

**MERCANTILE MARINE DEPARTMENT MUMBAI**

**Checklist No.3 - Issuance of CSR (Amendment) due to change in the details of Owner/Manager/Class/Address/Certificate details/Sale of vessel etc., for vessel already having CSR issued by MMD/DGS**

	<b>Name of Ship:</b>	<b>IMO Number:</b>	<b>GRT:</b>
<b>Sr. No</b>	<b>Documents Required</b>	<b>Explanation</b>	<b>Submitted Yes/No/NA</b>
1	Application by the Company in letter head with completed checklist		
2	Fee receipt for <b>Rs.25,000/-</b> paid through Bharatkosh portal		
3	Form-2 duly filled as per the annexure with the signature of authorized person of the company with contact details		
4	Copy of Certificate of Registry	Provisional or Permanent as applicable	
5	Evidence of Registered Owner Identification Number issued by LR Fairplay (current owner)	Not required if owner and manager are same	
6	Evidence of Company Identification Number (current manager)	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 last CSR issued by MMD/DGS	Copy of Last CSR to be submitted and undertaking to give that all previous CSR is Available, if not explain.	
12	Specify the reason for amendment in CSR with relevant supporting documents		

<b>Note:</b>	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 Form-2 not filled up properly then the application for 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.