

Directorate General
of Shipping,
Mumbai, India.

Multimodal Transport Operator - MTO

MTO User Manual

Version 3.1

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Training User Manual for Multimodal Transport Operator (MTO)

1. Introduction

The Training User Manual is designed to give the brief idea about the transformation of old portal to new e-Samudra portal. The training module will help to understand it in sequential manner to the MTO users.

2. Objective

The purpose of this document is to outline to the MTO (Multi-Modal Transport Operator) module within the DGS e-Samudra portal. To streamline the issuance, renewal, and compliance processes for Multimodal Transport Operators (MTOs) while ensuring regulatory compliance and enhancing user experience by improving transparency, reducing manual errors, and automating workflows. This module will facilitate the following sub-modules;

1. MTO Registration and Issuance of MTO Certificate of Registration.
2. Application Process of Renewal of MTO License
3. Change in Name in the profile of MTO,
4. Change in Address in the profile of MTO,

3. Scope

This document covers a detailed overview of all the functionalities and processes related within the scope of MTO Registration. It outlines the various services and procedures available to Service Providers in this category. The key areas addressed include:

- **MTO Registration and Issuance of MTO Certificate of Registration:** This process involves the registration process and MTO certificate issuance process.

4. Relevant Act/Rules/Regulations/MS Notice/Order/Circular/Guidelines

This section covers the requirements for the MTO Registration and Issuance of MTO Certificate of Registration process, as mandated in:

- i. Section 3 & 4 of Multimodal Transport of Goods Act, 1993 (MMTG Act, 1993) as amended.
- ii. Rule 2, 3, 4 & 5 of Registration of Multimodal Transport Operators Rules, 1992.

- iii. List of Duties / Responsibilities being discharged in MTO Branch at DGS and Check list: [Annexures to Application for Registration as “Multimodal Transport Operator \(MTO\)](#) as available on the DGS website under DGS Circular related to MTO dated 18.08.2014.
- iv. [Standard Operating Procedure \(SOP\) for registration of Multimodal Transport Operator](#) as available on the DGS website under DGS Circular related to MTO dated 17.12.2015.
- v. [Format for printing and issue of Multi-modal Transport Document \(MTD\)](#) as available on the DGS website under DGS Circular related to MTO dated 02.05.2013.
- vi. [Circular No. 01 of 2015 dated 30.11.2015 on revamped online procedure for filing of application for Registration / Renewal as Multimodal Transport Operator under section 4 of the Multimodal Transportation of Goods \(MMTG\) Act, 1993](#) as available on the DGS website under DGS Circular related to MTO.
- vii. [Circular No. 01 of 2010 dated 18.10.2010 on Procedure for issuance of Registration / Renewal as MTO under Section 4 of the Multimodal Transportation of Goods Act,1993 - on-line application thereof.](#) as available on the DGS website under DGS Circular related to MTO.
- viii. Any other Relevant Act/Rules/Regulations/MS Notice/Order/Circular/Guidelines which are related to the operation of MTO other than the above.
- ix. Any amendments for the above Act/Rules/Regulations/MS Notice/Order/Circular/Guidelines will be applicable for time to time.

5. Abbreviations

- 2FA – Two-Factor Authentication
- DGS – Directorate General of Shipping
- FAQ – Frequently Asked Questions
- MMTG Act, 1993 – Multimodal Transport of Goods Act, 1993
- MTD – Multimodal Transport Document
- MTO – Multimodal Transport Operator
- OTP – One-Time Password

6. Core Requirements for the User

6.1 System & Documents Requirement

- Internet Connection: Your device must be connected to the internet (via Wi-Fi, cellular data, or Ethernet) for it to communicate with the remote server where the website is stored.
- A Device: You need a device such as a computer, laptop, tablet to view and access the website.
- Web Browser: This is a software application (e.g., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge) used to interpret and display the website's code (HTML, CSS, JavaScript) on your screen.
- Document should be uploaded in PDF format with not exceeding the limit i.e 5MB.

6.2 Checklist

Documents to be uploaded along with online application for fresh Certificate of Registration as “Multimodal transport Operators (MTO)”						
Main Sr. No.	Applicant	Sub Sr. No.	Sub-Sub Sr. No.	Certificate/Submission		
A	For the Applicant engaged either in the business of shipping, or freight forwarding in India or abroad	1	a	Copy of Certificate from C.A. showing minimum annual turnover of fifty lakh rupees during the immediately preceding financial year. (Note: If the applicant is not resident of India the Turnover may be certified by authority competent to certify the accounts of the company in that country.)		
			b	Income Tax Returns (front page) for the preceding financial year.		
			c	Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding financial Year.		
		OR				
		2	a	Certificate from C.A. showing average annual turnover of fifty lakh rupees during the preceding three financial years. (Note: If the applicant is not resident of India the Turnover may be certified by authority competent to certify the accounts of the company in that country.)		
			b	Income Tax Returns (front page) for the preceding three financial year.		
			c	Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding three financial Year.		
		OR				
		B	For the Applicant other than the one who is not engaged either in the business of shipping, or freight forwarding in India or abroad	1	a	Certificate from C.A./Company Secretary showing Subscribed share capital of such company not less than fifty lakh rupees
					OR	
a	Certificate from C.A. the aggregate balance in the capital account of the partners of the firm not less than fifty lakh rupees					
OR						
a	Certificate from C.A. the capital of the proprietor is not less than fifty lakh rupees:					

C	For All the applicant	1	a	<p>Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp.</p> <p>Note: The Agreements must cover the following: "Applicant should act as a "Principal" for taking charge of goods for exports from India and the foreign counterpart will act as "agent" for multimodal transportation when a MTD is issued for exports from India."</p>
			b	<p>Confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated on the letterhead (preferably) of the same agent and should be communicated from his official email/fax.</p>
D		1	a	<p>Details of infrastructure facilities available such as buildings, telecommunications facilities, etc. (List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant AND proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.)</p>
E				<p>A Certificate of Incorporation with a copy of the Memorandum and Articles of Association, if the applicant is a company OR registration under Partnership Act OR registered deed of proprietorship AND documentary proof reflecting the registered office address of the applicant / presence in India.</p> <p>In case of applicant who is not a resident in India and engaging business in shipping, they address of the local office or agent, or representative may be provided in view of proof of registered office in India.</p>
				<p>Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.</p> <p>The non-resident may provide the contact details of local office, agents or representative in India.</p>
				<p>Undertaking: An undertaking on the applicant's letter head with signature of responsible person, to issue MTD for taking charge of goods for exports from India as follows: "This is to certify that our company, firm or proprietary concern (Name of the company, firm or Proprietary</p>

			<p>concern) having registered office at OR other establishments allowed for non-residents shipping companies at----- has applied for registration as MTO under section 4 of MMTG Act,1663.</p> <p>In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1663 and Rules their under and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required”.</p>
			<p>Documents to be uploaded within 30 days, by applicant after receipt of approval with Certificate of Registration [failing which, registration will be deemed as invalid]:</p> <ol style="list-style-type: none"> 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Original Insurance cover for all liabilities as per MMTG Act, 1663.

Documents to be uploaded along with online application for Renewal of Certificate of Registration as “Multimodal transport Operators (MTO)”				
Main Sr. No.	Applicant	Sub Sr. No.	Sub-Sub Sr. No.	Certificate/Submission
A	For the Applicant engaged either in the business of shipping, or freight forwarding in India or abroad	1	a	Certificate from C.A. showing average annual turnover of fifty lakh rupees during the preceding three financial years. (Note: If the applicant is not resident of India the Turnover may be certified by authority competent to certify the accounts of the company in that country.)
			b	Income Tax Returns (front page) for the preceding three financial year.
			c	Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding three financial Year.
B	For All the applicant	1	a	Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp. Note: The Agreements must cover the following: “Applicant should act as a “Principal” for taking charge of goods for exports from India and the foreign counterpart will act as “agent” for multimodal transportation when a MTD is issued for exports from India.”
			b	Confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated on the letterhead (preferably) of the same agent and should be communicated from his official email/fax.
C		1	a	Details of infrastructural facilities available, such as buildings, telecommunication facilities etc. (List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant AND proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.)
D		1	a	Few copies of MTD issued during the preceding 2 years after registration of MTO.

E		1	a	<p>Undertaking: An undertaking on the applicant's letter head with signature of responsible person, to issue MTD for taking charge of goods for exports from India as follows: "This is to certify that our company, firm or proprietary concern (Name of the company, firm or Proprietary concern) having registered office at OR other establishments allowed for non-residents shipping companies at has applied for registration as MTO under section 4 of MMTG Act,1663. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1663 and Rules their under and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required".</p>
				<p>Documents to be uploaded in the module within 30 days, by applicant after receipt of renewal of MTO Certificate of Registration [failing which, registration will be deemed as invalid]:</p> <ol style="list-style-type: none"> 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Original Insurance cover for all liabilities as per MMTG Act, 1663.

Documents to be uploaded along with online application for Change of Name/Address on the Certificate of Registration as “Multimodal transport Operators (MTO)”				
Main Sr. No.	Applicant	Sub Sr. No.	Sub-Sub Sr. No.	Certificate/Submission
A	For All the applicant for change of address of the MTO	1	a	A copy of the Form 22 filed with ROC for effecting change in address, if the applicant is a company, with Certificate of Incorporation and Company Master data sheet with updated address self- attested by authorized signatory of the applicant.
			OR	
			a	Registration under Partnership Act amended partnership deed, if the applicant is the Partnership firm registered with registrar of firms and New PAN allocated by IT department.
			OR	
		a	Amended proprietorship deed if the applicant is the proprietary concern.	
		2	a	An affidavit on Rs. 100 stamp paper mentioning the old and new name with address along with date of change of name
	3	a	GST Certificate with change of name for company/ Partnership firm/ proprietary concern	
B	For All the applicant for change of name of the MTO	1	a	A copy of the Form 24 filed with ROC for effecting change in name, if the applicant is a company, with Certificate of Incorporation and Company Master data sheet with updated address self- attested by authorized signatory of the applicant.
			OR	
			a	Registration under Partnership Act amended partnership deed, if the applicant is the Partnership firm registered with registrar of firms and New PAN allocated by IT department.
			OR	
		a	Amended proprietorship deed if the applicant is the proprietary concern.	
			2	a
	3	a	GST Certificate with change of name for company/ Partnership firm/ proprietary concern	

C		1	a	<p>Undertaking: An undertaking on the applicant's letter head with signature of responsible person, to issue MTD for taking charge of goods for exports from India as follows: "This is to certify that our company, firm or proprietary concern (Name of the company, firm or Proprietary concern) having registered office at OR other establishments allowed for non-residents shipping companies at has applied for registration as MTO under section 4 of MMTG Act,1663. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1663 and Rules their under and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required".</p>
D				<p>Documents to be uploaded in the module within 30 days, by applicant after receipt of renewal of MTO Certificate of Registration [failing which, registration will be deemed as invalid]:</p> <ol style="list-style-type: none"> 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Original Insurance cover for all liabilities as per MMTG Act, 1663.

7. User Characteristics & Actions

- MTO applicant – As MTO applicant, User wants to register, login and apply for the MTO Certificate of Registration by following the MTO guidelines.
- MTO admin – As MTO admin, User wants to receive the MTO application for the review and take necessary actions.
- DA (Dealing Assistant) - First-level scrutiny, adding observations, and forwarding the application to ADG.
- ADG (Assistant Director General) - Second-level scrutiny, adding notes, and forwarding to DDG or querying back to DA.
- DDG (Deputy Director General) - Final approval or rejection, ability to send a query back to ADG for clarification.
- Secretary – The officer who will receive the Appeal made by the MTO

8. User Journey

8.1 MTO Registration

8.1.1 Login and Registration Process for MTO Applicant on e-Samudra Portal

New User Registration:

- When the prospective MTO applicant visits the DGS website's e-Samudra section, he or she is given the option to Register as New User on the e-Samudra portal.
- Upon selecting the Register option, the system will prompt the applicant to choose their role from multiple options. The applicant will select MTO and proceed.
- The system will request the following details from the applicant: (* Mandatory fields)
- **First Name of the applicant***
- Middle Name of the applicant
- **Last Name of the applicant***
- **Name of the Company* (During Form filling)**
- **Primary Mobile Number***
- **Primary Email ID***
- **Alternate Mobile Number** (for communication purpose/ During Form filling)

- **Alternate Email ID** (for communication purpose/ During Form filling)
- **Password Creation:** The applicant will create a password and confirm it.
- Once the applicant enters these details, the system will process the registration with One-Time Password (OTP) authentication sent over given Mobile number and email id.
- Once applicant will enter the correct OTP, system will confirm that the registration is successful.
- A confirmation notification will be sent to the applicant via Email and SMS.
- The applicant's data will be stored in the centralized e-Samudra database..

[8.1.2 User Login and Two-Factor Authentication:](#)

- After successful registration, the applicant will be prompted to Login using the User ID and Password.
- The applicant will receive a One-Time Password (OTP) on the registered primary mobile number and email id for Two-Factor Authentication.
- After successfully entering the OTPs, the MTO applicant will be logged in and redirected to the Welcome Page of DGS website's e-Samudra section.

[8.1.3 Proceeding to Application Form](#)

- Once logged in, the MTO applicant can proceed to fill out the Application Form for the MTO registration process.

[8.1.4 Form Structure](#)

- **Description:** The Welcome page will contain the thorough instructions (running notes) with guidelines and support application process based on Acts and Regulations on how to apply for the MTO Certificate of Registration, hyperlinks to MTO rules and regulations wherever required, FAQs, SOPs, declarations, different tabs, each representing a form for entering required details and documents to be uploaded.
- **Expected Outcome:** The applicant can navigate through various tabs to complete the Certificate of Registration application by following the guidelines and complete the registration process as per the requirement and avoid any mistakes.

[8.1.5 Filling up of the form](#)

- **Description:** The applicant will submit the details as required in the application form. The applicant will attach the necessary documents at every step wherever required.
- **Expected Outcome:** Applicants can complete the filling up of the form and attaching the

necessary documents.

[8.1.6 Draft Saving Functionality](#)

- **Description:** The system will allow the applicant to save the details entered in each form as a draft.
- **Expected Outcome:** Applicant can save their progress and return to complete their registration later.

[8.1.7 Draft Editing Capability](#)

- **Description:** The system will allow applicant to edit their saved draft within 30 days.
- **Expected Outcome:** Applicant can make changes to their application details before final submission and payment. If application is not submitted within 30 days, the system will auto discard the saved draft.

[8.1.8 Declaration and Compliance \(as per SOP undertaking\)](#)

- **Description:** Before submission, applicant must accept a declaration confirming that all entered details are correct. The declaration will include references to relevant acts and rules under the MTO Act.
- **Expected Outcome:** Applicant acknowledges the compliance before proceeding with payment.

[8.1.9 Preview the filled application](#)

- **Description:** After filling up of the form, the system will generate the preview of the filled application. The applicant can download/print the draft and check for any updates/corrections.
- **Expected Outcome:** The application can be corrected at this stage.

[8.1.10 Payment Process](#)

- **Description:** After accepting the declaration, the applicant will be directed to the payment page to pay the registration fee of Rs. 10,000/- (Rupees Ten Thousand only) which is non-refundable. After successful payment, the receipt will be available to download/print to the applicant.
- **Expected Outcome:** The applicant can proceed to make the payment, which should be completed immediately. The receipt will be available for download/print.

[8.1.11 Final submission of application and downloading the submitted application](#)

- **Description:** After making the payment, the applicant will be directed to submit the application with digital signature. After uploading the digital signature and submission of the application, the filled and signed application will be available along with list of attachments for downloading/printing.
- **Expected Outcome:** The applicant can digitally sign and submit the filled application and download/print the filled application.

8.1.12 Application Reference Number Generation

- **Description:** After successful final submission of the application, the system generates an application reference number.
- **Expected Outcome:** The application reference number is generated for further reference.

8.1.13 Submission of copy of insurance and a specimen of MTD to Directorate General of Shipping

- **Description:** After receipt of the certificate of registration, the applicant, within 30 days, shall submit The specimen of MTD with the registration number, name of the applicant with full address and the contact details in India, (telephone, website, email).
- The copy of original insurance cover for all liabilities as per MMTG Act, 1993.
- Acceptance of the terms of approval of registration on the letter head.
- The name of the applicant as MTO will be updated on the website www.dgshipping.gov.in only after successful submission of the above details.
- Upon logging into the e-Samudra portal, the applicant can download the MTD form along with the Provisional Certificate of Registration.
- The applicant's details will be auto-populated in the MTD form. The applicant will be able to digitally sign the MTD form
- The applicant will upload the copy of the valid Insurance documents required for verification.
- The applicant must also accept a declaration as per the MTD document before uploading the documents.
- **It is to be noted that failing to submission of the above details within 30 days of receipt of provisional certificate of registration, the registration will be deemed as invalid and further necessary action for cancellation of issued registration will be taken.**
- **Expected Outcome:** The applicant and the administration are informed about the application status which they can check with the help of application reference number and track the status accordingly.

8.1.14 Notification System

- **Description:** The system will send notifications (SMS/WhatsApp and email) to both the applicant and admin regarding the application reference number upon final submission of application.
- **Expected Outcome:** The applicant and the administration are informed about the application status which they can check with the help of application reference number and track the status accordingly.

8.1.15 Duplicate Application Prevention

- **Description:** During the MTO Registration process, the system will capture key details including PAN No., and GST details. These details will be cross-checked with the database to ensure that no duplicate applications are submitted with the same credentials. When the system detects a duplicate application, it will prompt the user with an error message explaining that they already have an application in progress or approved. The error message will provide an option to view the existing application or contact support for further assistance.
- **Expected Outcome:** If an applicant tries to submit another application with the same PAN, and GST number, the system will display an error message, preventing the submission of a duplicate application. The system prevents the submission of duplicate applications and provides clear communication to the applicant.

8.2 MTO Renewal

8.2.1 Login and Renewal Process for MTO Applicant on e-Samudra Portal:

- Applicant needs to visit the e-Samudra website.
- Applicant needs to log-in with credentials.
- After successful logged-in, applicant will be able to apply for renewal.
- LHS there will be list of services available on the page.
- Applicant needs to click on “Renewal Registration”.

8.2.2 Proceeding to Application Form

- Once logged in, the MTO applicant can proceed to fill out the Application Form for the MTO registration process.

8.2.3 Form Structure

- **Description:** The Welcome page will contain the thorough instructions (running notes) with guidelines and support application process based on Acts and Regulations on how to apply for the MTO Certificate of Registration, hyperlinks to MTO rules and regulations wherever required, FAQs, SOPs, declarations, different tabs, each representing a form for entering

required details and documents to be uploaded.

- **Expected Outcome:** The applicant can navigate through various tabs to complete the Certificate of Registration application by following the guidelines and complete the registration process as per the requirement and avoid any mistakes.

8.2.4 Filling up of the form

- **Description:** The applicant will submit the details as required in the application form. The applicant will attach the necessary documents at every step wherever required.
- **Expected Outcome:** Applicants can complete the filling up of the form and attaching the necessary documents.

8.2.5 Draft Saving Functionality

- **Description:** The system will allow the applicant to save the details entered in each form as a draft.
- **Expected Outcome:** Applicant can save their progress and return to complete their registration later.

8.2.6 Draft Editing Capability

- **Description:** The system will allow applicant to edit their saved draft within 30 days.
- **Expected Outcome:** Applicant can make changes to their application details before final submission and payment. If application is not submitted within 30 days, the system will auto discard the saved draft.

8.2.7 Declaration and Compliance (as per SOP undertaking)

- **Description:** Before submission, applicant must accept a declaration confirming that all entered details are correct. The declaration will include references to relevant acts and rules under the MTO Act.
- **Expected Outcome:** Applicant acknowledges the compliance before proceeding with payment.

8.2.8 Preview the filled application

- **Description:** After filling up of the form, the system will generate the preview of the filled application. The applicant can download/print the draft and check for any updates/corrections.
- **Expected Outcome:** The application can be corrected at this stage.

8.2.9 Payment Process

- **Description:** After accepting the declaration, the applicant will be directed to the payment page to pay the renewal fee of **Rs. 10,000/- (Rupees Ten Thousand only)** which is non-refundable. After successful payment, the receipt will be available to download/print to the applicant.
- **Expected Outcome:** The applicant can proceed to make the payment, which should be completed immediately. The receipt will be available for download/print.

8.2.10 Final submission of application and downloading the submitted application

- **Description:** After making the payment, the applicant will be directed to submit the application with digital signature. After uploading the digital signature and submission of the application, the filled and signed application will be available along with list of attachments for downloading/printing.
- **Expected Outcome:** The applicant can digitally sign and submit the filled application and download/print the filled application.

8.2.11 Application Reference Number Generation

- **Description:** After successful final submission of the application, the system generates an application reference number.
- **Expected Outcome:** The application reference number is generated for further reference.

8.2.12 Submission of copy of insurance and a specimen of MTD to Directorate General of Shipping

- **Description:** After receipt of the certificate of registration, the applicant, within 30 days, shall submit The specimen of MTD with the registration number, name of the applicant with full address and the contact details in India, (telephone, website, email).
- The copy of original insurance cover for all liabilities as per MMTG Act, 1993.
- Acceptance of the terms of approval of registration on the letter head.
- The name of the applicant as MTO will be updated on the website www.dgshipping.gov.in only after successful submission of the above details.
- Upon logging into the e-Samudra portal, the applicant can download the MTD form along with the Provisional Certificate of Registration.
- The applicant's details will be auto-populated in the MTD form. The applicant will be able to digitally sign the MTD form

- The applicant will upload the copy of the valid Insurance documents required for verification.
- The applicant must also accept a declaration as per the MTD document before uploading the documents.
- **It is to be noted that failing to submission of the above details within 30 days of receipt of provisional certificate of registration, the registration will be deemed as invalid and further necessary action for cancellation of issued registration will be taken.**
- **Expected Outcome:** The applicant and the administration are informed about the application status which they can check with the help of application reference number and track the status accordingly.

8.2.13 Notification System

- **Description:** The system will send notifications (SMS/WhatsApp and email) to both the applicant and admin regarding the application reference number upon final submission of application.
- **Expected Outcome:** The applicant and the administration are informed about the application status which they can check with the help of application reference number and track the status accordingly.

8.2.14 Duplicate Application Prevention

- **Description:** During the MTO Renewal process, the system will capture key details including PAN No., and GST details. These details will be cross-checked with the database to ensure that no duplicate applications are submitted with the same credentials. When the system detects a duplicate application, it will prompt the user with an error message explaining that they already have an application in progress or approved. The error message will provide an option to view the existing application or contact support for further assistance.

Expected Outcome: If an applicant tries to submit another application with the same PAN, and GST number, the system will display an error message, preventing the submission of a duplicate application. The system prevents the submission of duplicate applications and provides clear communication to the applicant.

8.3 MTO Name or Address Change

8.3.1 Login and Renewal Process for MTO Applicant on e-Samudra Portal:

- Applicant needs to visit the e-Samudra website.
- Applicant needs to log-in with credentials.
- After successful logged-in, applicant will be able to apply for renewal.
- LHS there will be list of services available on the page.

- Applicant needs to click on “Renewal Registration”.

[8.3.2 Proceeding to Application Form](#)

- Once logged in, the MTO applicant can proceed to fill out the Application Form for the MTO registration process.

[8.3.3 Form Structure](#)

- **Description:** The Welcome page will contain the thorough instructions (running notes) with guidelines and support application process based on Acts and Regulations on how to apply for the MTO Certificate of Registration, hyperlinks to MTO rules and regulations wherever required, FAQs, SOPs, declarations, different tabs, each representing a form for entering required details and documents to be uploaded.
- **Expected Outcome:** The applicant can navigate through various tabs to complete the Certificate of Registration application by following the guidelines and complete the registration process as per the requirement and avoid any mistakes.

[8.3.4 Filling up of the form](#)

- **Description:** The applicant will submit the details as required in the application form. The applicant will attach the necessary documents at every step wherever required.
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[8.3.5 Draft Saving Functionality](#)

- **Description:** The system will allow the applicant to save the details entered in each form as a draft.
- **Expected Outcome:** Applicant can save their progress and return to complete their registration later.

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- **Expected Outcome:** Applicant can make changes to their application details before final submission and payment. If application is not submitted within 30 days, the system will auto discard the saved draft.

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under the MTO Act.

- **Expected Outcome:** Applicant acknowledges the compliance before proceeding with payment.

8.3.8 Preview the filled application

- **Description:** After filling up of the form, the system will generate the preview of the filled application. The applicant can download/print the draft and check for any updates/corrections.
- **Expected Outcome:** The application can be corrected at this stage.

8.3.9 Payment Process

- **Description:** After accepting the declaration, the applicant will be directed to the payment page to pay the renewal fee of **Rs. 5,000/- (Rupees Five Thousand only)** which is non-refundable. After successful payment, the receipt will be available to download/print to the applicant.
- **Expected Outcome:** The applicant can proceed to make the payment, which should be completed immediately. The receipt will be available for download/print.

8.3.10 Final submission of application and downloading the submitted application

- **Description:** After making the payment, the applicant will be directed to submit the application with digital signature. After uploading the digital signature and submission of the application, the filled and signed application will be available along with list of attachments for downloading/printing.
- **Expected Outcome:** The applicant can digitally sign and submit the filled application and download/print the filled application.

8.2.11 Application Reference Number Generation

- **Description:** After successful final submission of the application, the system generates an application reference number.
- **Expected Outcome:** The application reference number is generated for further reference.

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9. User Stories

9.1 MTO Registration

User Story 1: As an MTO Applicant

Title: Registration Process

- As a MTO applicant, user be able to register on the e-Samudra portal, so that user can access the system to apply for an MTO Certificate of Registration.
- As an MTO applicant, user choose my role during the registration process, so that user can proceed with the correct application process for MTO.
- As an MTO applicant, user receive email and SMS notifications after successful registration, so that user know that registration has been confirmed.
- As an MTO applicant, user log in using my User ID and Password, so that user can securely access the portal.
- As an MTO applicant, user complete a Two-Factor Authentication process using OTP, so that user can verify the identity before accessing the system.
- As an MTO applicant, user access the Welcome Page after login, so that user can proceed to fill out my MTO application form.
- As an MTO applicant, user fill the details required for MTO application form.

User Story 2: As an MTO Applicant

Title: Entry of the details in the application form

- As a MTO applicant, user enter the detailed information in the required fields of the application and upload the documents wherever necessary, so that user can fill the details and attach the documents.

User Story 3: As an MTO Applicant

Title: Save Draft

- As a MTO applicant, user save my registration information as a draft, so that user can complete it later without losing the progress.

User Story 3: As an MTO Applicant

Title: Accept Declaration

- As a MTO applicant, user accept the declaration during submission, so that user confirm that all the details are correct and compliant with the MTO Acts and Rules/Regulations.

User Story 4: As an MTO Applicant

Title: Preview of the filled application

- As a MTO applicant, user see the preview of the filled application, so that user can correct by updating/amending any information or uploading any document.

User Story 5: As an MTO Applicant

Title: Make Payment

- As a MTO applicant, user pay the registration fee online, so that user can complete my registration application.

User Story 5: As an MTO Applicant

Title: Download/Print the payment details

- As a MTO applicant, user be able to Download/Print the payment details of registration application.

User Story 6: As an MTO Applicant

Title: Digital signing and submission of application form

- As a MTO applicant, user be able to submit the application form after digitally signed the application so that user can download/print of the signed application form having the list of uploaded documents.

User Story 7: As an MTO Applicant

Title: Prevent Duplicate Applications

- As a MTO applicant, user be prevented from submitting duplicate applications based on my PAN No. and GST details, so that user doesn't accidentally submit the same application multiple times.

User Story 8: As an MTO Applicant

Title: Applicant Edit/Upload Permission Control

- As an MTO applicant, user be able to edit or upload my registration details only when user receive any query from the DA/ADG/DDG so that user can provide the required information, and changes are only allowed at the appropriate stage.

User Story 9: As an MTO Applicant

Title: SMS/Email/WhatsApp Alerts for Applicant Updates

- As an MTO applicant, User receive SMS/Email/WhatsApp alerts whenever an admin takes an action on my application so that user can stay informed of the progress and any requirements from user's side.

User Story 10: As an MTO Applicant

Title: Submission of copy of insurance and a specimen of Multimodal Transport Document (MTD) to Directorate General of Shipping

- As a MTO applicant, after receipt of the certificate of registration, within 30 days, User submit the copies of the following details;
- The specimen of MTD with the registration number, name of the applicant with full address and the contact details in India, (telephone, website, email).
- Upon logging into the e-Samudra portal, user can download the MTD form along with the Certificate of Registration.
- As a MTO applicant, user download the MTD form and Certificate of Registration upon approval, so that user can proceed with the submission of required documents.(Insurance and MTD).
- As a MTO applicant, details to be auto-populated in the MTD form, so that user don't need to re-enter the same information.
- As a MTO applicant, user digitally sign the MTD form and upload the same so that application can be verified by the Admin.

- As a MTO applicant, user upload the copy of original insurance cover for all liabilities as per MMTG Act, 1993.
- As a MTO applicant, user accept the declaration mentioning the terms of approval of registration.
- User knows that the name of the applicant as MTO will be updated on the website www.dgshipping.gov.in only after successful submission from their side and acceptance from admin side of the above details.
- User also knows that, failing of submission of the above details within 30 days of receipt of certificate of registration, the issued registration will be deemed as invalid and further necessary action for cancellation of issued registration will be taken.

9.2 MTO Renewal

User Story 1: As an MTO Applicant Renewal of Registration

Title: Renewal

Process

- As a MTO applicant, user be able to log-in on the e-Samudra portal, so that user can access the system to apply for an MTO Renewal of Registration.

User Story 2: As an MTO Applicant

Title: Entry of the details in the application form

- As a MTO applicant, user enter the detailed information in the required fields of the application and upload the documents wherever necessary, so that user can fill the details and attach the documents.

User Story 3: As an MTO Applicant

Title: Save Draft

- As a MTO applicant, user save my registration information as a draft, so that user can complete it later without losing the progress.

User Story 3: As an MTO Applicant

Title: Accept Declaration

- As a MTO applicant, user accept the declaration during submission, so that user confirm that all the details are correct and compliant with the MTO Acts and Rules/Regulations.

User Story 4: As an MTO Applicant

Title: Preview of the filled application

- As a MTO applicant, user see the preview of the filled application, so that user can correct by updating/amending any information or uploading any document.

User Story 5: As an MTO Applicant

Title: Make Payment

- As a MTO applicant, user pay the registration renewal fee online, so that user can complete my registration application.

User Story 5: As an MTO Applicant

Title: Download/Print the payment details

- As a MTO applicant, user be able to Download/Print the payment details of registration renewal application.

User Story 6: As an MTO Applicant

Title: Digital signing and submission of application form

- As a MTO applicant, user be able to submit the application form after digitally signed the application so that user can download/print of the signed application form having the list of uploaded documents.

User Story 7: As an MTO Applicant

Title: Prevent Duplicate Applications

- As a MTO applicant, user be prevented from submitting duplicate applications based on my PAN No. and GST details, so that user doesn't accidentally submit the same application multiple times.

User Story 8: As an MTO Applicant

Title: Applicant Edit/Upload Permission Control

- As an MTO applicant, user be able to edit or upload my registration details only when user receive any query from the DA/ADG/DDG so that user can provide the required information, and changes are only allowed at the appropriate stage.

User Story 9: As an MTO Applicant

Title: SMS/Email/WhatsApp Alerts for Applicant Updates

- As an MTO applicant, User receive SMS/Email/WhatsApp alerts whenever an admin takes an action on my application so that user can stay informed of the progress and any requirements from user's side.

