



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI



फा सं: 23-आरपीएस/12/2022-कू-डीजीएस (सी नंबर: 21331)

दिनांक: 13.12.2023

नौमनि परिपत्र संख्या 26 /2023

विषय: वर्ष 2023 का नौमनि परिपत्र संख्या 03 दिनांक 13.01.2023 का अनुशेष - संबंधी

जबकि, निदेशालय ने दिनांक 13.01.2023 के नौमनि परिपत्र संख्या 03/2023 के माध्यम से अन्य बातों के साथ-साथ एडिट सुविधा सक्षम करने सहित समुद्रकर्मियों की भर्ती और नियोजन लाइसेन्स (आरपीएसएल) हेतु ऑनलाइन ई-गवर्नेंस मॉड्यूल का आशोधन किया है।

2. जबकि, आरपीएसएल कंपनियों से कहा गया कि वे 31.01.2023 तक अपने प्रोफाइलों में पोतों के विवरण की समस्त जगहों को भर लें। इस तारीख को आरपीएसएल कंपनियों और पोत-स्वामियों के अनुरोध पर 10.03.2023 तक बढ़ाया गया था।

3. जबकि, निदेशालय को संबंधित आरपीएसएल से अभ्यावेदन प्राप्त हुए हैं जिनमें मामला बताया गया है जिसमें पोत विवरणों में समस्त अनिवार्य प्रलेख उपलब्ध नहीं हो पाएंगे।

4. जबकि, नौवहन महानिदेशालय ने आरपीएसएल कंपनियों के प्रतिनिधियों के साथ बैठकें कीं, जिनमें निम्नोक्त प्रकार की स्थितियां बताई गईं जिनमें पोत-स्वामियों/पोत-प्रबंधन कंपनी के पास समस्त प्रलेख उपलब्ध नहीं हो पाएंगे और इसलिए आरपीएसएल अपने प्रोफाइलों में इसे अपलोड नहीं कर पाएंगी:

- पोत का नाम परिवर्तन
- प्रबंधन परिवर्तन (सीफेयरर ऑब्ज़र्वर्स)
- प्रबंधन परिवर्तन (टेक ओवर)
- पोत के स्वामी में परिवर्तन
- पोत के ध्वज में परिवर्तन
- पोत की डिलीवरी (एडवान्स कू, जो समुद्रकर्मों का कार्य किए बिना / सी टाइम के बिना ही पोतगाह से वापस आ जाएगा)

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G. पोत की डिलीवरी (क्रू, पोत की डिलीवर पर जो सेल करेगा)

H. एमएलसी इतर ध्वज वाले पोत

I. एमएलसी से छूट प्राप्त पोत, जैसे कि एफपीएसओ, एफएसओ, एफएसआरयू, एमओडीयू, बंकर बार्ज, 500 जीटी से कम वाले पोत आदि

5. जबकि, ऐसे मामलों में ई-माइग्रेट को आसान करने हेतु, यह निर्णय लिया गया कि निदेशालय ऐसे मामलों में मामला दर मामला आधार पर मामले तथा प्रलेखों की छंटनी करने के उपरांत अनुमति प्रदान करेगा। इस पर विचार विमर्श हुआ कि हर प्रकार के मामले हेतु प्रलेख प्रस्तुत किया जाएगा और निम्नानुसार निर्णय लिया गया:

A. पोत के नाम में परिवर्तन

- i. पोत का प्रस्तावित नाम
- ii. स्पष्टीकरण पत्र
- iii. पीएन्डआई प्रमाणपत्र/पीएन्डआई कवर नोट
- iv. फॉर्म 7
- v. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट/सीबीए
- vi. पंजीयन प्रमाणपत्र

B. प्रबंधन में परिवर्तन (सीफेयरर ऑब्ज़र्वर्स)

- i. स्पष्टीकरण पत्र
- ii. पीएन्डआई प्रमाणपत्र
- iii. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट/पोत पर समुद्रकर्मियों के ज्वाइन करने का सीबीए
- iv. पंजीयन प्रमाणपत्र

