

REGISTRATION OF MERCHANT SHIPS

Rules and basic Documents:- Merchant Shipping Act 1958 as amended and MS (Registration of Indian Ships) Rules. Registration process involves Application from owner, Submission of documents as per check list, Verification of documents, Plans and Drawings of the vessel, Assessment of the suitability of the vessel to fly Indian flag (irrespective of the age of the vessel, but complying with Govt. of India Rules and IRS Class Requirements) and establishing the ownership and credentials of owner. After allotment of Name, Official Number and MMSI Number to the vessel, Carving and Marking Note is issued. Verification of these markings is done on board the ship and First Entry (Pre Registration) Survey including Crew Accommodation survey is carried out by an authorized Surveyor to issue 'Certificate of Survey'. Provisional Registry valid for 6 months can be issued by the Indian Consular Officer or Surveyors of Mercantile Marine Department or Indian Register of Shipping (IRS) as authorized by the Registrar of Ships (RoS) on board the vessel irrespective of the location of the vessel.

Class Surveys are separately done for issuance of statutory certificates.

Mortgage is possible immediately after provisional / permanent registry.

Printed Forms are available with RoS. i). Declaration of Ownership (to be signed by the owner/ authorised person of the owners before the RoS or Consular Officer or Surveyor as duly authorised by RoS) ii). Instrument of Sale and iii). Provisional Certificate of Registry.

Other formats to be filled in by the applicant for permanent registry are i). Registration check list and ii). 'Particulars of Ship' (to be signed by the authorised person of owner). In addition, the documents and drawings mentioned in the check list are to be submitted.

The essential process of registration involves the following.

(For Fishing Vessels and Dumb Barges to be registered under Coasting Vessels Act 1838, see respective check lists).

- 1. Allotment of Name, Official number, Call Sign and MMSI Number:** On application by owner in prescribed form – Will be forwarded by the Registrar to DGS for allotment - owner is informed once allotted – valid for one year, which can be revalidated thereafter on request of the owner.
- 2. Carving & Marking Note :** This is issued once the name etc. is allotted - copy of ITC (1969) of vessel / approved Tonnage computation is required – Name and port of Registry to be painted on the hull as per instructions on the back page of the Carving & Marking Note. Official number and Net Tonnage are to be engraved on a brass plate 30cm x 6 cm and placed conspicuously at the wheel house. IMO number is to be welded as per regulation 3(4) of Chapter XI-1, Special Measures to enhance maritime safety of SOLAS 1974 as amended. To be verified on board by Consular Officer / MMD / IRS as authorised by Registrar of Ships.
- 3. Certificate of Survey :** A cursory survey is carried out by the Consular Officer / MMD / IRS as authorised by RoS on board the vessel seeking registration and a Certificate of Survey as per prescribed format is issued forthwith.
- 4. Provisional Registry :** On request of owner, the RoS can authorise the Consular Officer / MMD / IRS to verify the required documents, witness the markings on board the vessel as per C&M Note and issue provisional certificate of registry irrespective of age or location of the vessel.
- 5. Temporary Pass :** If permanent registry is not complete even after the expiry of Provisional Registry, a "Temporary Pass" for operation in the Indian Coast can be issued with permission from DGS if so requested by the owner.
- 6. Permanent Registry:** Owner to provide all documents for permanent registration as per check list. Every detail required to be filled up in the "Certificate of Survey", and "Particulars of Ship" are to be made available and evidences for such data be given.

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7. Tonnage : Fresh short term ITC valid for six months will be issued based on the existing ITC. Full term ITC would be issued based on the previous ITC if issued by an IACS member under 1969 tonnage convention. (See checklist no. 1; item no. 17).

