

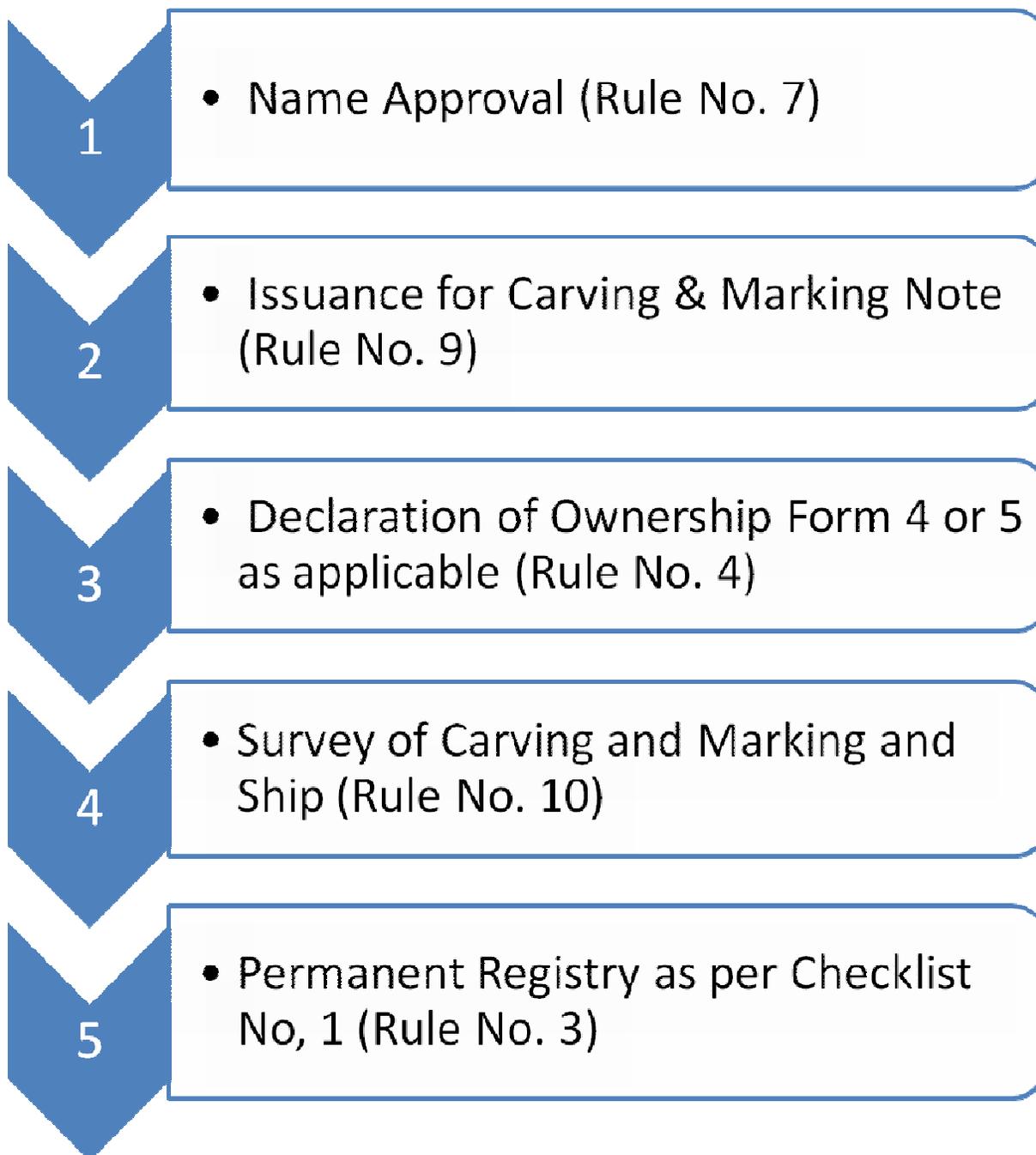


Mercantile Marine Department, Mumbai

FLOW CHART FOR REGISTRATION OF SHIP UNDER M.S. RULES
1960 AS AMENDED



FOLLOWING ARE THE STEPS FOR PERMANENT REGISTRY OF A SHIP



Please see procedures Detailed below

Procedure to be followed:-

Company should be registered with MMD and DGS by applying on a letter head to PO, MMD and DGS respectively for ID and Password.

Step 1 for Name Approval

- Application should be in prescribed format (Form 15) alongwith
- DGS and MMD online application no. (To be obtained through owners ID)
- A copy of previous Certificate of Registry for second hand vessel and a copy of ships details from the builder for a new built vessel.
- A copy of Memorandum and Articles of Association of the company.
- Vessel of 25 years and above need technical clearance.
- Three names in Hindi and English to be suggested
- Fees Rs. 5000/- to pay from Debit Deposit Account.

Step 2 for issuance of Carving and Marking Note

- Application for Carving & Marking Note on letter head of company.
- Approved Tonnage Computation or Tonnage Certificate issued by Flag / Class.
- Fees Rs. 500/- from Debit Deposit Account.

Step 3 for signing of Declaration of ownership

- Declaration of Ownership Form 4 or 5 as applicable.
- Form can be obtained from the Department on application (online & hard copy - Fees Rs. 5/-)
- To be signed before Principal Officer / authorised person.

Step 4 for Survey of Carving and Marking and Ship

- Application for Survey of Carving & Marking onboard Ship with online application through Miscellaneous Module.
- Sighting of Carving and Marking and Survey of vessel will be done by MMD or Class Surveyor.
- Certificate of Survey, if issued by MMD, fees will be as per Gross Tonnage.
- Fees depend on number of Visits. Rs. 3000/- per visit + overtime or holiday charges + Rs. 300/- C & M visit.

Step 5 for Permanent / Provisional Registry

- Application for Registry as per Checklist No. 1 (Available on MMD website) alongwith an online application in DGS and MMD site.
 - Alternatively a Provisional Certificate of Registry can be issued to the vessel for Six months, if the vessel is abroad or if the documents are not complete as per the requirements.
 - For provisional Certificate of Registry, the documents required are i) An application, ii) Original Carving & Marking duly verified by the Surveyor, iii) Certificate of Survey, iv) Original Board Resolution for a company or signed by all the partners for Partnership Firm, v) Original Declaration of Ownership duly signed before Principal Officer, vi) Original Bill of Sale for a second hand vessel or Original Builder's certificate for a new Ship.
 - When the vessel is abroad and a Provisional Certificate of Registry (PCOR) is to be issued for taking delivery, the owner has to apply for a blank Provisional Certificate of Registry (online & hard copy - Fees Rs. 100/-). A separate application to be made to instruct the class for issuance of PCOR giving date and place of delivery and a copy of Memorandum of agreement.
 - Fees for permanent Registry will be as per Gross Tonnage and for Provisional Registry Rs. 1100/-.
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NOTE:-

Documents required for registry related issues such as Mortgage, Change of Ownership, Transfer of Ownership, and Alteration of Registry etc. are available at the website www.mmd.gov.in