



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

ANNEX II

APPLICATION FOR ACCREDITATION AND RE-ACCREDITATION FOR INSTRUCTORS,  
TRAINING COURSE ASSESSOR AND COMPETENCY ASSESSOR

**How to register at SAM-IS**

1. Go to MARINA Automated System website at [https://\\_\\_\\_\\_\\_](https://_____)
2. Click "Register new account"
3. Fill in the required information on the template shown on the screen
4. Click the "I accept the term and conditions"
5. Click the "Register" button. Upon approval of the registration, click "Sign in".
6. Upon signing-in to your MARINA Automated System Account, fill-up your "Personal Information" and then E click "Save Changes".

**For New Applicant as Instructor, Training Course Assessor or Competency Assessor**

1. Go to MARINA Automated System website at <https://----->
2. Click "Sign in" and enter your log in credentials (email and password)
3. Click "application"
4. Click your desired option for application
  - a) New applicant
  - b) Renewal
  - c) Renewal (Applied as New)
5. Choose training courses to be applied.
6. Upload the required documents based on the selected ATC
7. Click "Submit" (Note: Once submitted, your documents will be subjected to online verification to be conducted by the STCW Office)
8. Wait for an email and SMS for the status of your application (Accepted or Rejected)
9. If "Accepted", payment portal will appear then click "proceed"
10. If "Rejected", check on the evaluator's note and comply the deficiency/ies/findings noted.
11. Pay your transaction to the authorized payment partner
12. Wait for your Certificate of Accreditation to be released.

**For Renewal of Accreditation**

1. Go to MARINA Automated System website at <https://----->
2. Click "Sign in" and enter your log in credentials (email and password)
3. Click "application"
4. Click your desired option for application
  - a) New applicant
  - b) For renewal of accreditation
5. Choose and click one (1) desired ATC (for multiple application, at the end of first application, click "make another application")
6. Upload the required documents based on the selected ATC
7. Click "Submit" (Note: Once submitted, your documents will be subjected to online verification to be conducted by the STCW Office)
8. Wait for an email and SMS for the status of your application (Accepted or Rejected)
9. If "Accepted", payment portal will appear then click "proceed"
10. If "Rejected", re-check your uploaded documents and comply the deficiency (Note: the applicant will have received an email and SMS indicating therein the deficiency/ies)
11. Pay your transaction to the authorized payment partner
12. Wait for your Certificate of Accreditation to be released.