CHECK LIST No. 1A – REGISTRATION OF MERCHANT SHIPS. (PLEASURE YACHTS to comply as applicable)

Page 1 of 4

No	Name of Vessel		Name & Registered Address # of <u>owner</u>	
1	(a). Net Tonnage to be more than 15		(b). Vessel is to be Self Propelled (to have propulsion engine)	
NOTE : If 1(a) or (b) above is negative, then the vessel <u>cannot</u> be registered under MS Act. Owner may consider registering under Inland / Coasting Vessels Act.				
2	Address # of the Embassy of India at the country of delivery, with name of the Consular Officer (if the vessel is abroad and requires Provisional Registry to be issued by that Office); The Owner should carry a blank Form of Provisional Registry for the purpose).			
3	Address # of the Previous Flag. (for enabling the Registrar to obtain Tonnage computations from them for reissuing the ITC). See item no.17.			
# Full Postal address with contact Numbers including Fax & E-mail ID.				
4	a). New vessel ?	Yes / No	b). Country built	India / Foreign
			c). Bought from foreign owner?	Yes / No
			(d) Price in Rs.	
5	Vessel may be engaged for (a). Indian Coastal Voyages only (NCV)		3(b). Foreign Going only	3(c). Both NCV & FG
6	Date of Keel laying		Date of launching	Date of Delivery (from shipyard to first owner)
7	Age of the Vessel as on the <u>date of receipt of application</u> from Date of Delivery (in Years and Months)			
8	Approved Gross Tonnage (GT)		Approved Net Tonnage	Tonnage of Segregated Ballast Tanks
9	Light weight (ship)		Displacement (Summer)	Dead weight
10	Certified Crew Accommodation (CA) including Master (excluding owner's / pilot's cabins and Suez crew etc.). <i>If CA Plan is not available then fresh Plans are to be approved by DGS and verified by MMD/ IRS, for all vessels of Gross Tonnage >200</i>			

NOTES

i). Forms available - 'Checklists', 'Particulars of Ship', 'Certificate of Provisional Registry', 'Declaration of Ownership', 'Instrument of Sale' & 'Certificate of Survey'.
 ii). 'Certificate of Survey' and 'Provisional Certificate of Registry' valid for 6 months will be issued on board by the Consular Officer / Surveyor from MMD / IRS if duly authorised by the Registrar. iii). Documents and Plans including LSA, L&SS, Fire Control Plan, Stability Booklet etc may be provisionally endorsed (only based on the approval from previous Flag or IACS Class) for one year by the duly authorised attending Surveyor at the time of taking over the vessel. These documents are to be approved subsequently by IRS within a year. iv). Acquiring of Indian ships or any share or interest therein at any time when the security of the nation is threatened or

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there is threat of war / external aggression and during which Proclamation of Emergency has been issued, needs permission from the Government of India.

CHECK LIST No.1–REGISTRATION OF MERCHANT SHIPS (*PLEASURE YACHTS to comply as applicable*) Page 2 of 4