C. प्रबंधन में परिवर्तन (टेक ओवर)

- i. स्पष्टीकरण पत्र
- ii. पीएन्डआई प्रमाणपत्र
- iii. फॉर्म 7
- iv. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट/पोत पर समुद्रकर्मियों के ज्वाइन करने का सीबीए
- v. पंजीयन प्रमाणपत्र

D. पोत के स्वामी में परिवर्तन

- i. पोत का प्रस्तावित नाम
- ii. स्पष्टीकरण पत्र
- iii. पीएन्डआई प्रमाणपत्र
- iv. फॉर्म 7
- v. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट/सीबीए
- vi. पंजीयन प्रमाणपत्र

E. पोत का ध्वज परिवर्तन

- i. ध्वज का प्रस्तावित नाम
- ii. स्पष्टीकरण पत्र
- iii. पीएन्डआई प्रमाणपत्र
- iv. पंजीयन प्रमाणपत्र
- v. फॉर्म-7

F. पोत की डिलीवरी (एडवान्स कू, जो समुद्रकर्मी का कार्य किए बिना/सी टाइम के बिना पोतगाह से ही वापस आ जाएगा)

- i. स्पष्टीकरण पत्र
- ii. पीएन्डआई प्रमाणपत्र
- iii. फॉर्म-7
- iv. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट/
- v. निर्माता का प्रमाणपत्र/पंजीयन प्रमाणपत्र

G. पोत की पोतगाह डिलीवरी (कू, जो पोत की डिलीवर पर सेल करेगा)

- i. स्पष्टीकरण पत्र
- ii. पीएन्डआई प्रमाणपत्र
- iii. फॉर्म-7
- iv. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट
- v. निर्माता का प्रमाणपत्र/पंजीयन प्रमाणपत्र;

H. एमएलसी इतर ध्वज वाले पोत

- i. फॉर्म-7
- ii. अनुपालन विवरण
- iii. पीएन्डआई प्रमाणपत्र और क्रू के संबंध में उत्तरदायित्व का प्रमाण
- iv. स्पष्टीकरण पत्र
- v. समस्त समुद्रकर्मियों का एसईए

I. एमएलसी ध्वज किंतु एमएलसी से छूट वाले पोतपोत, जैसे कि एफपीएसओ, एफएसओ, एफएसआरयू, एमओडीयू, बंकर बार्ज, 500 जीटी से कम वाले पोत आदि

- i. स्पष्टीकरण पत्र
- ii. पीएन्डआई प्रमाणपत्र
- iii. एमएलसी के विनियम 2.5.2, और 4.2 और 4.2.1 के अंतर्गत वित्तीय सुरक्षा के संबंध में पीएन्डआई या जलयान पर जो उपलब्ध नहीं हैं उस क्रू के संबंध में उत्तरदायित्व का प्रमाण
- iv. सीफेयरर्स एम्प्लोयमेन्ट एग्रीमेन्ट
- v. एमएलसी के संबंध में ध्वज राष्ट्र से छूट का प्रमाणपत्र

6. जबकि, प्रारंभ में मेल से प्रलेख प्राप्त कर मामलों को निपटाया गया। हालांकि, कारोबार की आसानी को सुनिश्चित करने के लिए, यह निर्णय लिया गया कि इन मामलों को ऑनलाइन ई-गवर्नेंस सुविधा से निपटाया जाए जिसे 2 मास के समय में बनाया जाना था। इस सुविधा को विकसित कर लिया गया है और ऐसी विशिष्ट श्रेणियों के लिए निम्नलिखित प्रक्रिया विहित है।

