

Directorate General of Shipping, Ministry of Shipping, Govt. of India, Mumbai

Authorized by the Director General of Shipping, GOI	Examination, Assessment & Certification (EAC) Branch	IS / ISO Clause No. 7.5.1
	Subject- Facilitation Centres	NT / ENGG. Circular No. 12 of 2012
	<ol style="list-style-type: none"> 1. Issuance of Watch Keeping Certificates (WKC) and Tanker Endorsements (TE) to ratings 2. Issuance of Tanker Endorsements (TE) to Petty Officers 3. Issuance of Tanker Endorsements (TE) to Deck Cadets and Trainee Marine Engineers 	(In partial modification of NT/ENGG Circulars No. 2 of 2005 and No. 5 of 2007)
	File No. ENG/EXAM-17(9)/99-III Pt.	28.12.2012

1. Background:

1.1 Every rating intending to serve on sea going ships as a watch keeper either in the deck or in the engine department, is required to have necessary watch keeping certificates under the Reg. II/4 and III/4 of STCW convention. All the ratings (deck, engine and saloon) and petty officers intending to serve onboard tankers are required to complete the necessary basic training in tanker operations and obtain the requisite certificate (dangerous cargo endorsements) for service on tankers under the Reg. V/1, Para 1 of STCW convention. At present, the Mercantile Marine Departments are issuing the above mentioned certificates to the eligible ratings and petty officers after due verification of sea service testimonials and authentication of necessary documents submitted by the applicant as per the procedure laid down in the Quality Procedure manual and relevant circulars on the subject. However, due to increasing number of applicants day by day and further caused by shortage of surveyors at MMDs, of late, candidates are finding it difficult to obtain the watch keeping certificates and the dangerous cargo endorsements within a reasonable time period at Mumbai, since more than 60 percent of seafarers in the country are applying for certification at MMD Mumbai.

1.2 Consequent upon the fact that Reg I/2 sub-paras 1&2 of the STCW 2010 clearly stipulate that Certificates of Competency and certificates for service on tankers for Masters and Officers shall only be issued by the Administration, it may be inferred that the Administration may authorise any other agency for issuance of other certificates such as, watch keeping certificates for the ratings (WKC) and tanker endorsements (TE) for seafarers other than officers (Ref. Section B-II, Para 2, guidance regarding 'definition and clarification of certificates' as mentioned in STCW Code B). Bearing in mind the difficulties being faced by the ratings in obtaining the WKC & TE and, also taking into account the concerns of ship owners/managers/RPSL agencies that employment prospects of Indian seafarers will be affected due to delay in certification and upon careful examination of above mentioned facts and problems, in order to improve the overall quality of services being rendered by the MMDs, the Directorate in consultation with all the stakeholders has decided to implement the following methodology for the purpose of issuance of WKC and TE for ratings and petty officers.

2. New methodology for certification of ratings:

2.1 In view of the facts mentioned above, the Director-General of Shipping in exercise of the powers conferred under Rule 46 of the chapter IX of M.S. STCW Rules 1998, has decided to delegate the duty for issuance of WKC and TE, as stated above to Industry organisations besides the Mercantile Marine Departments.

2.2 From **01.01.2013** onwards industry organisations such as

- INSA: Indian National Ship-owners Association,
- ICCSA: The Indian Coastal Conference Shipping Association
- FOSMA: Foreign Owners Representatives and Ship Managers Association
- MASSA: Maritime Association of Ship Owners Ship Managers & Agents
- [and any other agencies which may be identified at a later stage]

are also authorised to receive the application from ratings and petty officers for certificates mentioned at Para 2.1, process the application based on established criteria and issue the necessary certificates on behalf of Government of India.

2.3 Securitized stationery for printing of watchkeeping certificates for ratings and petty officers will be issued by DGS/MMDs.

3.0 Setting up of Facilitation Centres for the purpose of certification:

3.1 In order to execute the work delegated by the Directorate with respect to certification of seafarers, these industry organisations have committed to establish one or more 'Facilitation Centres' (FCs) at convenient locations of Mumbai first and other cities at a later stage, depending upon the need. FCs can be set up by each organisation separately or jointly with the concurrence of the participating organisations. In this context, FCs are advised to develop their own Standard Operating Procedures for each of its activity and all the activities of the FCs should be covered under the Quality Management System. All the FCs will be audited by the Directorate General of Shipping once every year to verify compliance with the requirements of the M.S. STCW Rules and circulars issued by the DGS, thereto.

