

Standard Operating Procedure (SOP) for registration of Multimodal Transport Operator (MTO)

The process for filling applications for registration as Multimodal Transport Operator has been redefined and firmed up as below:-

- 1.1 An application for registration/renewal as Multimodal Transport Operator shall be made only through online mode in the form available in the MTO module in the DG Shipping official website <http://www.dgshipping.gov.in>.
- 1.2 The instructions for applicants applying for such registration/renewal online are made available in the said e-module itself. For feasibility the steps are also indicated in the Annexure-I appended with this SOP. The documents required to be uploaded with the application form online shall be as per check list. (Annexure-II for fresh Registration & Annexure-III for renewal of Registration appended with this SOP)
- 1.3 The applicant should ensure that he submits a complete and final application following the instructions in the said e-module.
- 1.4 The supportive document of the application can be scanned and uploaded along with the application form.
- 1.5 Payment of the specified official fee can be made through e-payment gateway facility provided in the said e-module.
- 1.6 Henceforth, no application, document or fee shall be accepted in offline mode.
- 1.7 Any application with deficient supportive document (s) shall not be processed. The applicant shall be given an opportunity through an e-mail intimation of the deficiency for its rectification by the applicant within a period of seven days failing which the application shall be rejected without any prejudice and fee paid there for may be forfeited.

- 1.8 On approval of the competent authority on line, a system generated certificate of registration shall be available in the said e-module.
 - 1.9 Certificate so granted by competent authority shall be available in PDF format for the applicant which can be downloaded by the applicant along with terms and conditions prescribed by the competent authority and to be followed by applicant.
 - 1.10 Certificate so granted shall stand cancelled and forfeited if any information or document found fake or compromised at any point of time under section 5 of this act.
2. The procedure for application for change of name/address in the Certificate of Registration online is under process. Till such time such application shall continued to be submitted offline. A check list for the documents to be submitted along with the application shall be as per Annexure-IV appended with this SOP.
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ONLINE PROCESS FOR REGISTRATION/RENEWAL OF REGISTRATION FOR COR (CERTIFICATE OF REGISTRATION) IN MTO IN DG SHIPPING

STEPS FOR REGISTRATION	STEPS FOR RENEWAL
<p>STEP 1 Open website: <i>dgshipping.gov.in</i></p> <p>STEP 2 Left click on tab E-GOVERNANCE (A new window will pop up)</p> <p>STEP 3 Browse to <i>Internal reference links</i> on the extreme left of the web page and click on select under Internal reference link (A drop down menu will pop up)</p> <p>STEP 4 Select MTO Registration(New Registration) in drop down menu and left click on Go</p> <p>STEP 5 Click further on the link MTO Registration (New license) (A new window will pop up)</p> <p>STEP 6 Click on the link MTO Registration Form on the extreme left corner of the window</p> <p>STEP 7 Complete the process meticulously under and submit application only after completing all the formalities and uploading the required documents. A. Registration Details B. Registered Office C. Overseas Agent's Details D. Financial Details E. Insurance Details F. Fees G. Attached Documents</p>	<p>STEP 1 Open website: <i>dgshipping.gov.in</i></p> <p>STEP 2 Left click on tab E-GOVERNANCE (A new window will pop up)</p> <p>STEP 3 Browse to extreme left of the web page and log in using user ID and password provided by the E-GOVERNANCE Branch of DG SHIPPING.</p> <p>STEP 4 Complete the process meticulously under and submit application only after completing all the formalities and uploading the required documents. A. Registration Details B. Registered Office C. Overseas Agent's Details D. Financial Details E. Insurance Details F. Fees G. Attached Documents</p>

Check list

Documents to be uploaded along with online Application for fresh Registration as "Multimodal Transport Operators (MTO)

- 1 Printout of on line application (FormI) duly signed
2. Print out of application fee (INR 10000/-) paid online
- 3.(a) Copy of certificate from C.A. along with Annual Turnover (minimum INR Fifty Lac on an average in preceding three years) of the applicant for the preceding three financial years. In respect of any applicant who is not a resident of India, the return turnover may be certified by any authority competent to certify the accounts of a company in that country.

(b) subscribed & paid- up share capital/ aggregate balance [minimum INR Fifty Lac on an average in preceding three years] in the capital account; and this will not be applicable in case of a non resident if he gives a certificate that he has not earned any taxable income in India.
(c) Income Tax Returns (front page) for the preceding three financial years

Copy of complete audited accounts of the applicant including auditor's report all schedules and notes to the accounts for the preceding financial year. Not applicable for those falling within provision 3 of section 3 of MMTG Act, 1993.

5, (a) Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the dated of such agreement with (visible) signature and stamp. The agreements must cover that the Applicant shall act as a "Principal" for taking charge of goods for exports from India and the foreign counterpart will act as "agent" for multimodal transportation when a MTD is issued for exports from India.