User Story 10: As an MTO Applicant

Title: Submission of copy of insurance and a specimen of Multimodal Transport Document (MTD) to Directorate General of Shipping

- As a MTO applicant, after receipt of the certificate of registration, within 30 days, User submit the copies of the following details;
- The specimen of MTD with the registration number, name of the applicant with full address and the contact details in India, (telephone, website, email).
- Upon logging into the e-Samudra portal, user can download the MTD form along with the Certificate of Registration.
- As a MTO applicant, user download the MTD form and Certificate of Registration upon approval, so that user can proceed with the submission of required documents.(Insurance and MTD).
- As a MTO applicant, details to be auto-populated in the MTD form, so that user don't need to re-enter the same information.
- As a MTO applicant, user digitally sign the MTD form and upload the same so that application can be verified by the Admin.
- As a MTO applicant, user upload the copy of original insurance cover for all liabilities as per MMTG Act, 1993.
- As a MTO applicant, user accept the declaration mentioning the terms of approval of registration.
- User knows that the name of the applicant as MTO will be updated on the website www.dgshipping.gov.in only after successful submission from their side and acceptance from admin side of the above details.
- User also knows that, failing of submission of the above details within 30 days of receipt of certificate of registration, the issued registration will be deemed as invalid and further necessary action for cancellation of issued registration will be taken.

9.3 MTO Name or Address Change

User Story 1: As an MTO Applicant for Name or Address Change

Title: Name or Address Change

Process

- As a MTO applicant, user be able to log-in on the e-Samudra portal, so that user can access the system to apply for an MTO Name or Address Change.

User Story 2: As an MTO Applicant

Title: Entry of the details in the application form

- As a MTO applicant, user enter the detailed information in the required fields of the application and upload the documents wherever necessary, so that user can fill the details and attach the documents.

User Story 3: As an MTO Applicant

Title: Save Draft

- As a MTO applicant, user save my registration information as a draft, so that user can complete it later without losing the progress.

User Story 3: As an MTO Applicant

Title: Accept Declaration

- As a MTO applicant, user accept the declaration during submission, so that user confirm that all the details are correct and compliant with the MTO Acts and Rules/Regulations.

User Story 4: As an MTO Applicant

Title: Preview of the filled application

- As a MTO applicant, user see the preview of the filled application, so that user can correct by updating/amending any information or uploading any document.

User Story 5: As an MTO Applicant

Title: Make Payment

- As a MTO applicant, user pay the name or address change fee online, so that user can complete my registration application.

User Story 5: As an MTO Applicant

Title: Download/Print the payment details

- As a MTO applicant, user be able to Download/Print the payment details of registration renewal application.

User Story 6: As an MTO Applicant

Title: Digital signing and submission of application form

- As a MTO applicant, user be able to submit the application form after digitally signed the application so that user can download/print of the signed application form having the list of uploaded documents.

User Story 7: As an MTO Applicant

Title: Prevent Duplicate Applications

- As a MTO applicant, user be prevented from submitting duplicate applications based on my PAN No. and GST details (*if applicable*), so that user doesn't accidentally submit the same application multiple times.

User Story 8: As an MTO Applicant

Title: Applicant Edit/Upload Permission Control

- As an MTO applicant, user be able to edit or upload my registration details only when user receive any query from the DA/ADG/DDG so that user can provide the required information, and changes are only allowed at the appropriate stage.

User Story 9: As an MTO Applicant

Title: SMS/Email/WhatsApp Alerts for Applicant Updates

- As an MTO applicant, User receive SMS/Email/WhatsApp alerts whenever an admin takes an action on my application so that user can stay informed of the progress and any requirements from user's side.

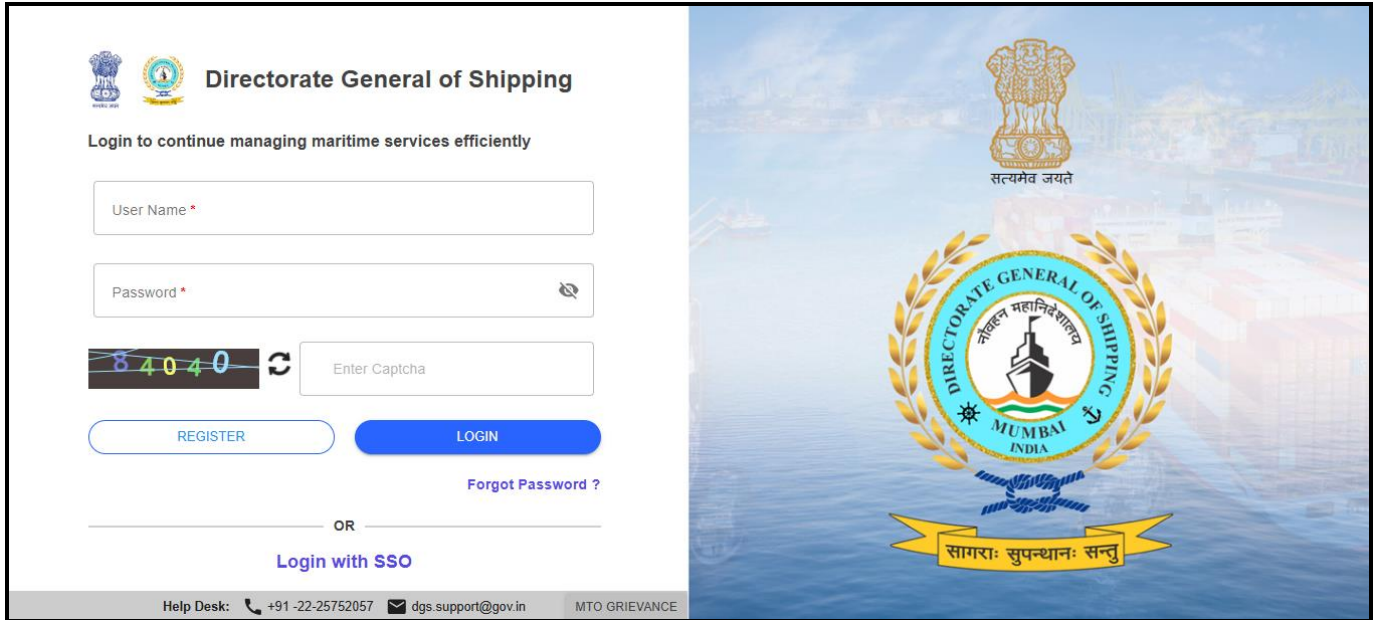
As an ADG/DDG, user review the documents forwarded by the DA, so that user can make the final decision to

approve or reject the application.

10 MTO Registration – Indian

10.1 MTO Homepage

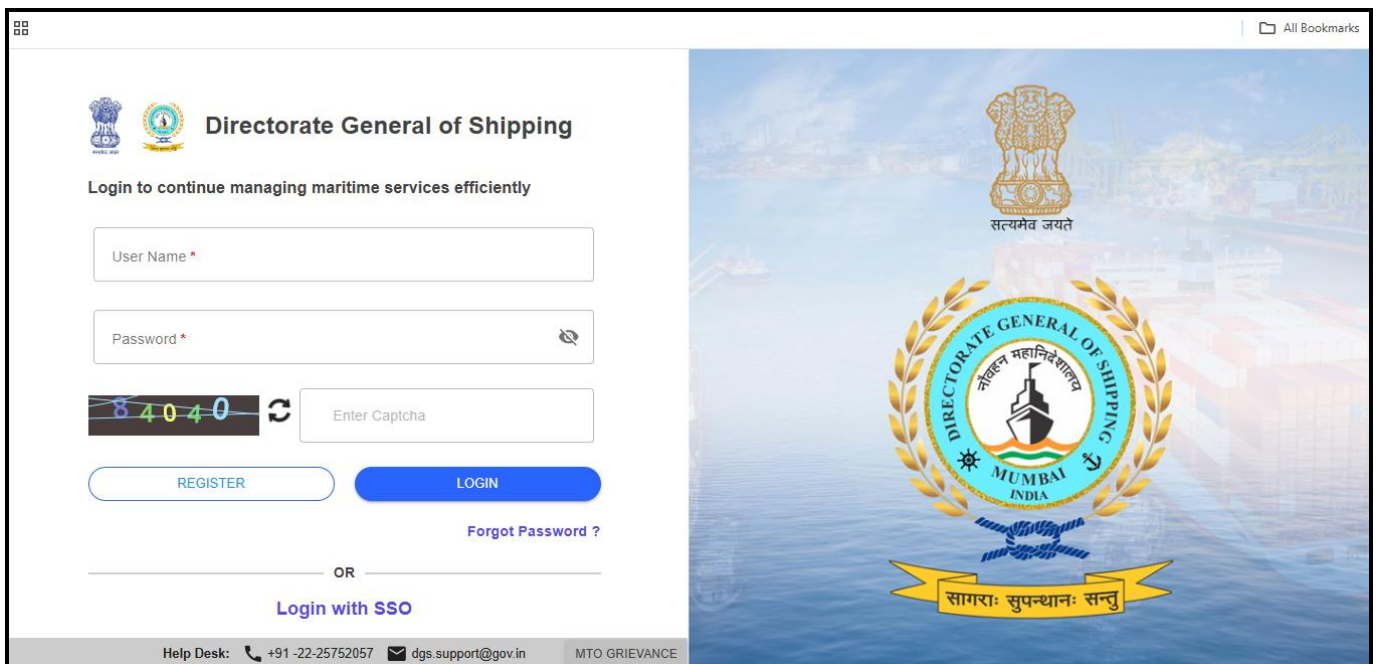
1. User needs to visit the website www.esamudra.dgshipping.gov.in/login



The screenshot shows the login page for the Directorate General of Shipping. On the left, there is a white login form with the following elements: the organization's logo and name, the tagline "Login to continue managing maritime services efficiently", input fields for "User Name" and "Password", a captcha field with the number "84040", and buttons for "REGISTER" and "LOGIN". Below the login form are links for "Forgot Password?" and "Login with SSO". At the bottom, there is a footer with contact information: "Help Desk: +91 -22-25752057", an email address "dgs.support@gov.in", and "MTO GRIEVANCE". On the right, there is a large blue banner featuring the Indian national emblem at the top with the motto "सत्यमेव जयते", the Directorate General of Shipping logo in the center, and a yellow banner at the bottom with the motto "सागराः सुपन्थानः सन्तु".

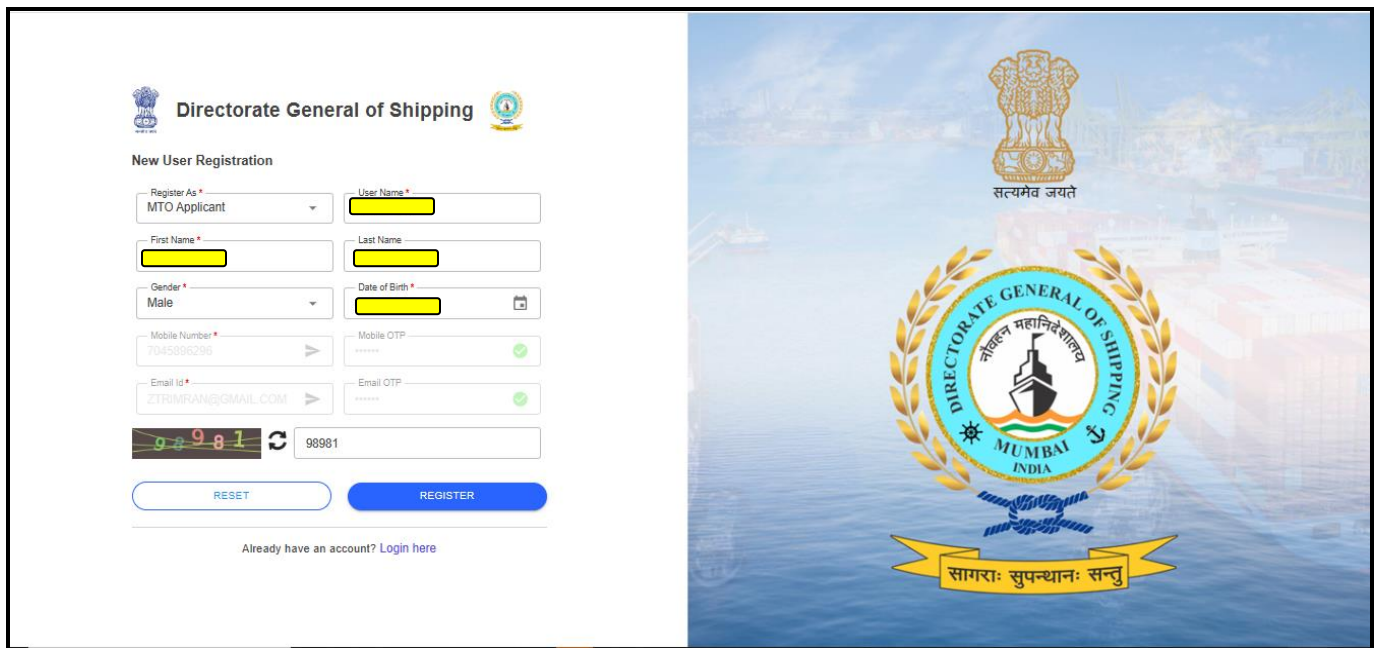
10.2 User Registration

1. User needs to click on **“REGISTER”** for registration.



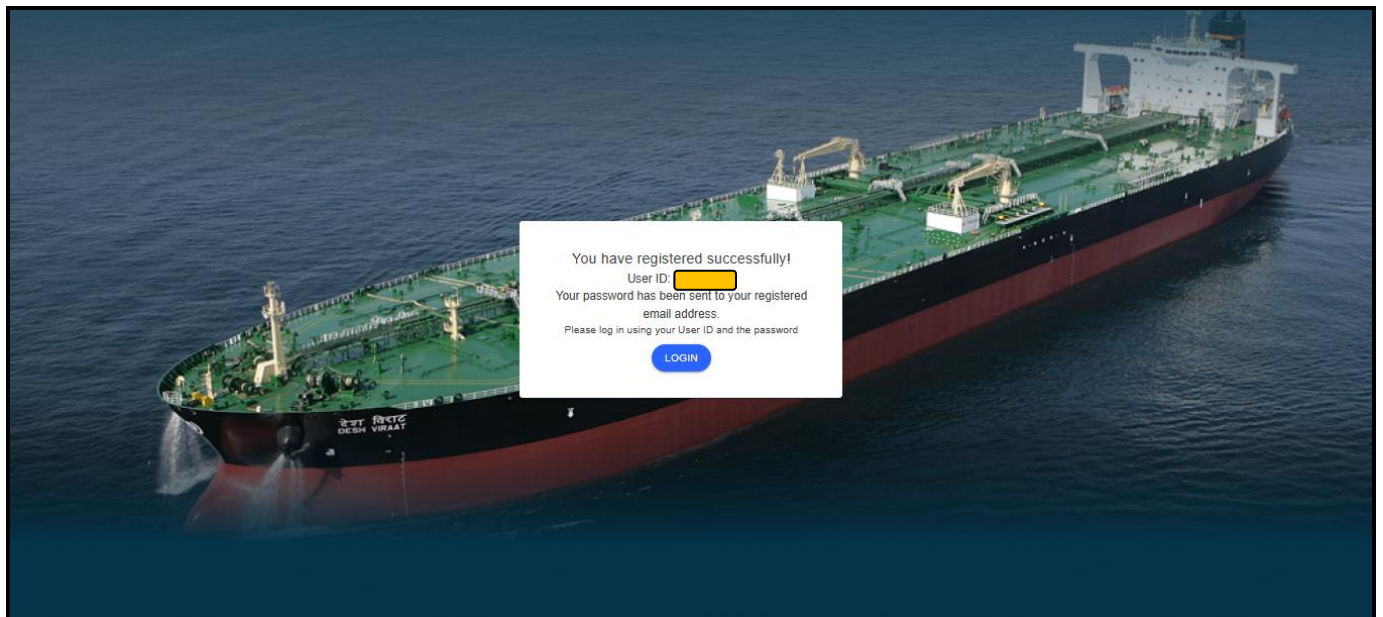
This screenshot is identical to the one above, showing the login page for the Directorate General of Shipping. It includes the same login form with fields for User Name, Password, and Captcha, along with REGISTER and LOGIN buttons. The banner on the right features the organization's logo and the motto "सागराः सुपन्थानः सन्तु".

2. Select the Register As **“MTO Applicant”**.
3. User needs to fill-in the details and get verified the mobile number and email with OTP for registration.



The image shows a screenshot of the Directorate General of Shipping (DGS) website. On the left is a 'New User Registration' form with the following fields: 'Register As' (dropdown menu set to 'MTO Applicant'), 'User Name', 'First Name', 'Last Name', 'Gender' (dropdown menu set to 'Male'), 'Date of Birth', 'Mobile Number', 'Mobile OTP', 'Email Id', and 'Email OTP'. There are 'RESET' and 'REGISTER' buttons at the bottom of the form. Below the form is a link: 'Already have an account? Login here'. On the right is the DGS logo, which features the Indian national emblem at the top, the motto 'सत्यमेव जयते' (Satyameva Jayate), and the text 'DIRECTORATE GENERAL OF SHIPPING' and 'MUMBAI INDIA'. At the bottom of the logo is a banner with the motto 'सागराः सुपन्थानः सन्तु' (Sagarah: Supanthanah: Santu).

4. After successful registration, it will show the confirmation, then User needs to click on **“LOGIN”**.



5. Enter the login credential
 - a. User ID displayed on the confirmation screen.
 - b. User will get a password on the registered email id.

Welcome to eSamudra! Your Account is Ready Inbox x



esdgshipping@gmail.com

to me ▾

Dear [REDACTED]

Your registration has been completed successfully! Please find your login details below:

User ID: [REDACTED]

Temporary Password: 12345678

Important: This is a temporary password. For security reasons, please log in and change your password immediately.

If you did not register for an account, please contact our support team immediately.

Best regards,
eSamudra Team

c. Also verify the “CAPTCHA” and click on “**LOGIN**”.

Directorate General of Shipping

Login to continue managing maritime services efficiently

User Name *
[REDACTED]

Password *
[REDACTED]

4 7 8 9 47789

REGISTER LOGIN

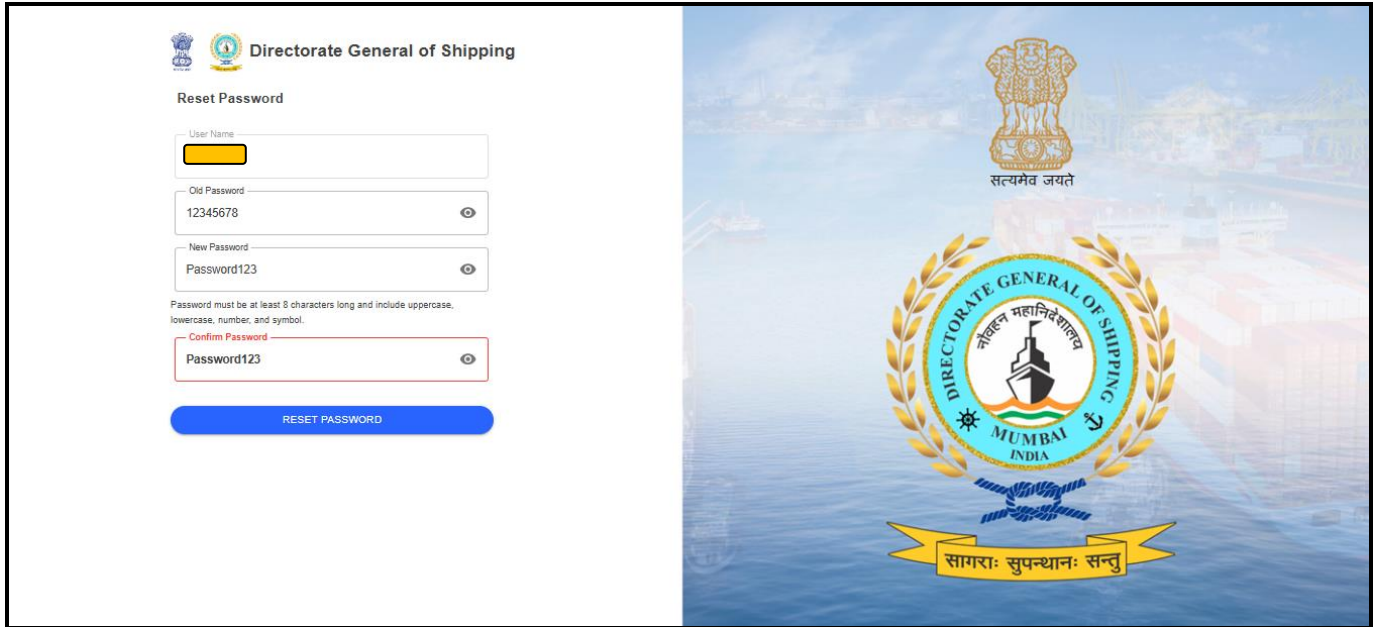
Forgot Password ?

OR

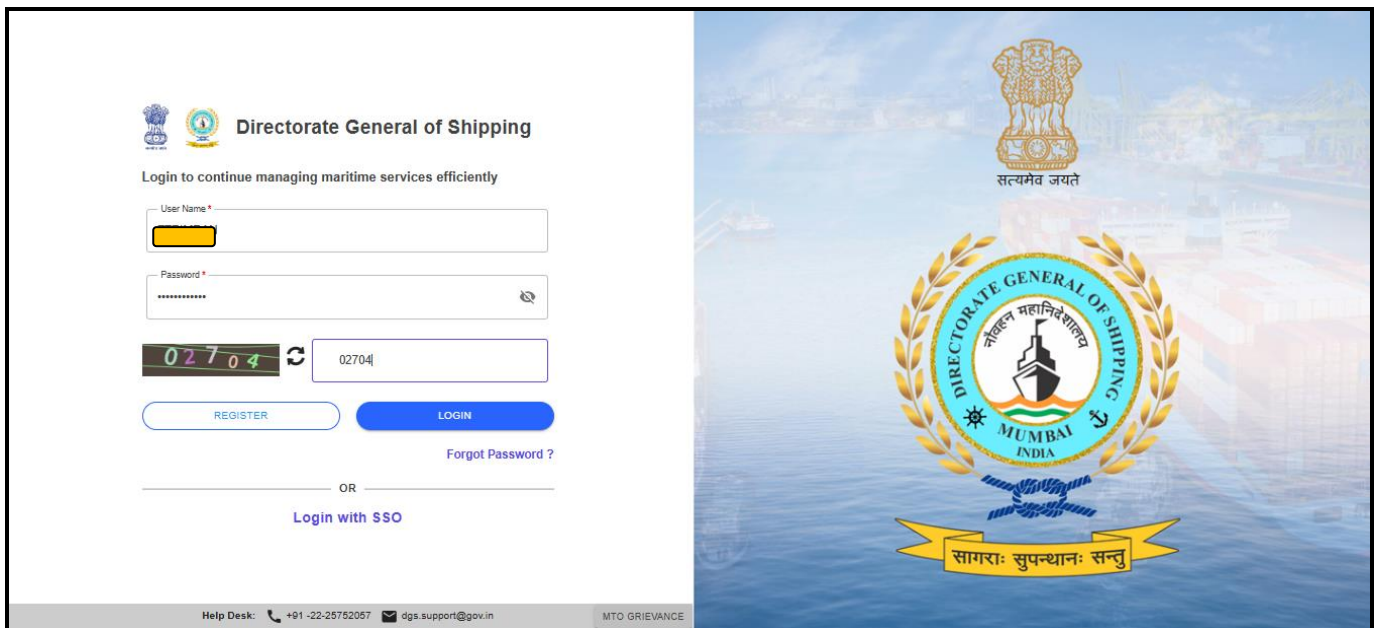
Login with SSO

Help Desk: +91 -22-25752057 dgs.support@gov.in MTO GRIEVANCE

6. After Successful logged-in, it will ask you for “**Reset Password**”.



7. Now, User needs to logged-in with latest password.



Here it will show the User Name/Applicant Name

Directorate General of Shipping

Hello, [Redacted]

0 ALL 0 IN-PROGRESS 0 APPROVED 0 SAVED

0 REJECTED 0 RESUBMITTED 0 HEARING 0 MEMO

0 SCN 0 BLACKLISTED 0 CANCELLED 0 GRIEVANCE

Request Type Search by Application No

ALL IN-PROGRESS APPROVED SAVED REJECTED RESUBMITTED HEARING MEMO

Application No. Request Type Date of Application Last Activity AIP Status Action

Dashboard

10.3 MTO Registration Steps

1. User needs to click on MTO Registration

Directorate General of Shipping

Hello, [Redacted]

0 ALL 0 IN-PROGRESS 0 APPROVED 0 SAVED

0 REJECTED 0 RESUBMITTED 0 HEARING 0 MEMO

0 SCN 0 BLACKLISTED 0 CANCELLED 0 GRIEVANCE

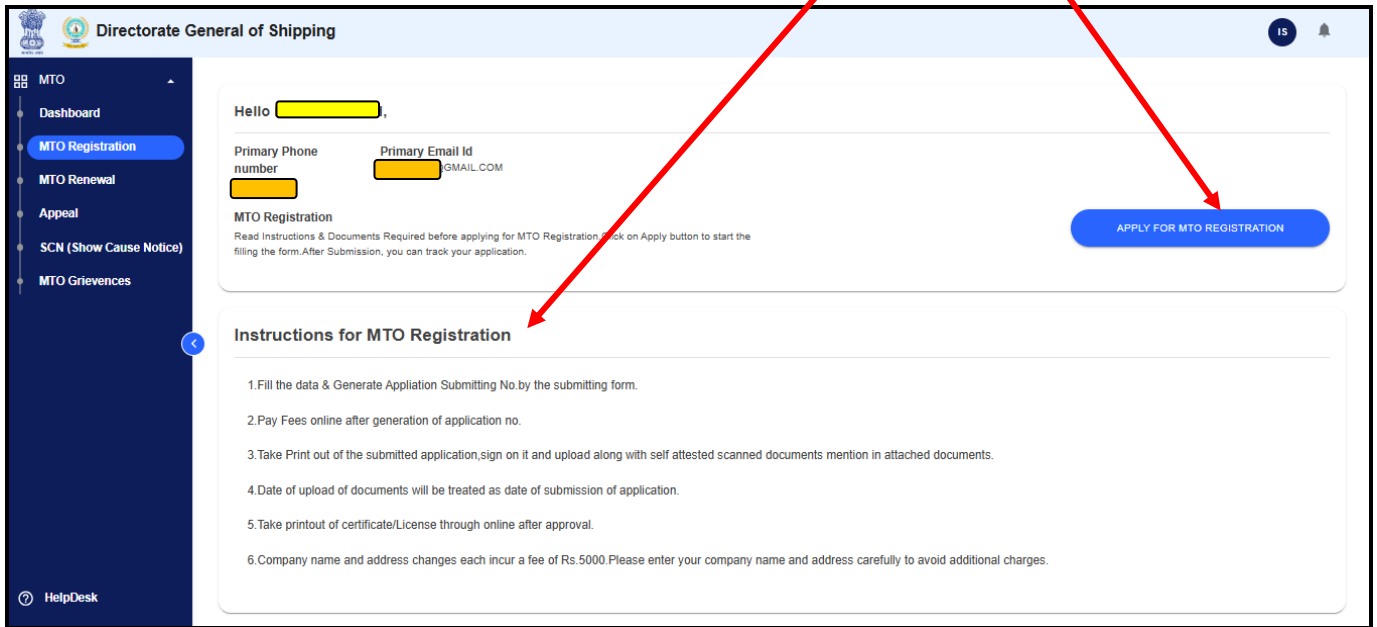
Request Type Search by Application No

ALL IN-PROGRESS APPROVED SAVED REJECTED RESUBMITTED HEARING MEMO

Application No. Request Type Date of Application Last Activity AIP Status Action

2. MTO Registration page, User needs to click on **“APPLY FOR MTO REGISTRATION”**.

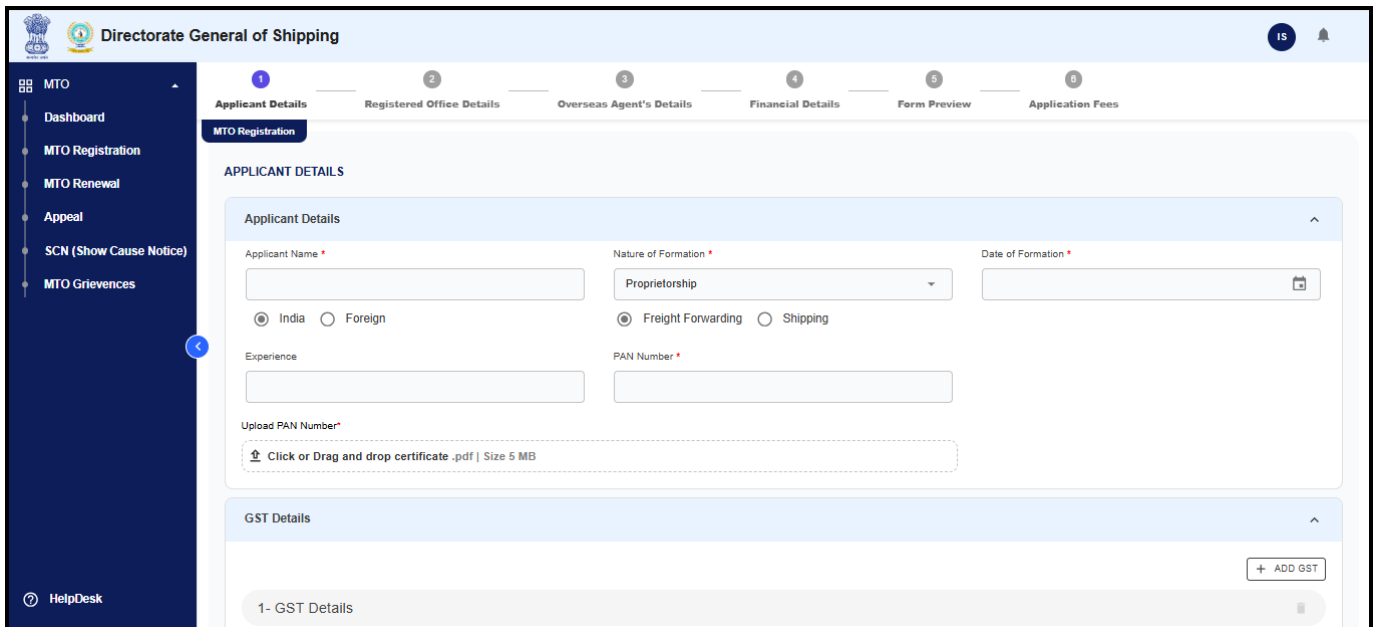
a. User needs have to read on the Instruction for MTO Registration.



10.4 Applicant Details Page

10.4.1 Applicant Details:

b. User needs to fill-in the Applicant Details i.e Applicant Name (Firm Name), Nature of Business, Date of Formation, PAN Number and upload the soft copy of PAN Card.



10.4.2 GST & TAN Details

- c. User needs to fill-in the GST & TAN Details and upload the Copy of GST Certificate and Copy of TAN File.

The screenshot shows the 'MTO Registration' form in the Directorate General of Shipping portal. The form is divided into several sections: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details, Form Preview, and Application Fees. The 'MTO Registration' section is active, showing 'GST Details' and 'TAN Details'. In the 'GST Details' section, there is a 'GST Number' field with a yellow placeholder and an 'Upload GST Certificate' field with a file upload button and a file named 'gstfile_0_ZTRIMRAN_0910251602.pdf'. In the 'TAN Details' section, there is a 'TAN Number' field with a yellow placeholder and an 'Upload TAN File' field with a file upload button and a file named 'tanfile_ZTRIMRAN_0910251605.pdf'. A '+ ADD GST' button is visible in the top right of the GST Details section. The left sidebar contains navigation options: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), MTO Grievances, and HelpDesk.