3.2 Each FC shall designate at least one or more responsible officers (either Master Mariner or Chief Engineer) for the purpose of signing and issuance of the said certificates. These authorised signatories shall have the formal approval of the Directorate General of Shipping and are bound by the code of conduct as applicable for government officers. The FCs will provide the necessary facilities such as air conditioned waiting area, qualified and courteous staffs, counters/desks for receipt of applications and payment of fees, help desk for providing information to the applicants, facilities for receipt of applications and dispatch of certificates by speed post, SMS alerts regarding the status of applications, etc. Details regarding the location of facilitation centres will be displayed on the DGS website.

4.0 Process flow of 'Facilitation Centres' for certification of ratings and petty officers:

4.1 Issuance of watch keeping certificates (WKC) for ratings:

Since the watch keeping certificate for ratings is issued after the requisite sea service, the following process for submission of application will be followed:

4.1.1 **Category I:** A rating who has completed requisite sea service on Indian ships belonging to INSA group of companies will furnish his application through the company concerned to the FC of INSA.

4.1.2 **Category II:** A rating who has completed requisite sea service on Indian ships belonging to ICCSA group of companies will furnish his documents through the company concerned to the FC of ICCSA.

4.1.3 **Category III:** A rating who has completed requisite sea service on foreign flag ships belonging to FOSMA group of owners/agencies will furnish his documents through the company

concerned to the FC of FOSMA.

4.1.4 Category IV: A rating who has completed requisite sea service on foreign flag ships belonging to MASSA, group of owners/agencies will furnish his documents through the company concerned to the FC of MASSA.

4.1.5 Category V: Any rating not meeting the criteria as mentioned from Category I to Category IV above will furnish his documents through the company concerned to the MMDs or any other authorised agencies.

4.2 Issuance of Certificate (endorsement) for service on tankers (Level-1) for all seafarers other than certified officers:

Nowadays all the seafarers are required to complete the relevant basic training for tanker operations and obtain the necessary certificate (endorsement) for service on tankers prior to joining the tankers, or in most cases prior to joining a company. Therefore, for the purpose of obtaining the certificate for service on tankers, seafarers may submit an application directly to any of the FCs or any of the MMDs nearest to their place of residence (except MMD Mumbai) at their convenience. Candidates are permitted to apply for endorsement for more than one type of tanker in a single application form and one set of documents. However for each category of endorsement, applicable fees need to be paid.

4.3 Processing of applications by Facilitation centres:

4.3.1 A seafarer (i.e. either a rating or a petty officer or a Trainee Marine Engineer or a Deck Cadet) seeking WKC or TE as applicable, may submit his / her application through a company or directly as mentioned in Para 4.1 and Para 4.2 above to the facilitation centre. Duly completed application form should be submitted along with fees (fees due to MMD + service charge for the facilitation centres) and all the necessary supporting documents as per the checklist. Authorised officials of FCs shall verify the original documents at the time of submission itself.

A) Format of application form, checklist and WKC for ratings is attached.

B) Format of application form, checklist and TE is attached.

4.3.2 Upon receipt of applications, FCs shall scrutinize the applications towards eligibility as per M.S. STCW rules 1998/2012 and verify the authenticity of supporting documents i.e. sea service certificate, course certificate and TAR book to prevent any fraudulent practices. If a candidate meets all the requirements, a certificate in the prescribed format shall be issued to the candidate at the earliest duly signed by the authorised person. It is recommended that FCs shall dispatch the certificate to the applicant by speed post at the requested address. However tanker endorsements may be delivered to the candidate at the centre itself, if he so desires.

4.3.3 At the time of scrutiny, if it is found that the applicant is not eligible to get the certificate due to some deficiency therein, {for example: submission of fake documents (**in which case CDC has to be intervened with**), short of sea service, training course not approved, incomplete TAR book etc.,} then the FC may reject the application and inform the candidate about the nature of deficiency and the reason for rejection by speed post. In case the application is rejected by Facilitation centres, and if candidate feels such an action is not justified, then he may prefer an appeal to the Principal Officer, Mercantile Marine Department Mumbai within 30 days.