No	Requirements	Y/N
<p>For NEWLY CONSTRUCTED ships, items 12 iii), 21, 22, and 23 (i) are not applicable. For SECOND HAND ships, all requirements (item 1 to 25) except item 13 are applicable. For Government owned ships items 12 i), 14 and 15 are not applicable (Letter needed instead. See checklist no.2 on page no.11).</p>		
11	<p>Combined application in prescribed format for Name Allotment, Official Number, Call Sign and MMSI number is to be submitted along with i). An undertaking that the vessel would be registered within 12 months and that the to-be-allotted MMSI number would be used only for that vessel and with ii). Copies of the following as applicable.</p> <p>A). New (first hand) Ship: Main Particulars and Approved Tonnage computation, if built in India / copy of the International Tonnage Certificate, if built abroad.</p> <p>B).Old (second hand) Ship: a). Previous Certificate of Registry (b). copy of the International Tonnage Certificate.</p>	
<p>NOTE: Once the Name etc. is allotted, a ‘Carving & Marking Note’ will be issued by the Registrar of Ships, if Tonnage details are made available.</p>		
12	<p>Other Documents required subsequently:</p> <p>i). ‘Memorandum and Articles of Association of the Company’ with ‘Shipping’ as an objective / ‘Partnership deed’ as applicable.</p> <p>ii). Copy of DGS authorization letter for Construction and Surveys (vessels built abroad) (deleted as per DGS letter No.SS/RSC/2283 dated 09.05.2014 and</p> <p>iii). Copy of the ‘Memorandum of Agreement’ to buy the vessel (if second hand) and copy of Ship Building Contract showing the price (if new)</p>	
13	<p>Original Builder’s Certificate clearly stating the name and address of owner is to be submitted for new vessels.</p> <p>(To be signed by the builder, containing a true account of the denomination and the tonnage of the ship, date and place of built, for whom built, yard number etc.). In case such details are unknown, a declaration to that effect is required from the owner.</p>	
14	<p>* Original Board Resolution signed by the Company Secretary (or two directors) if company / document signed by all partners if partnership firm specifying at least the following.</p> <p>a). Details of the proposed purchase of the ship and b). Authorising a/the person/s to sign / execute documents on behalf of the company / firm.</p>	
<p>NOTE: * Common Seal is <u>not</u> insisted on the board resolution. However, instruments for executing deeds such as Mortgage (Form 11), Power of Attorney, Bill of Sale (see item no. 23 below) etc as applicable shall be affixed with Common Seal.</p>		
15	<p>Original Declaration of Ownership (on prescribed Forms; No.5 for company, No. 4 for Partnership firm / Joint Owners and No.3 for individual owners) is to be signed by the duly authorised person of the owner (as specified in the board resolution / letter issued by <u>ALL</u> the partners) in presence of the Registrar of ships or a person duly authorised by the Registrar. Place of such attestations to be mentioned.</p> <p><i>Declaration of ownership is NOT to be signed before Notary public.</i></p>	
<p>NOTES : i). Declarer, if individual, is to be an Indian citizen – Passport to show as evidence. ii). If the owner is a company or Co-operative society, then the principal place of business is to be in India. iii). The number of shares is to be mentioned clearly (e.g. All TEN or 10 out of 10). iv). In case a ship/share is owned by more than one person, declaration is to be made by the one of them, as may be authorized by all concerned persons).</p>		

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16	Original ‘Carving & Marking Note’ will be issued after the name is allotted by DGS. Name and port of Registry are to be <u>painted</u> on the hull as per instructions on the back page of the Carving & Marking Note. Official number and Net Tonnage are to be <u>engraved</u> on a brass plate 30cm x 6 cm and placed conspicuously at the wheel house. IMO number is to be <u>welded</u> as per regulation 3(4) of Chapter XI-1, Special Measures to enhance maritime safety of SOLAS 1974 as amended. These markings are to be verified and endorsed, by the Surveyor / Consular Officer duly authorised by the Registrar, at the time of visit to issue ‘Certificate of Survey’ and ‘Provisional Certificate of Registry’.	
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CHECK LIST No.1–REGISTRATION OF MERCHANT SHPS. (PLEASURE YACHTS to comply as applicable) Page 3 of 4