(b) Latest confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated and on the letter head of the same agent of should be communicated from his official e-mail/Fax.

6. Copy of Certificate of incorporation with a copy of the Memorandum and Articles of Association, if the applicant is a company OR registration under Partnership Act OR registered deed of proprietorship AND documentary proof reflecting the registered office address of the applicant/ presence in India. In case of applicant who is not a resident of India and is engaged in the business of shipping, the address of the local office or agent or representative may be provided in lieu of proof of registered office in India.

7. Name/s of all the Directors/Partners/ Proprietor, as the case may be, of the applicant with their contact details in India on the Company's letter head. The nonresidents may provide the contact details of the local office, agents or representatives in India.

8. List of office staff [authorized signatories] to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, dully authenticated by CEO on the letterhead of applicant AND

proof of their employment, viz, PF returns OR the Tax Deducted at source on salaries.

9. An undertaking on the applicant's letter head with signature of responsible person, to issue MTD for taking charge of goods for exports from India as follows:

"This is to certify that our Company (Name of the company) having registered office at Or other establishments allowed for non-residents shipping companies at-----has applied for registration as MTO under the provision of MMTG Act.

In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules there under and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required".

10. Following documents are to be submitted within 30 days, by post by the applicant after receipt of online certificate of Registration (failing which, registration will be deemed as invalid).

10.1 Specimen of MTD (in the format which can be downloaded from DGS web-site www.dgshipping.gov.in/shipping/notifications/MTD, for printing with the registration number, name of applicant with full address and the contact details in India (telephone website e-mail etc.).

10.2 Self attested copy of insurance cover for all liabilities as per MMTG Act, 1993.

10.3 Acceptance of the terms of approval of registration on the letter head of the applicant.

Check list

Documents to be uploaded along-with online Application for renewal of Certificate of Registration as "Multimodal Transport Operator (MTO)"

1. Printout of on-line application Form duly signed.
2. Print out of proof of application fees paid [INR 10000/- or INR 20000/- as the case may be].
3. Few copies of MTD issued after registration as MTO.
4. Copies of insurance for MTO liability (previous two).
5. (a) Copy of certificate from C.A. showing Annual Turnover [minimum INR Fifty Lac on an average in preceding three years] of the applicant for the preceding three financial years; **or**

(b) subscribed & paid-up share capital / aggregate balance [minimum INR Fifty Lac on an average in preceding three years] in the capital account; **and**

(c) Income Tax Returns (front page) for the preceding three financial years.
6. Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding financial year.

7(a). Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp. The Agreements must cover that the Applicant shall act as a "Principal" for taking charge of goods for exports from India and the foreign counterpart will act as "agent" for multimodal transportation when a MTD is issued for exports from India."

(b). Latest confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated and on the letter head of the same agent or should be communicated from his official e-mail.
8. Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.
9. List of office staff [authorized signatories] to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, duly authenticated by CEO on the letterhead of applicant AND proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.
10. An undertaking on the applicant's letter head with signature of authorised person, to issue MTD for taking charge of goods for exports from India as follows:

"This is to certify that our Company M/s (Name of the company) is a registered Multi-modal Transport Operator bearing No.Dated..... which is valid for the period from.....tohas applied for renewal of registration as MTO under the provision of MMTG Act.

In the event of renewal of Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required."

11. Following documents are to be submitted within 30 days, by applicant after receipt of approval with Certificate of Registration (by post/on their given e-mail ID), [failing which, registration will be deemed as invalid]:-

11.1. Specimen of MTD (in the format to be downloaded from www.dgshipping.gov.in / shipping notices / MTO) with the registration number, name of applicant with full address and the contact details in India (telephone, website, e-mail etc.).

11.2. Self attested copy of Insurance cover for all liabilities as per MMTG Act, 1993.

11.3. Acceptance of the terms of approval of registration on the letter head of the applicant.

Check list

Documents to be enclosed with the Application for change of name / address on the certificate of registration as "MTO" :

1. Request letter with original certificate of registration as MTO & applicable fees INR 5000/- by a DD/NEFT, in favour of the 'D. G. Shipping, Mumbai',
 2. Specimen (blank & cancelled) copy of Multimodal Transport Document (MTD) with the required changes in name or address,
 3. A copy of the Form 18 filed with Registrar of Companies for effecting changes, if the applicant is a company, with Certificate of Incorporation **OR** Registration under Partnership Act **OR** registered declaration of the deed of proprietorship with documentary proof reflecting the revised name or registered office address of the applicant / presence in India.
 4. A copy of insurance certificate after effecting the required changes therein.
 5. List of authorised signatories to sign MTD with their names, designation and specimen signature, in original duly authenticated by CEO on letter-head of applicant with the required changes in name or address.
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