4.3.4 Responsibility for submitting correct information in the application form and for providing required documents as per the check-list rests with the applicant, whereas responsibility with respect to the sea time certificate will remain with the concerned employer (Owners, Managers, RPSL holders, etc.).

Responsibility for verifying the eligibility of candidate, verifying the authenticity of documents and for issuance of certificates or rejection of applications due to deficiencies will be lying with the FCs.

4.3.5 If a seafarer submits all the necessary documents for certification and same found to be in order, then the FCs shall endeavour to issue TE within a maximum period of two working days and WKC for ratings within a maximum period of 15 days.

4.4 Submission of certificate details to MMDs and INDoS cell by facilitation centres:

FCs shall maintain an authenticated record of all the applications received, certificates issued and rejected applications if any. FCs shall forward the scanned copy of each certificate issued to the seafarer (i.e. either a rating or a petty officer or a Trainee Marine Engineer or a Deck Cadet) to the MMDs and INDoS cell for uploading in the national database on a weekly basis. FCs shall also forward the details of certificates issued in an excel format by email to the MMDs and INDoS cell for updating the central database and for monitoring the receipt of fees. Details of rejected applications shall also be forwarded to MMDs and all the other FCs for information, to avoid any malpractice.

5.0 Payment of fees to the Mercantile Marine Departments:

FCs are permitted to levy a nominal service charge from the candidates in addition to the fees stipulated by the M.S. STCW rules 1998 for the certification, in order to meet their operating expenses. Service charge may vary depending upon the quality of services being provided by the FCs. All FCs shall submit the fees (as per M.S. STCW Rules) collected from the candidates to the Principal Officer, MMD Mumbai by means of demand draft in favour of "Principal Officer, MMD Mumbai" payable at Mumbai every week.

6.0 Scope of facilitation centres:

Depending upon the success and satisfactory performance of the FCs, the Directorate may expand the scope for further value added services to them, as deemed necessary (e.g., for collection of application form & documents from Officers for their certificates and endorsements, initial scrutiny of applications received from Officers prior submitting to MMDs, delivery of certificates issued by MMDs to concerned officers by speed post, etc.) in the foreseeable future.

7.0 Procedure for certification of ratings at MMDs other than MMD Mumbai:

7.1 Since the number of candidates (ratings) applying for certification at the other MMDs are much less and setting up of FCs at all the other places may not be feasible for the industry organisations immediately, all the other Mercantile Marine Departments will continue to accept, process and issue necessary certificates and endorsements as per the procedures laid down in the Quality Procedure Manual within the time period mentioned at Para 4.3.5 above, till the time the FCs are set up in those places.

7.2 Administrative arrangements to facilitate the process of certification: In view of the present shortage of surveyors at the Mercantile Marine Departments, in addition to authorising FCs as stated in Para 2.1, the Director-General of shipping in exercise of his powers vide Rule.46 of Chapter IX of M.S. STCW Rules 1998, hereby also authorises the Radio Surveyors and Ship Surveyors in all the MMDs to issue tanker endorsements when the Nautical or Engineer and Ship Surveyors are not available. Principal Officer of MMDs may issue suitable directives in this regard, as necessary.

8.0 This issues with the approval of the Director-General of Shipping & ex-officio Additional Secretary to Govt. of India.

Application for Certification of Rating under the International Convention on Standards of Training, Certification and Watch-Keeping for Seafarers, 1978, as amended.

(Refer to Instructions and Guidelines given overleaf for filling up application form)

To
The Facilitation Centre of _____, Mumbai.

SUB: Application for Issuance of Watch-Keeping Certificate for Rating under STCW Convention, 1978 as amended.

Particulars of Candidate:

(1) Name: (in Block Letters)

First	Middle	Last
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 (2) Date of Birth:

DD	MM	YY
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(3) CDC Number:

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 Date of Issue:

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 Place of Issue:

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(4) Medical Certificate: (Format as per ILO-147 Conv.) (Photocopy to be attached) Yes / No

(5) Modular Courses Done:

	Cert. No.	Name & Place of Institute
a. Personal Survival Techniques :		
b. Fire Prevention and Fire Fighting :		
c. Elementary First Aid :		
d. Personnel Safety and Social Responsibility :		

(6) Record of Pre Sea Training :

Name of Institution	From	To	Total Time

(7) Record of Sea Service :

Vessel's Particulars				Rank Served	Duration		Total Time Served Y. M. D
Name	Type	GT/KW	Foreign Going Or Coastal		From	To	

I hereby declare that the particulars given above are correct and true to the best of my knowledge and belief.

