



202 Lambeth Road - London - SE1 7LQ - United Kingdom
Tel. +44 (0) 207 9281351 - Fax +44 (0) 207 4012817 - www.nautinst.org - dp@nautinst.org

OFFICIAL MESSAGE – CIRCULAR

From: NI/ DP Department	Number: 003/2011	Date: 28.07.2011	Number of pages: 2
To: Dynamic Positioning Training Centres CC: IMCA; IDPOA			
Referent to: DP Online application			
Subject: Compulsory applications through online facility			
ONLINE APPLICATIONS TO BECOME COMPULSORY			
<p>The Nautical Institute is making the online application for DP accreditation compulsory from 1 January 2012 to eliminate mistakes and to speed processing. This follows the successful piloting of an online system which has been running side by side with postal applications since the beginning of 2011.</p> <p>Applications for DP accreditation have risen steeply year by year. Many of the postal applications are incomplete, failing to show all data, stamps, signatures or information needed to make a correct filing. Use of The Nautical Institute's new online application system shows that these problems can be substantially reduced, so applications can be completed quicker. The online system makes it easier for the Institute to verify process and return documents to DP Operators in just a few days.</p> <p>Until the end of 2011 the two systems will work side by side, but from 2012 the transition period will finish. From then on only online applications will be accepted. If candidates submit documents by post the Institute will not be able to process them, but will return them through the postal services. In these circumstances, The Nautical Institute will not be liable for documents lost by postal services.</p> <p>To apply online, companies and individuals will need to make payments with credit or debit cards. No application can be accepted without such payment. Some applicants may not have their own credit or debit cards. Under these circumstances access to credit card payments will have to be found. It is possible that:</p> <ol style="list-style-type: none">a) Applicants who do not have credit card could use a friend's credit/debit card to make the payment;			



202 Lambeth Road - London - SE1 7LQ - United Kingdom
Tel. +44 (0) 207 9281351 - Fax +44 (0) 207 4012817 - www.nautinst.org - dp@nautinst.org

- b) Companies who do not have credit cards could ask applicants to make payment using their personal cards either by advancing the payment first or offering refunds.

Please be aware that the online system will only transfer applicants' data to The Nautical Institute database once payment is completed. If the transaction is not completed, data is stored in a temporary warehouse server, which Nautical Institute staff cannot gain access to. Applicants receive a unique ID number and password to manage their accounts securely.

The Nautical Institute strongly recommends that training centres demonstrate use of the online system to potential applicants during DP classes. Further information or clarification can be obtained from The Nautical Institute team at dp@nautinst.org or by telephoning +44 (0) 207 9281351.

REGINA BINDAO
System Services Manager
Dynamic Positioning Department
The Nautical Institute