



Updated 01/05/2025

- MCA published amendment 1 to MIN 716. Please can all centres read: [MIN 716 \(M+F\) Amendment 1: Changes to the GMDSS process in the UK. - GOV.UK](#)
- LRC procedure updated (for exams between April 21st and May 11th 2025), see below. All centres running LRC courses and exams should have received a new approval number from the MCA. If you have not received this, please contact stc.courses@mcga.gov.uk as soon as possible.
- Link to MCA Course Completion Certificate template added, found [here](#)

Good afternoon,

As per MCA instruction, the transitional period for the handover of GMDSS certification will begin on **Monday April 21st**.

Please carefully read the below important instructions for all centre coordinators regarding the process for issuing candidate certificates during this transitional period.

ASSOCIATION OF MARINE ELECTRONIC AND RADIO COLLEGES LIMITED

REGISTERED OFFICE: AMERC LIMITED, C/O WRAY CASTLE LIMITED, BRIDGE MILLS, STRAMONGATE, KENDAL LA9 4UB REGISTERED IN ENGLAND 3439305 REGISTERED CHARITY 1071872
Website: www.amerc.ac.uk



For any GOC, ROC and LRC exams taking place up until (and including) Sunday April 20th:

- Centre coordinators should continue to follow the current process -- i.e. use courier all batch "cover sheets" + candidate application forms etc to the NAC Manager at Wray Castle offices. The NAC Manager will process payments and post out all certificates as normal.

For any GOC, ROC and LRC exams taking place on Monday April 21st, until Sunday May 11th:

- Centres must not post or courier ANY physical paperwork to the NAC at Wray Castle offices. This facility is in the process of closure, and the NAC manager will not be able to process payments or certification for examinations taken from 21st April onwards.
- Candidates should only be issued a Course Completion Certificate upon successfully passing their exam. Template found on last page of document [HERE](#)
- Please instruct all successful candidates to retain their Course Completion Certificates until 12th May.
- After 12th May, the candidates must make their own application to the MCA for their GOC/ROC certificates. Applications will be made by emailing GMDSS@mcga.gov.uk a completed MCA form MSF 4354, and their Course Completion Certificate. Please note that the MCA will not require additional payments from candidates for exams taken between 21/04/25 and 11/05/25.



- AMERC exam fees should be charged as normal during this period.
- Centres should continue to make BACS payments owed into the usual AMERC bank account:
Name: Association of Marine Electronic and Radio Colleges
Sort Code: 606005
Account Number: 29769248
Bank: NatWest
If centres wish to pay via credit card please email amerctreasurer@gmail.com in advance to arrange this (Or telephone Treasurer on +44 7419 901008 – please note this phone may not be monitored at all times; if no answer please leave a voicemail with your name and contact number)
- Payments to examiners, centres and the MCA will be processed by the AMERC Treasurer, instead of the NAC manager
- **To facilitate payments, centre coordinators must complete the below form and email it to the AMERC Treasurer Julie Cartwright amerctreasurer@gmail.com .
Incomplete or mis-delivered forms risk delays to payments.**

If you have any queries regarding this process please contact either Julie Cartwright (amerctreasurer@gmail.com) or Claire Gaskin (claire.amerc@gmail.com)



AMERC Payment sheet for exams 21st April 2025 to 11th May 2025

ECC:			AEV:			Exam date:		
Examiner fee paid to: Examiner / ECC			Exam type: ROC / GOC					
Payment Details		Exam details		Candidate details				
	Amount	Payment Type	Examiner name	Surname	Forename	Resit? (Y/N)	Pass or Fail	Final Result
1	£							
2	£							
3	£							
4	£							
5	£							
6	£							
7	£							
8	£							

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9	£							
10	£							
11	£							
12	£							

If exam payment is by purchase order please advise Treasurer of PO number, preferably email a copy of PO

This form must be completed fully and sent electronically to the AMERC Treasurer Julie Cartwright

amerctreasurer@gmail.com

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