- i. चरण 1: www.dgshipping.gov.in पर पधारे
- ii. चरण 2 : ई-गवर्नेंस लिंक को क्लिक करें
- iii. चरण 3 : आईडी/पासवर्ड का प्रयोग करके लॉगइन कीजिए
- iv. चरण 4 : रिक्रूटमेन्ट एन्ड प्लेसमेन्ट सर्विसेज़ लिंक पर क्लिक कीजिए
- v. चरण 5 : विनिर्दिष्ट मामलों में लिंक पर क्लिक कीजिए - आवेदन प्रस्तुत करें
- vi. चरण 6 : प्रोफाइल पासवर्ड का प्रयोग कर लॉगइन करें
- vii. चरण 7 : विनिर्दिष्ट मामलों में लिंक को क्लिक करें
- viii. चरण 8 : विनिर्दिष्ट श्रेणी को चुनें और 'कन्टीन्यू' बटन पर क्लिक करें
- ix. चरण 9 : अपेक्षित विवरण भरें और 'सबमिट डेटा एन्ड प्रोसेस टू अपलोड डॉक्यूमेंट्स' लिंक को क्लिक करें

- x. चरण 10: प्रलेख यानी डोक्यूमेंट को अपलोड करने के लिए लिंक को क्लिक करें। विनिर्दिष्ट लिंक पर जाएं केसेज़-अपलोड डोक्यूमेंट्स एन्ड वियू स्टेटस-अपलोड नाउ पीडीएफ फाइलों को क्लिक करें और 'अपलोड फाइल्स' को क्लिक करें ताकि आवेदन की प्रस्तुति पूर्ण हो जाए। आवेदन के स्टेटस को रिवाइज़ करने के लिए, प्राप्त प्रश्न का उत्तर दें और प्रलेखों को लिंक 'स्पेसीफाइड केसेज़-अपलोड डोक्यूमेंट्स एन्ड वियू स्टेटस' का प्रयोग कर पुनः रि-लोड करें
- xi. चरण 11: प्रस्तुत किया गया डेटा देखने के लिए - 'वियू सबमिटेड डेटा' कोलम के अंतर्गत 'वियू' लिंक को क्लिक करें

7. सक्षम प्राधिकारी द्वारा आवेदन अनुमोदित हो जाने के बाद, आरपीएस प्रोफाइल की पोत सूची में प्रस्तुत विवरणों के साथ एक नया रिकॉर्ड जुड़ जाएगा। इसे आवेदन की मान्य अवधि यानी आवेदन के अनुमोदन से 30 दिनों तक एमीग्रेशन हेतु प्रयोग में लाया जा सकेगा। इसी तरह से, यदि कोई पुराना रिकॉर्ड हुआ तो उसे निष्क्रिय कर दिया जाएगा।

8. स्क्रीन शॉट सहित प्रयोक्ता मैनुअल अनुलग्नक-1 पर संलग्न है
9. इसे नौवहन महानिदेशक के अनुमोदन से जारी किया जाता है।

सनीष

(मनीष कुमार)

नॉटिकल सर्वेक्षक-सह-

उप नौवहन महानिदेशक (तकनीकी/कू)

सेवा में,

1. नौमनि की वैबसाइट के माध्यम से समस्त हितधारी
2. कम्प्यूटर कक्ष को यह परिपत्र नौवहन महानिदेशालय की वैबसाइट पर लगाने हेतु
3. ई-गवर्नेंस शाखा

(अस्वीकरण- हिन्दी या अंग्रेज़ी पाठ में असमानता होने या कानूनी विवाद की स्थिति में मूल अंग्रेज़ी पाठ ही मान्य होगा।)

Applications for Specified Categories

Step 1: visit www.dgshipping.gov.in

The screenshot shows the homepage of the Directorate General of Shipping, Ministry of Ports, Shipping and Waterways, Government of India. The header includes the organization's name in Hindi and English, along with a search bar and accessibility options. The main navigation menu lists: HOME, ABOUT US, ACTS & RULES, SHIPPING NOTICES, SHIPPING, SEAFARERS, MARITIME TRAINING, E-GOVERNANCE, E-LEARNING, and Exit Exam. A central banner features the 'Sabka Saath, Sabka Vikas, Sabka Vishwas, Sabka Prayas' slogan and the 75th Azadi Ka Amrit Mahotsav logo. Below the banner, there are portraits of key officials: Shri Sarbananda Sonowal (Hon'ble Cabinet Minister), Shri Shipad Haik (Hon'ble Minister of State for Ports, Shipping and Waterways), and Shri Shantanu Thakur (Hon'ble Minister of State for Ministry of Ports, Shipping and Waterways). A sidebar on the left contains a menu with links to Grievance Redressal Mechanism, COVID-19 dashboard, Help Desk, Citizen Charter, and RTI. The main content area welcomes visitors to the Directorate General of Shipping and provides a brief overview of its functions, including implementation of shipping policy, safety of life and ships, and regulation of employment. It also mentions the performance dashboard and the modification of the online e-governance module.