10.4.3 Documents Details

- d. Documents Details – User needs to upload the required document as applicable considering the formation of business.

The screenshot shows the 'MTO Registration' form in the Directorate General of Shipping portal, specifically the 'Documents Details' section. The form is divided into several sections: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details, Form Preview, and Application Fees. The 'MTO Registration' section is active, showing 'Documents Details'. The 'Documents Details' section contains a 'Disclaimer' and four document upload fields: 'Incorporation Certificate/Company Master Data*', 'Articles Of Association*', 'Memorandum Of Association*', and 'Address Proof (MSME/Electricity Bill/Agreement, etc)*'. Each field has a file upload button and a file name: 'uploadic_ZTRIMRAN_0910251605.pdf', 'uploadaoa_ZTRIMRAN_0910251605.pdf', 'uploadmoa_ZTRIMRAN_0910251605.pdf', and 'uploadaddressproof_ZTRIMRAN_0910251605.pdf'. A 'tanfile_ZTRIMRAN_0910251605.pdf' file is also visible in the top right of the form. The left sidebar contains navigation options: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), MTO Grievances, and HelpDesk.

10.4.4 Contact Details

- e. Contact Details: User needs to fill-in the contact details i.e Office Phone Number, Mobile Number for SMS Alert, Office Email etc. (* Mobile Number should be different).

The screenshot shows the 'Contact Details' section of the MTO Registration form. The form is titled 'Directorate General of Shipping' and has a navigation bar with steps 1 through 6. The 'Contact Details' section includes the following fields:

- Office Phone Number: A dropdown menu with '+91' and a text input field.
- Mobile no. For SMS Alert: A text input field.
- Office Email: A text input field with '@gmail.com' pre-filled.
- Alternative Email: A text input field.
- Web Page URL: A text input field.
- FAX: A text input field.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

- f. Click on "PROCEED".

10.5 Registered Office Details

10.5.1 Address of the Registered Office

- a. User needs to fill-in the "Address of the Registered Office".

The screenshot shows the 'Registered Office Details' section of the MTO Registration form. The form is titled 'Directorate General of Shipping' and has a navigation bar with steps 1 through 6. The 'Registered Office Details' section includes the following fields:

- Address of the Registered Office: A section with three sub-fields: Address Line 1, Address Line 2, and Country. Address Line 1 is highlighted in yellow.
- State: A dropdown menu with 'Maharashtra' selected.
- City: A dropdown menu with 'Mumbai Suburban' selected.
- Pin Code: A text input field with '400059' pre-filled.

Below the address fields, there is a section for 'Details of authorized signatories' with a 'Disclaimer' and a '+ ADD DETAILS' button. At the bottom, there is a table for 'Authorized signatory' with columns for 'Name of Person' and 'Designation'.

10.5.2 Details of authorized signatories

- User needs to fill-in the authorized signatory's details and upload the supported document.

The screenshot shows the 'Registered Office Details' section of the MTO Registration form. The form is titled 'DIRECTORATE GENERAL OF SHIPPING' and 'MTO Registration'. The navigation tabs are: Applicant Details, Registered Office Details (selected), Overseas Agent's Details, Financial Details, Form Preview, and Application Fees. The 'REGISTERED OFFICE DETAILS' section includes:

- Address of the Registered Office:**
 - Address Line 1: [Redacted]
 - Address Line 2: ANDHER EAST
 - Country: India
 - State: Maharashtra
 - City: Mumbai Suburban
 - Pin Code: 400059
- Details of authorized signatories:**
 - Disclaimer:** 1.Proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.
 - + ADD DETAILS** button
 - 1 - Authorized signatory** (with a list icon)

At the bottom, there are labels for 'Region/City', 'Name of Person', and 'Designation'.

10.5.3 Upload Authentication Document

- User needs to upload the authentication document and click on "PROCEED".

The screenshot shows the 'Upload Authentication Document' section of the MTO Registration form. The navigation tabs are: Applicant Details, Registered Office Details, Overseas Agent's Details (selected), Financial Details, Form Preview, and Application Fees. The 'Overseas Agent's Details' section shows 'IMRAN SHAIKH' and 'DIRECTOR'. The 'Upload Authentication Document' section includes:

- Proof of the employment: (PF returns OR the Tax Deducted at source on salaries)***
 - Click or Drag and drop certificate .pdf | Size 5 MB
 - AuthorizedSignatoryCert_ZTRIMRAN_09102025104052.pdf
- Disclaimer:**
 - 1.List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant.
 - 2.Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.
- 1.Duly Authenticated by CEO on the letterhead of applicant***
 - Click or Drag and drop certificate .pdf | Size 5 MB
 - dulyletterhead_ZTRIMRAN_0910251610.pdf
- 2.Name/s of all the Directors / Partners / Proprietor of the applicant***
 - Click or Drag and drop certificate .pdf | Size 5 MB
 - directorsapplicant_ZTRIMRAN_0910251611.pdf

At the bottom, there are buttons: CANCEL, CLEAR FIELDS, SAVE AS DRAFT, and PROCEED.

10.6 Overseas Agent's Details

- a. User needs to read the disclaimer and fill-in the **"Agents Details"**.

Directorate General of Shipping

MTO Registration

OVERSEAS AGENTS DETAILS

Disclaimer

1. Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp.
Note: The Agreements must cover the following: "Applicant should act as a "Principal" for taking charge of goods for exports from India and the foreign counterpart will act as "agent" for multimodal transportation when a MTD is issued for exports from India."
2. Confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated on the letterhead (preferably) of the same agent and should be communicated from his official email/fax.

Agents Details

+ ADD AGENTS DETAILS

1 - Agent's Details

Company Name * ACTASYS PVT LTD

Address Line1 * AJMAN PORT

Address Line2

Country * United Arab Emirates

State * Ajman Emirate

City * Ajman

Pincode *

Phone Number *

Company Email

- b. User needs fill-in the **"2 Agents Details"**.

Directorate General of Shipping

MTO Registration

OVERSEAS AGENTS DETAILS

+971 67470111

Fax 0

Web Page URL

Type Of Office

Date of Agreement * 01-04-2025

Agreement Valid From * 01-04-2025

Agreement Valid To * 31-03-2026

1.Upload Agency Agreement*
Click or Drag and drop certificate .pdf | Size 5 MB
agreementagents_ZTRIMRAN_09102025104326.pdf

2.Upload Agency Confirmation Letter on Agents Letterhead*
Click or Drag and drop certificate .pdf | Size 5 MB
agentsletterhead_ZTRIMRAN_09102025104330.pdf

2 - Agent's Details

Company Name * Umm Qasr Port North

Address Line1 * Um Qasr, Basra Governorate, 61011, Ira

Address Line2

Country * Iraq

State * Basra

City * Umm Qasr

Pincode *

Phone Number *

Company Email

- c. User needs fill-in the agreement details and upload the required document.

d. After fill-in the details and uploading the documents, click on **“PROCEED”**.

10.7 Financial Details

a. User needs to read the Disclaimer and follow the instructions.

10.7.1 Certificate from CA

a. Applicant needs to upload the CA Certificate showing the average annual turnover of fifty lakh rupees on more.

10.7.2 Income Tax Return

- a. Applicant needs to upload the ITR Details with respective to the Financial Year.

The screenshot displays the 'MTO Registration' portal for the Directorate General of Shipping. The 'Financial Details' step is active. The 'Income Tax Returns' section includes a note: 'If the company/firm does not fulfill the condition of turnover (=> Rs. 50,00,000) then subscribed Share Capital (=> Rs. 50,00,000) is required.' Below this, the '1- ITR Details' section has a 'Financial Year' dropdown set to '2022-2023' and a 'Turn Over Amount' input field containing '₹ 1500000000'. An 'Upload ITR' section contains a file upload button and a file named 'TurnOvercert_ZTRIMRAN_09102025104656.pdf' (5 MB). Below this is the 'Complete Audited Accounts of the Applicant' section with a note: '1. Audit Report and Notes to Accounts are applicable to Private Limited and Public Limited Companies. 2. For Proprietorship and Partnership Firms, only Notes to Accounts are applicable.' It includes a '1- Audit Details/Notes of Account' section with an 'Audit Year' dropdown set to '2024-2025' and an 'Upload Audited Accounts/Notes of Account*' section with a file upload button and a file named 'Auditcertificate_ZTRIMRAN_09102025104703.pdf' (5 MB). The left sidebar shows navigation options: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), MTO Grievances, and HelpDesk. The top navigation bar shows steps: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details (active), Form Preview, and Application Fees.

10.7.3 Complete Audited Accounts of the Applicant

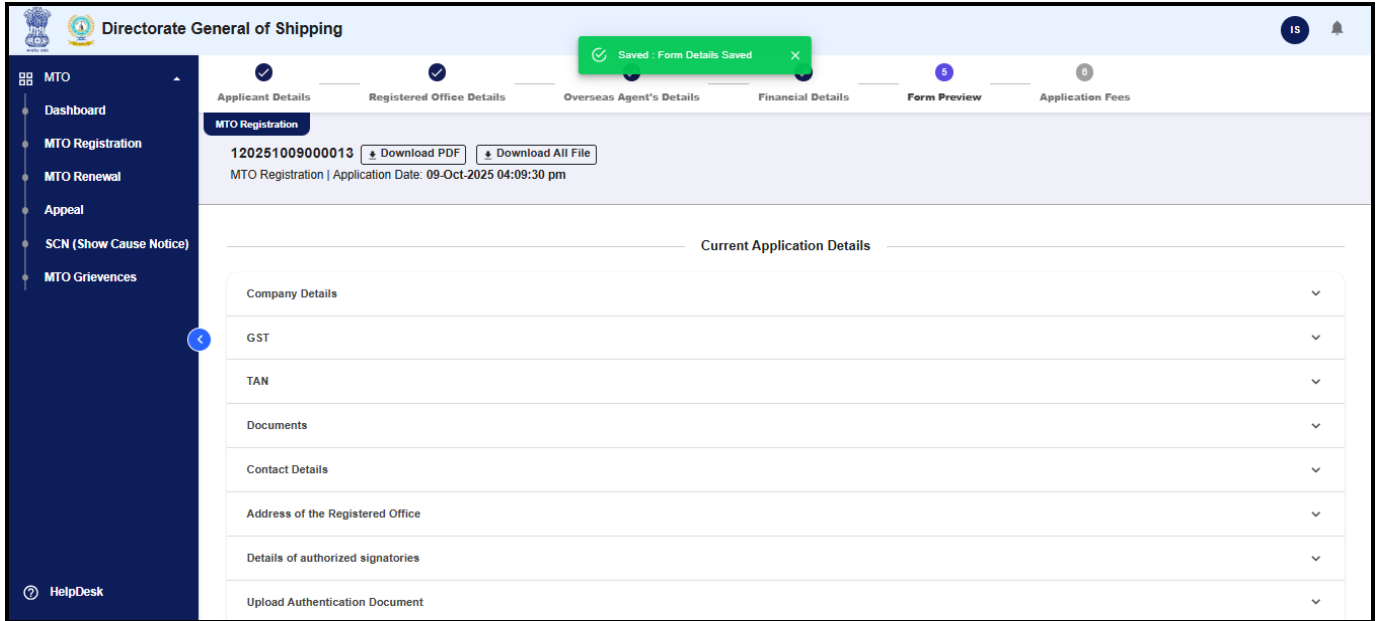
- a. Applicant needs to upload the Audit Details/Notes of Account.

This screenshot shows the same 'MTO Registration' portal as above, but with the 'Complete Audited Accounts of the Applicant' section expanded. The '1- Audit Details/Notes of Account' section now shows the 'Audit Year' dropdown set to '2024-2025' and the 'Upload Audited Accounts/Notes of Account*' section with a file upload button and a file named 'Auditcertificate_ZTRIMRAN_09102025104703.pdf' (5 MB). The 'Income Tax Returns' section remains visible above. The bottom of the page features buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'. The left sidebar and top navigation bar are identical to the previous screenshot.

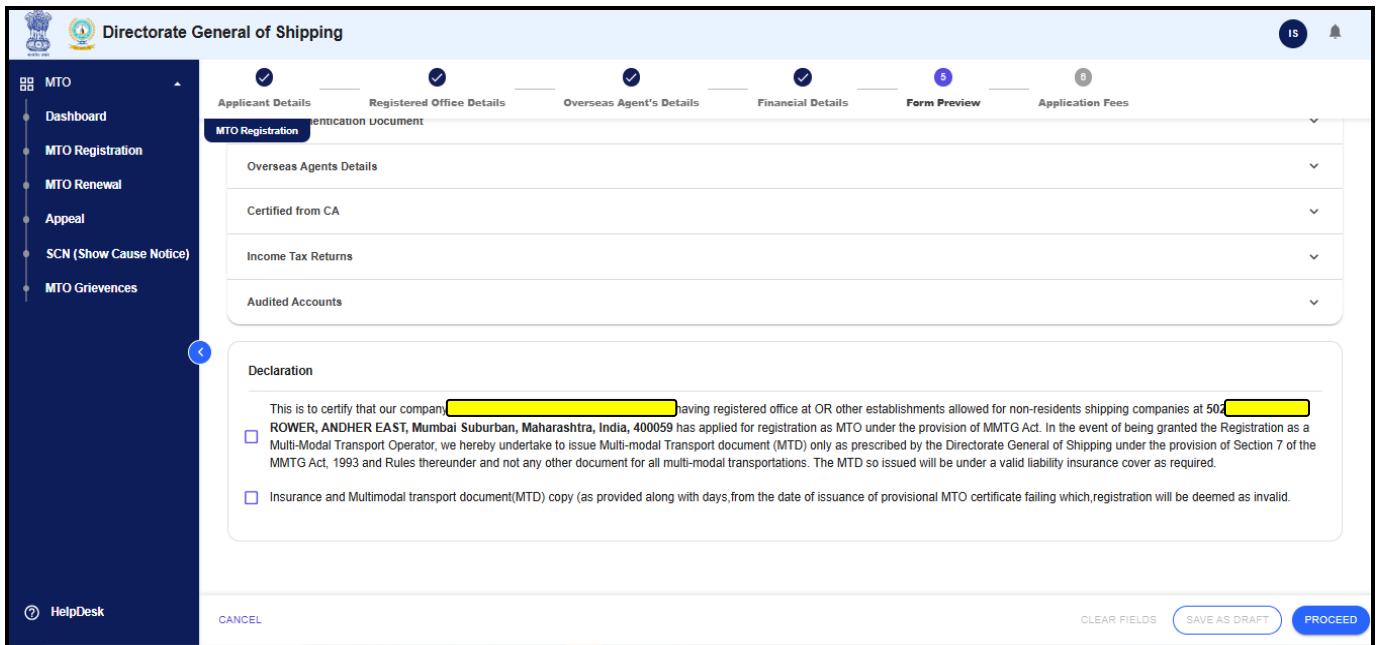
- b. Applicant needs to click on **“PROCEED”** after fill-in the details and uploading the required documents.

10.8 Form Preview

- a. Applicant can preview the application before final submission.



- a. Applicant needs to accept the **“Declaration”** before final submission and click on **“PROCEED”**.



10.9 Application Fees

- Applicant needs to follow the Payment Instruction and process accordingly.

The screenshot shows the Directorate General of Shipping MTO Registration portal. The navigation menu on the left includes MTO, Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area is titled "Payment Checkout" and includes "Payment Instructions" and a "Summary" table.

Payment Instructions

- Please review your payment carefully.
- After making the payment on BharatKosh, please save the receipt.
- All payments are final and cannot be refunded.
- You must upload the receipt in the document upload section below.
- Make sure to include the Transaction Number and Date of Transaction while uploading.
- For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

Summary

Fees Description	Amount (in Rupees)
Application Fee	₹10000.00
Total	₹10000.00

BharatKosh Payment Details

Transaction number: ABCD12345
Fee Paid: ₹ 10000
Date of Transaction: 09/10/2025
[UPLOAD RECEIPT]

10.10 Bharatkosh Payment Process

- User needs to visit <https://bharatkosh.gov.in/>

The screenshot shows the BharatKosh Government of India Receipts Portal website. The header includes the BharatKosh logo, the Controller General of Accounts, and the Department of Expenditure, Ministry of Finance. The navigation menu includes Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. The main content area features a banner for "Single Window Solution for Receipts Government of India" and a "LOGIN / REGISTER" button.

BharatKosh
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

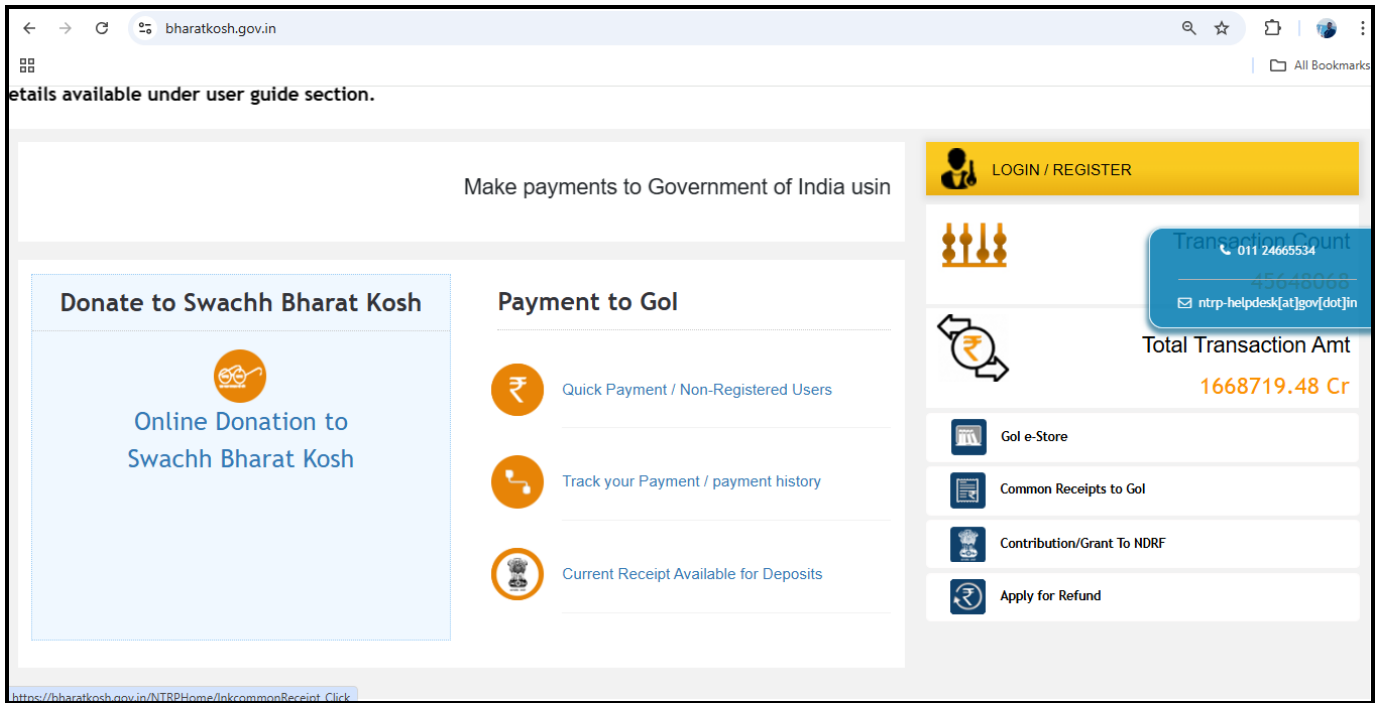
Home About Us User Guide Contact Us FAQs Terms And Conditions Charge-back and Refund Policy

011 24665534
ntrp-helpdesk[at]gov[dot]in

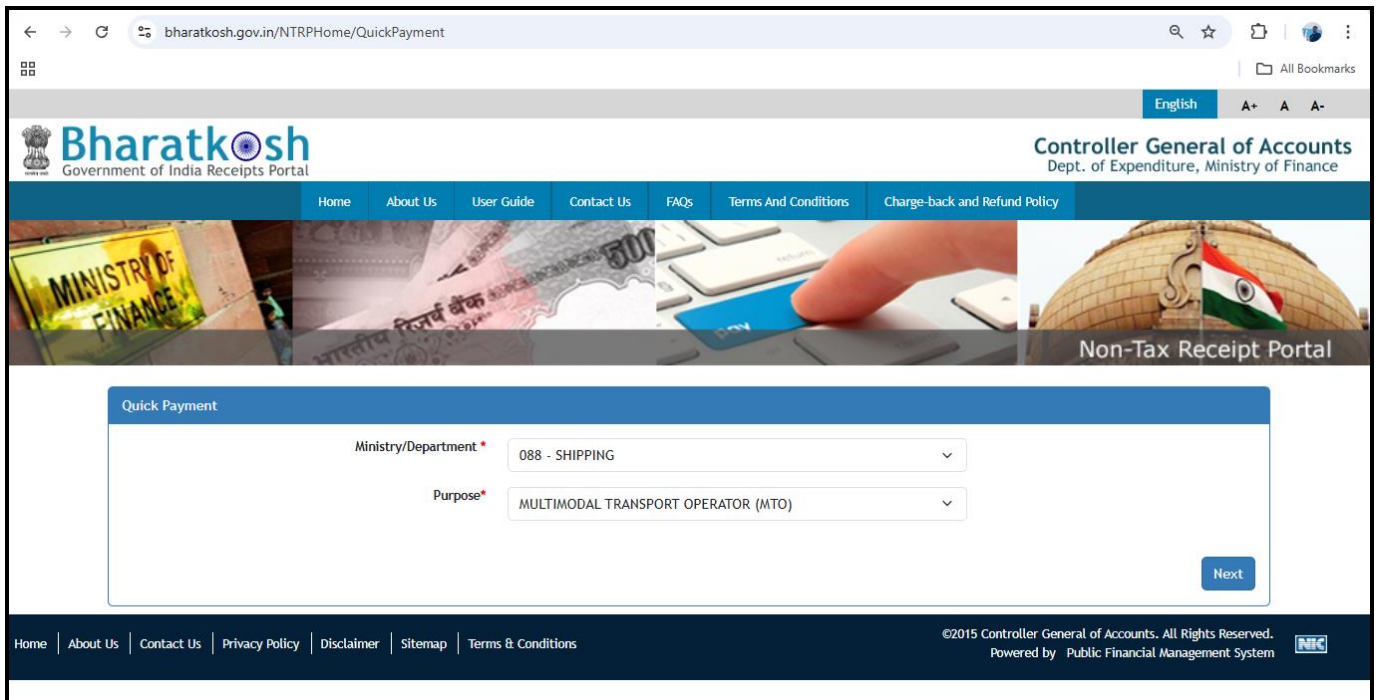
**Single Window Solution for Receipts
Government of India**

NEFT/RTGS Payment Mode. The payee is no longer required to update UTR on BharatKosh for NEFT/RTGS. Details available under user guide section.

LOGIN / REGISTER



- b. User can initiate a Quick Payment by clicking on “Quick Payment / Non-Registered User”.
- c. Select Ministry/Department as “088 – SHIPPING”.
- d. Select Purpose as “MULTIMODAL TRANSPORT OPERATOR (MTO)” and Click on “NEXT”.



Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR 0

Remarks: Remark

Get a new Captcha

Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
SHIPPING	MULTIMODAL TRANSPORT OPERATOR (MTO)	088400 - PAO (Shipping), Mumbai	234305 - Executive Officer (D.G.) (SHIPPING)	10000.00	No Restriction	

Next →

- i. Click on “Next”.
- j. Now User needs to fill-in the “Depositor’s Details”.

1 Payment Purpose 2 Depositor's Details 3 Confirm Info 4 Pay

Depositor's Details

Name:* Mr.

Address Line 1:*

Address Line 2:

Country:* INDIA

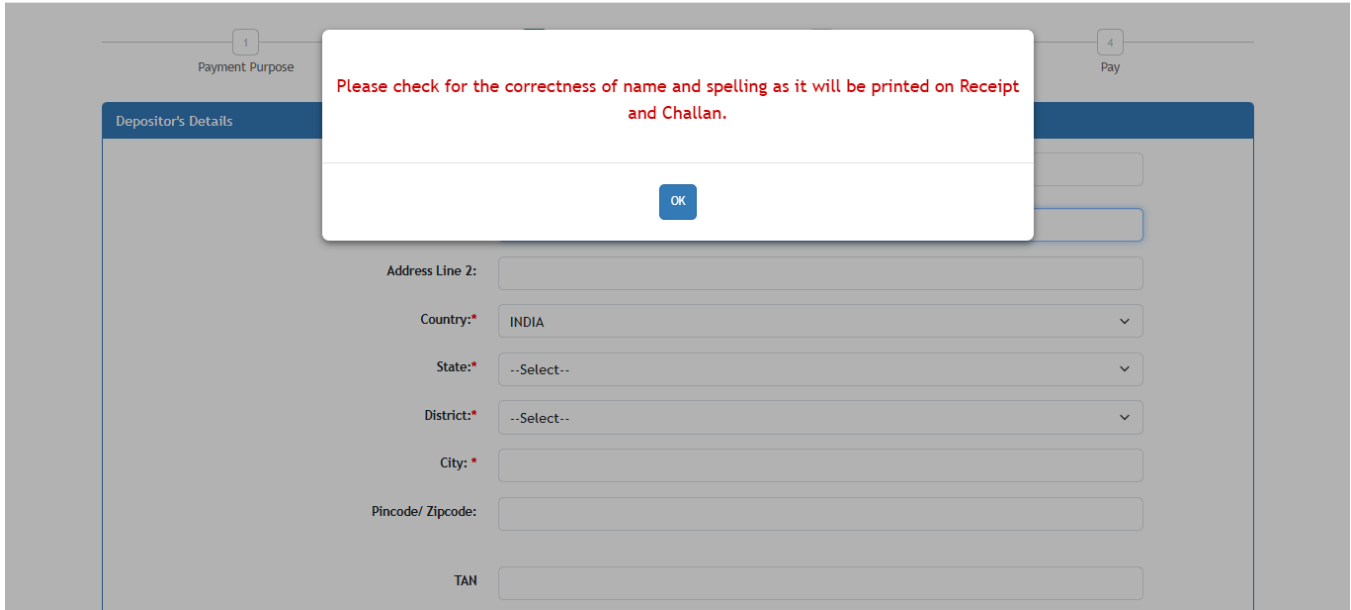
State:* --Select--

District:* --Select--

City:*

Pincode/ Zipcode:

TAN



k. Please enter correct name as it will get printed on receipt and Challan.

The screenshot shows the 'Depositor's Details' form in a multi-step process. The steps are: 1. Payment Purpose, 2. Depositor's Details (current step), 3. Confirm Info, and 4. Pay. The form fields are as follows:

- Name: * Mr. [Redacted]
- Address Line 1: * SAKI VIHAR ROAD
- Address Line 2: * ANDHERI EAST
- Country: * INDIA
- State: * MAHARASHTRA
- District: * MUMBAI SUBURBAN
- City: * MUMBAI
- Pincode/ Zipcode: * 400059
- TAN: [Empty]
- TIN: [Empty]
- Mobile Number: * INDIA(+91) [Redacted]
- Email: * [Redacted]@GMAIL.COM

At the bottom of the form, there are two radio buttons: "Online payment" (unselected) and "SWIFT/NEFT/RTGS" (selected). Below the radio buttons are "Back" and "Next" buttons.

I. Select the Payment “Online payment” or “SWIFT/NEFT/RTGS” and Click on “Next”.

1 Payment Purpose
 2 Depositor's Details
 3 Confirm Info
 4 Pay

Payment Mode Online

Depositor's Details

Name	Mr. 		
Address 1	SAKI VIHAR ROAD	Address 2	ANDHERI EAST
City	MUMBAI	District	MUMBAI SUBURBAN
State	MAHARASHTRA	Country	INDIA
Pincode/Zipcode	400059	Email	ZTRIMRAN@GMAIL.COM
Mobile No. (+91)			
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	SHIPPING	PAO (Shipping), Mumbai[088400]	Executive Officer (D.G.) (SHIPPING)[234305]	MULTIMODAL TRANSPORT OPERATOR (MTO),	No Restriction	10000
				INR ten thousand only		Total:: 10000

← Back
Save
Confirm →

m. Verify the details and click on “Confirm”.

n. Select the payment gateway aggregator.

o. Select mode of transaction i.e. using Net Banking, Debit Card, Credit Card, UPI.

Payment Gateway

Payment can be made using all Indian Debit & Credit Cards and internet banking through any payment gateway aggregator. Facility for making payment using Diners and Amex Card is available through HDFC payment gateway

Payment Gateway Aggregators.

Success Rate 90.04 %

Success Rate 88.80 %

Success Rate 86.57 %

Success Rate 84.18 %

Success Rate 83.07 %

Success Rate 80.29 %

Success Rate 78.39 %


Success Rate 77.13 %

Success Rate 74.82 %

Success Rate 59.04 %

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking
Debit card
Credit card
UPI

Enter the letter shown  [Get a new](#)
Captcha

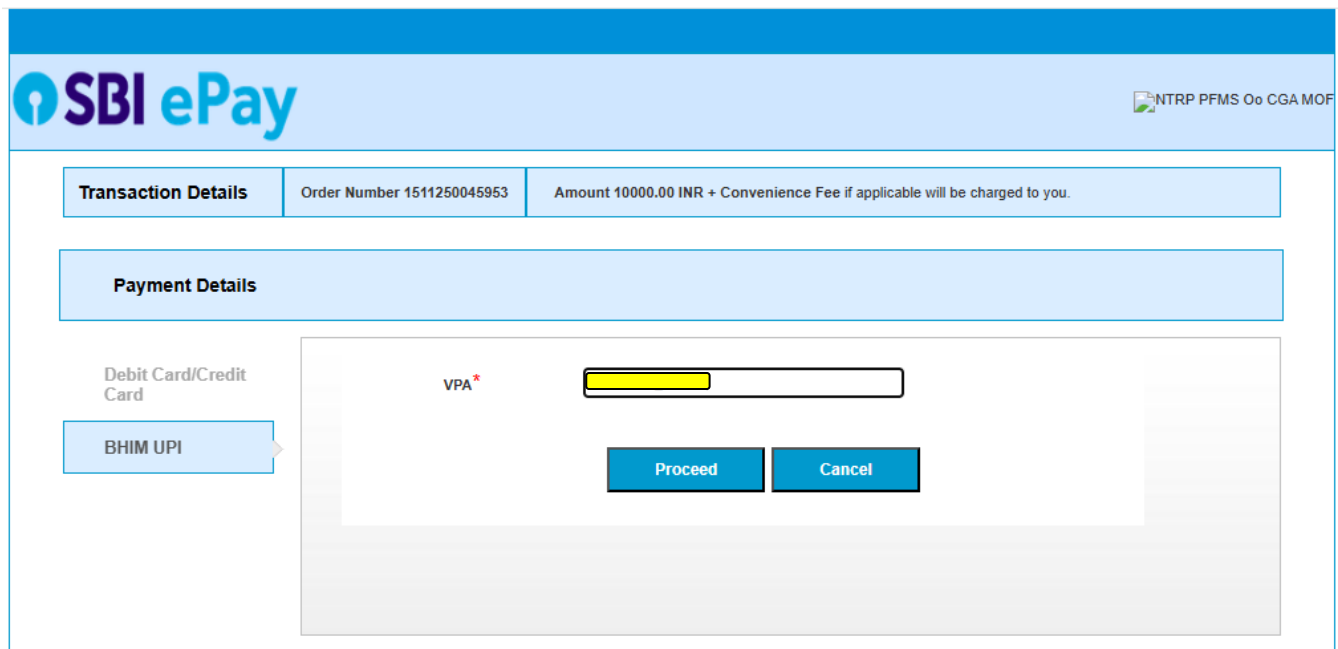
After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

- p. Enter the CAPTCHA and accept the "Terms and condition".
- q. Click on "Pay".
- r. User needs to enter the Payment Details i.e Debit Card/Credit Card, UPI and click on "Proceed".



SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details	Order Number 1511250045953	Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.
----------------------------	----------------------------	---

Payment Details

Debit Card/Credit Card

VPA*



- s. User needs to click on "Pay Now" as it will show the transaction summary.

SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details | Order Number 1511250045953 | Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Debit Card/Credit Card

BHIM UPI

Transaction Summary

Transaction Amount	10000.00 INR
Transaction Processing Fee	0.00 INR
GST	0.00 INR
Total Amount to be Paid	10000.00 INR

Pay Now **Cancel**

Verified by **MasterCard**, **AMERICAN EXPRESS**, **VISA SecureCode**, **SafeKey**, **Symantec**, **PCI DSS CERTIFIED**

Copyright © 2013 State Bank of India. All Rights Reserved Powered by State Bank Of India.

t. User needs to perform the transaction on UPI and wait till it process.

sbiepay.sbi/secure/upi/Wait.jsp

4mins 57seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

u. After successful transaction user needs to download the receipt.

bharatkosh.gov.in
Government of India Receipt Portal

RECEIPT

Transaction Ref.No. 1511210012910 Dated: 4:48PM

Received from MS./MRS. XXX with Transaction Ref.No. 1511210012910

Dated 4:48PM the sum of INR 1 (One Only) through Internet based Online payment in the account of

Rule (9) of the Notaries Rules 1956, , Name: xxxxx
Application No. : xxxxxxx
Mobile : xxxxxxxxx

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On:

Courtesy :- Controller General of Accounts

- v. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.
- w. Click on **“SUBMIT”**.

The screenshot shows the 'MTO Registration' form in the Directorate General of Shipping portal. A green notification banner at the top states 'Saved - Application submitted successfully'. The form is divided into several sections: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details, Form Preview, and Application Fees. The 'Application Fees' section contains a table:

Fees Description	Amount (in Rupees)
Application Fee	₹10000.00
Total	₹10000.00

Below the fees table is the 'BharatKosh Payment Details' section with input fields for Transaction number, Fee Paid (₹ 10000), and Date of Transaction. An 'UPLOAD RECEIPT' button is also present. At the bottom, there are 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'SUBMIT' buttons.

- x. Application is submitted and it will show the status as **“In-Progress”**.

The screenshot shows the dashboard of the Directorate General of Shipping. A navigation menu on the left includes Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area displays a 'Hello, [User Name]' greeting and a grid of status cards:

- ALL: 1
- IN-PROGRESS: 1
- APPROVED: 0
- SAVED: 0
- REJECTED: 0
- RESUBMITTED: 0
- HEARING: 0
- MEMO: 0
- SCN: 0
- BLACKLISTED: 0
- CANCELLED: 0
- GRIEVANCE: 0

Below the status cards is a table of applications. A red arrow points from the 'In-Progress' status card to the 'In-Progress' status in the table row below. The table has columns for Application No., Request Type, Date of Application, Last Activity, AIP, Status, and Action.

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000015	MTO Registration	05-10-2025	just now	In-Progress	In-Progress	👁

At the bottom right, there is a 'Legal References and Downloads' section with links to various documents.

- y. Now Applicant needs to wait till the application gets approved from DGS.
- z. As application status gets change, applicant will get the notification.

10.11. Apply for Registration

Application is approved from DGS

- a. Now User needs to click on the Eye Button on the “Action” Tab.
- b. User can see Firm Name.

- c. User can view the details in the application.

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#)
 MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm [APPLY FOR FINAL REGISTRATION](#)

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details
- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Certified from CA
- Income Tax Returns
- Audited Accounts

HelpDesk

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#)
 MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm [APPLY FOR FINAL REGISTRATION](#)

- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Certified from CA
- Income Tax Returns
- Audited Accounts

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	120251009000013	MTO Document		Download
1	120251009000013	MTO Provisional Certificate		Download

HelpDesk

- d. User needs to download the MTD document from “Generated Certificate”, also user can download the MTO Provisional Certificate.

MULTIMODAL TRANSPORT DOCUMENT			
Consignor :		MTD Number	
Consignee (or order):		Shipment reference no.	
Notify address #NOTIFYPARTY#		Name and address : [REDACTED] ANDHER EAST Mumbai Suburban Maharashtra India - 400059 (MTO registration Number : MTO/DGS/120251009000013/OCT/2025)	
Place of Acceptance : Date of acceptance		<p>Taken in Charge in apparently good condition, herein at the place of receipt, for transport and delivery as mentioned above, unless otherwise stated. The MTO, in accordance with the provisions contained in the MTD, undertakes to perform or to procure the performance of the multimodal transport from the place at which the goods are taken in charge, to the place designated for delivery and assumes the responsibility for such transport.</p> <p>One of the MTD(s) must be surrendered, duly endorsed in exchange for the goods in witness whereof the original MTD all of this tenor and date have been signed in the number indicated below one of which being accomplished the other(s) to be void.</p>	
Place of Delivery :	Date or period of Delivery	Modes/means of transport	Route/place of transhipment (if any)
Container No(s):	Marks and number	Number of packages, kind of packages, general description of goods:	Gross Weight : Measurement :
Particulars above furnished by consignee/ consignor			
Freight amount	Freight payable at	Number of Original MTD	Place and date of issue
Other Particulars: (if any)			For, -----
Weight and measurement of container not to be included (TERMS CONTINUED ON BACK HEREOF)			(Authorised signatory)

Tel: 022 237504045 E-Mail: mto-dgs@nic.in		Website: www.dgshipping.gov.in
GOVERNMENT OF INDIA MINISTRY OF PORTS, SHIPPING AND WATERWAYS DIRECTORATE GENERAL OF SHIPPING BETA BUILDING, 9th FLOOR, I-Think TECHNO CAMPUS KANJUR MARG (EAST), MUMBAI - 400042		
<small>FORM-2 (See Rule 5)</small>		
PROVISIONAL CERTIFICATE OF REGISTRATION <small>(ISSUED UNDER RULE 5 OF THE REGISTRATION OF MULTIMODAL TRANSPORT OPERATORS RULES, 1992)</small>		
<p>It is hereby certified that MECH WORLD ENGINEERING PVT LTD, having registered office at 502 RIVERDALE ROWER ANDHER EAST Mumbai Suburban Maharashtra India - 400059 has been registered as a Multimodal Transport Operator under the Multimodal transportation of Goods Act 1993 to carry on/commence the business of multimodal transportation.</p>		
<p>Terms and Conditions of Registration</p> <ol style="list-style-type: none"> This certificate is valid for a period of 30 days from the date of its issue unless renewed before its expiry. This certificate is given subject to the provision of the Multimodal Transportation of Goods Act, 1993 and Registration of Multimodal Transport Operators Rules, 1992. Validity of this Certificate is subject to valid insurance cover. 		
<div style="position: relative;"> PROVISIONAL CERTIFICATE MTO/DGS/120251009000013/OCT/2025 </div>		
<p>Registration Number : <u>MTO/DGS/120251009000013/OCT/2025</u></p> <p>Date of issue : 09.10.2025</p> <p>Registration is Valid : <u>NOV/2025</u></p>		

- e. Now User needs to click on “APPLY FOR FINAL REGISTRATION”.

10.12 Insurance Details

10.12.1 Insurance Company Details

- a. Applicant needs to fill-in the insurance company details and click on “PROCEED”.

The screenshot shows the 'Insurance Details' form in the Directorate General of Shipping portal. The form is titled '1- Insurance Company's Details' and includes the following fields:

- Name of Insurance Company:** A text input field with 'ICICI' entered.
- Address of Insurance Company:** A section with four sub-fields: 'Address Line 1' (MALLAD), 'Address Line 2' (empty), 'City' (Mumbai Suburban), and 'Country' (India).
- State:** A dropdown menu set to 'Maharashtra'.
- Pin Code:** A text input field with '400055' entered.
- Deductible from Liability Covered:** A text input field with '₹ 10000000' entered.
- Policy No.:** A text input field with 'ABCD1234EFGH' entered.
- Liability Covered Currency and Amount:** A text input field with '₹ 1000000000' entered.
- Valid from Date:** A date picker set to '01-04-2024'.
- Valid upto Date:** A date picker set to '31-03-2025'.
- Upload Certificate of Insurance:** A dashed box for file upload with a note 'Click or Drag and drop certificate here .pdf | Size 5 MB'. A file named 'InsuranceDocuments_TTRIMRAN_09102025112927.pdf' is shown as uploaded.
- Agree Terms & Conditions:** A checked checkbox.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

10.12.2 MTD Document Upload

- a. Applicant needs to upload the digitally signed MTD document.

The screenshot shows the 'MTD Document Upload' form in the Directorate General of Shipping portal. The form is titled 'MTD DOCUMENT' and includes the following fields:

- Document Upload:** A dashed box for file upload with a note 'Upload MTD Document Signed by an Authorized Signatory*' and 'Click or Drag and drop certificate .pdf | Size 5 MB'.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

10.12.3 Form Preview

a. Applicant can preview the form before final submission.

The screenshot shows the 'Form Preview' stage of the MTO Registration process. A green notification at the top states 'Saved - Form Details Saved'. The application ID is 120251009000013. A table displays payment details:

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD1243	09-Oct-2025	BharatKosh	₹ 10000

Below the table are sections for 'Current Application Details' including Company Details, GST, TAN, Documents, Contact Details, and Address of the Registered Office. A 'DOWNLOAD RECEIPT' button is visible in the top right.

a. Applicant can needs to accept the declaration and click on **“PROCEED”** for submitting the application.

The screenshot shows the 'Declaration' stage of the MTO Registration process. It features a table of 'Generated Certificate' and a declaration text area.

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	120251009000013	MTD Document	View Certificate	Download
1	120251009000013	MTO Provisional Certificate	View Certificate	Download

The declaration text states: 'This is to certify that our company MECH WORLD ENGINEERING PVT LTD having registered office at OR other establishments allowed for non-residents shipping companies at 502 RIVERDALE ROWER, ANDHER EAST, Mumbai Suburban, Maharashtra, India. 400059 has applied for registration as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1983 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.'

Two checkboxes are checked:

- Insurance and Multimodal transport document(MTD) copy (as provided along with days,from the date of issuance of provisional MTO certificate failing which,registration will be deemed as invalid.

At the bottom, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

b. Status will show as **“In-Progress”** once the application is submitted.

The screenshot shows the MTO dashboard with a notification: "Saved: Application submitted successfully". The status summary shows 1 application in the 'IN-PROGRESS' state. The table below shows the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	Just now	In-Progress	In-Progress	👁️

- a. Now Applicant needs to wait till the application gets approved from DGS.
- b. As application status gets change, applicant will get the notification.

The screenshot shows the MTO dashboard with the application status updated to 'APPROVED'. The status summary shows 1 application in the 'APPROVED' state. The table below shows the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	1 minute ago	Application Approved	Approved	👁️

- a. As application status approved from DGS, Applicant needs to click on Eye button on Action Tab.

10.12.4 Generate Certificate

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#) [UPDATE PROFILE](#)

MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm

[Redacted] LTD [DOWNLOAD RECEIPT](#)

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD1243	09-Oct-2025	BharatKosh	₹ 10000

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details

b. Applicant can download the final registration certificate from “Generated Certificate”.

Directorate General of Shipping

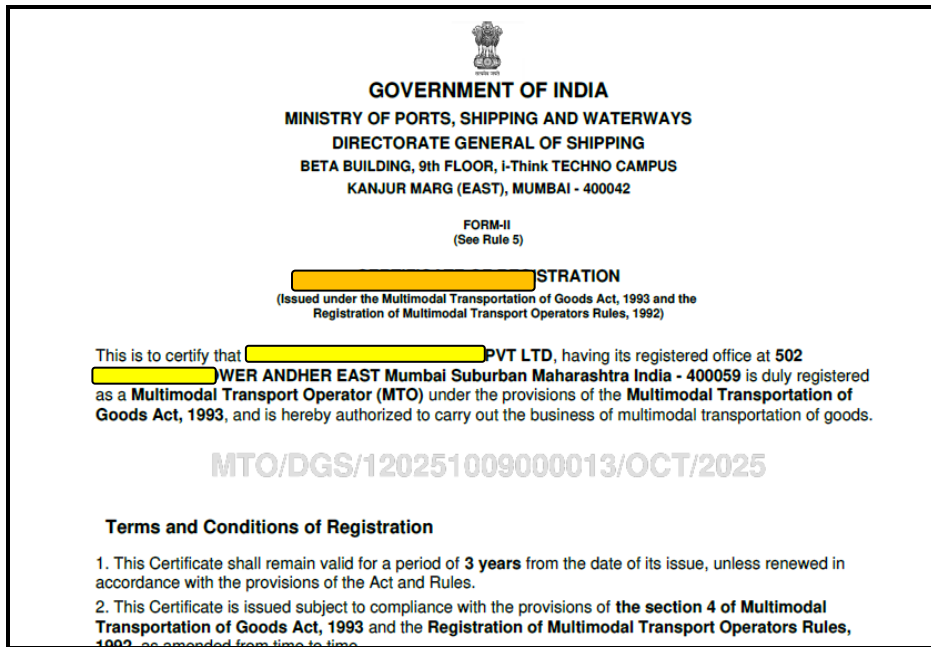
120251009000013 [Download PDF](#) [Download All File](#) [UPDATE PROFILE](#)

MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm

- Income Tax Returns
- Audited Accounts
- Insurance Details
- MTD Document
- Insurance Details

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
3	120251009000013	MTD Document	View	Download
2	120251009000013	MTO Provisional Certificate	View	Download
1	120251009000013	MTO Registration Certificate	View	Download



11 MTO Registration – Foreign

11.1 MTO Homepage

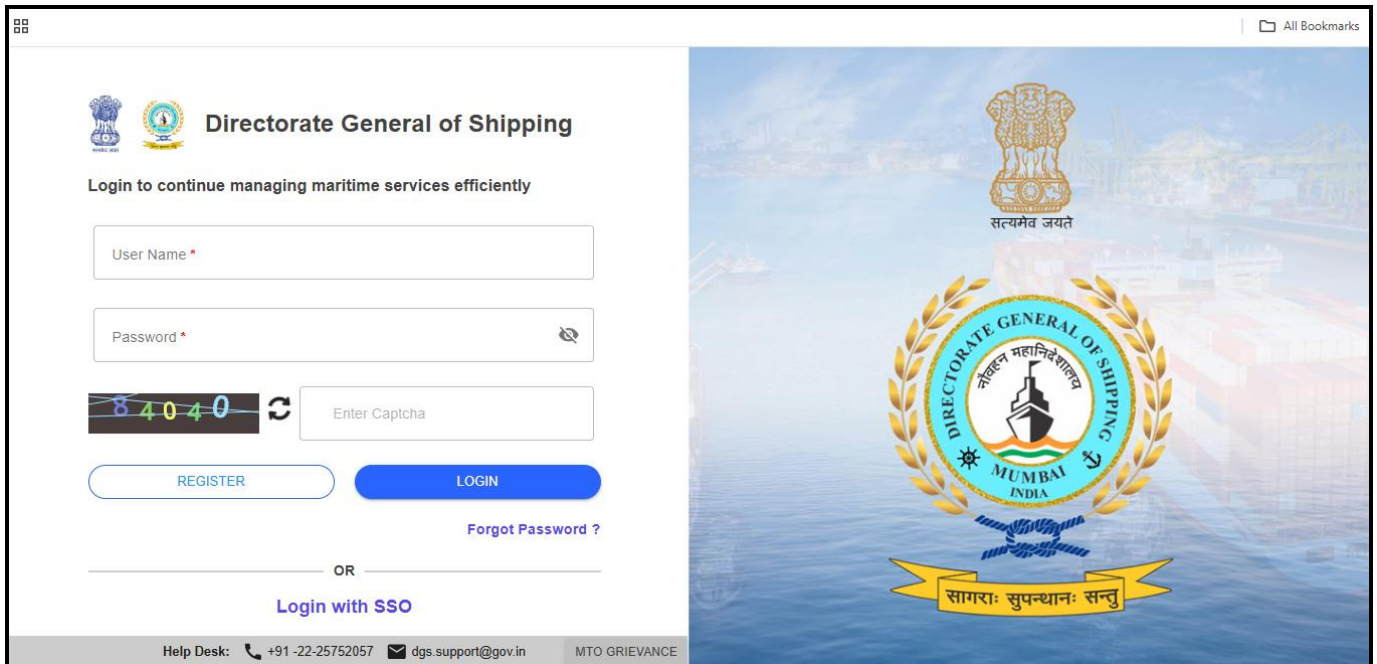
2. User needs to visit the website www.esamudra.dgshipping.gov.in/login

The screenshot shows the login page of the Directorate General of Shipping. The page features the following elements:

- Logo of the Directorate General of Shipping and the Government of India.
- Text: "Directorate General of Shipping" and "Login to continue managing maritime services efficiently".
- Input fields for "User Name" and "Password".
- A captcha field with the text "84040" and "Enter Captcha".
- Buttons for "REGISTER" and "LOGIN".
- A link for "Forgot Password?".
- An "OR" separator and a link for "Login with SSO".
- Help Desk information: "+91 -22-25752057" and "dgs.support@gov.in".
- A banner for "MTO GRIEVANCE" at the bottom.

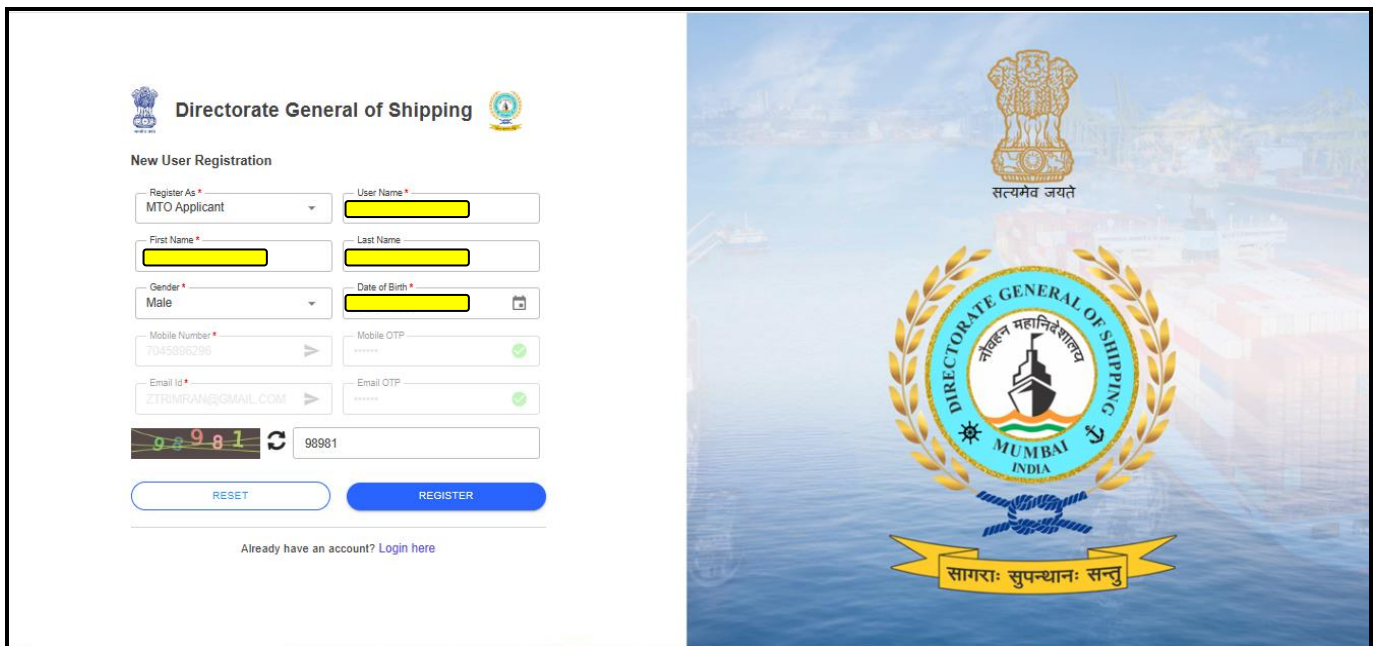
11.2 User Registration

8. User needs to click on "REGISTER" for registration.

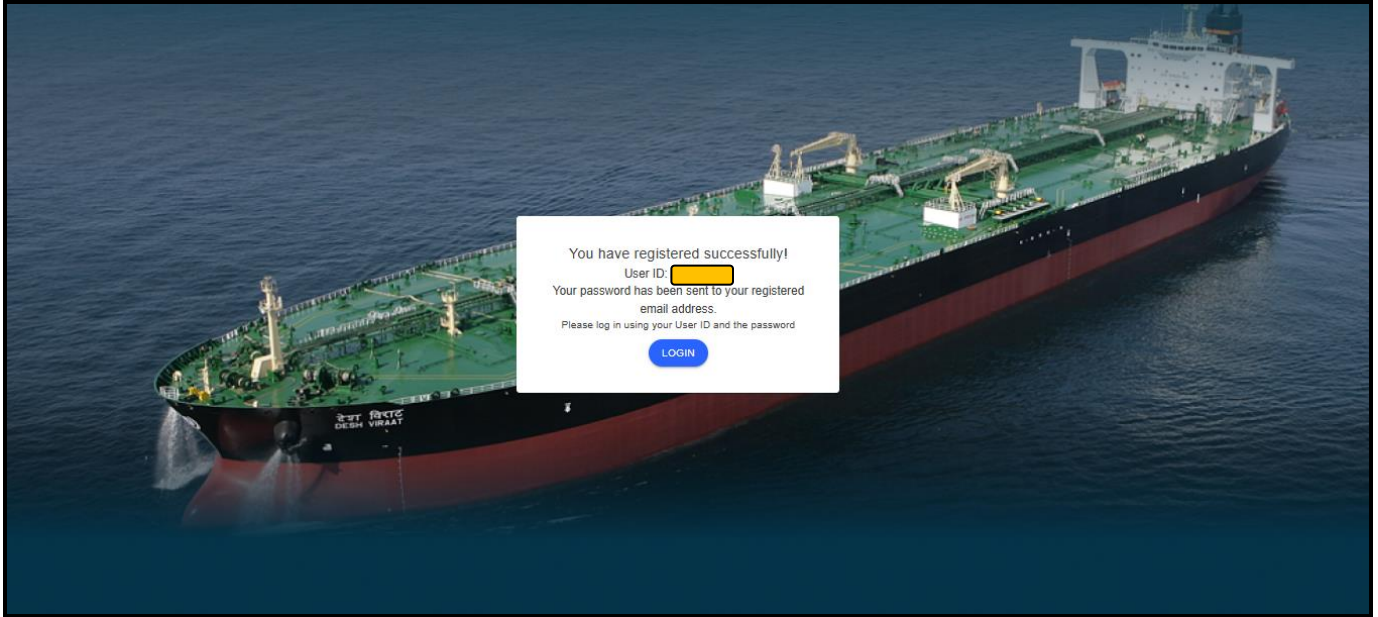


9. Select the Register As “MTO Applicant”.

10. User needs to fill-in the details and get verified the mobile number and email with OTP for registration.

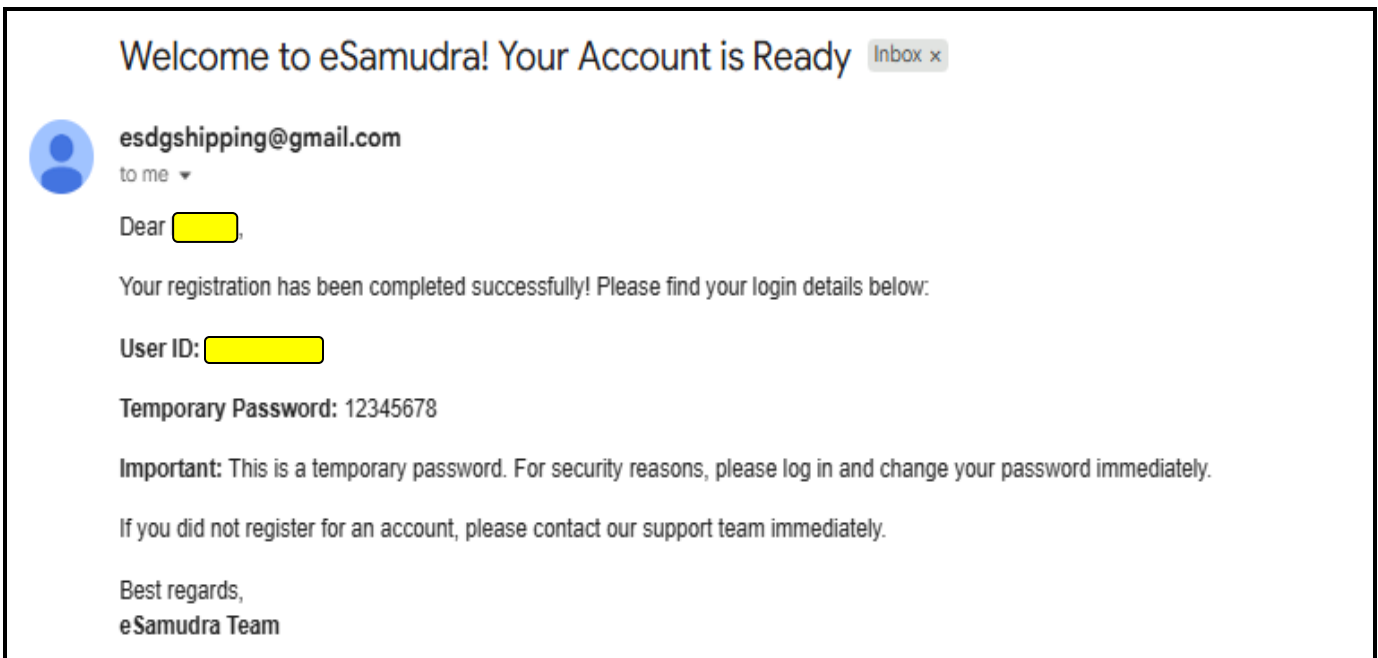


11. After successful registration, it will show the confirmation, then User needs to click on “LOGIN”.



12. Enter the login credential

- a. User ID displayed on the confirmation screen.
- b. User will get a password on the registered email id.



c. Also verify the “CAPTCHA” and click on “LOGIN”.

Directorate General of Shipping

Login to continue managing maritime services efficiently

User Name*

Password*

4 7 8 9 47789

REGISTER LOGIN

Forgot Password ?

OR

Login with SSO

Help Desk: +91 -22-25762057 dgs.support@gov.in MTO GRIEVANCE

13. After Successful logged-in, it will ask you for “Reset Password”.

Directorate General of Shipping

Reset Password

User Name

Old Password
12345678

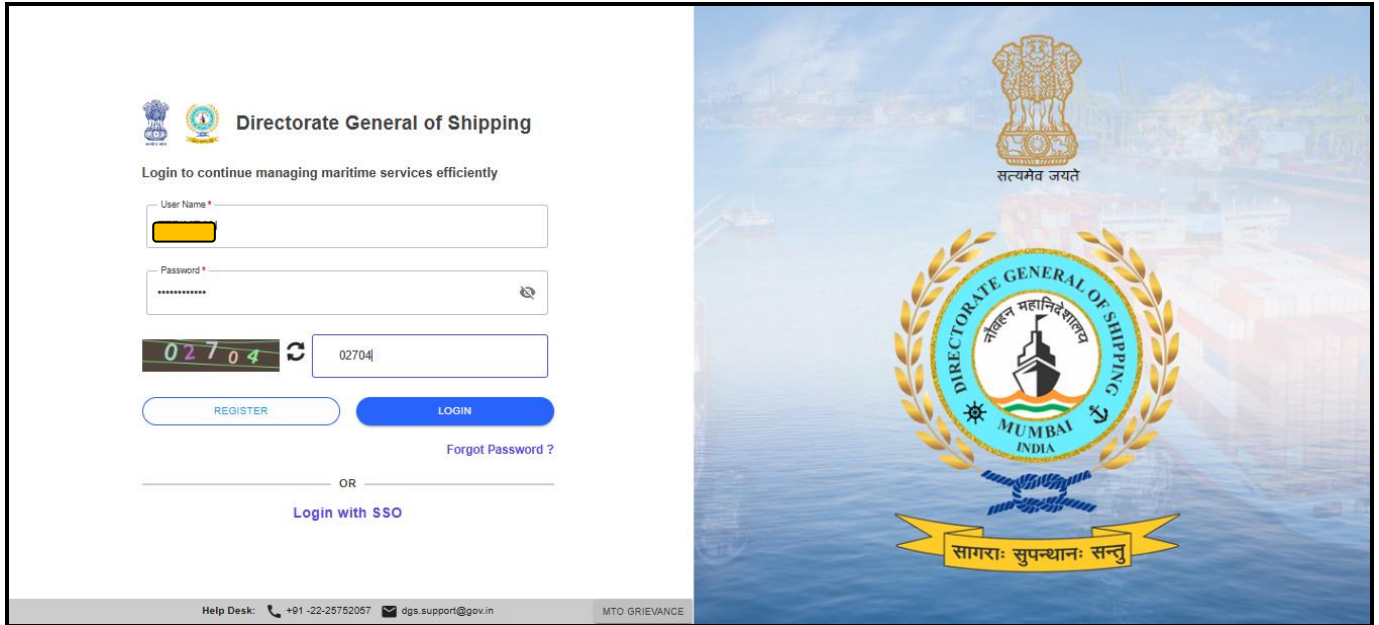
New Password
Password123

Confirm Password
Password123

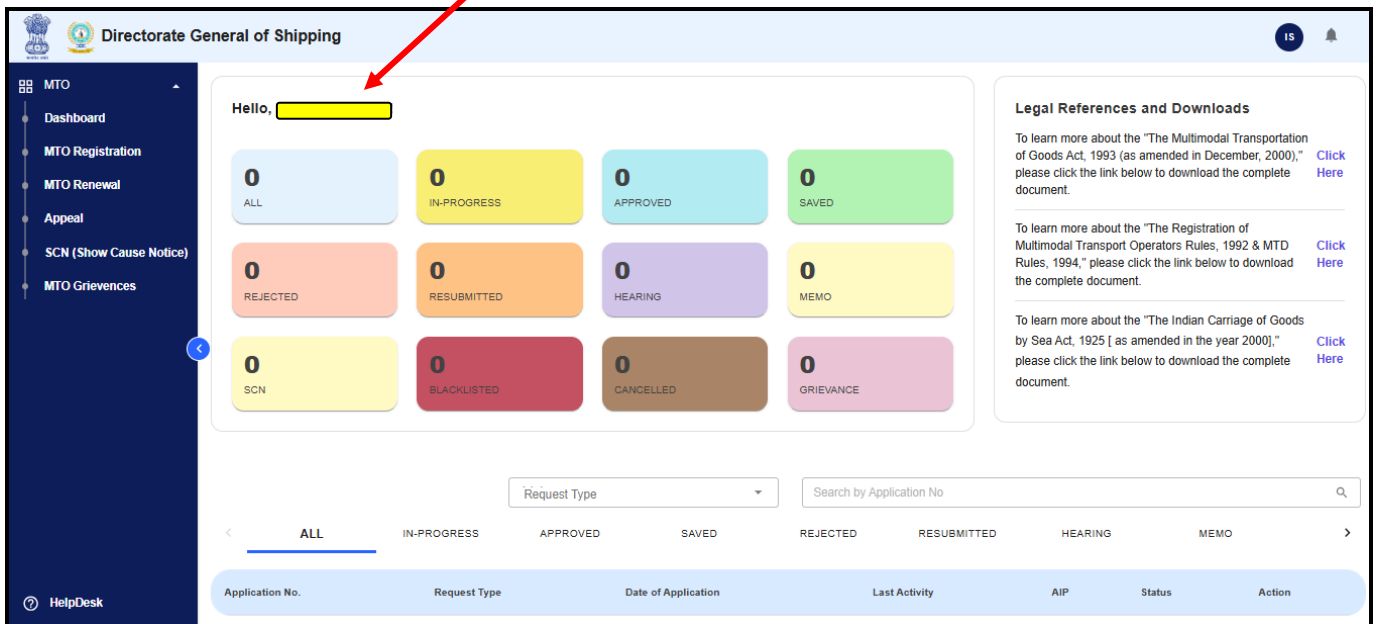
RESET PASSWORD

Password must be at least 8 characters long and include uppercase, lowercase, number, and symbol.

