

# **Procedure for issuance of Registration / Renewal as MTO under Section 4 of the Multimodal Transportation of Goods Act,1993 -on-line application thereof.**

**MTO Branch Circular 01 of 2010**

**NO: MTO-  
1(101)/2002.**

**Dated:18.10.2010**

## **Sub: Procedure for issuance of Registration / Renewal as MTO under Section 4 of the Multimodal Transportation of Goods Act,1993 -on-line application thereof.**

In the context of The Registration of MTO Rules,1992,a procedure for online submission of applications for registration of MTO or renewal thereof has now been developed. Accordingly, from 1.11.2010 applicant wishing to register as MTO / or renewal of registration is required to submit the application online with the following documents / certificates etc. and is also required to certify that all information contained in the electronic submission has been verified by him against the certificates / documents held by the applicant and that all such information submitted is true and correct to the best of his knowledge and belief, with full knowledge of the consequences of any error or misrepresentation that could follow as per the provisions of the Multimodal Transportation of Goods Act,1993. Approval shall be communicated by e-mail and alert on mobile.

A. An applicant may submit the following documents electronically :-

1. Form I or III for registration / renewal.

B. Applicant must submit the following documents in paper form :-

1. The Demand Draft for payment of the prescribed fees, alongwith a signed print out of the on line application.
  2. Blank / void MTD which is issued to exporters (front & back).
  3. List of authorized signatories for issuing MTD.
  4. Details of staff / facilities / experience available.
  5. Copy of certified balance sheet and certificate from C.A..
  6. Copy of agreement with two agents abroad with confirmation from them (e-mail / fax).
  7. An undertaking in the prescribed format to issue MTD (on applicant's letter head).
  8. Present insurance cover for liabilities of MTO with terms and conditions.
  9. Copy of the application filed with Registrar of Company for the change of certified address of the Registered Office or the name of the company.
  10. List of Directors and their contact details.
  11. Authority letter from the applicant in case the work is done through any other authorized person.
- It is reiterated that incomplete application in any respect will not be processed and no communication would be made to applicant on more than one occasion for fulfilling the requirement. The process of filing applications electronically is enclosed with this notice as [Annexure -1.](#)

This issues with the approval of the Competent Authority.

**Sd/-**

**(S. G. Bhandare)**

**Dy. Director General of Shipping**