Step 2: Click the link eGovernance.

The screenshot shows the e-Governance portal of the Directorate General of Shipping, Mumbai. The header includes the portal name 'DG Shipping' and the organization's name. A login section is present with fields for User Id and Password, and links for New User, Forgot Password, View Registration Status, and Seafarer Registration. The main content area is divided into three columns: Ships, Seafarer, and Independent Modules. The Ships column lists links for Ship Registration & Mortgage, Licensing & Chartering, Ship Survey, Coastal Shipping, and Plan and Manual Approval. The Seafarer column lists links for SMO/Other Activities, CDC Management & CoC as Cook, Update Seafarer Profile, Request for Personal Details Correction in Seafarer Profile, Examination, CoC and CoC Revalidation, DC Endorsement GMDSS Radio Operator, IGF Code Basic CoP, eMigration declaration for Master & Chief Engg., Grievance Report for Women Seafarer, Grievance Redressal Mechanism, Training, Recruitment and Placement Services, Sailing Vessel Identity Card, e-Pass for Seafarer and Non Seafarer, Stranded Seafarer Details for Repatriation, Crew Manifest for Charter Flight, and Sign on Certificate for Vaccination at Dedicated Hospital. The Independent Modules column lists links for Administration, Equipments & Service Station, PortNet, Meetings & Resolutions, Rules & Regulation Information System, MPSO, MTO Renewal, CIP Reporting, Medical Fitness, and Liferaft Service Station. A sidebar on the right contains a menu with links to Internal Reference Links, Rules, and a search bar. The footer includes contact information for the Directorate General of Shipping, Mumbai, and a link to the DG e-Learning portal.

Step 3: Log in using user id / password

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST**

Reset Password

Log out

Internal Reference Links

Select Go

The Directorate General of Shipping Government of India

The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping act 1958 and is responsible for implementation of the provisions of the act. The Directorate General ensures implementation of various international Conventions, relating to safety requirements for prevention of pollution and other mandatory requirements of International Maritime Organization.

G20

भारत 2023 PIERA

ONE EARTH - ONE FAMILY - ONE FUTURE

Important Links

Select Go

Rules

Select Go

Ships

- Ship Registration & Mortgage
- Casualty & Enquiry
- Licensing & Chartering
- ISM Audit
- Ship Survey
- Coastal Shipping
- Plan and Manual Approval

Seafarer

- SMC Other Activities
- CDC Management & CoC as Cook
- Update Seafarer Profile
- Request for Personal Details Correction in Seafarer Profile
- Watch Keeping Certificate
- Examination
- IGF Code Basic CoP
- CoC,DC Endorsement,GMDSS Radio Operator
- eMigration declaration for Master & Chief Engg.
- Grievance Report for Women Seafarer
- Grievance Redressal Mechanism
- Training
- Recruitment and Placement Services
- Dispensation
- Sailing Vessel Identity Card
- e Pass for Seafarer and Non Seafarer
- Stranded Seafarer Details for Repatriation
- Crew Manifest for Charter Flight
- Sign on Certificate for Vaccination at Dedicated Hospital

Independent Modules

- Administration
- Equipments & Service Station
- PortNet
- Meetings & Resolutions
- Rules & Regulation Information System
- MPSQ
- MTO Renewal
- Liferaft Service Station/Pyrotechnics
- Disposer,Manufacturer,Importer
- Medical Fitness

Contact Us

dgshipping@nic.in

Tel: 91-22-25752040/41/42/43/45

Fax: 91-22-25752029/36

Note : Modules indicated as "Red" colour are not accessible.

Activate Windows

Go to PC settings to activate Windows.