14. Now, User needs to logged-in with latest password.



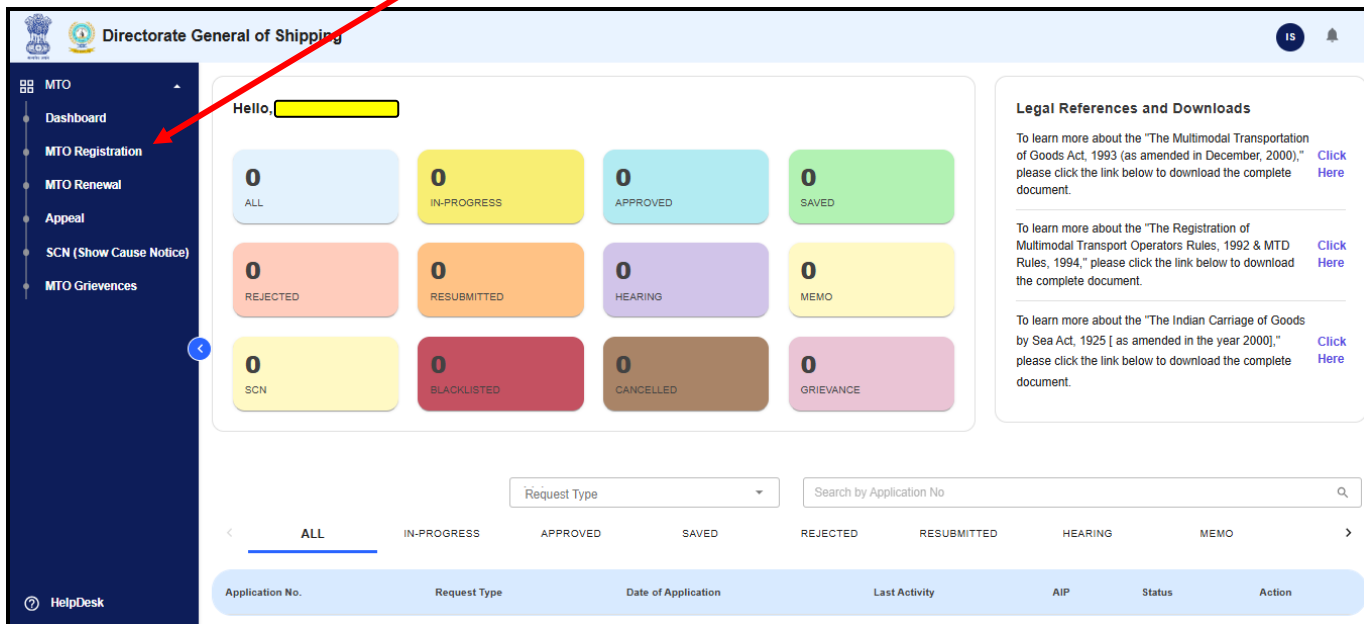
Here it will show the User Name/Applicant Name



Dashboard

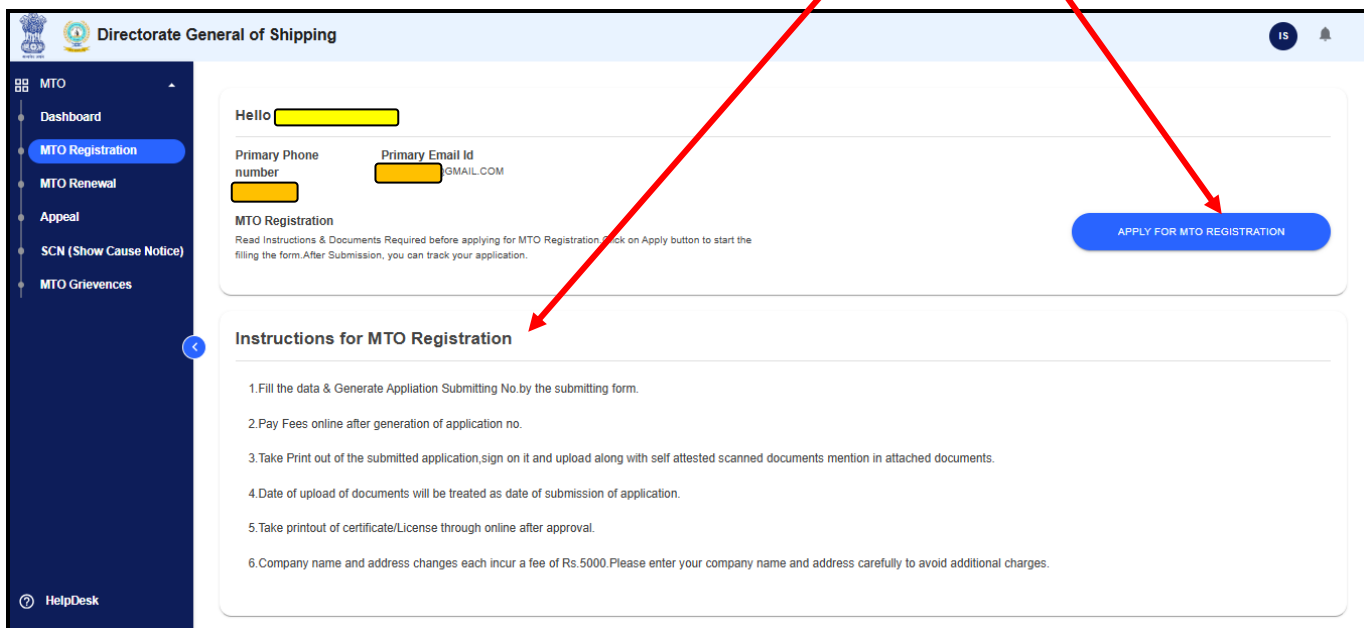
11.3 MTO Registration Steps

3. User needs to click on MTO Registration



4. MTO Registration page, User needs to click on “APPLY FOR MTO REGISTRATION”.

a. User needs have to read on the Instruction for MTO Registration.



11.4 Applicant Details Page

11.4.1 Applicant Details:

- b. User needs to fill-in the Applicant Details i.e Applicant Name (Firm Name), Nature of Business, Date of Incorporation/Formation.

The screenshot shows the 'Applicant Details' section of the MTO Registration form. The form is titled 'Directorate General of Shipping' and 'MTO Registration'. The 'Applicant Details' section includes the following fields:

- Applicant Name:** A text input field containing 'S OPC PVT LTD'.
- Nature of Formation:** A dropdown menu set to 'Private Limited'.
- Country:** Radio buttons for 'India' (selected) and 'Foreign'.
- Date of Incorporation:** A date picker set to '01-04-2019'.
- Experience:** A text input field containing '8 years 8 months'.
- Documents Details:** A section with a disclaimer and two upload fields for 'Address Proof (MSME/Electricity Bill/Agreement, etc.)' and 'Other Documents'. Both fields are currently empty.
- Contact Details:** A section with fields for 'Office Phone Number', 'Mobile no. For SMS Alert', 'Office Email', 'Alternative Email', 'Web Page URL', and 'FAX'.

Upload the documents and fill-in the contact details.

The screenshot shows the 'Contact Details' section of the MTO Registration form. The form is titled 'Directorate General of Shipping' and 'MTO Registration'. The 'Contact Details' section includes the following fields:

- Office Phone Number:** A text input field containing '+908 11704589298'.
- Mobile no. For SMS Alert:** A text input field containing '9999234487'.
- Office Email:** A text input field containing 'ztmimiran@gmail.com'.
- Alternative Email:** An empty text input field.
- Web Page URL:** An empty text input field.
- FAX:** A text input field containing '0'.

Click on "PROCEED".

11.5 Registered Office Details

11.5.1 Address of the Registered Office

b. User needs to fill-in the “Address of the Registered Office”.

The screenshot shows the 'Registered Office Details' step of the MTO Registration process. The interface includes a top navigation bar with the Directorate General of Shipping logo and a user profile icon. A left sidebar contains navigation options: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area is divided into two sections: 'Details of authorized signatories' and 'Upload Authentication Document'. The 'Details of authorized signatories' section contains a disclaimer, a list of authorized signatories (currently showing '1 - Authorized signatory'), and input fields for 'Region/City', 'Name of Person', and 'Designation'. Below these fields is a 'Proof of the employment' section with a file upload area for a certificate (PDF, 5 MB). The 'Upload Authentication Document' section also contains a disclaimer and two file upload areas for authentication documents (PDF, 5 MB). At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', 'PREVIOUS', and 'PROCEED'.

11.5.2 Details of authorized signatories & Upload Authentication Document

b. User needs to fill-in the authorized signatory’s details and upload the supported document.

This screenshot is identical to the one above, showing the 'Registered Office Details' step. The key difference is that the 'PROCEED' button at the bottom right of the form is highlighted in blue, indicating it is the next step in the process.

click on “PROCEED

11.6 Overseas Agent's Details

e. User needs to read the disclaimer and fill-in the “Agents Details”.

The screenshot shows the 'Overseas Agent's Details' step in the MTO registration process. The interface includes a navigation menu on the left with options like Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area displays a disclaimer and a section for 'Agents Details' with a '+ ADD AGENTS DETAILS' button. Below this, there is a form for '1 - Agent's Details' with the following fields:

Company Name *	Address Line1 *	Address Line2
Country *	State *	City *
Pincode *	Phone Number *	Company Email
Fax	Web Page URL	Type Of Office
Date of Agreement *	Agreement Valid From *	Agreement Valid To *

f. User needs fill-in the “2 Agents Details”.

The screenshot shows the '2 - Agent's Details' step in the MTO registration process. The form is filled out with the following details:

Company Name *	Address Line1 *	Address Line2
ABC LOGISTICS CO	King Abdulaziz Rd, King Abdul Aziz Seaport, Dammam 32211, Saudi Arabia	
Country *	State *	City *
Saudi Arabia	Eastern Province	Dammam
Pincode *	Phone Number *	Company Email
32211	+966 9920024444	
Fax	Web Page URL	Type Of Office
Date of Agreement *	Agreement Valid From *	Agreement Valid To *
01-12-2025	01-12-2025	30-11-2028

Below the form, there are two upload sections:

- 1. Upload Agency Agreement: Click or Drag and drop certificate .pdf | Size 5 MB
- 2. Upload Agency Confirmation Letter on Agents Letterhead: Click or Drag and drop certificate .pdf | Size 5 MB

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', 'PREVIOUS', and 'PROCEED'.

g. User needs fill-in the agreement details and upload the required document.

h. After fill-in the details and uploading the documents, click on “PROCEED”.

11.7 Financial Details

- a. User needs to read the Disclaimer and follow the instructions.

Directorate General of Shipping

MTO Registration

Applicant Details Registered Office Details Overseas Agent's Details **Financial Details** Form Preview Application Fees

FINANCIAL DETAILS

Disclaimer

1. Copy of Certificate from C.A. showing minimum annual turnover of fifty lakh rupees during the immediately preceding financial year.
(Note: If the applicant is not resident of India the Turnover may be certified by authority competent to certify the accounts of the company in that country.)

2. Income Tax Returns (front page) for the preceding financial year.

3. Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding financial year.

(OR)

1. Certificate from C.A. showing average annual turnover of fifty lakh rupees during the preceding three financial years.
(Note: If the applicant is not resident of India the Turnover may be certified by authority competent to certify the accounts of the company in that country.)

2. Income Tax Returns (front page) for the preceding three financial year.

3. Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding financial year.

Financial Details for foreign entity

Disclaimer

1. The turnover may be certified by any authority competent to certify the accounts of a company in that country.

Turnover amount (Minimum ₹50 Lakhs) *

8000000

Upload Turnover Certificate (issued by a competent authority in your country e.g., Chartered Accountant / Statutory Auditor)*

Click or Drag and drop certificate .pdf | Size 5 MB

foreigncertificate_address_proof_dammam.pdf

CANCEL CLEAR FIELDS SAVE AS DRAFT PREVIOUS **PROCEED**

click on **“PROCEED”**

11.8 Form Preview

- a. Applicant can preview the application before final submission.

Directorate General of Shipping

MTO Registration

Applicant Details Registered Office Details Overseas Agent's Details **Form Preview** Application Fees

120251204000002 Download PDF Download All File

MTO Registration | Application Date: 06-Dec-2025 02:53:59 pm

Current Application Details

Company Details

Documents

Contact Details

Address of the Registered Office

Details of authorized signatories

Upload Authentication Document

Overseas Agents Details

Financial Details for foreign entity

Declaration

This is to certify that our company MECHWORLD ENGINEERING OPC PVT LTD having registered office at OR other establishments allowed for non-residents shipping companies at Madar International Transport Establishment, 2494 King Abdulaziz Rd EDAA6689 6689, Dammam 32211, Saudi Arabia, Dammam, Eastern Province, Saudi Arabia, 32211 has applied for registration as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-

PROCEED

b. Applicant needs to accept the “Declaration” before final submission and click on “PROCEED”.

The screenshot shows the 'MTO Registration' form in the 'Form Preview' step. The 'Declaration' section contains the following text:

This is to certify that our company [REDACTED] PVT LTD having registered office at OR other establishments allowed for non-residents shipping companies at Madar International Transport Establishment, 2494 King Abdulaziz Rd EDAA6669 6669, Dammam 32211, Saudi Arabia, Dammam, Eastern Province, Saudi Arabia, 32211 has applied for registration as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.

There are two checked checkboxes:

- Insurance and Multimodal transport document(MTD) copy (as provided along with days,from the date of issuance of provisional MTO certificate failing which,registration will be deemed as invalid).

At the bottom right, there are buttons for 'CLEAR FIELDS', 'SAVE AS DRAFT', 'PREVIOUS', and 'PROCEED'.

11.9 Application Fees

a. Applicant needs to follow the Payment Instruction and process accordingly.

The screenshot shows the 'MTO Registration' form in the 'Application Fees' step. It includes the following instructions:

2. After making the payment on BharatKosh, please save the receipt.
3. All payments are final and cannot be refunded.
4. You must upload the receipt in the document upload section below.
5. Make sure to include the Transaction Number and Date of Transaction while uploading.
6. For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

A table shows the fee details:

Fees Description	Amount (in Rupees)
Application Fee	₹10000.00
Total	₹10000.00

The 'BharatKosh Payment Details' section contains the following information:

- Transaction number: 12345122323
- Fee Paid: ₹ 10000
- Date of Transaction: 06/12/2023

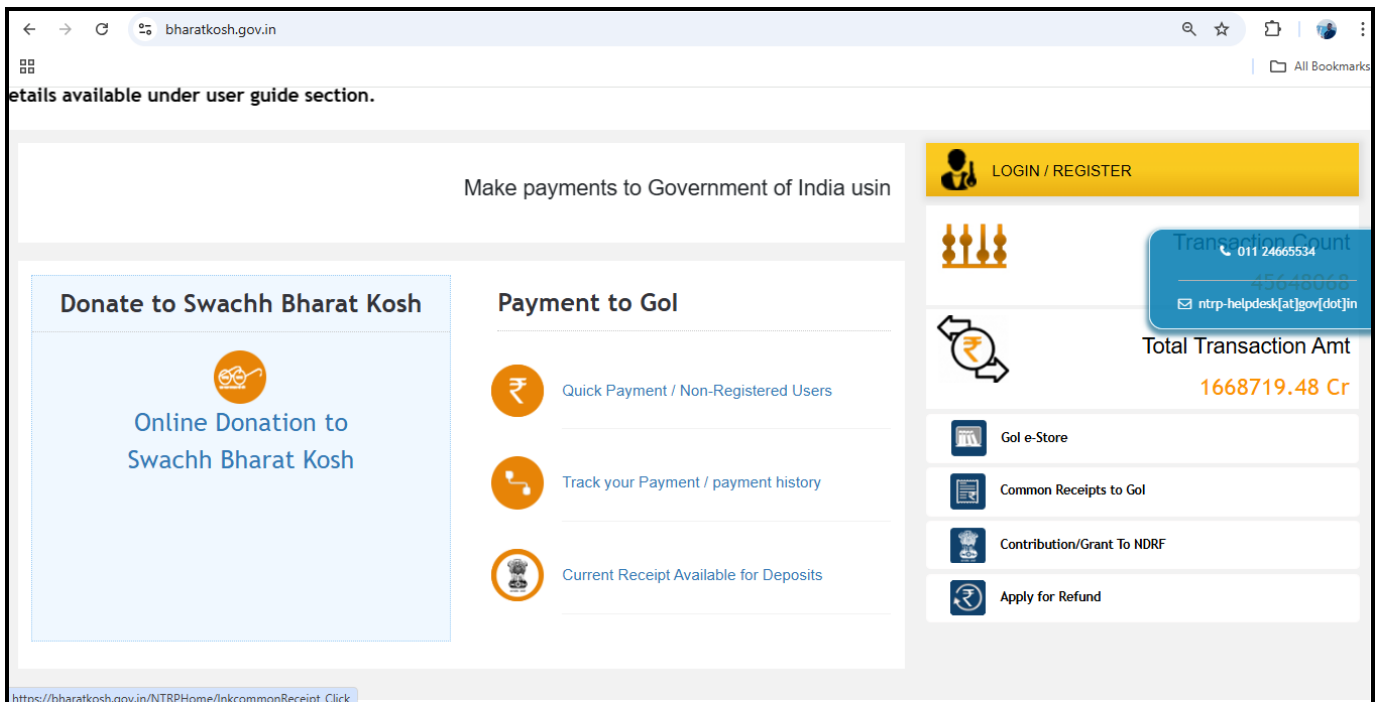
There is an 'UPLOAD RECEIPT' button. Below, the 'Uploaded Receipts' table shows:

File Name	Size	Actions
PaymentReceipt_06122023092724_rgwet.pdf	1,268 KB	

At the bottom right, there are buttons for 'CLEAR FIELDS', 'SAVE AS DRAFT', 'PREVIOUS', and 'SUBMIT'.

11.10 Bharatkosh Payment Process

aa. User needs to visit <https://bharatkosh.gov.in/>



bb. User can initiate a Quick Payment by clicking on “Quick Payment / Non-Registered User”.

cc. Select Ministry/Department as “088 – SHIPPING”.

dd. Select Purpose as “MULTIMODAL TRANSPORT OPERATOR (MTO)” and Click on “NEXT”.

The screenshot shows the Bharatkosh Government of India Receipts Portal. The page title is "Non-Tax Receipt Portal". The main navigation menu includes: Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. The "Quick Payment" form is displayed with the following fields:

- Ministry/Department*: 088 - SHIPPING
- Purpose*: MULTIMODAL TRANSPORT OPERATOR (MTO)

A "Next" button is located at the bottom right of the form. The footer contains: Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap | Terms & Conditions. ©2015 Controller General of Accounts. All Rights Reserved. Powered by Public Financial Management System.

ee. Drawing & Disbursing Office (DDO): Select “23405 – Executive Officer (D.G.) (SHIPPING)”.

ff. Enter the registration fees i.e Rs.10000.

gg. Mention the remarks as MTO Registration.

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Purpose

Depositor's category: Individual

Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)

Ministry: SHIPPING

Function Head: 105202102050000 - Multimodal Transport Operator (mto)


Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR 10000
RUPEES TEN THOUSAND ONLY

Payment Frequency /Period: No Restriction

Remarks: MTO Registration
44 Character Left

 [Get a new Captcha](#)
Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Add


hh. Enter the CAPTCHA and Click on “Add”.

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)


Amount: INR 0

Remarks: Remark

 [Get a new Captcha](#)
Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
SHIPPING	MULTIMODAL TRANSPORT OPERATOR (MTO)	088400 - PAO (Shipping), Mumbai	234305 - Executive Officer (D.G.) (SHIPPING)	10000.00	No Restriction	

Next →

- ii. Click on “Next”.
- jj. Now User needs to fill-in the “Depositor’s Details”.

1 Payment Purpose 2 Depositor's Details 3 Confirm Info 4 Pay

Depositor's Details

Name:* Mr.

Address Line 1:*

Address Line 2:

Country:* INDIA

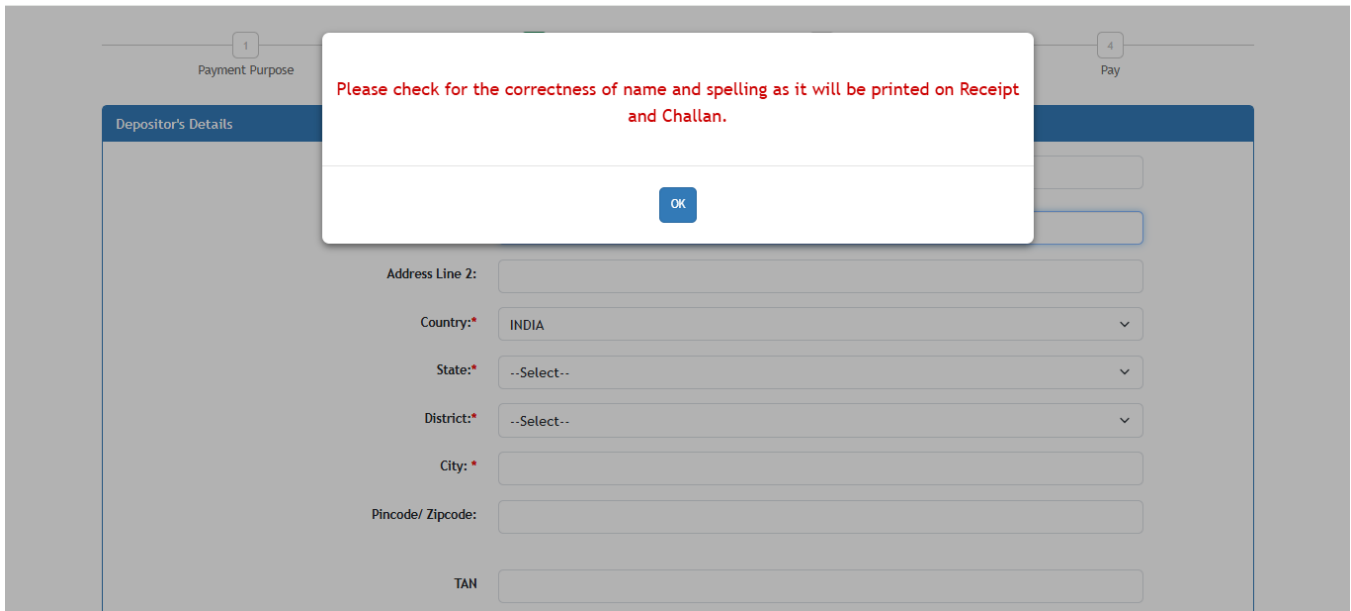
State:* --Select--

District:* --Select--

City: *

Pincode/ Zipcode:

TAN



- kk. Please enter correct name as it will get printed on receipt and Challan.

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Depositor's Details

Name:* Mr.

Address Line 1:* SAKI VIHAR ROAD

Address Line 2: ANDHERI EAST

Country:* INDIA

State:* MAHARASHTRA

District:* MUMBAI SUBURBAN

City:* MUMBAI

Pincode/ Zipcode: 400059

TAN

TIN

Mobile Number:* INDIA(+91)

Email:* @GMAIL.COM

Online payment SWIFT/NEFT/RTGS

II. Select the Payment “Online payment” or “SWIFT/NEFT/RTGS” and Click on “Next”.

Payment Mode Online

Depositor's Details

Name	Mr [REDACTED]		
Address 1	SAKI VIHAR ROAD	Address 2	ANDHERI EAST
City	MUMBAI	District	MUMBAI SUBURBAN
State	MAHARASHTRA	Country	INDIA
Pincode/Zipcode	400059	Email	[REDACTED]
Mobile No. (+91)	[REDACTED]		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	SHIPPING	PAO (Shipping), Mumbai[088400]	Executive Officer (D.G.) (SHIPPING)[234305]	MULTIMODAL TRANSPORT OPERATOR (MTO),	No Restriction	10000
				INR ten thousand only		Total:: 10000

[← Back](#)[Save](#)[Confirm →](#)

mm. Verify the details and click on “Confirm”.











nn. Select the payment gateway aggregator.

oo. Select mode of transaction i.e. using Net Banking, Debit Card, Credit Card, UPI.

Payment Gateway

Payment can be made using all Indian Debit & Credit Cards and internet banking through any payment gateway aggregator. Facility for making payment using Diners and Amex Card is available through HDFC payment gateway

:eway Aggregators.

<input type="radio"/>  Success Rate 90.04 %	<input type="radio"/>  Success Rate 88.80 %	<input type="radio"/>  Success Rate 86.57 %	<input type="radio"/>  Success Rate 84.18 %	<input type="radio"/>  Success Rate 83.07 %	<input type="radio"/>  Success Rate 80.29 %
<input type="radio"/>  Success Rate 78.39 %	<input type="radio"/>  Success Rate 77.13 %	<input type="radio"/>  Success Rate 74.82 %	<input type="radio"/>  Success Rate 59.04 %		

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.


Net banking

Debit card

Credit card

UPI



Enter the letter shown  [Get a new](#)
Captcha

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

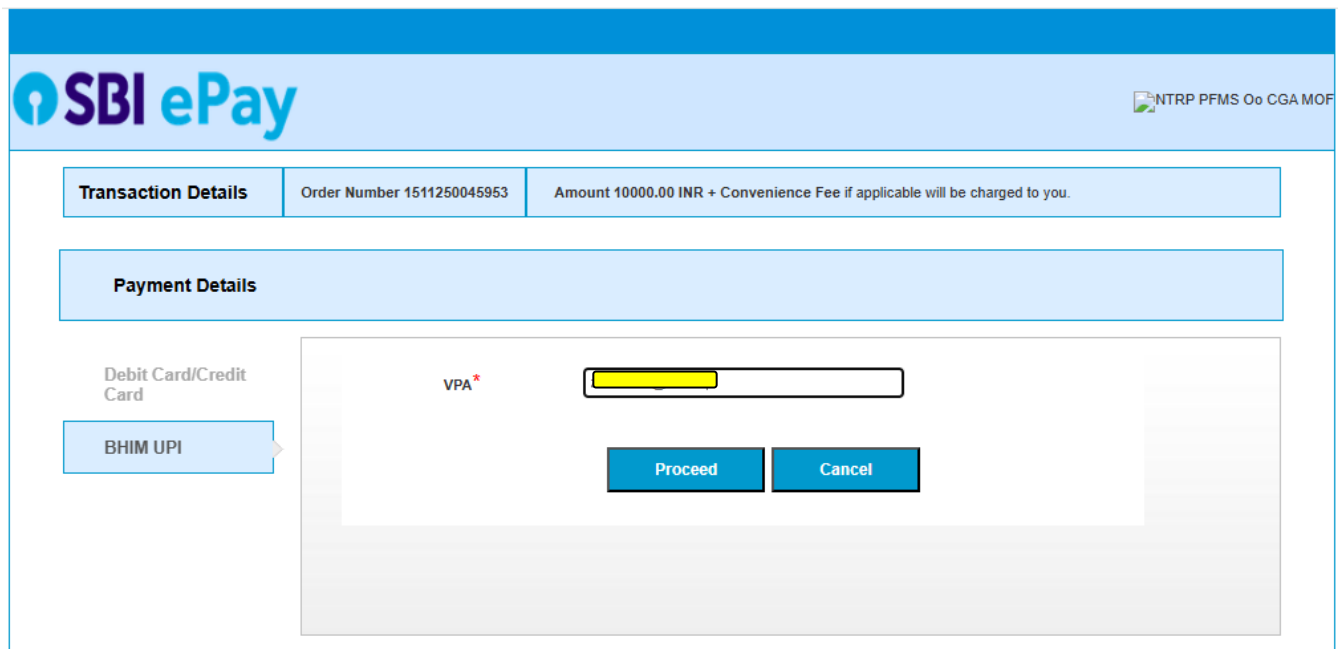
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

pp. Enter the CAPTCHA and accept the “Terms and condition”.

qq. Click on “Pay”.

rr. User needs to enter the Payment Details i.e Debit Card/Credit Card, UPI and click on “Proceed”.



SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details	Order Number 1511250045953	Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.
----------------------------	----------------------------	---

Payment Details

Debit Card/Credit Card

VPA*



ss. User needs to click on “Pay Now” as it will show the transaction summary.

SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details | Order Number 1511250045953 | Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Debit Card/Credit Card

BHIM UPI

Transaction Summary

Transaction Amount	10000.00 INR
Transaction Processing Fee	0.00 INR
GST	0.00 INR
Total Amount to be Paid	10000.00 INR

Pay Now **Cancel**

Verified by **MasterCard**, **AMERICAN EXPRESS**, **VISA SecureCode**, **SafeKey**, **Symantec**, **PCI DSS CERTIFIED**

Copyright © 2013 State Bank of India. All Rights Reserved. Powered by State Bank Of India.

tt. User needs to perform the transaction on UPI and wait till it process.

sbiepay.sbi/secure/upi/Wait.jsp

4mins 57seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

uu. After successful transaction user needs to download the receipt.

bharatkosh.gov.in
Government of India Receipt Portal

RECEIPT

Transaction Ref.No. 1511210012910 Dated: 4:48PM

Received from MS./MRS. XXX with Transaction Ref.No. 1511210012910

Dated 4:48PM the sum of INR 1 (One Only) through Internet based Online payment in the account of

Rule (9) of the Notaries Rules 1956, , Name: xxxxx
Application No. : xxxxxxx
Mobile : xxxxxxxxx

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On:

Courtesy :- Controller General of Accounts

vv. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.

ww. Click on “SUBMIT”.

The screenshot shows the 'MTO Registration' form in the Directorate General of Shipping portal. A green notification banner at the top states 'Saved - Application submitted successfully'. The form is divided into several sections: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details, Form Preview, and Application Fees. The 'Application Fees' section contains a table with the following data:

Fees Description	Amount (in Rupees)
Application Fee	₹10000.00
Total	₹10000.00

The 'BharatKosh Payment Details' section includes input fields for 'Transaction number', 'Fee Paid' (set to ₹ 10000), and 'Date of Transaction'. An 'UPLOAD RECEIPT' button is also present. At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'SUBMIT'.

xx. Application is submitted and it will show the status as “In-Progress”.

