



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



F.No.23-RPS/12/2022-CREW-DGS (C. No. 21331)

Date: 13.12.2023

DGS Circular No. 26 of 2023

Subject: Addendum 1 to DGS Circular No. 03 of 2023 dated 13.01.2023 – reg.

Whereas the Directorate vide DGS Circular No. 03 of 2023 dated 13.01.2023 introduced modification of online E-Governance Module for Recruitment and Placement of Seafarers License (RPSL), inter-alia enabling the edit facility.

2. Whereas the RPSL Companies were asked to complete and update all fields of the ships details in their profiles latest by 31.01.2023. This date was extended upto 10.03.2023 on request of RPSL Companies & Ship-Owners.

3. Whereas the Directorate received representations from the RPSL concerned stating case where all mandatory documents in the ship details may not be available.

4. Whereas, the Directorate General of Shipping conducted meetings with representatives of RPSL companies, where following types of situations were intimated where all documents may not be available with the Ship-onwers/Ship-management company and hence RPSL may not be able to upload the same in their respective profiles:

- A. Change of Name of the Ship
- B. Change of Management (Seafarer Observers)
- C. Change of Management (Take Over)
- D. Change of the Owner of the Ship
- E. Change of the Flag of the Ship
- F. Shipyard Delivery of the Ship (Advance Crew, who will come back from the Shipyard itself without any seafaring/sea time).
- G. Shipyard Delivery of the Ship (Crew, who will sail on the Ship on Delivery of the Ship)
- H. Non-MLC Flag Ships
- I. MLC Flag but MLC Exempted Ships, such as FPSOs, FSOs, FSRUs, MODUs, Bunker Barges, Ships below 500 GT, etc.

5. Whereas, in order to facilitate e-migrate in such cases, it was decided that the Directorate will permit such cases on case to case basis after scrutinizing the case and documents submitted. The document to be submitted for each type of case was deliberated and decided as follows:-

....2

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फोन/Tel No.: +91-22-2575 2040/1/2/3 फैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

A. Change of Name of the Ship

- i. Proposed name of the ship
- ii. Letter of Explanation
- iii. P&I Certificate/ P&I Cover Note.
- iv. Form VII
- v. Seafarer's Employment Agreement/CBA
- vi. Certificate of Registry.

B. Change of Management (Seafarer Observers)

- i. Letter of Explanation
- ii. P&I Certificate
- iii. Seafarer's Employment Agreement/CBA of the seafarer joining the ship
- iv. Certificate of Registry.

C. Change of Management (Take Over)

- i. Letter of Explanation
- ii. P&I Certificate
- iii. Form VII
- iv. Seafarer's Employment Agreement/CBA of the seafarer joining the ship
- v. Certificate of Registry.

D. Change of the Owner of the Ship

- i. Proposed name of the ship
- ii. Letter of Explanation
- iii. P&I Certificate
- iv. Form VII
- v. Seafarer's Employment Agreement/CBA
- vi. Certificate of Registry.

E. Change of the Flag of the Ship

- i. Proposed name of the flag
- ii. Letter of Explanation
- iii. P&I Certificate
- iv. Certificate of registry
- v. FORM-VII

....3

F. Shipyard Delivery of the Ship (Advance Crew, who will come back from the Shipyard itself without any seafaring/sea time).

- i. Letter of Explanation
- ii. P&I Certificate
- iii. Form – VII
- iv. Seafarer's Employment Agreement/
- v. Builder's Certificate/Certificate of Registry;

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

- i. Letter of Explanation
- ii. P&I Certificate
- iii. Form – VII
- iv. Seafarer's Employment Agreement.
- v. Builder's Certificate/Certificate of Registry;

H. Non-MLC Flag Ships

- i. Form – VII
- ii. Statement of Compliance
- iii. P&I Certificate and liability proof in respect of crew.
- iv. Letter of Explanation
- v. SEA of all the seafarers.

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

- i. Letter of Explanation
- ii. P&I Certificate.
- iii. P&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 may not be available with the vessel.
- iv. Seafarer's Employment Agreement
- v. Exemption Certificate from Flag State regarding MLC.

6. Whereas, initially cases have been dealt by receiving documents in mail. However, in order to ensure ease of doing business, it was decided to get these cases done through an online e-Gov facility which was to be created within 02 months' time. The facility has now been developed and the following procedure is prescribed for such specified categories.