Step 4: Click the link Recruitment and Placement Services

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 02:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories

NEW Click to View Draft new procedure for uploading seafarers engagement and discharge data [Article of Agreement and Form -1]

NEW Please note below the new procedure to update sea service (Articles of agreement) in eGovernance system of DG S

1. The "Date of Sign On Shore" shall be entered with in 15 days from the contract was signed.
2. The "Sign On Ship Date" shall be entered with in 30 days from "Date of Sign On Shore".
3. The "Sign Off Ship Date " shall be entered with in 15 days from the seafarer signs off from the ship.
4. The "Sign Off Shore Date " shall be entered with in 15 days from the date the contract was signed off.

NEW Please note below the new procedure to update sea service (Form II) in eGovernance system of DG S

1. The " Date of Commencement of Contract " shall be entered within 15 days from the date the contract was signed.
2. The "Sign On Ship " date shall be entered within 30 days from the " Date of Commencement of Contract ".
3. The "Sign Off Ship Date " shall be entered within 15 days from the date the seafarer signs off from the ship.
4. The "Date of Completion of Contract" shall be entered within 15 days from the date the contract was signed off.

Activate Windows

Go to PC settings to activate Windows.

Step 5: Click the link Specified Categories --> Submit Application

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 02:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal **Specified Categories**

NEW Click to View Draft New procedure status and discharge data [Article of Agreement and Form - I]

Submit Application

NEW Please note below the new procedure to update sea service (Articles of agreement) in eGovernance system of DGS

1. The "Date of Sign On Shore" shall be entered with in 15 days from the contract was signed.
2. The "Sign On Ship Date" shall be entered with in 30 days from "Date of Sign On Shore".
3. The "Sign Off Ship Date " shall be entered with in 15 days from the seafarer signs off from the ship.
4. The "Sign Off Shore Date " shall be entered with in 15 days from the date the contract was signed off.

NEW Please note below the new procedure to update sea service (Form II) in eGovernance system of DGS

1. The " Date of Commencement of Contract " shall be entered within 15 days from the date the contract was signed.
2. The "Sign On Ship " date shall be entered within 30 days from the " Date of Commencement of Contract ".
3. The "Sign Off Ship Date " shall be entered within 15 days from the date the seafarer signs off from the ship.
4. The "Date of Completion of Contract" shall be entered within 15 days from the date the contract was signed off.

Activate Windows
Go to PC settings to activate Windows.

Step 6: Login using profile password

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 03:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal **Specified Categories**

Password

Login

Activate Windows
Go to PC settings to activate Windows.

Step 7: Click the link Specified Categories --> Submit Application

Directorate General of Shipping — Mozilla Firefox

Directorate General of Shipping

categories meaning - Google

localhost:8888/esamudraUI/loadDeviant.do?method=loadIndexPage&txnType=null

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DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 03:03 PM)

Indian Ship Engagement Ship (Articles of Agreement) Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories NEW

Application for Specified Category

Specified Category* : Select

Back Continue Reset

Activate Windows
Go to PC settings to activate Windows.

Step 8: Select the Specified Category and click the 'Continue' button

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 05:03 PM)

Indian Ship Engagement Ship (Articles of Agreement) Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories NEW

Application for Specified Category

Specified Category* : Select

- Select
- Change of Management (Seafarer Observers)
- Change of Management (Take Over)
- Change of Owner of the Ship
- Change of Ship Name
- Change of the Flag of the Ship
- M/LC Flag but M/LC Exempted Ships, such as FPSOs, FSOs,FSRUs, Bunker Barges, Ships below 500 GT, etc
- Non-M/LC Flag Ship
- Shipyards Delivery of the Ship (Advance Crew, who will come back from the Shipyards itself)
- Shipyards Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)

Activate Windows

Step 9: Enter the required details and click the button 'Submit data and process to upload the documents'

Applications for different category:

A. Change of Name of the Ship

Application for Change of Ship Name

Note : All fields marked with an (*) asterix are mandatory.
Date of uploading of document(s) will be the application submission date.

