

MERCANTILE MARINE DEPARTMENT MUMBAI

Checklist No.4 - Issuance of CSR (First Copy) due to lost/damaged CSR for vessel already having CSR issued by MMD/DGS

	Name of Ship:	IMO Number:	GRT:
Sr. No	Documents Required	Explanation	Submitted Yes/No/NA
1	Application by the Company in letter head with completed checklist		
2	Fee receipt for Rs.50,000/- paid through Bharatkosh portal		
3	Copy of lost CSR or Original damaged CSR issued by MMD/DGS	As applicable	
4	Copy of Certificate of Registry	Provisional or Permanent as applicable	
5	Evidence of Registered Owner Identification Number issued by LR Fairplay	Not required if owner and manager are same	
6	Evidence of Company Identification Number	Not required if copy of DOC is submitted as per Sr.No.8	
7	Copy of Certificate of Class	In case of dual class vessels certificate from both the class to be submitted	
8	Copy of Document of Compliance	<i>Not applicable for vessels less than 500 GT</i>	
9	Copy of Safety Management Certificate	<i>Not applicable for vessels less than 500 GT</i>	
10	Copy of Ship Security Certificate	International or Coastal as applicable	
11	Copy of FIR filed with police regarding lost CSR	Required only when CSR is lost	
12	Advertisements made in two news papers (Hindi and English) regarding lost CSR	Company should wait for 30 days after issuance of Advertisement for submission of application	
13	Notarized affidavit in Rs.100 stamp paper with full details of lost/damaged case.		

Note:	1) If the required documents are not submitted along with the application then the application will be rejected and Fee will not be refunded.
	2) If the application not submitted properly with full details then the application for first copy CSR will be rejected and fee will be forfeited.
	3) Company shall respond to the queries, if any, raised by the MMD within one week. If no response received from the company within one week then the application will be rejected and fee will be forfeited.
	4) In case of rejection of application, company should apply again properly with applicable fee.

I hereby certify that the application for CSR is submitted along with the supporting documents stated above.

I am fully aware of the fact that any incomplete application will be rejected and fee will not be refunded.

Date:

Name and signature of authorized person of the company.