- i. Step 1: Visit www.dgshipping.gov.in
- ii. Step 2: Click the link e-Governance.
- iii. Step 3: Log in using use id/password.
- iv. Step 4: Click the link Recruitment and Placement Services.
- v. Step 5: Click the link Specified Cases – Submit application.
- vi. Step 6: Login using profile password.
- vii. Step 7: Click the link Specified Case

....4

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

- viii. Step 8: Select Specified Category and click the 'continue' button
- ix. Step 9: Enter the required details and click the button "submit data and process to upload documents"
- x. Step 10: Click the link to upload the document. Go to the link Specified

Cases >> upload documents and view status >> upload now.

Select the pdf files and click 'upload files' to complete the submission of application.

To revise application status, reply to query received and re-load the documents use the link Specified Cases >> upload documents and view status.

- xi. Step 11: To view submitted data – Click the link 'view' under the column 'View Submitted Data'

7. Once the application is approved by the competent authority, a new record with submitted details will be added in the ship list of the RPS profile. It can be used for emigration till the application validity date i.e. 30 days from the approval of application. Old record will be deactivated simultaneously, if any.

8. A user manual with screen shot is enclosed as *Annexure – I*.

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



(Capt. Manish Kumar)
Nautical Surveyor-cum-
Deputy Director General of Shipping (Tech/Crew)

To

- 1. All the stakeholders through DG Shipping Website.
- 2. Computer Cell for placing this Circular at DG Shipping Website
- 3. E-Gov. Branch.
- 4. AD (OL) for Hindi version.

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. Below the menu, there are portraits of the Hon'ble Cabinet Minister (Shri Sarbananda Sonowal) and the Hon'ble Minister of State (Shri Shipraad Haik). A central banner features the 'Sabka Saath, Sabka Vikas, Sabka Vishwas, Sabka Prayas' slogan and the 75th Azadi Ka Amrit Mahotsav logo. 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 description of its functions. At the bottom, there is a link to the 'Performance Dashboard of Ministry of Ports, Shipping and Waterways' and a note about the 'Modification of Online e-governance module for the processes'.

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 and a navigation bar with links to Esamudra Modules, DG Shipping, Terms of Use, Download Acrobat Reader, and Download Hindi Font (Susha). The left sidebar contains a login section with fields for User Id and Password, and links for New User, Forgot Password, View Registration Status, and Seafarer Registration. Below this is an 'Internal Reference Links' section with a dropdown menu and a 'Go' button. The main content area is divided into three columns: 'Ships' (with links for Ship Registration & Mortgage, Licensing & Chartering, Ship Survey, Coastal Shipping, and Plan and Manual Approval), 'Seafarer' (with 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), and 'Independent Modules' (with links for Administration, Equipments & Service Station, PortNet, Meetings & Resolutions, Rules & Regulation Information System, MPSQ, MTO Renewal, CIP Reporting, Medical Fitness, and Liferaft Service Station). A 'Rules' section is also present on the right with a dropdown menu and a 'Go' button. The footer includes contact information for the Directorate General of Shipping, Mumbai, and a note about the 'DGS e-L' system.

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 (Articles of Agreement) Nil (Articles of Agreement) 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.