Applicant Details

Name of RPSL * : MANNING AGENT TEST CASE

License No. * : 420420

License Validity Upto * : 25-May-2024

Category Details

Selected Deviant Category * : Change of Ship Name

Ship and Employer Details

IMO No. * : [Get Ship details from profile](#)

Name of Ship * : Call Sign * :

Gross Tonnage * : Kilo Watt * :

Ship Type * : Flag * :

Name of Employer / Owner / Manager * :

New Ship Name * :

Document Details

Sr No	Required Documents needs to be Uploaded
1	Proposed Name of the Ship.
2	Letter of Explanation.
3	P and I Certificate.
4	Form VII.
5	Seafarer's Employment Agreement / CBA.
6	Certificate of Registry.

[Back](#) [Submit data and proceed to upload the documents](#) [Reset](#)

B. Change of Management (Seafarer Observers)

Application for Change of Management (Seafarer Observers)

Note : All fields marked with an (*) asterix are mandatory.
Date of uploading of document(s) will be the application submission date.

Applicant Details

Name of RPSL * : MANNING AGENT TEST CASE

License No. * : 420420

License Validity Upto * : 25-May-2024

Category Details

Selected Deviant Category * : Change of Management (Seafarer Observers)

Ship and Employer Details

IMO No. * : [Get Ship details from profile](#)

Name of Ship * : Call Sign * :

Gross Tonnage * : Kilo Watt * :

Ship Type * : Flag * :

Existing Name of Employer / Owner / Manager * :

New Name of Employer / Owner / Manager * :

Document Details

Sr. No.	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	P and I Certificate.
3	Seafarer's Employment Agreement / CBA of the seafarer joining the ship.
4	Certificate of Registry.

[Back](#) [Submit data and proceed to upload the documents](#) [Reset](#)

C. Change of Management (Take Over)

Application for Change of Management (Take Over)

Note : All fields marked with an (*) asterix are mandatory.
Date of uploading of document(s) will be the application submission date.

Applicant Details

Name of RPSL* : MANNING AGENT TEST CASE

License No.* : 420420

License Validity Upto* : 25-May-2024

Category Details

Selected Deviant Category* : Change of Management (Take Over)

Ship and Employer Details

IMO No.* :

Get Ship details from profile

Name of Ship* :

Call Sign* :

Gross Tonnage* :

Kilo Watt* :

Ship Type* :

Flag* :

Existing Name of Employer / Owner / Manager* :

New Name of Employer / Owner / Manager* : Select

Document Details

Sr. No.	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	P and I Certificate.
3	Form VII.
4	Seafarer's Employment Agreement / CBA of the seafarer joining the ship.
5	Certificate of Registry.

Back

Submit data and proceed to upload the documents

Reset

D. Change of the Owner of the Ship

Application for Change of Owner of the Ship

Note : All fields marked with an (*) asterix are mandatory.
Date of uploading of document(s) will be the application submission date.

Applicant Details

Name of RPSL* : MANNING AGENT TEST CASE

License No.* : 420420

License Validity Upto* : 25-May-2024

Category Details

Selected Deviant Category* : Change of Owner of the Ship

Ship and Employer Details

IMO No.* :

Get Ship details from profile

Name of Ship* :

Call Sign* :

Gross Tonnage* :

Kilo Watt* :

Ship Type* :

Flag* :

Existing Name of Employer / Owner / Manager* :

New Name of Employer / Owner / Manager* : Select

Document Details

Sr. No.	Required Documents needs to be Uploaded
1	Proposed Name of the Ship.
2	Letter of Explanation.
3	P and I Certificate.
4	Form VII.
5	Seafarer's Employment Agreement / CBA.
6	Certificate of Registry.

Back

Submit data and proceed to upload the documents

Reset

E. Change of the Flag of the Ship

Application for Change of the Flag of the Ship	
Note : All fields marked with an (*) asterix are mandatory. Date of uploading of document(s) will be the application submission date.	
Applicant Details	
Name of RPSL* :	MANNING AGENT TEST CASE
License No.* :	420420
License Validity Upto* :	25-May-2024
Category Details	
Selected Deviant Category* :	Change of the Flag of the Ship
Ship and Employer Details	
IMO No.* :	Get Ship details from profile
Name of Ship* :	Call Sign* :
Gross Tonnage* :	Kilo Watt* :
Ship Type* :	Flag* :
Name of Employer / Owner / Manager* :	
New Flag* :	
Document Details	
Sr No	Required Documents needs to be Uploaded
1	Proposed Name of the Ship.
2	Letter of Explanation.
3	P and I Certificate.
4	Form VII.
5	Certificate of Registry.