No	Requirements	Y/N
17	Confirmation of Tonnages: a). If the vessel at the time of delivery was Classed with an IACS member for 2 continuous preceding years (or built / maintained under an IACS Class if less than two years old) and the existing ITC issued by an IACS member under 1969 tonnage convention is having volume details as required in the Annexe format of ITC (1969), then a fresh full term ITC would be issued by the Registrar to the vessel based on the existing ITC. To enable this, the owner shall give an undertaking that <u>‘the plans submitted by him truly represent the ship and that no alteration affecting the tonnages have been made to the ship since the issuance of the existing ITC’</u> . b). <i>If not</i> , then the tonnage figures mentioned in the existing ITC issued by the previous Flag / Class would however be provisionally accepted by the Registrar only for the purpose of issuing the ‘Certificate of Survey’. In such cases, a provisional ITC valid for six months shall be issued to the vessel by the Registrar. During this period of six months and not beyond, the owner shall ensure that the tonnages are remeasured by the IRS and the figures as approved by the IRS are forwarded to the Registrar. On receipt of these approved tonnage figures, a fresh permanent ITC will be issued to the vessel by the Registrar c). If volume details as required in the Annexe format of ITC as per 1969 Tonnage Convention are not available, then the approved tonnage computations would be required from Ex flag / Ex (IACS) Class.	
18	Name of Master and a copy of his <u>valid</u> COC is to be attached. <i>(COC is to be valid on the proposed date of delivery with appropriate endorsements for Oil / Chemical Tanker etc. To be accepted by Govt of India if issued by a foreign country)</i>	
19	Drawings of the vessel as approved by Class or Ex- flag, to be submitted (Lines plan, General Arrangement, Midship Section, Shell Expansion, Structural Profile and Crew Accommodation plans- [for CA plan see item 10]). Note: General Arrangement Plan need not be approved. Lines plan if not available, the Tonnage computation and Stability booklet are to be approved.	
20	Particulars of Ship including Propelling Machinery and BOILER details as per given format to be submitted duly filled up and <u>endorsed</u> by the authorised person of the owner / buyer. Attach evidence of all data being given.	
21	Original ‘Bill of Sale’ (with common seal / equivalent as applicable) duly authenticated by Indian Consulate / Indian Register of Shipping (if authorised) and ‘Protocol of Delivery’ (under which the ship was transferred to the applicant) is required	
22	Original ‘Deletion Certificate’ or ‘Transcript of Register’ from the previous registering authority to be submitted	
23	Copies of : (i) previous statutory certificates <u>and</u> (ii) certificates issued by IRS after delivery.	
24	Original ‘Certificate of Survey’ describing the identity of the ship as endorsed by an <u>authorised</u> Surveyor if applicable . (NOTE: Normally this is issued by this Department. In certain circumstances, e.g. when a vessel is newly built abroad, a duly authorized (by DGS) surveyor of an IACS member / IRS / Flag can issue).	
25	Copy of Certificate of Indian Registry will be forwarded to the jurisdictional Customs Dept. for information.	
26	If new vessel built in India – Pls state whether any Government subsidy was availed for ship building. If so give details.	

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NOTE : In case of Provisional Registry (DGS letter no.SD-13 / POL (5) / 2001 dated 03.05.2002 and DGS circular no 2 of 2008 may be referred); Registrar shall open a page in the Register and enter details of the vessel marking the page clearly as “PROVISIONAL”. When permanent registration is conferred later, the same page shall be used for permanent registry by replacing the word “PROVISIONAL” with “PERMANENT”. Serial no. will remain the same; the date of registry shall be in two parts, one date for provisional and the other for permanent.

Mortgage can be registered during Provisional Registry and would have the same effect as in Permanent Registry.

CHECK LIST No. 1 – ADDITIONAL REQUIREMENTS ONLY FOR PLEASURE YACHTS

Page 4 of 4

No	Additional Requirements	Y/N
27	Certificate of Class from Indian Register of Shipping (IRS) for the area of operation and application of the vessel to be furnished.	
28	Indian Register of Shipping (IRS) may confirm if the vessel attracts provisions of High Speed Crafts (HSC) Code	
29	The owner has to give an undertaking that the vessel would continue to maintain the Class under IRS during the lifetime of the vessel	
30	The owner has to give an undertaking on the application of the vessel as commercial or non commercial.	
31	Details of Life Saving Appliances, Fire Fighting Appliances, Navigation and Communication Equipments are to be furnished	

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PARTICULARS OF SHIP**(See item 20 of Registration Checklist)** (Page 1 of 2)

(To be DILIGENTLY filled up and endorsed by an identifiable authorised person of the Company). Evidence of EACH entry has to be attached)

Name of ship (in capitals)			Official No.	Call Sign	IMO No.	MMSI (DSC) No.
Type of ship	Previous Name			Number Date and Port of Previous Registry		Previous flag
Price of Vessel (Rs) :			If foreign, where built	Year built	Name & Address of builder :	
Country where built	Motor / Steam / Other					
India / Foreign	No. of propellers:					
No. of decks	No. of Masts	Rigged?	Stem	Stern	Build	Frame work & description
		Yes / Not	Raked / Plumb with Bulbous bow	Cruiser / Transom	Carvel / Chine	
No. of bulkheads	Material of construction		Length*	Breadth*	Depth*	
						* As per ITC, in metres
No. of Engines	Description of Engines					Name & Address of Manufacturer

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	Where built	Year built	Type	Model	Engine No.		
No. of Shafts	No. of Cylinders / set		Diameter of cylinders (mm)	Length of Stroke (mm)	Reciprocating / Rotary	Power (KW)	Speed of ship

PARTICULARS OF SHIP (Continued)

(Page 2 of 2)

No. of Boilers	Description of Boilers	Loaded pressure (Kg / sq.cm)	Year built	Where built	Name & Address of Manufacturer

GROSS TONNAGE	NET TONNAGE	
		Details of owners (Address) :
Captain whose COC number is IF 00 revalidated untilvide DC endorsement No. dated valid up to is the Master of the said ship.		