The screenshot shows the MTO dashboard in the Directorate General of Shipping portal. The user is logged in as 'Hello, [redacted]'. The dashboard features a grid of status cards for various request types: ALL (1), IN-PROGRESS (1), APPROVED (0), SAVED (0), REJECTED (0), RESUBMITTED (0), HEARING (0), MEMO (0), SCN (0), BLACKLISTED (0), CANCELLED (0), and GRIEVANCE (0). Below the grid, there is a filter for 'Request Type' and a search bar for 'Application No.'. A table below shows the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000015	MTO Registration	05-10-2025	just now	In-Progress	In-Progress	👁

A red arrow points from the 'In-Progress' status in the table to the 'Legal References and Downloads' section on the right, which contains links to various maritime laws and regulations.

yy. Now Applicant needs to wait till the application gets approved from DGS.

zz. As application status gets change, applicant will get the notification.

11.11. Apply for Registration

Directorate General of Shipping

Hello [Redacted]

1 ALL | 0 IN PROGRESS | 1 APPROVED | 0 SAVED
 0 REJECTED | 0 RESUBMITTED | 0 HEARING | 0 MEMO
 0 SCN | 0 BLACKLISTED | 0 CANCELLED | 0 GRIEVANCE

Request Type: [Dropdown] | Search by Application No: [Search Box]

ALL | IN-PROGRESS | APPROVED | SAVED | REJECTED | RESUBMITTED | HEARING | MEMO | SCN | BLACKLISTED | CANCELLED

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	just now	Application Approved	Approved	👁️

Rows per page: 10 | You have 1 new notifications

Application is approved from DGS

- f. Now User needs to click on the Eye Button on the “Action” Tab.
- g. User can see Firm Name.

Directorate General of Shipping

120251009000013 | Download PDF | Download All File
 MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm | APPLY FOR FINAL REGISTRATION

[Redacted Firm Name] | DOWNLOAD RECEIPT

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD1243	09-Oct-2025	BharatKash	₹ 10000

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details
- Address of the Registered Office
- Details of authorized signatories

- h. User can view the details in the application.

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#)
 MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm [APPLY FOR FINAL REGISTRATION](#)

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details
- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Certified from CA
- Income Tax Returns
- Audited Accounts

HelpDesk

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#)
 MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm [APPLY FOR FINAL REGISTRATION](#)

- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Certified from CA
- Income Tax Returns
- Audited Accounts

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	120251009000013	MTD Document		Download
1	120251009000013	MTD Provisional Certificate		Download

HelpDesk

- i. User needs to download the MTD document from “Generated Certificate”, also user can download the MTO Provisional Certificate.

MULTIMODAL TRANSPORT DOCUMENT			
Consignor :		MTD Number	
Consignee (or order):		Shipment reference no.	
Notify address #NOTIFYPARTY#		Name and address : [Redacted] Mumbai Suburban Maharashtra India - 400059 (MTO registration Number : MTO/DGS/120251009000013/OCT/2025)	
Place of Acceptance : Date of acceptance		<p>Taken in Charge in apparently good condition, herein at the place of receipt, for transport and delivery as mentioned above, unless otherwise stated. The MTO, in accordance with the provisions contained in the MTD, undertakes to perform or to procure the performance of the multimodal transport from the place at which the goods are taken in charge, to the place designated for delivery and assumes the responsibility for such transport.</p> <p>One of the MTD(s) must be surrendered, duly endorsed in exchange for the goods in witness whereof the original MTD all of this tenor and date have been signed in the number indicated below one of which being accomplished the other(s) to be void.</p>	
Place of Delivery :	Date or period of Delivery	Modes/means of transport	Route/place of transhipment (if any)
Container No(s):	Marks and number	Number of packages, kind of packages, general description of goods:	Gross Weight : Measurement :
Particulars above furnished by consignee/ consignor			
Freight amount	Freight payable at	Number of Original MTD	Place and date of issue
Other Particulars: (if any)			For, -----
Weight and measurement of container not to be included (TERMS CONTINUED ON BACK HEREOF)			(Authorised signatory)

Tel: 022 237504045 Website: www.dgshipping.gov.in
 E-Mail: mto-dgs@nic.in

GOVERNMENT OF INDIA
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
DIRECTORATE GENERAL OF SHIPPING
 BETA BUILDING, 9th FLOOR, I-Think TECHNO CAMPUS
 KANJUR MARG (EAST), MUMBAI - 400042

FORM-2
 (See Rule 5)

PROVISIONAL CERTIFICATE OF REGISTRATION
 (ISSUED UNDER RULE 6 OF THE REGISTRATION OF MULTIMODAL TRANSPORT OPERATORS RULES, 1992)

It is hereby certified that [Redacted], having registered office at [Redacted] ER ANDHER EAST Mumbai Suburban Maharashtra India - 400059 has been registered as a Multimodal Transport Operator under the Multimodal transportation of Goods Act 1993 to carry on/commence the business of multimodal transportation.

Terms and Conditions of Registration

- This certificate is valid for a period of 30 days from the date of its issue unless renewed before its expiry.
- This certificate is given subject to the provision of the Multimodal Transportation of Goods Act, 1993 and Registration of Multimodal Transport Operators Rules, 1992.
- Validity of this Certificate is subject to valid insurance cover.

PROVISIONAL CERTIFICATE
MTO/DGS/120251009000013/OCT/2025

Registration Number : MTO/DGS/120251009000013/OCT/2025
 Date of issue : 09.10.2025
 Registration is Valid : NOV/2025

- j. Now User needs to click on “APPLY FOR FINAL REGISTRATION”.

11.12 Insurance Details

11.12.1 Insurance Company Details

- b. Applicant needs to fill-in the insurance company details and click on “PROCEED”.

The screenshot shows the 'Insurance Details' form in the Directorate General of Shipping portal. The form is titled '1- Insurance Company's Details' and includes the following fields:

- Name of Insurance Company:** A text input field containing 'ICICI'.
- Address of Insurance Company:** A section with four input fields: 'Address Line 1' (containing 'MALLAD'), 'Address Line 2' (empty), 'City' (containing 'Mumbai Suburban'), and 'Country' (a dropdown menu set to 'India').
- State:** A dropdown menu set to 'Maharashtra'.
- Pin Code:** An input field containing '400055'.
- Deductible from Liability Covered:** An input field containing '₹ 10000000'.
- Policy No.:** An input field containing 'ABCD1234EFGH'.
- Liability Covered Currency and Amount:** An input field containing '₹ 1000000000'.
- Valid from Date:** A date picker set to '01-04-2024'.
- Valid upto Date:** A date picker set to '31-03-2025'.
- Upload Certificate of Insurance:** A dashed box for file upload, containing a file named 'InsuranceDocuments_TTRIMRAN_09102025112927.pdf' with a size of 6 MB.
- Agree Terms & Conditions:** A checked checkbox.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

11.12.2 MTD Document Upload

- b. Applicant needs to upload the digitally signed MTD document.

The screenshot shows the 'MTD Document Upload' form in the Directorate General of Shipping portal. The form is titled 'MTD DOCUMENT' and includes the following fields:

- Document Upload:** A dashed box for file upload, containing a file named 'Certificate.pdf' with a size of 5 MB.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

11.12.3 Form Preview

b. Applicant can preview the form before final submission.

The screenshot shows the 'Form Preview' stage of the MTO Registration process. A green notification at the top states 'Saved - Form Details Saved'. The application ID is 120251009000013. The applicant is [REDACTED] PVT LTD. A table shows a payment of ₹ 10000 on 09-Oct-2025 via BharatKosh. Below is a section for 'Current Application Details' with expandable sections for Company Details, GST, TAN, Documents, Contact Details, and Address of the Registered Office.

c. Applicant can needs to accept the declaration and click on “PROCEED” for submitting the application.

The screenshot shows the 'Declaration' stage. It displays a table of 'Generated Certificate' with two entries: 'MTD Document' and 'MTO Provisional Certificate'. Below is a declaration text with two checked checkboxes: 'I hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping...' and 'Insurance and Multimodal transport document(MTD) copy (as provided along with days from the date of issuance of provisional MTO certificate failing which registration will be deemed as invalid)'. At the bottom right, there is a 'PROCEED' button.

d. Status will show as “In-Progress” once the application is submitted.

The screenshot shows the MTO dashboard with a notification: "Saved: Application submitted successfully". The status summary shows 1 application in 'IN-PROGRESS' status. The table below shows the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	Just now	In-Progress	In-Progress	👁️

- c. Now Applicant needs to wait till the application gets approved from DGS.
- d. As application status gets change, applicant will get the notification.

The screenshot shows the MTO dashboard with the application status updated to 'APPROVED'. The status summary shows 1 application in 'APPROVED' status. The table below shows the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	1 minute ago	Application Approved	Approved	👁️

- c. As application status approved from DGS, Applicant needs to click on Eye button on Action Tab.

11.12.4 Generate Certificate

Directorate General of Shipping

120251009000013 [Download PDF](#) [Download All File](#) [UPDATE PROFILE](#)

MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm

[Redacted] PVT LTD [DOWNLOAD RECEIPT](#)

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD1243	09-Oct-2025	BharatKosh	₹ 10000

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details

d. Applicant can download the final registration certificate from “Generated Certificate”.

Directorate General of Shipping

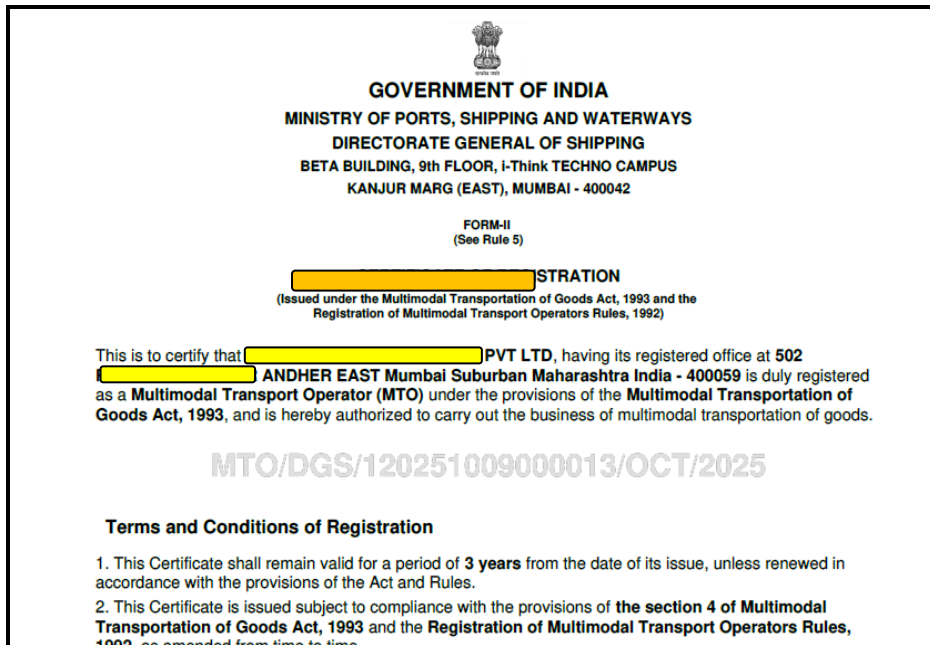
120251009000013 [Download PDF](#) [Download All File](#) [UPDATE PROFILE](#)

MTO Registration | Application Date: 09-Oct-2025 04:09:30 pm

- Income Tax Returns
- Audited Accounts
- Insurance Details
- MTD Document
- Insurance Details

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
3	120251009000013	MTD Document	View	Download
2	120251009000013	MTO Provisional Certificate	View	Download
1	120251009000013	MTO Registration Certificate	View	Download



12 MTO Renewal

12.1 MTO Homepage

3. User needs to visit the website www.esamudra.dgshipping.gov.in/login

Directorate General of Shipping

Login to continue managing maritime services efficiently

User Name *

Password *

8 4 0 4 0 Enter Captcha

REGISTER LOGIN

Forgot Password ?

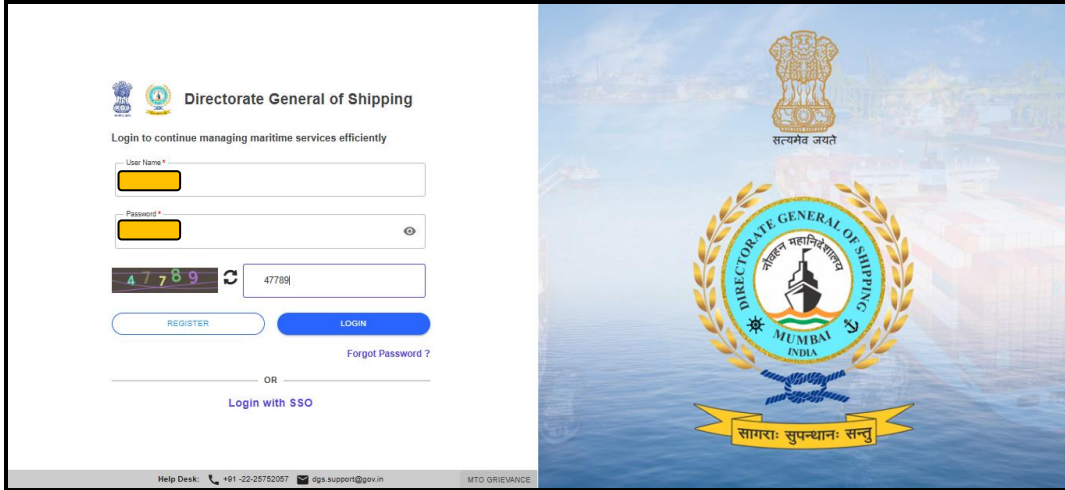
OR

Login with SSO

Help Desk: +91 -22-25752057 dgs.support@gov.in MTO GRIEVANCE

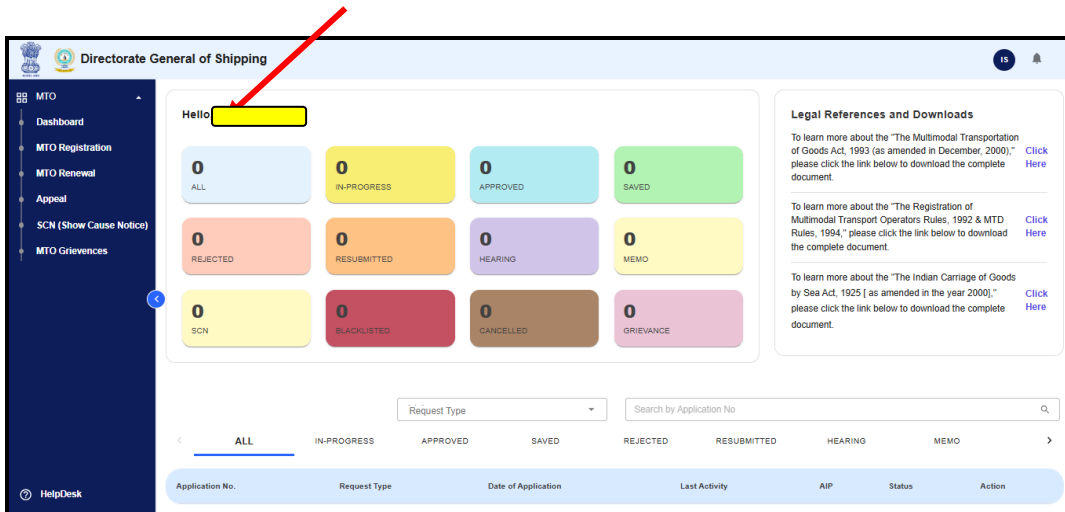
15. Enter the login credential

- a. User needs to enter the Registered User name and Password.
- b. Also verify the “CAPTCHA” and click on “**LOGIN**”.



16. After Successful logged-in, it will go the Dashboard.

Here it will show the User Name/Applicant Name



Dashboard

12.2 MTO Renewal

5. User needs to click on MTO Renewal or click on the Eye Button on the application.

Directorate General of Shipping

15

MTO

- Dashboard
- MTO Registration
- MTO Renewal
- Appeal
- SCN (Show Cause Notice)
- MTO Grievances

Hello, [Redacted] !

1 ALL 0 IN-PROGRESS 1 APPROVED 0 SAVED

0 REJECTED 0 RESUBMITTED 0 HEARING 0 MEMO

0 SCN 0 BLACKLISTED 0 CANCELLED 0 GRIEVANCE

Legal References and Downloads

To learn more about the "The Multimodal Transportation of Goods Act, 1993 (as amended in December, 2000)," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Registration of Multimodal Transport Operators Rules, 1992 & MTD Rules, 1994," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Indian Carriage of Goods by Sea Act, 1925 [as amended in the year 2000]," please click the link below to download the complete document. [Click Here](#)

Request Type Search by Application No

ALL IN-PROGRESS APPROVED SAVED REJECTED RESUBMITTED HEARING MEMO SCN

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
120251009000013	MTO Registration	09-10-2025	1 minute ago	Application Approved	Approved	👁️

HelpDesk

6. MTO Renewal page, User needs to click on "APPLY FOR MTO RENEWAL".

a. User needs have to read on the Instruction for MTO Renewal.

Directorate General of Shipping

15

MTO

- Dashboard
- MTO Registration
- MTO Renewal
- Appeal
- SCN (Show Cause Notice)
- MTO Grievances

Hello, [Redacted]

Primary Phone number [Redacted] Primary Email Id [Redacted]@MAIL.COM

MTO Renewal Remaining 31 days New

You can apply for renewal starting 180 days before the expiry date(09-Nov-2025).

APPLY FOR MTO RENEWAL

Instructions for MTO Renewal

- 1.Fill the data & Generate Application Submitting No by the submitting form.
- 2.Pay Fees online after generation of application no.
- 3.Take Print out of the submitted application,sign on it and upload along with self attested scanned documents mention in attached documents.
- 4.Date of upload of documents will be treated as date of submission of application.
- 5.Take printout of certificate/License through online after approval.
6. Company name and address changes each incur a fee of Rs.5000.Please enter your company name and address carefully to avoid additional charges.

Documents Required

DOWNLOAD TEMPLATE

12.3 Applicant Details Page

12.3.1 Applicant Details:

b. User can view the pre-filled details as per the initial registration.

Directorate General of Shipping

MTO Renewal

Applicant Details

Applicant Name * [PVT LTD] Nature of Formation * [Private Limited]

[India] [Foreign] [Freight Forwarding] [Shipping]

Date of Incorporation * [23-09-2024] Experience [1 year] CIN * [U25121MH2025OPC457775]

PAN Number * [DKDPK3S36D] Upload PAN Number * [Click or Drag and drop certificate .pdf | Size 5 MB]

[panfile_ZTRIMRAN_0910251601.pdf]

GST Details

[+ ADD GST]

1- GST Details

12.3.2 GST & TAN Details

- c. User can view the pre-filled details as per the initial registration.
- d. User can fill-in the additional allocated GST details and upload the GST Certificate if availed.

Directorate General of Shipping

MTO Renewal

Registered Office Details

1- GST Details

[+ ADD GST]

GST Number * [] Upload GST Certificate * [Click or Drag and drop documents here]

[gstfile_0_ZTRIMRAN_0910251602.pdf]

TAN Details

TAN Number [] Upload TAN File [Click or Drag and drop certificate .pdf | Size 5 MB]

[tanfile_ZTRIMRAN_0910251605.pdf]

Documents Details

Disclaimer

12.3.3 Documents Details

- e. Documents Details – User can view the uploaded documents while initial registration.

The screenshot shows the 'MTO Renewal' form in the 'Contact Details' section. The form includes the following fields:

- Office Phone Number ***: +91 7045896296
- Mobile no. For SMS Alert ***: 7972695789
- Office Email ***: ztrimran@gmail.com
- Alternative Email**: (empty)
- Web Page URL**: (empty)
- FAX**: (empty)

The 'Documents Details' section above contains several upload fields for PDF certificates, each with a 'Size 5 MB' limit and a file name like 'uploadic_ZTRIMRAN_0910251605.pdf'.

12.3.4 Contact Details

- f. Contact Details: User can view the contact details as per initial registration i.e Office Phone Number, Mobile Number for SMS Alert, Office Email etc. (* Mobile Number should be different).

This screenshot is similar to the previous one but highlights the 'Office Phone Number', 'Mobile no. For SMS Alert', and 'Office Email' fields with yellow boxes. At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'PROCEED'.

- g. Click on **“PROCEED”**.

12.4 Registered Office Details

12.4.1 Address of the Registered Office

- c. User view the pre-filled details of “Address of the Registered Office” while initial registration.

Directorate General of Shipping

Applicant Details | Registered Office Details | Overseas Agent's Details | Financial Details | Insurance Details | Form Preview | Application Fees

REGISTERED OFFICE DETAILS

Address of the Registered Office

Address Line 1 *
502 F [REDACTED]

Address Line 2
ANDHER EAST

Country *
India

State *
Maharashtra

City *
Mumbai Suburban

Pin Code *
400059

Details of authorized signatories

Disclaimer
1. Proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.

+ ADD DETAILS

1 - Authorized signatory

Region/City *	Name of Person *	Designation *
MUMBAI	[REDACTED]	DIRECTOR

12.4.2 Details of authorized signatories

- c. User can view the pre-filled authorized signatory's details as per initial registration.

Directorate General of Shipping

Applicant Details | Registered Office Details | Overseas Agent's Details | Financial Details | Insurance Details | Form Preview | Application Fees

1 - Authorized signatory

Region/City *
MUMBAI

Name of Person *
[REDACTED]

Designation *
DIRECTOR

Proof of the employment: (PF returns OR the Tax Deducted at source on salaries.)*

Click or Drag and drop certificate .pdf | Size 5 MB

AuthorizedSignatoryCert_ZTRIMRAN_09102025104052.pdf

Upload Authentication Document

Disclaimer
1. List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant.
2. Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.

1. Duly Authenticated by CEO on the letterhead of applicant*

Click or Drag and drop certificate .pdf | Size 5 MB

dulyletterhead_ZTRIMRAN_0910251610.pdf

2. Name/s of all the Directors / Partners / Proprietor of the applicant*

Click or Drag and drop certificate .pdf | Size 5 MB

directorsapplicant_ZTRIMRAN_0910251611.pdf

12.4.3 Upload Authentication Document

- b. User view the pre-uploaded the authentication document and click on "PROCEED".

Directorate General of Shipping

MTO Renewal

1 - Authorized signatory

Region/City *
MUMBAI

Name of Person *
[Redacted]

Designation *
DIRECTOR

Proof of the employment: (PF returns OR the Tax Deducted at source on salaries.)*
Click or Drag and drop certificate .pdf | Size 5 MB
AuthorizedSignatoryCert_ZTRIMRAN_0910205104052.pdf

Upload Authentication Document

Disclaimer
1. List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant.
2. Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.

1. Duly Authenticated by CEO on the letterhead of applicant*
Click or Drag and drop certificate .pdf | Size 5 MB
dulyletterhead_ZTRIMRAN_0910251610.pdf

2. Name/s of all the Directors / Partners / Proprietor of the applicant*
Click or Drag and drop certificate .pdf | Size 5 MB
directorsapplicant_ZTRIMRAN_0910251611.pdf

12.5 Overseas Agent's Details

- i. User needs to read the disclaimer and fill-in the "Agents Details".

Directorate General of Shipping

MTO Renewal

OVERSEAS AGENTS DETAILS

Disclaimer
1. Copies of agency agreements, reflecting multimodal operations of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp.
Note: The Agreements must cover the following: "Applicant should act as a "Principal" for taking charge of goods for exports from India and the foreign counterpart will act as "agent" for multimodal transportation when a MTD is issued for exports from India."
2. Confirmation of the validity of these agreements from the same foreign agents. The confirmation should be dated on the letterhead (preferably) of the same agent and should be communicated from his official email/fax.

Agents Details

+ ADD AGENTS DETAILS

1 - Agent's Details

Company Name *	Address Line1 *	Address Line2
[Redacted]	AJMAN PORT	
Country *	State *	City *
United Arab Emirates	Ajman Emirate	Ajman
Pincode *	Phone Number *	Company Email
0	+971 [Redacted]	
Fax	Web Page URL	Type Of Office

- j. User needs fill-in the "2 Agents Details".

Directorate General of Shipping

MTO Renewal

Applicant Details Registered Office Details **Overseas Agent's Details** Financial Details Insurance Details Form Preview Application Fees

Fax: 0 Web Page URL: Type Of Office:

Date of Agreement: 01-04-2025 Agreement Valid From: 01-04-2025 Agreement Valid To: 31-03-2026

1. Upload Agency Agreement*
 Click or Drag and drop certificate .pdf | Size 5 MB
 agreementagents_ZTRIMRAN_09102025104326.pdf

2. Upload Agency Confirmation Letter on Agents Letterhead*
 Click or Drag and drop certificate .pdf | Size 5 MB
 agentsletterhead_ZTRIMRAN_09102025104330.pdf

2 - Agent's Details

Company Name: Umm Qasr Port North Address Line 1: Um Qasr, Basra Governorate, 61011, Ira Address Line 2:

Country: Iraq State: Basra City: Umm Qasr

Pincode: 61011 Phone Number: +964 7709055593 Company Email:

Fax: Web Page URL: Type Of Office:

k. User needs fill-in the agreement details and upload the required document.

Directorate General of Shipping

MTO Renewal

Applicant Details Registered Office Details **Overseas Agent's Details** Financial Details Insurance Details Form Preview Application Fees

MTO Renewal Name: [Yellow Highlight]

Address Line 1: Um Qasr, Basra Governorate, 61011, Ira Address Line 2:

Country: Iraq State: Basra City: Umm Qasr

Pincode: 61011 Phone Number: +964 [Yellow Highlight] Company Email:

Fax: Web Page URL: Type Of Office:

Date of Agreement: 01-04-2024 Agreement Valid From: 01-04-2024 Agreement Valid To: 31-03-2029

1. Upload Agency Agreement*
 Click or Drag and drop certificate .pdf | Size 5 MB
 agreementagents_ZTRIMRAN_09102025104529.pdf

2. Upload Agency Confirmation Letter on Agents Letterhead*
 Click or Drag and drop certificate .pdf | Size 5 MB
 agentsletterhead_ZTRIMRAN_09102025104531.pdf

CANCEL CLEAR FIELDS SAVE AS DRAFT PROCEED

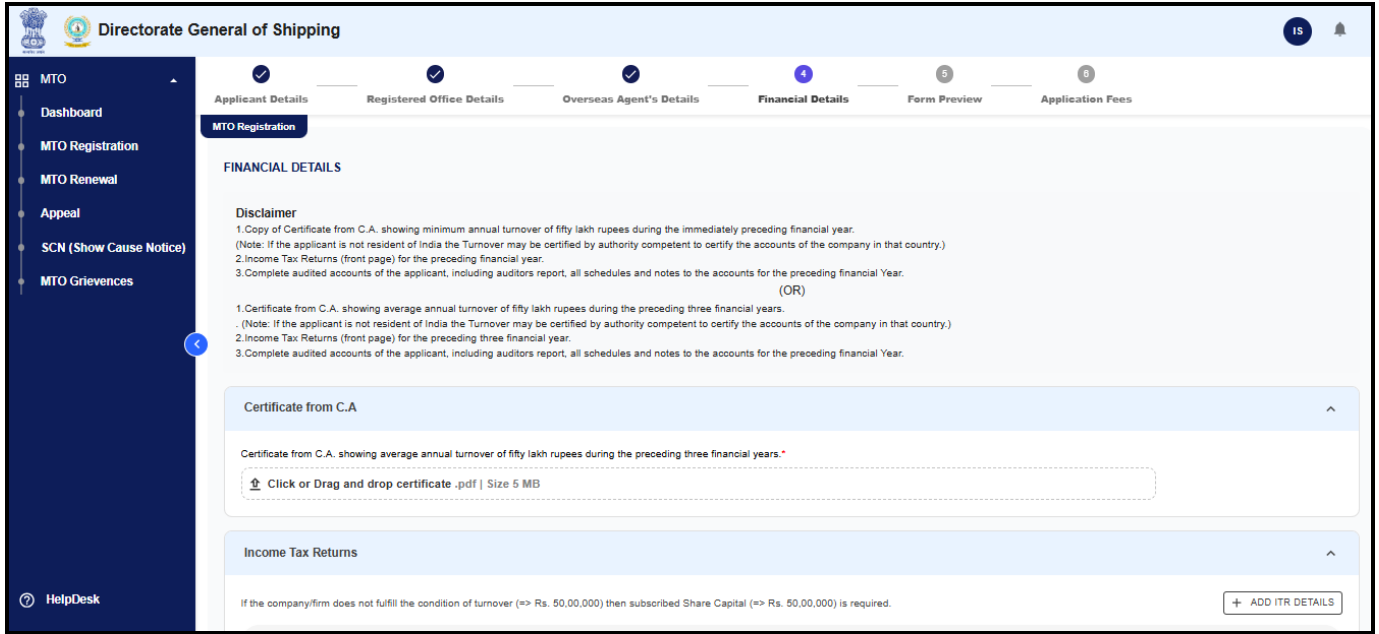
l. After fill-in the details and uploading the documents, click on "PROCEED".

12.6 Financial Details

b. User needs to read the Disclaimer and follow the instructions.

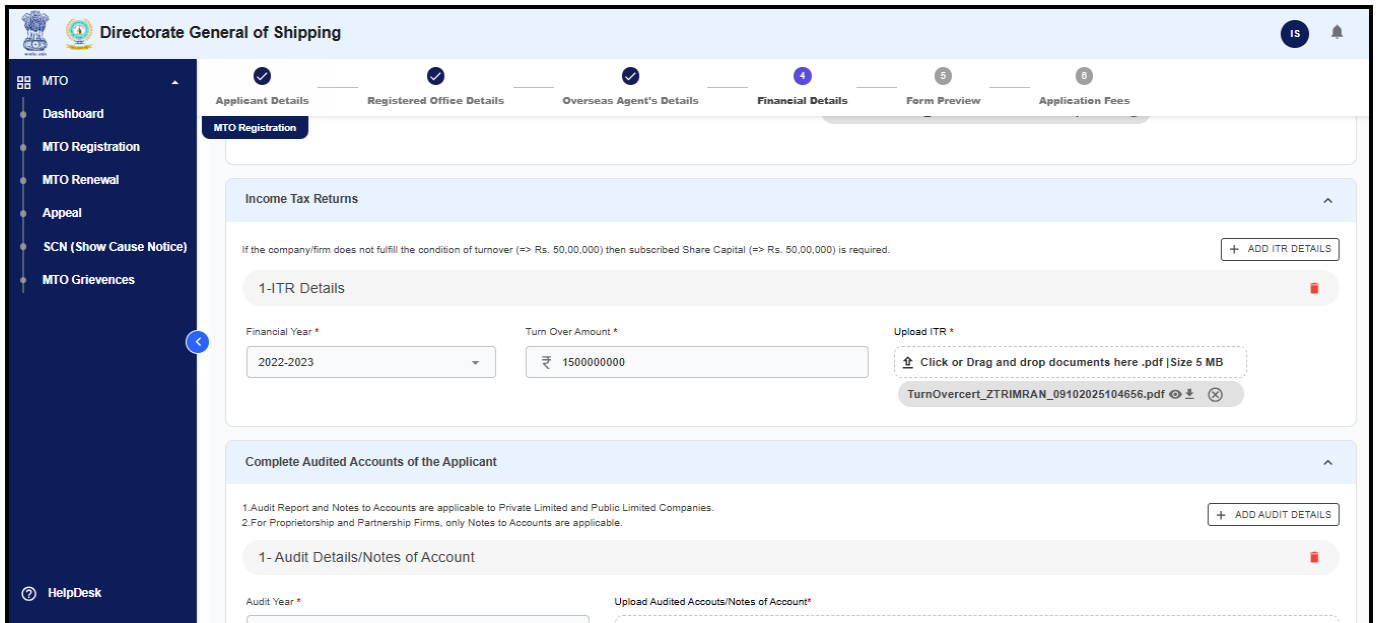
12.6.1 Certificate from CA

b. Applicant needs to upload the CA Certificate showing the average annual turnover of fifty lakh rupees on more.



