

सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

टेलीफोन: 91-22-25752040/1/2/3

फैक्स: 022-25752029/35

ई-मेल: dgship-dgs@nic.in

वेब: www.dgshipping.gov.in

“बिटा बिल्डिंग”, 9 वी मंजिल / “BETA BUILDING”, 9th FLOOR

आय-थिंक टेक्नो कॅम्पस / I-THINK TECHNO CAMPUS

कांजुर मार्ग (ईस्ट) / KANJUR MARG(EAST)

मुंबई - 400 042 / MUMBAI - 400 042

Tele: 91-22-25752040/1/2/3

Fax: 022-25752029/35

E-mail: dgship-dgs@nic.in

Web: www.dgshipping.gov.in

F. No. SD-9/CHART(82/97-V)

Dated: 08.12.2015

Shipping Development Circular No. 04 of 2015

Sub: Procedure for online issuance of licenses and chartering permissions, for foreign flag vessels under sections 406/407 of the Merchant Shipping [MS] Act, 1958, as amended-reg.

The Directorate General of Shipping, Govt. of India [GoI], had issued the SD Circulars No.02 of 2014 [F. No. SD-9/CHART(82)/97-V] dated 10.11.14, 02 of 2007 [F. No. SD-9/Chart (82)/97-III] dated 20.04.07 & 04 of 2006 [F. No. SD-9/Chart(82)/97-III] dated 27.12.06 on online procedures, including enablement of an e-payment for issuance of chartering permissions and licenses, under the said statutory provisions. It is observed that the same online services are not being utilized by a number of stakeholders, which defeats the objective of continuous simplification & rationalization of appurtenant procedure, ensuring enhanced transparency and better leveraging of information technology, in ushering a regime of paperless & footfall-free work.

2. All stakeholders are hereby informed that the DGS, GoI has developed and improved the said online system, where by the applicants can obtained the chartering permissions, single voyage licenses [SVLs], and specified period licenses [SPLs], under section 406/407 of the MS Act, completely, on an online mode.

3. The applicants desirous of obtaining the aforesaid services are advised to follow the procedure outlined below, for availing such online services;

3.1. Registration:

3.1.1. The applicants are required to register with the DGS, GoI, and obtain a user name & password, for the purpose.

3.1.2. This registration is free of cost and the online form thereto is available on the home page of this office e-governance system. To access this form, the users are requested to visit the DGS, GoI website (www.dgshipping.gov.in) and click on its 'e-Samudra' link. The user is then led to the 'e-Samudra' home page. The new user registration section at the left hand part of the page is available to all who wish to register under different categories. Charterers may register under the 'charterers' category, while the agents authorised by charterers may register under the 'agents for SPL/SVL' category. Those who have already registered and have been allotted user name and password need not register again.

3.1.3. On registration and obtaining the user name and password, the user, upon his first login, will be required to change password for enhanced online security.

3.2. Filing application for availing the online services:

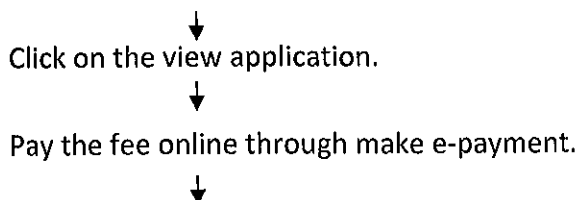
3.2.1. Subsequent to registration, the user can access the licensing and chartering module and apply for the services listed therein.

3.2.2. The applicant needs to fill in the complete details on the online form, including particulars like date of issue, last annual survey/endorsement/intermediate survey and validity of certificates.

3.2.3. In a case where an applicant has not submitted the certificate(s), then he may fill the name(s) of authority/organization which has issued the certificate(s), in the field "remarks for not providing the certificate", and then submit the application.

3.3. Payment of applicable fee online:

3.3.1. After submission of the application, the applicant may follow the steps given below;



: 3 :

System generates e-payment receipt(s) indicating corresponding application number(s) and payment success information.