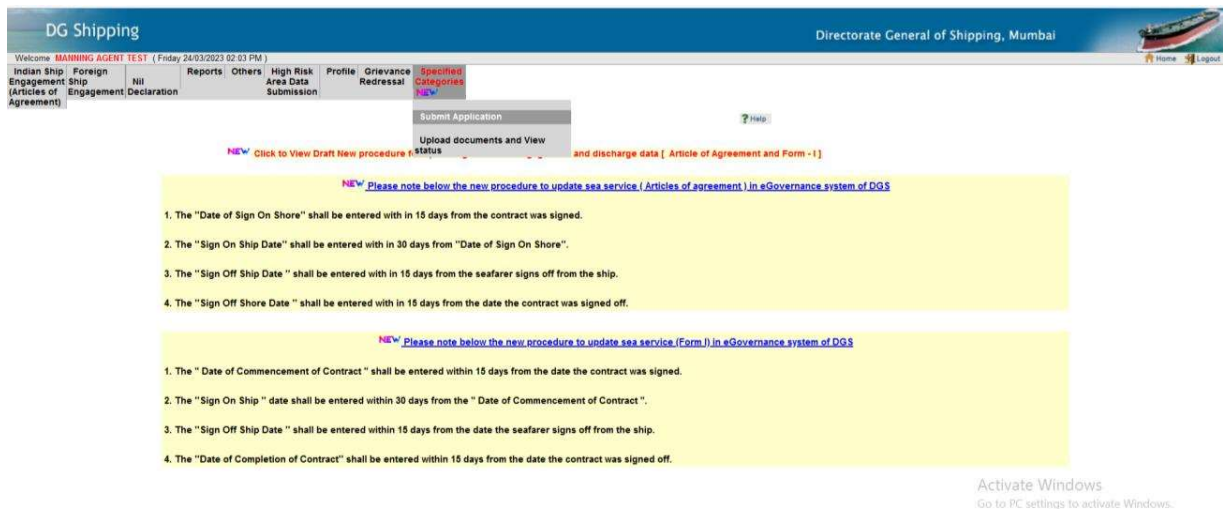
NEW Please note below the new procedure to update sea service (Form II) in eGovernance system of DG S

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**

[Submit Application](#) [Help](#)

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

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

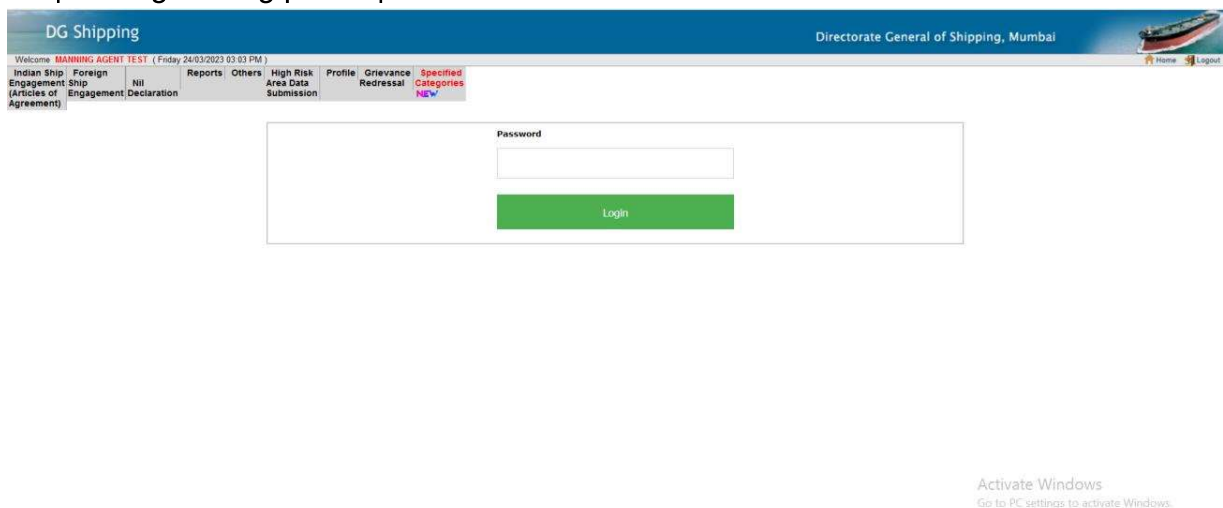
1. The "Date of Sign On Shore" shall be entered with in 15 days from the contract was signed.
2. The "Sign On Ship Date" shall be entered with in 30 days from "Date of Sign On Shore".
3. The "Sign Off Ship Date " shall be entered with in 15 days from the seafarer signs off from the ship.
4. The "Sign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

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

Most Visited Getting Started Development Tutorials eGovernance Local Directorate Gen... Free Image Optimizer ... Keyboard Help for Sh... Online Fee Payment N... ICICI Track My Loan Krish Kalngavyaya Matrimo...

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.

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

AC
60

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.

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

AC
60

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.

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

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. *		Call Sign *	
Name of Ship *		Kilo Watt *	
Gross Tonnage *		Flag *	
Ship Type *			
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.

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

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 Engagement (Articles of Agreement) 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	SHIPOLV/DGS/2023/03/3	Shippard 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

(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	Uploaded / 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.