Date : Place : Signature of Applicant :

Note: Any person who makes a false representation or knowingly gives a false information is liable for punishment for cheating under sections 182 and 420 of the Indian Penal Code.

(FOR OFFICIAL USE)

Fees paid : Rs.

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 DD No.

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 Date

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 Office Assistant.....

I have scrutinized above application in line with applicable guidelines. Candidate has been assessed and examined and found eligible/ineligible* for certification.

.....
Name and Signature of Duly Authorized Officer
Facilitation Centre of _____, Mumbai.

* To delete as appropriate.

**CHECKLIST FOR ISSUANCE OF WATCHKEEPING CERTIFICATE FOR RATINGS BY
FACILITATION CENTRES
FOLLOWING DOCUMENTS ARE REQUIRED ALONG WITH APPLICATION FOR
WATCHKEEPING RATING (ENGINE ROOM / NAVIGATION)**

Name: Date :

Place of Birth : Date of Birth :

(If Name and Place of birth is different in CDC and Passport, Notarized affidavit to be submitted in Original)

XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE

		YES	NO
1.	APPLICATION FORM <u>IN ORIGINAL</u> DULY FILLED AND SIGNED		
2.	COPY OF INDOS NUMBER PRINT OUT		
3.	COPY OF INDIAN CDC (ALL STAMPED PAGES) (SELF ATTESTED)		
4.	COPY OF PASSPORT (ALL STAMPED PAGES) (SELF ATTESTED)		
5.	LETTER ISSUED BY THE OWNER OF THE VESSEL / AGENT IN ORIGINAL REGARDING SEA SERVICE WITH RPSL NUMBER POSTAL ADDRESS, E-MAIL ADDRESS OF THE RECRUITING COMPANY IN INDIA AND OPERATOR / OWNER OF THE SHIP FOR SEA SERVICE VERIFICATION.		
6.	TRAINING RECORD BOOK (IN ORIGINAL ONLY)		
7.	COPY OF TRAINING COURSES AS APPLICABLE:- (1) PRE-SEA TRAINING AS DECK/ENGINE or GP RATING* (2) FIRE PREVENTION & FIRE FIGHTING (3) ELEMENTARY FIRST AID (4) PERSONAL SURVIVAL TECHNIQUES (5) PERSONAL SAFETY & SOCIAL RESPONSIBILITIES (*NOTE: FOR RATINGS HOLDING UTILITY HAND CDC ISSUED UPTO 2003 PRE-SEA TRAINING IS NOT COMPULSORY)		
8.	COPY OF ARTICLES OF AGREEMENT OR CONTRACT LETTER		
9.	COPY OF S. S. C. MARK SHEET / PASS CERTIFICATE (POST 1998 CANDIDATES)		
10.	COPY OF VALID MEDICAL FITNESS CERTIFICATE		
11.	THREE RECENT COLOUR PHOTOGRAPHS (PASSPORT SIZE)		
12.	APPLICABLE FEES		

Signature

Name of the Applicant

**CERTIFICATE OF PROFICIENCY
AS
RATING FORMING PART OF A NAVIGATIONAL WATCH
(Regulation II/ 4 of STCW Convention)**

CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE MERCHANT SHIPPING ACT, 1958 (44 OF 1958) AND THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW), 1978, AS AMENDED.

The Government of India certifies that _____ has been found duly qualified in accordance with the provisions of regulation II/ 4 of the STCW Convention as amended and has been found competent to perform the following functions at the levels specified, subject to any limitations indicated:

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)
Navigation	Support	

The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning requirement of the Administration:-

CAPACITY	LIMITATIONS APPLYING (IF ANY)
Rating forming part of a navigation watch	

Certificate No. _____ Issued on _____

Date of Expiry : Unlimited

The Original of this certificate must be kept available in accordance with regulation I/2 Paragraph 11 of the STCW Convention while its holder is serving on a ship.