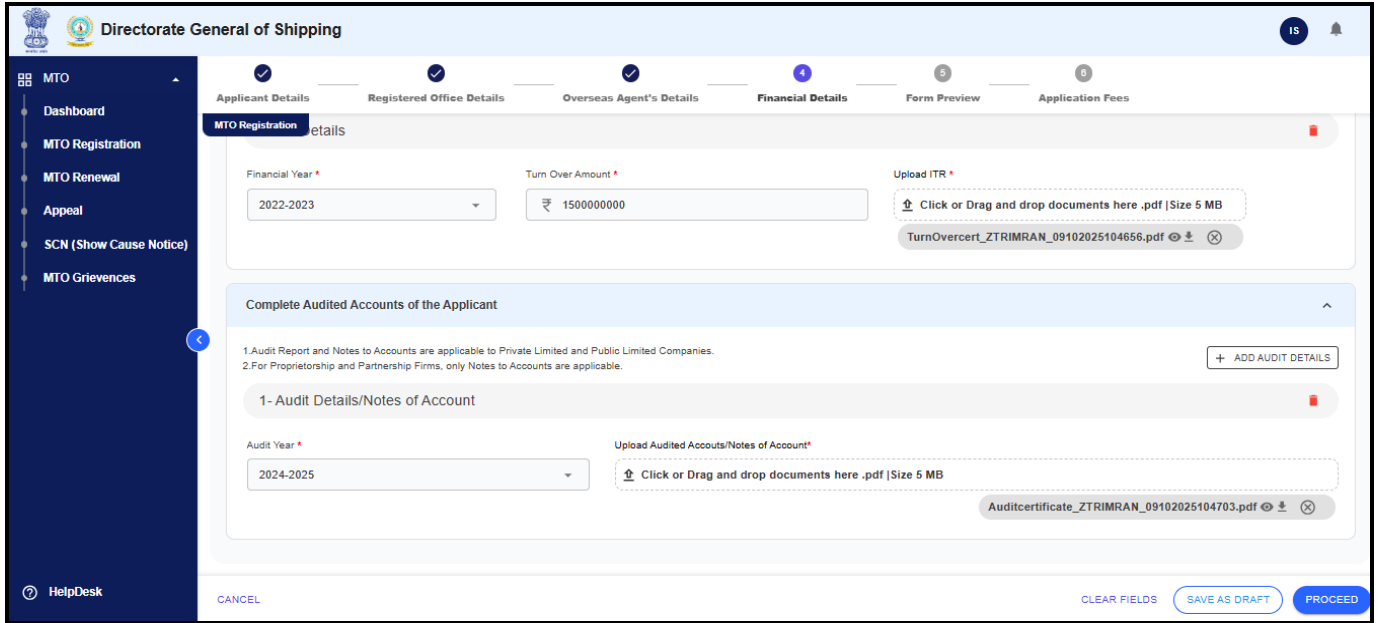
12.6.2 Income Tax Return

- b. Applicant needs to upload the ITR Details with respective to the Financial Year.



12.6.3 Complete Audited Accounts of the Applicant

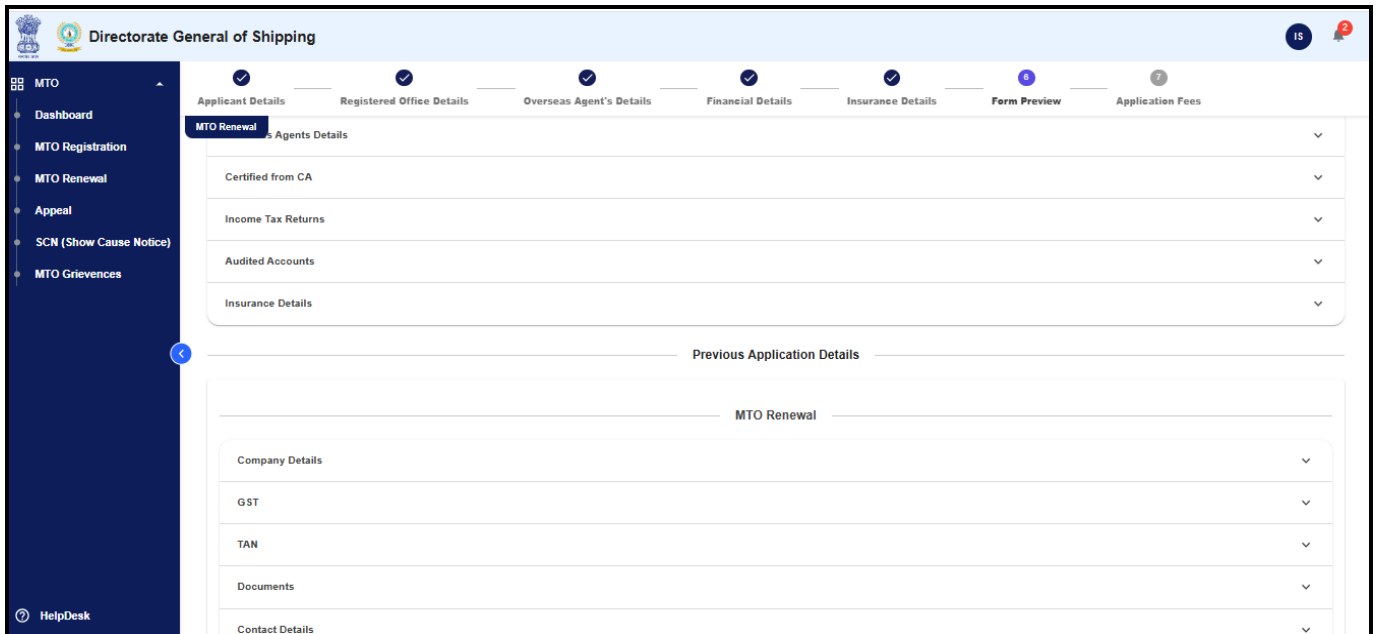
- c. Applicant needs to upload the Audit Details/Notes of Account.



d. Applicant needs to click on **“PROCEED”** after fill-in the details and uploading the required documents.

12.7 Form Preview

b. Applicant can preview the application before final submission.



b. Applicant needs to accept the “Declaration” before final submission and click on “PROCEED”.

12.8 Application Fees

a. Applicant needs to follow the Payment Instruction and process accordingly.

12.9 Bharatkosh Payment Process

aaa. User needs to visit <https://bharatkosh.gov.in/>

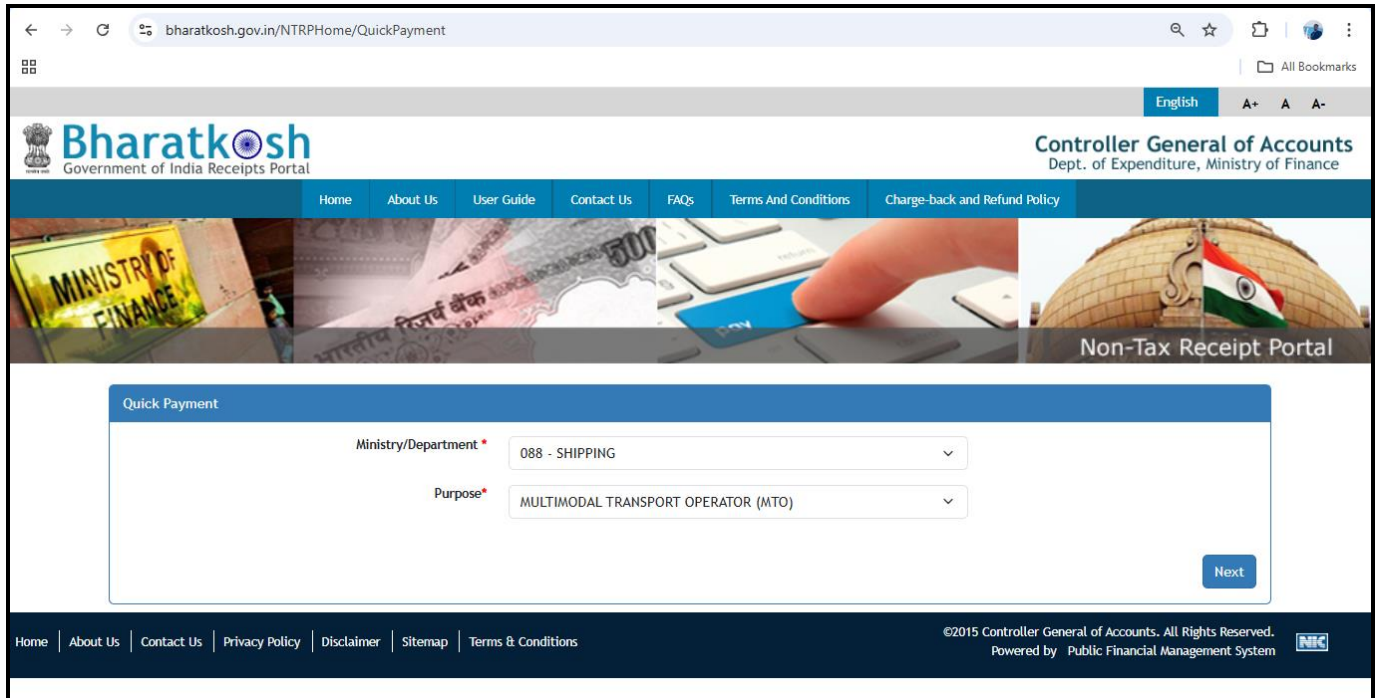
The screenshot shows the homepage of the Bharatkosh website. The header includes the Bharatkosh logo, the text "Government of India Receipts Portal", and the name of the Controller General of Accounts, Department of Expenditure, Ministry of Finance. A navigation menu contains links for Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. A large yellow banner features a red receipt icon and a computer monitor displaying the website interface, with the text "Single Window Solution for Receipts Government of India". A contact box on the right provides a phone number (011 24665534) and an email address (ntrp-helpdesk[at]gov[dot]in). Below the banner, a message states: "NEFT/RTGS Payment Mode. The payee is no longer required to update UTR on Bharatkosh for NEFT/RTGS. Details available under user guide section." At the bottom, there is a "LOGIN / REGISTER" button and a link to "Read UTR450: Notification on NEFT/RTGS".

This screenshot shows the user interface of the Bharatkosh website. The header is identical to the previous screenshot. Below the banner, the text "Details available under user guide section." is visible. The main content area is divided into two columns. The left column contains a "Donate to Swachh Bharat Kosh" section with an icon of a person and a glass, and the text "Online Donation to Swachh Bharat Kosh". The right column is titled "Payment to Gov" and lists three options: "Quick Payment / Non-Registered Users", "Track your Payment / payment history", and "Current Receipt Available for Deposits". On the far right, there is a "LOGIN / REGISTER" button and a "Transaction Count" box showing a total transaction amount of 1668719.48 Cr. Below this, there is a list of services: "Gol e-Store", "Common Receipts to Gov", "Contribution/Grant To NDRF", and "Apply for Refund".

bbb. User can initiate a Quick Payment by clicking on “Quick Payment / Non-Registered User”.

ccc. Select Ministry/Department as “088 – SHIPPING”.

ddd. Select Purpose as “MULTIMODAL TRANSPORT OPERATOR (MTO)” and Click on “NEXT”.



The screenshot displays the Bharatkosh Government of India Receipts Portal. The page title is "Bharatkosh Government of India Receipts Portal" and the user is logged in as "Controller General of Accounts, Dept. of Expenditure, Ministry of Finance". The navigation menu includes Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. The main content area features a "Quick Payment" form with two dropdown menus: "Ministry/Department" set to "088 - SHIPPING" and "Purpose" set to "MULTIMODAL TRANSPORT OPERATOR (MTO)". A "Next" button is located at the bottom right of the form. The footer contains links for Home, About Us, Contact Us, Privacy Policy, Disclaimer, Sitemap, and Terms & Conditions, along with copyright information for 2015 and the Public Financial Management System logo.

eee. Drawing & Disbursing Office (DDO): Select “23405 – Executive Officer (D.G.) (SHIPPING)”.

fff. Enter the registration renewal fees i.e Rs.10000.

ggg. Mention the remarks as MTO Renewal.

1 Payment Purpose
 2 Depositor's Details
 3 Confirm Info
 4 Pay

Payment Purpose

Depositor's category: Individual ▼
 Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)
 Ministry: SHIPPING
 Function Head: 105202102050000 - Multimodal Transport Operator (mto)
 Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai ▼
 Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING) ▼
 Amount: INR ▼ 10000
 RUPEES TEN THOUSAND ONLY
 Payment Frequency /Period: No Restriction ▼
 Remarks: MTO RENEWAL

44 Character Left



Type the text shown as per the image above:

Add

hhh. Enter the CAPTCHA and Click on “Add”.

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai ▼
 Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING) ▼
 Amount: INR ▼ 0
 Remarks: Remark

[Get a new Captcha](#)
 Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
SHIPPING	MULTIMODAL TRANSPORT OPERATOR (MTO)	088400 - PAO (Shipping), Mumbai	234305 - Executive Officer (D.G.) (SHIPPING)	10000.00	No Restriction	✖

Next →

iii. Click on “Next”.

jjj. Now User needs to fill-in the “Depositor’s Details”.

1 Payment Purpose 2 Depositor's Details 3 Confirm Info 4 Pay

Depositor's Details

Name:* Mr.

Address Line 1:*

Address Line 2:

Country:* INDIA

State:* --Select--

District:* --Select--

City:*

Pincode/ Zipcode:

TAN

1 Payment Purpose 4 Pay

Depositor's Details

Please check for the correctness of name and spelling as it will be printed on Receipt and Challan.

OK

Address Line 2:

Country:* INDIA

State:* --Select--

District:* --Select--

City:*

Pincode/ Zipcode:

TAN

kkk. Please enter correct name as it will get printed on receipt and Challan.

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Depositor's Details

Name:* Mr.

Address Line 1:* SAKI VIHAR ROAD

Address Line 2: ANDHERI EAST

Country:* INDIA

State:* MAHARASHTRA

District:* MUMBAI SUBURBAN

City:* MUMBAI

Pincode/ Zipcode: 400059

TAN

TIN

Mobile Number:* INDIA(+91)

Email:* .COM

Online payment SWIFT/NEFT/RTGS

III. Select the Payment “Online payment” or “SWIFT/NEFT/RTGS” and Click on “Next”.

Payment Mode Online

Depositor's Details

Name	Mr. [REDACTED]		
Address 1	SAKI VIHAR ROAD	Address 2	ANDHERI EAST
City	MUMBAI	District	MUMBAI SUBURBAN
State	MAHARASHTRA	Country	INDIA
Pincode/Zipcode	400059	Email	[REDACTED].COM
Mobile No. (+91)	[REDACTED]		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	SHIPPING	PAO (Shipping), Mumbai[088400]	Executive Officer (D.G.) (SHIPPING)[234305]	MULTIMODAL TRANSPORT OPERATOR (MTO),	No Restriction	10000
				INR ten thousand only		Total:: 10000

mmm. Verify the details and click on “Confirm”.

nnn. Select the payment gateway aggregator.

ooo. Select mode of transaction i.e. using Net Banking, Debit Card, Credit Card, UPI.

Payment Gateway


Payment can be made using all Indian Debit & Credit Cards and internet banking through any payment gateway aggregator. Facility for making payment using Diners and Amex Card is available through HDFC payment gateway

eway Aggregators.

<input type="radio"/> HDFC BANK Success Rate 90.04 %	<input type="radio"/> Kotak Success Rate 88.80 %	<input type="radio"/> Bank of Baroda Success Rate 86.57 %	<input type="radio"/> Axis Bank Success Rate 84.18 %	<input type="radio"/> Indian Bank Success Rate 83.07 %	<input type="radio"/> SBIePay Success Rate 80.29 %
<input type="radio"/> SOUTH INDIAN Bank Success Rate 78.39 %	<input type="radio"/> ICICI Bank Success Rate 77.13 %	<input type="radio"/> State Bank of India Success Rate 74.82 %	<input type="radio"/> Union Bank Success Rate 59.04 %		

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

UPI

Enter the letter shown  [Get a new](#)
Captcha

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.


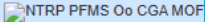
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

ppp. Enter the CAPTCHA and accept the "Terms and condition".

qqq. Click on "Pay".

rrr. User needs to enter the Payment Details i.e Debit Card/Credit Card, UPI and click on "Proceed".

Transaction Details	Order Number 1511250045953	Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.
----------------------------	----------------------------	---

Payment Details

Debit Card/Credit Card

VPA*



sss. User needs to click on "Pay Now" as it will show the transaction summary.

SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details | Order Number 1511250045953 | Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Debit Card/Credit Card

BHIM UPI

Transaction Summary

Transaction Amount	10000.00 INR
Transaction Processing Fee	0.00 INR
GST	0.00 INR
Total Amount to be Paid	10000.00 INR

Pay Now **Cancel**

Verified by **MasterCard**, **AMERICAN EXPRESS**, **VISA SecureCode**, **SafeKey**, **Symantec**, **PCI DSS CERTIFIED**

Copyright © 2013 State Bank of India. All Rights Reserved Powered by State Bank Of India.

ttt. User needs to perform the transaction on UPI and wait till it process.

sbiepay.sbi/secure/upi/Wait.jsp

4mins 57seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

uuu. After successful transaction user needs to download the receipt.

bharatkosh.gov.in
Government of India Receipt Portal

RECEIPT

Transaction Ref.No. 1511210012910 Dated: 4:48PM

Received from MS./MRS. XXX with Transaction Ref.No. 1511210012910

Dated 4:48PM the sum of INR 1 (One Only) through Internet based Online payment in the account of

Rule (9) of the Notaries Rules 1956, , Name: xxxxx
Application No. : xxxxxxx
Mobile : xxxxxxxxxx

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On:

Courtesy :- Controller General of Accounts

www. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.

www. Click on “SUBMIT”.

Directorate General of Shipping

Successfully uploaded 1 files

MTO Renewal

Payment Checkout

Payment Instructions

1. Please review your payment carefully.
2. After making the payment on BharatKosh, please save the receipt.
3. All payments are final and cannot be refunded.
4. You must upload the receipt in the document upload section below.
5. Make sure to include the Transaction Number and Date of Transaction while uploading.
6. For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

Summary

Fees Description	Amount (in Rupees)
Application Fee	₹10000.00
Late Fees	₹10000.00
Total	₹20000.00

BharatKosh Payment Details

Transaction number: ABCD54321EF

Fee Paid: ₹ 20000

Date of Transaction: 09/10/2025

UPLOAD RECEIPT

Directorate General of Shipping

MTO Renewal

4. You must upload the receipt in the document upload section below.

5. Make sure to include the Transaction Number and Date of Transaction while uploading.

6. For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

BharatKosh Payment Details

Transaction number: ABCD54321EF

Fee Paid: ₹ 20000

Date of Transaction: 09/10/2025

UPLOAD RECEIPT

Uploaded Receipts

File Name	Size	Actions
tanfile_ZTRIMRAN_0910251805 (8).pdf	2,263 KB	

CANCEL CLEAR FIELDS SAVE AS DRAFT SUBMIT

b. Applicant needs to follow the Payment Instruction and process accordingly.

c. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.

- d. Click on **“SUBMIT”**, Application is submitted and it will show the status as **“In-Progress”**.

Applicant Name	Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
MECH WORLD ENGINEERIN...	420251009000003	MTO Renewal	09-10-2025	just now	Application fees paid - MTO Applicant	In-Progress	👁
MECH WORLD ENGINEERIN...	120251009000013	MTO Registration	09-10-2025	28 minutes ago	Application Approved	Approved	👁

- e. Now Applicant needs to wait till the application gets approved from DGS.
 f. As application status gets change, applicant will get the notification.

12.10. Apply for Final Registration Renewal

Directorate General of Shipping

Legal References and Downloads

- To learn more about the "The Multimodal Transportation of Goods Act, 1993 (as amended in December, 2000)," please click the link below to download the complete document. [Click Here](#)
- To learn more about the "The Registration of Multimodal Transport Operators Rules, 1992 & MTD Rules, 1994," please click the link below to download the complete document. [Click Here](#)
- To learn more about the "The Indian Carriage of Goods by Sea Act, 1925 [as amended in the year 2000]," please click the link below to download the complete document. [Click Here](#)

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
420251009000003	MTO Renewal	09-10-2025	just now	Application Approved	Approved	👁

Application is approved from DGS

- k. Now User needs to click on the Eye Button on the **“Action”** Tab.

I. User can see Firm Name.

The screenshot shows the Directorate General of Shipping MTO Renewal application page. The header includes the logo and the text "Directorate General of Shipping". The application ID is "420251009000003" with options to "Download PDF" and "Download All File". The application date is "09-Oct-2025 05:32:49 pm". A "RENEWAL FOR FINAL REGISTRATION" button is visible. The main content area shows a payment table and a "Current Application Details" section with expandable sections for Company Details, GST, TAN, Documents, and Contact Details.

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD54321EF	09-Oct-2025	BharatKosh	₹ 20000

m. User can view the details in the application.

The screenshot shows the Directorate General of Shipping MTO Registration application page. The application ID is "1202510090000013" with options to "Download PDF" and "Download All File". The application date is "09-Oct-2025 04:09:30 pm". An "APPLY FOR FINAL REGISTRATION" button is visible. The "Current Application Details" section is expanded, showing a list of fields: Company Details, GST, TAN, Documents, Contact Details, Address of the Registered Office, Details of authorized signatories, Upload Authentication Document, Overseas Agents Details, Certified from CA, Income Tax Returns, and Audited Accounts.

Directorate General of Shipping

420251009000003 [Download PDF](#) [Download All File](#)

MTO Renewal | Application Date: 09-Oct-2025 05:32:49 pm [RENEWAL FOR FINAL REGISTRATION](#)

- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Certified from CA
- Income Tax Returns
- Audited Accounts
- Insurance Details

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
1	1202510090000013	MTD Document	View Certificate	Download

HelpDesk

n. User needs to download the MTD document from “Generated Certificate”.

MULTIMODAL TRANSPORT DOCUMENT				
Consignor :		MTD Number		
Consignee (or order):		Shipment reference no.		
Notify address #NOTIFYPARTY#		Name and address : LTD [REDACTED] ALE ROWER ANDHER EAST Mumbai Suburban Maharashtra India - 400059 (MTO registration Number : MTO/DGS/120251009000013/OCT/2025)		
Place of Acceptance : Date of acceptance		<p>Taken in Charge in apparently good condition, herein at the place of receipt, for transport and delivery as mentioned above, unless otherwise stated. The MTO, in accordance with the provisions contained in the MTD, undertakes to perform or to procure the performance of the multimodal transport from the place at which the goods are taken in charge, to the place designated for delivery and assumes the responsibility for such transport.</p> <p>One of the MTD(s) must be surrendered, duly endorsed in exchange for the goods in witness whereof the original MTD all of this tenor and date have been signed in the number indicated below one of which being accomplished the other(s) to be void.</p>		
Place of Delivery :	Date or period of Delivery	Modes/means of transport	Route/place of transhipment (if any)	
Container No(s):	Marks and number	Number of packages, kind of packages, general description of goods:	Gross Weight :	Measurement :
Particulars above furnished by consignee/ consignor				
Freight amount	Freight payable at	Number of Original MTD	Place and date of issue	
Other Particulars: (if any)			For, -----	
Weight and measurement of container not to be included (TERMS CONTINUED ON BACK HEREOF)			(Authorised signatory)	

o. Now User needs to click on “APPLY FOR FINAL REGISTRATION”.

12..11 Insurance Details

12.11.1 Insurance Company Details

c. Applicant needs to fill-in the insurance company details and click on “PROCEED”.

The screenshot shows the 'Insurance Details' section of the MTO Renewal form. The form is titled 'INSURANCE DETAILS' and includes a disclaimer: 'Submission of the Insurance copy is mandatory along with the MTD document after the issuance of the Provisional Certificate of Renewal.' Below the disclaimer is a section for 'Insurance Details' with a '+ ADD INSURANCE DETAILS' button. The first entry is '1- Insurance Company's' Details. The form fields are as follows:

- Name of Insurance Company: ICICI
- Address of Insurance Company:
 - Address Line 1: MALAD
 - Address Line 2: (empty)
 - Country: India
 - State: Maharashtra
 - City: Mumbai Suburban
 - Pin Code: 400095
- Deductibles from Liability Covered: (empty)
- Policy No.: (empty)
- Liability Covered Currency and Amount: (empty)

12.12 MTD Document Upload

c. Applicant needs to upload the digitally signed MTD document.

The screenshot shows the 'MTD Document Upload' section of the MTO Renewal form. The form is titled 'MTD DOCUMENT' and includes a 'Document Upload' section. The form fields are as follows:

- Upload MTD Document Signed by an Authorized Signatory: (empty)
- Click or Drag and drop certificate .pdf | Size 5 MB: (empty)
- MTDDocument_420251009000003_20251009174746_MTDDocument.pdf (5 MB): (uploaded)

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

12.13 Form Preview

c. Applicant can preview the form before final submission.

Directorate General of Shipping

Insurance Details | MTD Document Upload | Form Preview

MTO Renewal

420251009000003 [Download PDF] [Download All File]

MTO Renewal | Application Date: 09-Oct-2025 05:32:49 pm

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD54321EF	09-Oct-2025	SharatKosh	₹ 20000

Current Application Details

- Company Details
- GST
- TAN
- Documents
- Contact Details

Directorate General of Shipping

Insurance Details | MTD Document Upload | Form Preview

MTO Renewal

Previous Application Details

MTO Renewal

- Company Details
- GST
- TAN
- Documents
- Contact Details
- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Overseas Agents Details
- Insurance Details

e. Applicant can needs to accept the declaration and click on **“PROCEED”** for submitting the application.

Directorate General of Shipping

MTO Renewal

Insurance Details

MTD Document Upload

Form Preview

Declaration

This is to certify that our company [REDACTED] LTD having registered office at OR other establishments allowed for non-residents shipping companies [REDACTED] BOWER, ANDHER EAST, Mumbai Suburban, Maharashtra, India, 400059 has applied for renewal as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.

Documents to be uploaded in the module within 30 days, by applicant after receipt of renewal of MTO Certificate of Registration [failing which, registration will be deemed as invalid]: 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Acceptance of the terms of approval of registration (as given in approval by email).

CANCEL CLEAR FIELDS SAVE AS DRAFT PROCEED

f. Status will show as **"In-Progress"** once the application is submitted.

Directorate General of Shipping

Saved : Application submitted successfully

Hello, [REDACTED]!

3 ALL

1 IN-PROGRESS

1 APPROVED

1 SAVED

0 REJECTED

0 RESUBMITTED

0 HEARING

0 MEMO

0 SCN

0 BLACKLISTED

0 CANCELLED

0 GRIEVANCE

Legal References and Downloads

To learn more about the "The Multimodal Transportation of Goods Act, 1993 (as amended in December, 2000)," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Registration of Multimodal Transport Operators Rules, 1992 & MTD Rules, 1994," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Indian Carriage of Goods by Sea Act, 1925 [as amended in the year 2000]," please click the link below to download the complete document. [Click Here](#)

Request Type Search by Application No

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
420251009000003	MTO Renewal	09-10-2025	just now	In-Progress	In-Progress	

e. Now Applicant needs to wait till the application gets approved from DGS.

f. As application status gets change, applicant will get the notification.

12.14 Renewal Registration Certificate

The screenshot shows the MTO dashboard for the Directorate General of Shipping. The user is logged in as 'IS'. The dashboard displays a grid of application status counts:

- ALL: 3
- IN-PROGRESS: 0
- APPROVED: 2
- SAVED: 1
- REJECTED: 0
- RESUBMITTED: 0
- HEARING: 0
- MEMO: 0
- SCN: 0
- BLACKLISTED: 0
- CANCELLED: 0
- GRIEVANCE: 0

Below the grid, there is a search bar for 'Request Type' and 'Search by Application No'. A table lists the application details:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
420251009000003	MTO Renewal	09-10-2025	just now	Application Approved	Approved	Eye icon

On the right side, there are 'Legal References and Downloads' with links to download documents related to the Multimodal Transportation of Goods Act, 1993 and the Indian Carriage of Goods by Sea Act, 1925.



e. As application status approved from DGS, Applicant needs to click on Eye button on Action Tab.

The screenshot shows the application details page for application number 420251009000003. The application is for 'MTO Renewal' and was applied on 09-Oct-2025 at 05:32:49 pm. The status is 'Application Approved'. There are buttons for 'Download PDF' and 'Download All File'. A 'Generated Certificate' button is visible, which is highlighted in yellow in the original image. Below this, there is a 'Payment Reference Number' table:

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD54321EF	09-Oct-2025	BharatKosh	₹ 20000

Below the payment table, there is a section for 'Current Application Details' with expandable sections for 'Company Details', 'GST', 'TAN', and 'Documents'. A 'Download Receipt' button is also present.

f. Applicant can download the final registration renewal certificate from "Generated Certificate".


Directorate General of Shipping
15 



MTO


[Download PDF](#)
[Download All File](#)

MTO Renewal | Application Date: 09-Oct-2025 05:32:49 pm

- Certified from CA ▼
- Income Tax Returns ▼
- Audited Accounts ▼
- Insurance Details ▼
- MTD Document ▼

Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	120251009000013	MTD Document		Download
1	120251009000013	MTO Registration Certificate		Download

 HelpDesk



GOVERNMENT OF INDIA
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
DIRECTORATE GENERAL OF SHIPPING
BETA BUILDING, 9th FLOOR, I-Think TECHNO CAMPUS
KANJUR MARG (EAST), MUMBAI - 400042

FORM-II
(See Rule 5)

CERTIFICATE OF REGISTRATION
(Issued under the Multimodal Transportation of Goods Act, 1993 and the
Registration of Multimodal Transport Operators Rules, 1992)

This is to certify that [REDACTED], having its registered office at 502
[REDACTED] ANDHER EAST Mumbai Suburban Maharashtra India - 400059 is duly registered
as a Multimodal Transport Operator (MTO) under the provisions of the Multimodal Transportation of
Goods Act, 1993, and is hereby authorized to carry out the business of multimodal transportation of goods.

MTO/DGS/120251009000013/OCT/2025

Terms and Conditions of Registration

1. This Certificate shall remain valid for a period of **3 years** from the date of its issue, unless renewed in accordance with the provisions of the Act and Rules.
2. This Certificate is issued subject to compliance with the provisions of **the section 4 of Multimodal Transportation of Goods Act, 1993** and the **Registration of Multimodal Transport Operators Rules, 1992**, as amended from time to time.
3. The validity of this Certificate is contingent upon the maintenance of **valid insurance coverage** for multimodal transport operations throughout the registration period.
4. The registration bears the following particulars:

Particulars	Details
Certificate No.	<u>MTO/DGS/120251009000013/OCT/2025</u>
Valid Until	<u>OCT/2028</u>

Date: 10-Oct-2025 04:38:00 PM
Place: Mumbai

Dr. P. K. Raut
Deputy Director General
Directorate General of
Shipping
Mumbai

DISCLAIMER : The Certificate of MTO Registration shall be read in conjunction with the amendment annexed on Page 2 and the terms and conditions prescribed on Page 3, which shall collectively form an integral part of the MTO Registration Document.

ENDORSEMENTS FOR AMENDMENTS

All amendments to the registration shall be recorded below and authenticated by the complement issuing authority.