Name of owners	Principal place of business	Address	Number of Tenth shares

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I declare that the 'Particulars of ship' as furnished above are true /
obtained from the authentic documents, copies of which are attached:

(Signature, Name, Designation of authorised signatory of the company)

Crew accommodation inspection Check list

(See item 10 of Registration Check list and item 61 of FSI Check list)

(Page 1 of 1)

1. a). Clear head room 190 cm minimum. Rule 5(2). 1b). For >3000 GT. office is required. Rule 22.
2. Crew accommodation bulkhead shall not be part of engine room, cofferdam, paint locker, etc. Rule 6(2)
3. Provision store shall be gas tight. Rule 6(3). 3b). Hot press for mess room for >1000GT. rule 20.
4. Common sanitary spaces shall be connected to accommodation by door having at least 23 cm water tightness above floor. Rule 6(4).
5. Shall be accessible at all times from the open deck. Rule 9.2.b. 5b). Batteries not to be kept in sleeping rooms. Rule 9.2.h.
6. All steam pipes, hot and cold water pipes to be lagged. Rule 9.2.f. 6b). All exposed decks above accommodation shall be covered. Rule 9.2.k.1.
7. No direct opening between accommodation and deck/ engine stores. Recreation deck spaces exempted. Rule 9.2.l.
8. No manholes or other openings of oil tanks shall be in accommodation. Rule 9.2.p.
9. Heating system capacity at least 0.42 cu m of air per minute per person to maintain 19.4 deg. C when ambient temperature is 1.2 deg. C. Rule 10.1.
10. Natural lighting to be provided. Sufficient lighting means able to read news paper by a person having normal vision. Rule 11 (2).
11. Side scuttles id minimum 30.5 cm. Not applicable for passenger ship non opening type. Rule 11(4).
12. Bed lamps 200 lumens at sleeping room and 400 lumens in hospital. Rule 11(5).
13. Ventilation fully air conditioned for > 3000 GT. if not, fan required in each room. Spares for ventilation motor also required. Rule 12(4).
14. On deck drainage shall be provided. No other drainage shall lead to sanitary spaces, and scuppers required at sanitary spaces. Rule 13 (1,2,3).
15. Paint shall be white or light colour enamel or suitable material. Rule 14.
16. Marking for sleeping room & other spaces indicating maximum number of seamen to accommodate shall be there. Rule 15.
17. Sleeping room shall be separate for each class of persons. Rule 16.2(a). daymen and watch keepers rooms are separate for ratings. Rule 16.2(b). maximum rating per room 3 in cargo ship and 6 in passenger ship. Rule 16.3(f). sleeping room min floor space per rating is 2.75 sq. m and officer 4.25 sq. m. Rule 16.4.a.
18. Beds shall have at least one side clear access. Rule 17. Hot air trunking shall be at least 10.2 cm away from bed. Rule 17.5.a. beds not to be located below overhead water pipe joint or sanitary discharge. Rule 17.5.b beds shall not be > 2 tier. Minimum height of bed above floor 20.5 cm, upper berth shall have at least 76.2 cm clear head space from bottom of mattress, vertical distance between two tiers shall be min 83.8 cm. Rule 17.8.(a, b).
19. Furnishing and fittings in sleeping rooms. Wardrobe 1.68 m high 2032.25 sq. cm sectional area for crew and 2967.74 sq.cm for officers. Table with set of drawers at least one of 0.056 cu m capacity, seats accommodating all seamen in that room at one time, toilet mirror, cabinet, book rack, curtain, drinking water bottle with tumbler, wash basin etc. reqd. For officers at least three drawers of total 0.28 cu m capacity, chair with arm rests, settee 1.8m long, mirror, cabinet for toilet requisites. Rule 18.

