

Online registration of INDoS and verification of Certificate of Competency issued by Indian Maritime Administration.

M.S. Notice 23 of 2008

No.3-NT(5)/2004

Dated : 05th November, 2008

Subject : Online registration of INDoS and verification of Certificate of Competency issued by Indian Maritime Administration

1. Background:

The Directorate General of Shipping (DG Shipping) has implemented Indian National Data Base for Seafarers (INDoS) by promulgation of Merchant Shipping Notice (MS Notice) [No. 2 of 2001](#) dated 28th February, 2001. This was partially modified by [MS Notice No. 31 of 2003](#). This notice is issued in partial modification of above notices with respect to verification and application of INDoS online.

2. Procedure for verification of Certificate of Competency:

The verification of Certificate of Competency (CoC) issued to the officers is now possible online. The process for verification is as follows:

- i. Access the home page of DG Shipping web site i.e. www.dgshipping.com
- ii. Click on Certificate of Competency checker link.
- iii. Follow the instructions.

3. Procedure for online INDoS application:

With the progress of e-Governance in the Directorate, a facility is being created within e-Samudra project of DG Shipping website to facilitate on-line application for providing INDoS No. The procedure for online application is as follows:

- i. Access the home page of DG Shipping website, i.e. www.dgshipping.com
- ii. Click on INDoS online application link.
- iii. Follow the instructions

4. Who can make the application:

- i. The online application for INDoS can be made by any individual seafarers or a Training Institute who desires to apply for INDoS Numbers in bulk on behalf of the candidates who are under training with the concerned institutes and do not hold an INDoS No.
- ii. Training Institutes may also facilitate any individual seafarer by providing a help desk for making application online with a nominal of Rs. 100/- (Rupees One Hundred only) per candidate.

5. Date of Application:

It shall go online from 19th November, 2008. With effect from 14th November, 2008, the manual applications will not be accepted.

6. Fee structure :

There is no fees for online verification of CoC. However, for online application the fee structure shall be as under:

- i. For Indian Seafarer Rs. 500/-
- ii. A Foreign National holding Indian Certificate of Competency / Modular Courses US \$ 25
- iii. The fees has to be paid to INDoS cell as prescribed in the website.

7. Notice to the employers of Seafarers:

All employers of the Indian seafarer are hereby directed to ensure that all seafarers seeking employment in their organization do posses INDoS No. along with a Continuous Discharge Certificate-cum-Seafarers Identity Document (CDC). It is also obligatory on the employers to verify the authenticity of the Certificate of Competency issued to the officers on DG Shipping website as prescribed under para 2. The candidates who do not report with the INDoS No. to the employers may be guided to procure their INDoS No. by making application online.

8. Interim Measure:

In due course it is intended that online INDoS No. can be issued without submitting any documents whatsoever in hard copy. However, since the process of compiling the records of ancillary certificates, which form important inputs for issuance of INDoS, is under process, it is imperative that hard copies of relevant documents, as prescribed in the website under para 3 above are submitted along with fees to INDoS Cell. The INDoS No. will be issued to the applicants online

Sd/-

(Capt. J. S. Uppal)

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