

DRAFT

DGS Circular No. XX of 2025

Subject: Addendum 2 to the DGS Circular 03 of 2023 dated 13.01.2023 with regards to uploading the mandatory documents relating to “Total number of persons for which lifesaving appliances are provided” – reg.

Whereas, it has come to the notice of this Directorate that in certain instances, some of the Recruitment and Placement Service Licence (RPSL) companies approved under the Merchant Shipping Act, 1958, are misusing the online module by uploading seafarers’ details exceeding the vessel’s approved Life Saving Appliance (LSA) capacity.

And whereas, the said online module was developed by this Directorate to facilitate ease of doing business for recruitment companies and streamline the process of seafarer engagement.

2. In order to enhance transparency and strengthen compliance within the existing module, it has now been decided that the documents reflecting the maximum LSA capacity of the vessel shall be uploaded along with other mandatory documents prescribed under Crew Branch Circular No. 03 of 2023 dated 13.01.2023.

3. Accordingly, a dedicated provision has been made in the module for RPSL companies to upload:

3.1 A valid copy of the Cargo Ship Safety Equipment Certificate / Passenger Ship Safety Certificate / Other applicable Ship Safety Certificate, along with Form E / Form P / Form C, indicating the maximum number of persons for whom LSA is provided: or

3.2 In the absence of the above, any equivalent document issued by the vessel’s Flag Administration or a Recognised Organisation (RO) duly demonstrating the approved maximum LSA capacity.

4. In view of the above, all stakeholders, including FOSMA, MASSA, IMF, all RPSL companies, and other entities engaged in recruitment and placement of seafarers, are hereby directed to ensure uploading of valid statutory documents clearly specifying the total number of persons for whom lifesaving appliances are provided onboard.

5. Consequently, **Annexure–I** of DGS Crew Branch Circular No. 03 of 2023 is hereby revised to include a new column/document entry pertaining to “Total number of persons for whom Life Saving Appliances are provided.” The revised **Annexure–I** is enclosed herewith and

supersedes the earlier version attached with Crew Branch Circular No. 03 of 2023 dated 13.01.2023.

6. This Circular shall come into effect from 01.01.2026. All RPSL companies are therefore advised to ensure uploading of the requisite document indicating the “Total number of persons for whom Life Saving Appliances are provided” before the due date.

This issues with the approval of the Director General of Shipping.

Capt. PC Meena
Deputy Director General of Shipping

Annexure- I

PROCESS PERTAINING TO ADD/EDT 'SHIPS DETAILS' IN MODIFIED ON-LINE E- GOVERNANCE MODULE OF RECRUITMENT AND PLACEMENT OF SEAFARERS LICENCE (RPSL)

1. Go to DGS website at www.dgshipping.gov.in
2. Click on e-Governance link
3. Login with user Id & password as RPSL
4. Click on 'Recruitment and Placement Link
5. Click on profile login with profile password.

To add/edit ship details

1. Go to 'Ship' Tab.
2. All fields marked with (*) Asterik are mandatory
3. Select .pdf file only and upload file with name similar to field name.
4. IMO No., Gross Tonnage, Kilo watt and ship type cannot be edited once submitted.
5. Start filling of each field as explained below.

Sr. No.	Description	Remarks
<u>Details to be filled</u>		
1.	Name of Employer	As per Form VII / Manning Agreement
2.	Ship Name	Mandatory & editable
3.	IMO No.	Mandatory & non editable
4.	Official No.	Not Mandatory & editable
5.	Call Sign	Mandatory & editable
6.	Gross Tonnage	Mandatory & non editable
7.	Ship Type	Mandatory & non editable
8.	P&I Policy No.	Mandatory & editable
9.	MLC Certificate No.	Mandatory & editable

10.	Issue Date	Mandatory & Editable May be renamed to “MLC issue date”
11.	Validity Date	Mandatory & editable May be renamed to “MLC Validity date”
12.	Validity Policy Date	Mandatory & editable May be rearranged next to P & I Policy No. and renamed to “P & I validity Date”.
13.	Ship Flag	Mandatory & editable
14.	Financial Security Document Number	Mandatory & editable
15.	Financial Security Document Validity	Mandatory & editable
16.	Document stating total number of persons for which lifesaving appliances are provided such as Form E / C/ P issued along with Cargo /Passenger ship safety certificate or any other documents issued by vessel Flag or RO.	Mandatory & non editable
<u>Documents to be uploaded</u>		
16.	MLC Certificate	Valid MLC Certificate issued by Maritime Administration.
17.	Financial Security Document	Two Financial Security Documents issued under Regulation 2.5.2 and 4.2 of MLC 2006.
18.	Collective Bargaining Agreement (CBA)	Applicable CBA.
19.	Seafarer Employment Agreement (SEA)	Sample SEA for the vessel.
20.	P&I Document	Valid P&I Insurance copy.
21.	DMLC Part 1	Issued as per applicable Maritime Authority regulations
22.	DMLC Part 2	Issued as per applicable Maritime Authority regulations
23.	Document stating total number of persons for which lifesaving appliances are provided such as Form E / C/ P issued along with Cargo /Passenger ship safety certificate or any other documents issued by vessel Flag or RO.	Issued as per applicable provisions of the SOLAS Convention.