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AC
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F. Shipyard Delivery of the Ship (Advance Crew, who will come back from the Shipyard itself)

Application for Shipyard Delivery of the Ship (Advance Crew, who will come back from the Shipyard itself)	
Note : All fields marked with an (*) asterix are mandatory. Date of uploading of document(s) will be the application submission date.	
Applicant Details	
Name of RPSL* :	MANNING AGENT TEST CASE
License No.* :	420420
License Validity Upto* :	25-May-2024
Category Details	
Selected Deviant Category* :	Shipyard Delivery of the Ship (Advance Crew, who will come back from the Shipyard itself)
Ship and Employer Details	
IMO No.* :	
Name of Ship* :	Call Sign* :
Gross Tonnage* :	Kilo Watt* :
Ship Type* :	Flag* :
Name of Employer / Owner / Manager* :	Select
INDoS No. of Seafarer(S)* :	(Please enter INDoS numbers with comma seperator for multiple seafarers)
Document Details	
Sr No	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	P and I Certificate.
3	Form VII.
4	Seafarer's Employment Agreement.
5	Builder's Certificate/Certificate of Registry.

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AC
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G. Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)

Application for Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)	
Note : All fields marked with an (*) asterix are mandatory. Date of uploading of document(s) will be the application submission date.	
Applicant Details	
Name of RPSL * :	MANNING AGENT TEST CASE
License No. * :	420420
License Validity Upto * :	25-May-2024
Category Details	
Selected Deviant Category * :	Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)
Ship and Employer Details	
IMO No. * :	
Name of Ship * :	
Gross Tonnage * :	
Ship Type * :	
Name of Employer / Owner / Manager * :	Select
INDoS No. of Seafarer(S) * :	(Please enter INDoS numbers with comma seperator for multiple seafarers)
Document Details	
Sr No	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	P and I Certificate.
3	Form VII.
4	Seafarer's Employment Agreement.
5	Builder's Certificate/Certificate of Registry.

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Act

H. Non-MLC Flag Ships

Application for Non-MLC Flag Ship	
Note : All fields marked with an (*) asterix are mandatory. Date of uploading of document(s) will be the application submission date.	
Applicant Details	
Name of RPSL * :	MANNING AGENT TEST CASE
License No. * :	420420
License Validity Upto * :	25-May-2024
Category Details	
Selected Specified Category * :	Non-MLC Flag Ship
Ship and Employer Details	
IMO No. * :	
Name of Ship * :	
Gross Tonnage * :	
Ship Type * :	
Name of Employer / Owner / Manager * :	Select
Document Details	
Sr No	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	Form VII.
3	Statement of Compliance.
4	P and I Certificate and liability proof in respect of crew.
5	SEA of all the seafarer.

[Back](#) [Submit data and proceed to upload the documents](#) [Reset](#)

A

I. MLC Flag but MLC Exempted Ships, such as FPSOs, FSOs, FSRUs, MODUs, Bunker Barges, Ships below 500 GT, etc.

Application for MLC Flag but MLC Exempted Ships, such as FPSOs, FSOs, FSRUs, Bunker Barges, Ships below 500 GT, etc
Note : All fields marked with an (*) asterisk are mandatory.
Date of uploading of document(s) will be the application submission date.