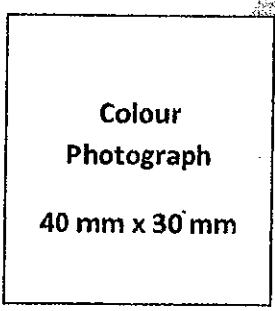
Date and Place of birth of holder of certificate _____

Signature of the holder of the certificate _____

INDOS No. _____ Seafarer's Identification Document No. _____

PASSPORT NO. _____ C.D.C.No. _____

Photograph of the holder of the certificate



Organisation Seal

Signature of duly authorised officer

Name of duly authorised Officer

This is to state that (Name and address of Facilitation Centre) is duly authorized to issue this certificate under the authority of the Directorate General of Shipping, Ministry of Shipping, Govt of India. Any inquiry concerning the validity of this certificate should be addressed to INDoS Cell. Email: lbsindos@vsnl.net.

Note: A copy of each certificate issued should be sent to the MMD Mumbai and INDoS cell.

**CERTIFICATE OF PROFICIENCY
AS
RATING FORMING PART OF AN ENGINE-ROOM WATCH
(Regulation III/ 4 of STCW Convention)**

CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE MERCHANT SHIPPING ACT, 1958 (44 OF 1958) AND THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW), 1978, AS AMENDED.

The Government of India certifies that _____
has been found duly qualified in accordance with the provisions of regulation III/ 4 of the STCW Convention as amended and has been found competent to perform the following functions at the levels specified, subject to any limitations indicated:

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)
Marine engineering	Support	

The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning requirement of the Administration:

CAPACITY	LIMITATIONS APPLYING (IF ANY)
Rating forming part of a Engine-Room Watch	

Certificate No. _____ Issued on _____

Date of Expiry: Unlimited

The Original of this certificate must be kept available in accordance with regulation I/2 Paragraph 11 of the STCW Convention while its holder is serving on a ship.

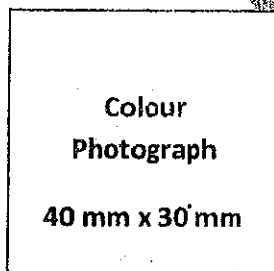
Date and Place of birth of holder of certificate _____

Signature of the holder of the certificate _____

INDOS No. _____ Seafarer's Identification Document No. _____

PASSPORT NO. _____ C.D.C.No. _____

Photograph of the holder of the certificate



Signature of duly authorised officer

Organisation Seal

Name of duly authorised Officer

This is to state that (Name and address of Facilitation Centre) is duly authorized to issue this certificate under the authority of the Directorate General of Shipping, Ministry of Shipping, Govt of India. Any inquiry concerning the validity of this certificate should be addressed to INDoS Cell. Email: lbsindos@vsnl.net.

Note: A copy of each certificate issued should be sent to the MMD Mumbai and INDoS cell.

Application for Issuance of Certificate (Endorsement) for Service on Tankers by FCs
 (Refer to instructions and Guidelines given overleaf for filling up application form).

The Facilitation Centre of _____, Mumbai.

SUB : Application for Issuance of Certificate (Endorsement) for service on Tankers.

Particulars of Candidate:

1. Name : (In Block Letters)	First	Middle	Last	(2) Date of Birth :	DD	MM	YY
	3 C.D.C : Number :				Date of issue:	Place of Issue	

4 Certificate of Competency / Service Grade: NOT APPLICABLE No. : NOT APPLICABLE

5a. INDoS NO: _____ 5b. PASSPORT NO: _____
 5c. NATIONALITY: _____

6 Modular Courses Done : (photocopies to be attached)	Certificate No.	Name and Place of Institute
(a) Fire Prevention and Fire Fighting (Basic) OR (Advanced)		
(b) Oil Tanker Familiarization/ Safety* Course :		
(c) Chemical Tanker Familiarization/ Safety* Course :		
(d) Gas Tanker Familiarization/ Safety* Course :		

*Delete as appropriate

7 Record of Service* : (On Type of Tankers for which endorsement is sought) *Note: Not Applicable for fresh candidates

Vessel's Particulars			Rank Served	Duration Served		Total Time Served	CARGO CARRIED
Name	Type	Port of Registry		From	To		

8. Issuance of Certificate (Endorsement of Service on Tankers requested as follows:

Type of Tanker	Level #
Oil / Chemical / Liquefied Gas* Tanker	Level 1

*Delete as appropriate

#Level 1 = Qualified to be assigned specific duties and responsibilities related to cargo or cargo equipment.