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20. Mess room shall not be combined with sleeping rooms. For officers 1 sq.m per person and crew 0.7 sq.m per person. Rule 19.
21. Recreation spaces, smoking room table >37.16 sq.decimeter, swimming pool for ship >10000 GT. Rule 21.
22. a). Washing spaces. Rule 23. 22 b). Supply of water to washing at least 45 litres/day/person. Rule 24.
23. Drinking water- cool water shall be there. No min quantity specified. Rule 25. 23 b). Laundry facilities. Rule 26.
24. Water closets. Rule 27, Galley- rule 28, Dry provision room- rule 29, cold room- rule 30, Hospital- rule 31, Medical cabinet- rule 32, protection against mosquitoes- rule 33.
25. No crew accommodation shall be shared with passengers. Rule 37.
26. Penalties 1000/- for breach and 50/day for continuous violation. Rule 39 26b). Inspection by surveyor is under rule 35.
27. (a). Total Number of Accommodation provided for Crew (Valid Crew list duly endorsed by Master to be obtained)
- b) Total Number of Accommodation provided for passengers / Special Personnel

(NOTE : CREW ACCOMMODATION PLAN IS TO BE APPROVED FOR ALL VESSELS OF AND ABOVE **200 GT**. PASSENGER ACCOMMODATION LAY OUT IS TO BE APPROVED FOR ALL VESSELS IRRESPECTIVE OF GT CARRYING MORE THAN 12 PASSENGERS IN ADDITION TO NORMAL CREW).

(END OF CREW ACCOMMODATION CHECK LIST)

See item 24 of Registration Check list)

Page 1 of 2

CERTIFICATE OF SURVEY Issued by the Government of India under Merchant Shipping Act, 1958 - Section 27						
Name of Ship		Port of Intended Registry		Name and Official Number, if there has been any former Registry		
Whether Indian or foreign built	Whether a Steam or Motor Ship: How Propelled.	Where built	When built	Name and address of builders:		
<i>NOTE : ITC means International Tonnage Certificate(1969)</i>						
Number of Decks		Build (Carvel / Chine)		"Length" (as per ITC)		Official No.
Number of Masts		Framework & description		"Breadth" (do)		CALL SIGN
Rigged (Yes / No)		Material		"Moulded Depth" (do)		IMO No.
Stem (Raked- Bulb)		Number of Bulkheads		GROSS TONNAGE #		DSC No.

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Stern (Transom / Cruiser)		Type of Ship		NET TONNAGE#		Dead Weight
# The Tonnage of this ship in accordance with her ITC 1969 / India Tonnage Certificate (1987) A detailed summary of the tonnage for the ship are shown in the Annex to ITC (1969) / India Tonnage Certificate (1987) (Delete as appropriate)						
The number of seamen and apprentices for whom accommodation is certified:						
I, the undersigned Surveyor appointed under Section 27 of the Merchant Shipping Act, 1958 <i>having Surveyed the above named ship*</i> hereby certify that the above particulars are true, and that her name is marked on each of her bows and her name and the Port of Registry are properly marked on a conspicuous part of her stern and scale of metres denoting her draught are marked on each side of her stem and of her stern post as prescribed.						
Dated at MUMBAI on this _____ day of _____ 2008						Signature of Surveyor

Page 2 of 2

CERTIFIED EXTRACT OF PARTICULARS OF PROPELLING MACHINERY etc. AS SUPPLIED BY BUILDERS, OWNERS OR ENGINE MAKERS								
					Reciprocating Engine		Rotary	
No. of sets of Engines	Description of Engines	Whether Indian or Foreign Made	When Made	Name and Address of Makers	No. & Diameter of Cylinders in each set	Length of Stroke	No. of Cylinder in each set	Power and Estimated Speed of Ship
No. of Shafts	Particulars of Boilers							

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	Description		
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	Number		
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Name, Designation & Signature of Surveyor

	Loaded Pressure		
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Dated at MUMBAI on this _____ day of _____ <u>2008</u>	
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