Applicant Details
Name of RPSL* : MANNING AGENT TEST CASE
License No.* : 420420
License Validity Upto* : 25-May-2024

Category Details
Selected Specified Category* : MLC Flag but MLC Exempted Ships, such as FPSOs, FSOs, FSRUs, Bunker Barges, Ships below 500 GT, etc ▼

Ship and Employer Details
IMO No.* :
Name of Ship* :
Gross Tonnage* :
Ship Type* :
Call Sign* :
Kilo Watt* :
Flag* :
Name of Employer / Owner / Manager* : Select ▼

Document Details

Sr No	Required Documents needs to be Uploaded
1	Letter of Explanation.
2	P and I Certificate.
3	P and I with respect to Financial Security under regulations 2.5.2 and 4.2 and 4.2.1 of MLC or liability proof in respect of crew.
4	Seafarer's Employment Agreement.
5	Exemption Certificate from Flag State regarding MLC.

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Note: You cannot submit application for same IMO No., if already submitted application with same IMO no. in any one of category and is under process.

Your data has been successfully submitted.			
Application No.	NMCHNG/DGS/2023/03/5	Applicant's Name	MANNING AGENT TEST
User Id		Application Name	Change of Ship Name
Date	08-MAR-2023		
Click to Upload documents			

Step 10: Click the link to upload the document Go to the link Specified Categories » Upload documents and View status -> Upload Now

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 05:03 PM)
Indian Ship Foreign Ship Engagement Declaration Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories
Deviant Cases » Upload documents and View status

Status of Application for Specified Categories
Search
Category* : Select Status* : Select
Search Reset
Show 25 entries
(Enter 3 characters to search data in all the columns) Search:
Application Date Application No. Application Category IMO No. Name of Ship Application Status View Submitted Data Remarks Upload Document Status
24-MAR-2023 SHPOLV/DGS/2023/03/3 Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship) 8595058 ASDADASD Document not uploaded View -- Upload Now
Showing 1 to 1 of 1 entries

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 05:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories

Documents to upload for SHPDLV/DGS/2023/03/3

Note : All fields marked with an (*) asterisk are mandatory.

Applicants are advised to create single PDF file for each of the section in which they are required to upload multiple documents.

Sr No.	Document	Select File to Upload	
1.	Letter of Explanation.	Choose File	No file chosen * .pdf file Only
2.	P and I Certificate.	Choose File	No file chosen * .pdf file Only
3.	Form VII.	Choose File	No file chosen * .pdf file Only
4.	Seafarer's Employment Agreement.	Choose File	No file chosen * .pdf file Only
5.	Builder's Certificate/Certificate of Registry.	Choose File	No file chosen * .pdf file Only

Upload Files Reset

Select the pdf files and click the button 'Upload Files' to complete the submission of application.

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 05:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories

Documents uploaded successfully for application no. SHPDLV/DGS/2023/03/3

Sr No.	Document	Uploaded File	Uploaded Date
1.	Letter of Explanation.	Click to View	24-MAR-2023
2.	P and I Certificate.	Click to View	24-MAR-2023
3.	Form VII.	Click to View	24-MAR-2023
4.	Seafarer's Employment Agreement.	Click to View	24-MAR-2023
5.	Builder's Certificate/Certificate of Registry.	Click to View	24-MAR-2023

Back Reupload

To view the application Status, Reply to query received and re-upload the document use the link Specified Categories » Upload documents and View status

DG Shipping Directorate General of Shipping, Mumbai

Welcome **MANNING AGENT TEST** (Friday 24/03/2023 05:03 PM)

Indian Ship Engagement (Articles of Agreement) Foreign Ship Engagement Nil Reports Others High Risk Area Data Submission Profile Grievance Redressal Specified Categories

Deviant Cases » Upload documents and View status

Status of Application for Specified Categories

Search Category*: Select Status*: Select

Search Reset

Show 25 entries (Enter 3 characters to search data in all the columns) Search:

Application Date	Application No.	Application Category	IMO No.	Name of Ship	Application Status	View Submitted Data	Remarks	Upload Document Status
24-MAR-2023	SHPDLV/DGS/2023/03/3	Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)	8595056	AKASH	Approved	View	View	Upload / ReUpload ? / View

Showing 1 to 1 of 1 entries

To view Submitted data: Click the link 'view' under the column 'View Submitted Data'

Once application approved by competent authority, a new record with entered details will be created in the Ship list of the RPS profile and same can be used for eMigration till the application's validity date at the same time old record will be deactivated.