Take printout of the online application and e-payment receipt.



Upload the scanned copies of the following;

1. Copy of online application, duly signed by the applicant concerned,
2. E-payment receipt, duly signed.
3. E-payment receipt for levy charges (along with a copy of the rate of exchange of the currency concerned) /late fee, wherever is applicable,
4. INSA's NOC, wherever applicable,
5. Signed copy of the proof of communication sent to the INSA wherever 'Global Tender' is followed or invitation for 'Expression of Interest' is advertised by any charterer or principal, including the document published in the newspaper or in an electronic format,
6. Copies of the P & I Club, Class Certificates for all types of ships,
7. Passenger ship safety certificate, if applicable,
8. SPS Code/MODU certificate, wherever applicable, in accordance with this office M.S. Notice No. 22 of 2013 [F. No. SD-9/CHART(82)/97-III] dated 05.09.13,
9. Copy of the Long Range Identification and Tracking [LRIT] certificate,
10. PSC inspection reports for the vessels which are above 25 years of age & not classed with any IACS member classification society(ies),
11. IRS survey & audit report, wherever applicable &
12. Copies of the relevant contracts of the project work(s), wherever applicable.

...4/-

3.4. Processing of the application in the DGS:

3.4.1. On receipt, if the online application is complete in all respect, the same would be processed for an online approval of the competent authority. The applicants may view the status of their application online.

3.5. Downloading of the chartering permission/license:

3.5.1. On an online approval of the competent authority, the applicant can download the chartering permission or license, as the case may be, from the e-Governance portal of this office, by clicking on the download button.

3.5.2. For downloading the chartering permission with license, the applicant needs to click both the buttons for 'chartering' as well as 'license'.

4. The applicant is no longer required to furnish hard copies of any supporting document of certificate(s) to the DGS, Gol, unless otherwise asked for [which shall be only in very exceptional circumstances].

5. It may be mentioned here that onus of maintaining the seaworthiness of given vessel rests solely with its owner or charterer. Therefore, it shall be their responsibility and in their own interest to ensure that the vessel is seaworthy, has valid applicable certificates and deploys the required Indian crew & trainee cadets during the currency of the license/chartering permission. The owner or charterer may make itself aware of and be mindful of the consequence(s) for various non-compliances under Port State Control [PSC] inspection, as well as the penal provisions under the Merchant Shipping Act, 1958, as amended, including the revocation of the license/chartering permission, as the case may.

6. It may further be noted that the information furnished by the applicant would be subjected to audit & random cross-verification and if in course of such an audit or verification it comes to light that a firm, company, master or agent of the vessel has furnished false declaration/misrepresentation and/or indulged in fraud, they would also be liable for penal action under the provisions of the M.S. Act, 1958, as amended.

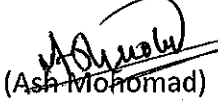
: 5 :

7. This circular is issued for further facilitation of online services. The guidelines already issued for chartering permissions /licenses, from time to time shall remain in force.

8. It is advised that the respective applicants shall, henceforth, submit their said applications only through the said online mode. No manual application will be entertained w.e.f 21.12.15.

9. This issues with the approval of the Director General of Shipping & Additional Secretary to the Govt. of India.

Yours faithfully,


(Ashwini K. Mohan)

Assistant Director General of Shipping [SD]

To;

1. To all concerned.
 2. All Indian shipping companies/charterers.
 3. INSA/FOSMA/MASSA/ICCSA, Mumbai.
 4. POs & SICs of all the MMDs under the DGS, Govt. of India.
- } through DGS website.

Copy also forwarded for an information to the;

1. Secretary to the Govt. of India, Ministry of Shipping, New Delhi-110 001
[Kind Attn: Chief Controller of Chartering].
2. Hindi Cell - for Hindi translation.
3. Computer Cell – for displaying in the official website of the Directorate.