of sea-service of at least 12 months in total ongoing sea service within the last 5 years of GOC validity or company letter stating relevant work experience and the designation; and/or
4. PDF copy of passport/NRIC (front and back) if there is change of information during revalidation.

Please note that you have to return the **Original GOC / ROC Certificate** to IMDA HQ within 10 days from the date of application via mail to the following address:

IMDA  
10 Pasir Panjang Road  
#03-01 Mapletree Business City  
Singapore 117438

Attn: Ms Kimberly Teo  
Licensing Division

You will receive an email notification for payment if there the documents provided are in order. Subsequently, another email notification will be sent when the certificate is ready for collection/courier.

For any enquiry, you may send an email to: [INFO@imda.gov.sg](mailto:INFO@imda.gov.sg)