I hereby declare that the particulars given above are correct and true to the best of my knowledge and belief. I have read the instructions given overleaf.

Date: Place: Signature of Applicant:

Note: Any person who makes a false representation or knowingly gives a false information is liable for punishment for cheating under sections 182 and 420 of the Indian Penal Code.

(FOR OFFICIAL USE)

Fees paid: _____ DD No: _____ Office Assistant:

I have scrutinized above application in line with applicable guidelines. Candidate is **Eligible / Not Eligible** for Issuance of Certificate (Endorsement for service on Tankers as requested may be issued.

Endorsement No: Signature of Duly Authorized Officer:
 Dated : Name of Officer
 in Capacity of : Designation :

CHECKLIST FOR ISSUANCE OF DANGEROUS CARGO ENDORSEMENT FOR RATINGS, PETTY OFFICERS & TRAINEE OFFICERS (CADETS & TMEs) – LEVEL 1 – By Facilitation Centres)

FOLLOWING DOCUMENTS ARE REQUIRED ALONG WITH APPLICATION FOR DANGEROUS CARGO ENDORSEMENT

Name : Date :

Place of Birth : Date of Birth :

(If Name and Place of birth is different in CDC and Passport, Notarized affidavit to be submitted in original)

XEROX COPY OF EACH DOCUMENT MUST BE ARRANGED IN THE FOLLOWING SEQUENCE

YES NO

		YES	NO
1	APPLICATION FORM IN ORIGINAL DULY FILLED AND SIGNED		
2	INDOS NUMBER PRINT OUT COPY		
3	COPY OF CDC (ALL STAMPED PAGES) (SELF ATTESTED)		
4	COPY OF PASSPORT (ALL STAMPED PAGES) (SELF ATTESTED)		
5	COPY OF OIL/ CHEMICAL/ GAS TANKER FAMILIARISATION COURSE (WITHIN 5 YEARS FOR FRESH CANDIDATES ONLY)		
6	ORIGINAL OLD LEVEL 1 D. C. ENDORSEMENT (FOR RENEWAL ONLY)		
7	LETTER ISSUED BY THE OWNER OF THE VESSEL/ AGENT IN ORIGINAL. REGARDING MINIMUM OF 3 MONTHS SUPERVISED SEA SERVICE ON THE TYPE OF TANKER (OIL/ CHEMICAL/LIQUID GAS TANKER) WITH RPSL NUMBER AND E-MAIL ADDRESS. (OR) APPROPRIATE REFRESHER TRAINING (FOR RENEWAL ONLY)		
8	COPY OF FIRE PREVENTION AND FIRE FIGHTING COURSE		
9	THREE RECENT COLOUR PHOTOGRAPHS (PASSPORT SIZE)		
10	COPY OF DD OF Rs. 1000/- ENCLOSED FOR EACH ENDORSEMENT		

Please Note: For Renewal of Endorsement on Oil, Chemical, Gas Tankers, certificate from the Company should mention the name of Oil, Chemical, Gas Cargo carried along with their grade.

Signature

Name of the Applicant

Certificate (Endorsement) for service on Tankers

Issued under the provisions of International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended.

The Government of India certifies that _____ has been found duly qualified in accordance with the provisions of regulation V/I of the above Convention, to perform the functions at the Level and Type of Tanker specified, until _____ (not more than 5 years from the date of issue.)

Level #	Type of Tanker
Level 1	Oil Tanker* / Chemical Tanker* / Liquefied Gas Tanker*

* delete as appropriate

Colour Photograph
 40 mm X 30 mm

Official Seal

INDoS No: _____

PASSPORT No: _____

Date of birth of the holder of this endorsement _____

Signature of the holder of this endorsement _____

Endorsement No. _____ Issued on _____ Issued at _____

Issued by: (Name and address of Facilitation Centre)

Signature of duly authorized official

Name of duly authorized officer

This is to state that (Name and address of Facilitation Centre) is duly authorized to issue this certificate under the authority of the Directorate General of Shipping, Ministry of Shipping, Govt of India. Any inquiry concerning the validity of this certificate should be addressed to INDoS Cell. Email: lbsindos@vsnl.net.

Note: A copy of each certificate issued should be sent to the MMD Mumbai and INDoS cell.

#Level

Level 1 = qualified to be assigned specific duties and responsibilities related to cargo or cargo equipment.