



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 19-18011/15/2024-MTO- DGS (C. No. 27825)

Date: 04.02.2026

DGS Circular No. 04 of 2026

Subject: Revision of Checklist for Certificate of Registration / Renewal and Change of Name / Address – reg.

With reference to MTO Branch Circular 2014 and Circular 01 of 2015, this is to inform all stakeholders, applicants, and users of the MTO system that the checklist required for submission of applications relating to Certificate of Registration, Renewal of Registration, and Change of Name / Address has been revised and updated.

2. The revised checklist has been prepared to streamline the scrutiny process, enhance documentation clarity, and reduce delays during application processing. Stakeholders are advised to go through the updated checklist thoroughly before submitting their applications, as compliance with the revised requirements is essential for timely processing and approval. The updated checklist is enclosed with this circular for easy reference.

3. All applications related to Certificate of Registration / Renewal and Change of Name / Address must be submitted exclusively through the online MTO application portal at the following link:

<https://esamudra.dgshipping.gov.in>

4. Stakeholders are advised to use the mobile number and email ID of an authorized person within the organisation to avoid issues in receiving OTPs during registration and login to the portal.

5. Stakeholders are also informed that the updated User Manual, containing step-by-step instructions for login, application submission, document upload, and tracking, is attached with this circular. The User Manual has been designed to assist applicants in navigating the portal efficiently and ensuring that all required fields and documents are accurately completed and uploaded. The user manual is also attached for your support.

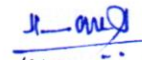
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9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंपस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

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6. In case of any login issues, portal access problems, or technical challenges encountered during the submission process, users may contact the technical support team at : dgs.support@gov.in
7. The support team will assist applicants with troubleshooting and resolving their technical difficulties at the earliest.
8. All stakeholders are requested to ensure strict adherence to the updated guidelines and documentary requirements, as non-compliant or incomplete submissions may result in rejection or re submission of the application.
9. This issues with the approval of the competent authority.


(N.R. Raut) 04/02/2026

Asst. Director General of Shipping (MTO)

1. To,
All Concerned Stakeholders,