Endorsement No.	Date of Amendment	Nature of Amendment	Details of Amendment	Signature of Issuing Authority	Office Seal
2	09/10/2025	Renewal			
3	09/11/2022	Registration			

[Note: Each endorsement shall be signed and sealed by the competent authority to remain valid and enforceable.]

No. : MTO/DGS/120251009000013/OCT/2025
To, [REDACTED] ANDHER EAST Mumbai Suburban Maharashtra India -
400059
Sub : Renewal as Multimodal Transport Operator.

Sir,

I am to refer to your request dated #REGDATE# and pleased to convey the approval of the Director General of Shipping for Renewal as Multimodal Transport Operator. with registration number as MTO/DGS/120251009000013/OCT/2025 Please submit blank copy of MTD (with the new registration number given now), which you issue to exporter.

- 1 Please refer to format for MTD as given on [www.dgshipping.gov.in/ShippingNotices/DGS Circular/MTD](http://www.dgshipping.gov.in/ShippingNotices/DGS%20Circular/MTD)
- 2 The certificate of registration will be valid only after verification of original insurance policy explicitly covering all the liabilities of MTO to, for exports from India as per MMTG act, 1993. You shall submit a copy of the insurance every year during validity of registration.
- 3 The registration certificate will be issued subject to the following terms and conditions. Kindly convey your acceptance of these terms and conditions

- (i) You shall not issue transport document for export unless you have entered into an agreement with person handling consignment on your behalf in importing country.
- (ii) The certificate should be preserved in good condition (laminated if possible) and surrendered to this office when not in use or when it is expired or at the time of renewal. You shall not allow any other person / company, to issue document based on this registration number.
- (iii) The MTD issued by you on the strength of the above mentioned registration certificate shall not contain any endorsement which is contrary to the provisions of the multimodal transportation of goods act, 1993 or any other law in force for the time being.
- (iv) You should invariably quote registration number in all the bills, invoices, correspondences etc
- (v) The period of validity of this registration should be strictly adhered to unless and until it is renewed. No renewal of the registration should be presumed on the grounds of submitting application to the competent authority for renewal. The application for renewal together with all the required documents should be submitted to the D.G. Shipping at least 2 months before the expiry of the registration.
- (vi) The registration mentioned above is liable for cancellation the moment you become ineligible for want of continuation or existence of the requirements prescribed under section 4(3)(a)(i) or (ii) and (b) of the act
- (vii) You should inform the competent authority immediately regarding the non-existence of any one of the requirements so prescribed under section 4(3) (a) (i) or (ii) and (b) of the act during the validity of the registration, if so happens
- (viii) You shall produce the registration certificate as and when required to do so by the competent authority or any other govt. authority during the course of exercise of official duties.
- (ix) You shall conduct the transaction thereof subject to compliance of rules / guidelines governing the operations of their branch offices / representatives / agents abroad including remittance / receipt of foreign exchange in this regard enforced by other authorities, if any.
- (x) You shall make available all relevant details of transportation of consignments transported under a multimodal transport contract, if the competent authority desires to see the details at any time for official purpose.
- (xi) Your registration will be valid only during the period the liability insurance is operative. Therefore, you may note that the insurance cover should be effective at all times during the period of registration. If the insurance cover is due to expire at any time during the registration, the same shall be revalidated immediately, to keep the insurance cover current at all times, and keep the directorate informed. In absence of proof of revalidation of insurance cover, the registration is liable to be suspended or cancelled

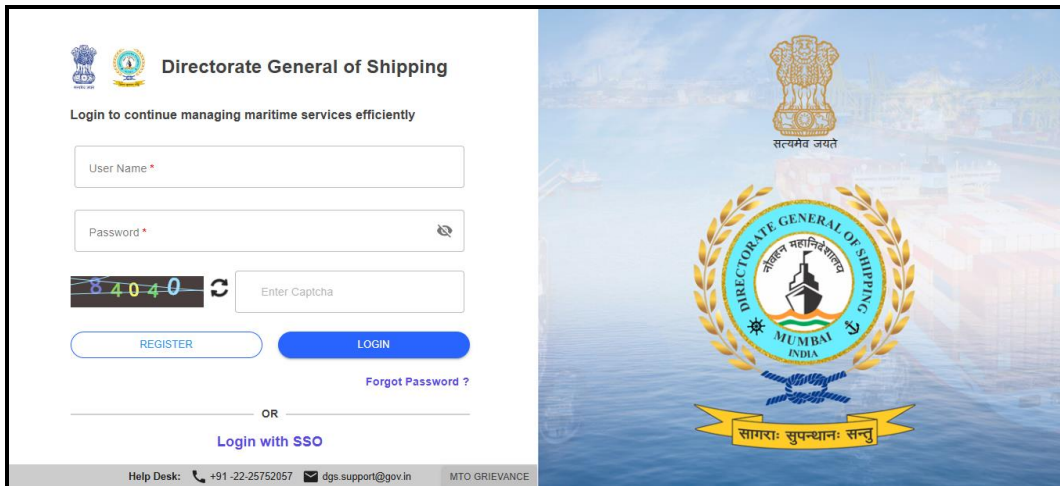
To avoid further correspondence, kindly submit the above documents, in original, within 7 days

Dr. P. K. Raut
Deputy Director General
Directorate General of Shipping
Mumbai

13 MTO Name Change

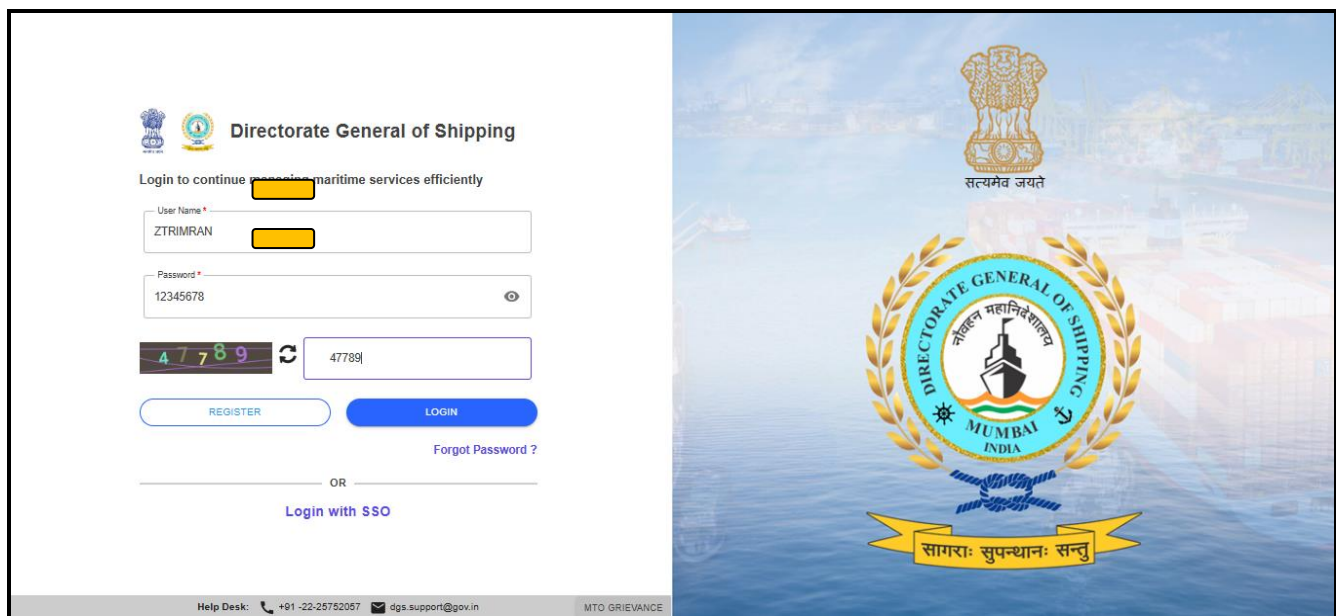
13.1 MTO Homepage

User needs to visit the website www.esamudra.dgshipping.gov.in/login



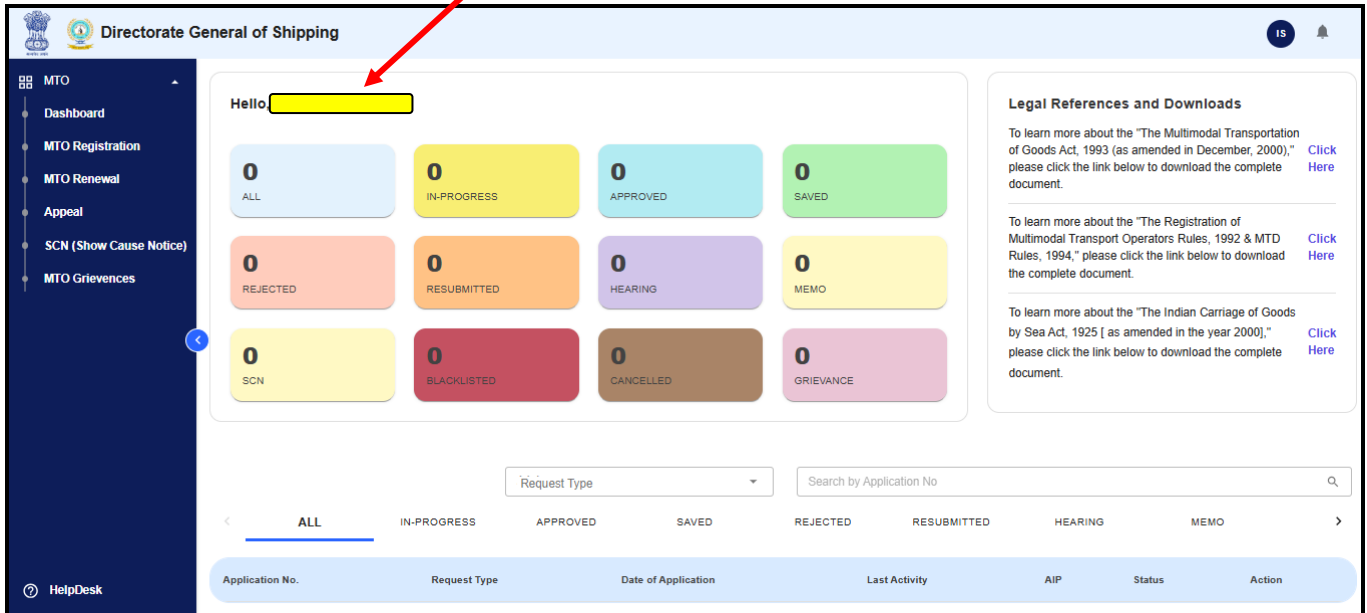
1. Enter the login credential

- a. User needs to enter the Registered User name and Password.
- b. Also verify the "CAPTCHA" and click on "LOGIN".



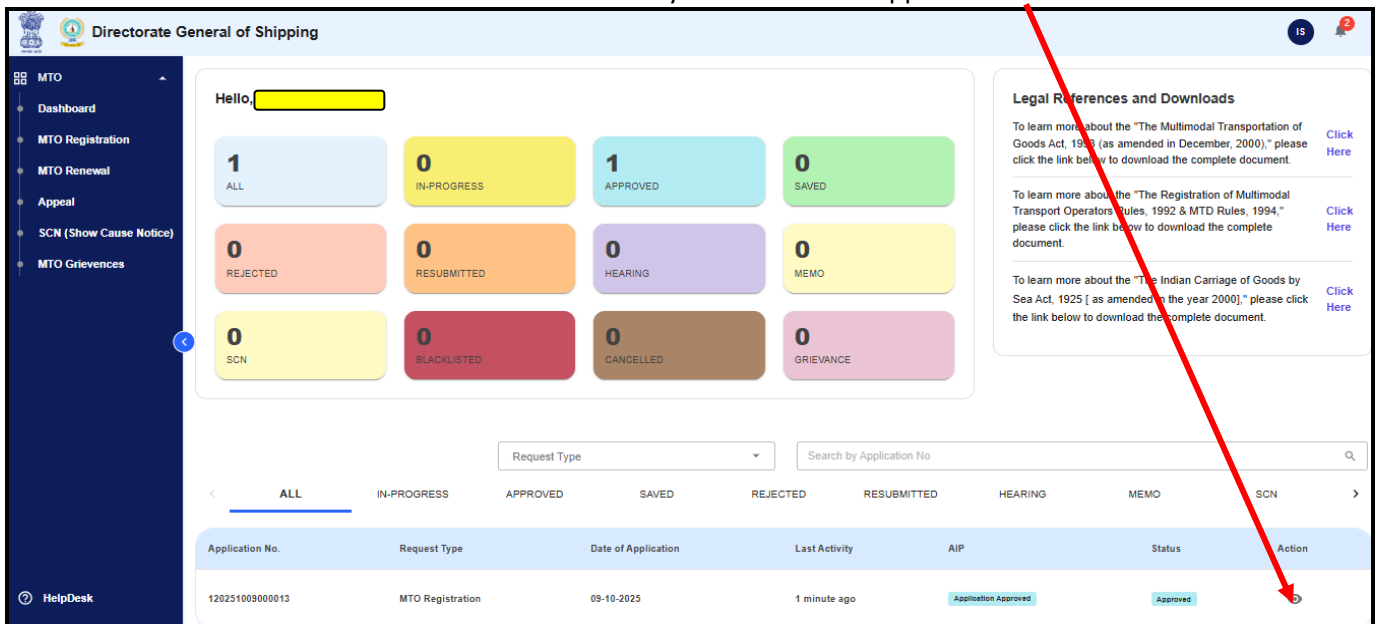
2. After Successful logged-in, it will go the Dashboard.

Here it will show the User Name/Applicant Name

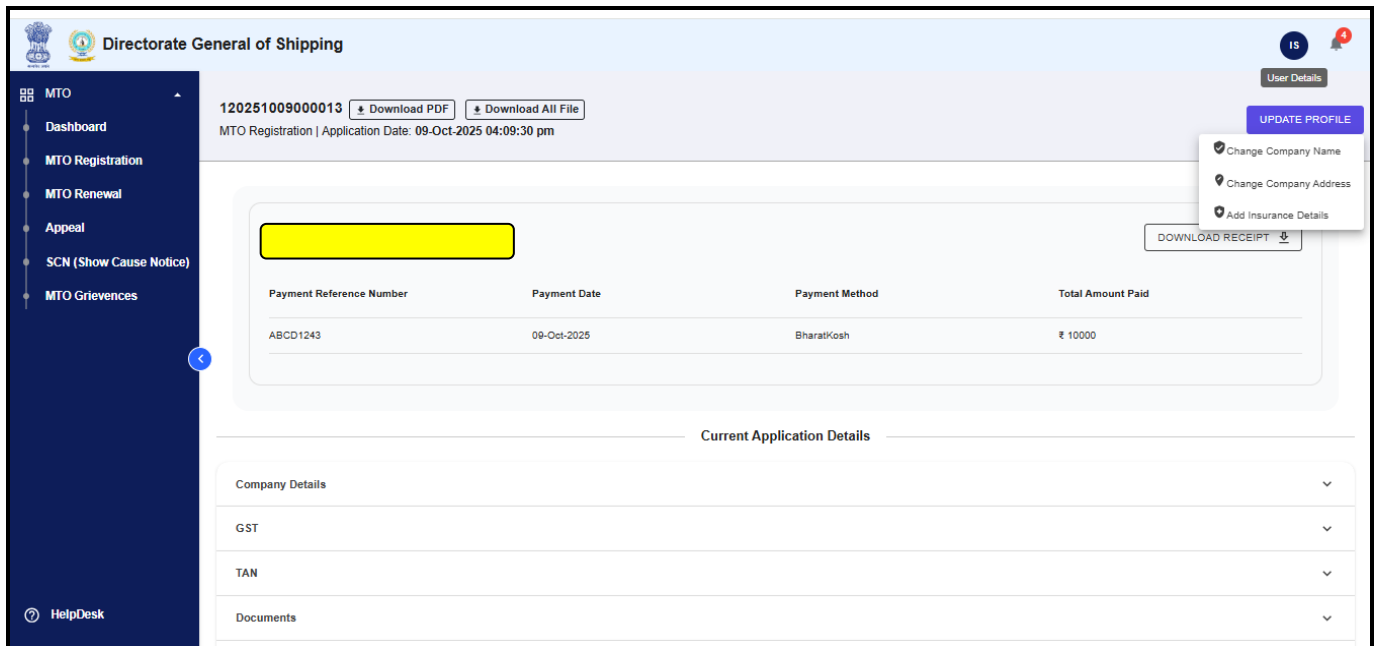


Dashboard

User needs to click on the Eye Button on the application.



User needs to click on profile icon, mentioned right hand side top corner of the screen.

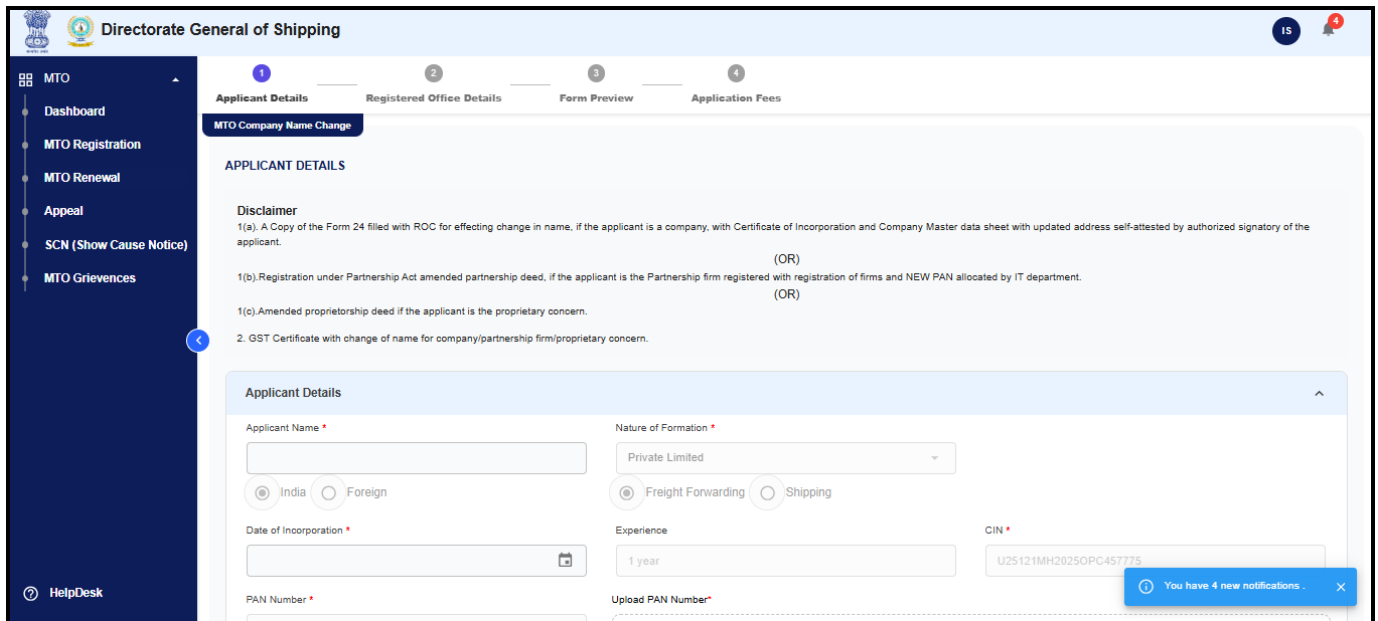


User needs to click on “Change Company Name”

13.3 Applicant Details Page

13.3.1 Applicant Details:

Fill-in the Applicant



User can view the pre-filled details as per the initial registration.

The screenshot displays the 'MTO Renewal' form within the Directorate General of Shipping portal. The left sidebar contains navigation options: MTO, Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The top navigation bar includes steps: Applicant Details, Registered Office Details, Overseas Agent's Details, Financial Details, Insurance Details, Form Preview, and Application Fees. The 'Applicant Details' section is active and contains the following pre-filled information:

- Applicant Name: [Redacted]
- Nature of Formation: Private Limited
- Country: India (selected), Foreign
- Date of Incorporation: 23-09-2024
- Experience: 1 year
- CIN: U25121MH2025OPC457775
- PAN Number: DKDPK3536D
- Upload PAN Number: panfile_ZTRIMRAN_0910251601.pdf (5 MB)

Below this, the 'GST Details' section is partially visible, showing a '+ ADD GST' button and a list item '1- GST Details'.

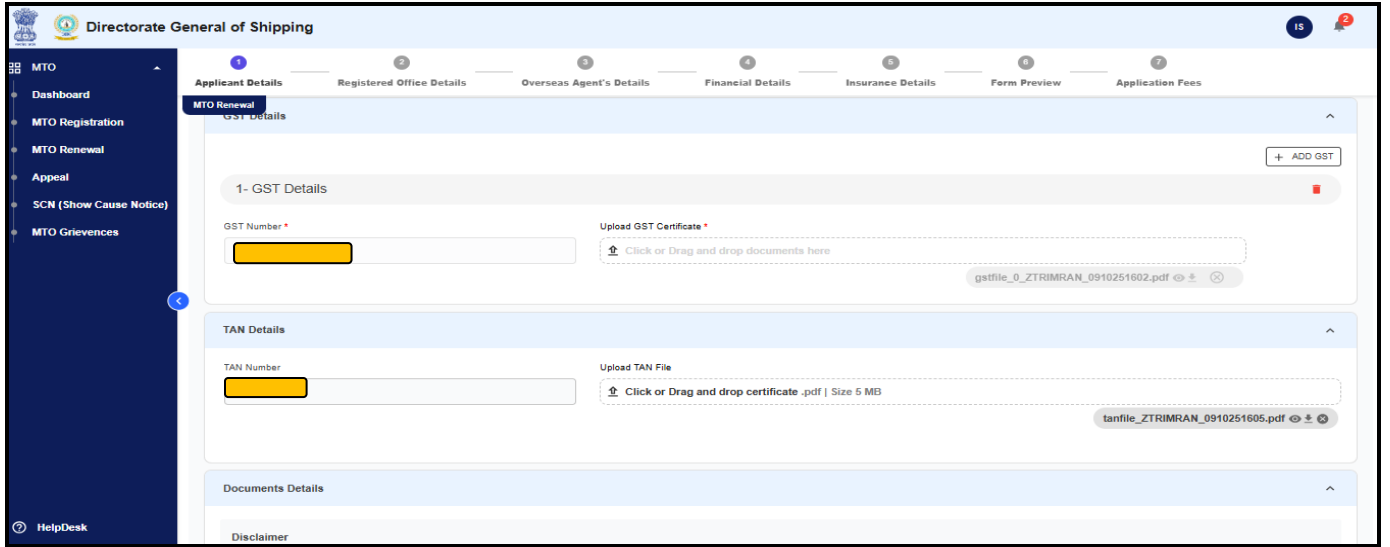
13.3.2 GST & TAN Details

User can view the pre-filled details as per the initial registration.

The screenshot displays the 'MTO Company Name Change' form. The left sidebar and top navigation bar are consistent with the previous screenshot. The 'MTO Company Name Change' section is active and contains the following pre-filled information:

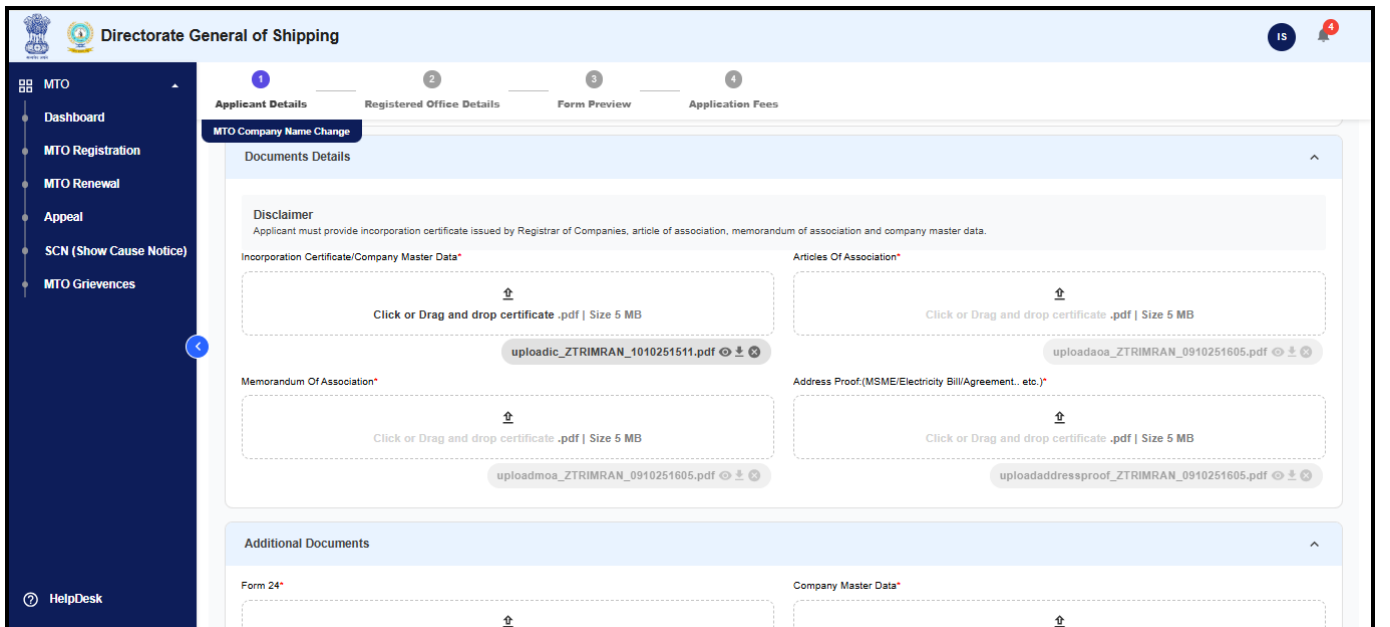
- GST Details: 1- GST Details
- GST Number: 27DKDPK3536D1ZD
- Upload GST Certificate: gstfile_0_ZTRIMRAN_1010251510.pdf (5 MB)
- TAN Details: TAN Number: NSKM17697B
- Upload TAN File: tanfile_ZTRIMRAN_0910251605.pdf (5 MB)

- User can fill-in the additional allocated GST details and upload the GST Certificate if availed.



13.3.3 Documents Details

- b. Documents Details – User can view the uploaded documents while initial registration.



13.3.4 Contact Details

- c. Contact Details: User can view the contact details as per initial registration i.e Office Phone Number, Mobile Number for SMS Alert, Office Email etc. (* Mobile Number should be different).

The screenshot displays the Directorate General of Shipping MTO application interface. The top navigation bar includes the organization's logo and name, a user profile icon, and a notification bell. A sidebar on the left lists menu items: MTO, Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area features a progress indicator with four steps: 1. Applicant Details, 2. Registered Office Details, 3. Form Preview, and 4. Application Fees. The current step is 'Applicant Details', which is further divided into 'MTO Company Name Change'. This section contains three document upload areas: 'MTO Company Name Change' (with a file named 'uploadadditionaldoc_ZTRIMRAN_1010251511.pdf'), 'Affidavit*' (with a file named 'uploadaffidavit_ZTRIMRAN_1010251511.pdf'), and another 'MTO Company Name Change' (with a file named 'uploadcompanymaster_ZTRIMRAN_1010251511.pdf'). Below these is the 'Contact Details' section, which includes input fields for Office Phone Number (with a dropdown for '+91'), Mobile no. For SMS Alert, Office Email, Alternative Email, Web Page URL, and FAX. At the bottom of the form are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

- d. Click on "PROCEED".

13.3.5 Registered Office Details

13.3.5.1 Address of the Registered Office

a. User view the pre-filled details of “Address of the Registered Office” while initial registration.

The screenshot displays the 'Registered Office Details' form in the Directorate General of Shipping portal. The form is pre-filled with the following information:

Field	Value
Address Line 1 *	[REDACTED] DWER
Address Line 2	[REDACTED]
Country *	India
State *	Maharashtra
City *	Mumbai Suburban
Pin Code *	400059

The form also includes a 'Details of authorized signatories' section with a disclaimer: "1.Proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries." and an '+ ADD DETAILS' button.

13.3.5.2 Details of authorized signatories

b. User can view the pre-filled authorized signatory’s details as per initial registration.

The screenshot displays the 'Registered Office Details' form in the Directorate General of Shipping portal. The form is pre-filled with the following information:

Field	Value
Address Line 1 *	[REDACTED] DWER
Address Line 2	ANDHER EAST
Country *	India
State *	Maharashtra
City *	Mumbai Suburban
Pin Code *	400059

The form also includes a 'Details of authorized signatories' section with a disclaimer: "1.Proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries." and an '+ ADD DETAILS' button.

13.3.5.3 Upload Authentication Document

c. User view the pre-uploaded the authentication document and click on “PROCEED”.

Directorate General of Shipping

MTO Company Name Change

Proof of the employment: (PF returns OR the Tax Deducted at source on salaries.)*

Click or Drag and drop certificate .pdf | Size 5 MB

AuthorizedSignatoryCert_ZTRIMRAN_09102025104052.pdf

Upload Authentication Document

Disclaimer

1. List of offices, with key staff who will be authorized signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on the letterhead of applicant.

2. Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.

1. Duly Authenticated by CEO on the letterhead of applicant*

2. Name/s of all the Directors / Partners / Proprietor of the applicant*

Click or Drag and drop certificate .pdf | Size 5 MB

dulyletterhead_ZTRIMRAN_0910251610.pdf

directorsapplicant_ZTRIMRAN_0910251611.pdf

CANCEL CLEAR FIELDS SAVE AS DRAFT PROCEED

13.4 Form Preview

a. Applicant can preview the application before final submission.

Directorate General of Shipping

Saved : Form Details Saved

MTO Company Name Change

1020251010000001 Download PDF Download All File

MTO Company Name Change | Application Date: 10-Oct-2025 03:19:12 pm

Current Application Details

Company Details

GST

TAN

Documents

Contact Details

Additional Documents

Address of the Registered Office

Details of authorized signatories

Download PDF Download All File

c. Applicant needs to accept the “Declaration” before final submission and click on “PROCEED”.

Directorate General of Shipping

MTO

- Dashboard
- MTO Registration
- MTO Renewal
- Appeal
- SCN (Show Cause Notice)
- MTO Grievances

Applicant Details Registered Office Details **Form Preview** Application Fees

MTO Company Name Change

Insurance Details

Declaration

This is to certify that our company [redacted] having registered office at OR other establishments allowed for non-residents shipping companies at 502 [redacted] ANDHER EAST, Mumbai Suburban, Maharashtra, India, 400059 has applied for company Name Change as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.

Documents to be uploaded in the module within 30 days, by applicant after receipt of MTD with updated Company Name Change [failing which, registration will be deemed as invalid]:

1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.)
2. Multimodal transport document(MTD) copy (as provided along with MTO certificate), shall be submitted on the MTO Module within 30 days, from the date of change of name/address of MTO certificate failing which, registration will be invalid.
3. Acceptance of the terms of approval of registration (as given in approval by email).

CANCEL CLEAR FIELDS SAVE AS DRAFT **PROCEED**

13.5 Application Fees

a. Applicant needs to follow the Payment Instruction and process accordingly.

Directorate General of Shipping

MTO

- Dashboard
- MTO Registration
- MTO Renewal
- Appeal
- SCN (Show Cause Notice)
- MTO Grievances

Applicant Details Registered Office Details Form Preview **Application Fees**

MTO Company Name Change

Payment Checkout

Payment Instructions

1. Please review your payment carefully.
2. After making the payment on BharatKosh, please save the receipt.
3. All payments are final and cannot be refunded.
4. You must upload the receipt in the document upload section below.
5. Make sure to include the Transaction Number and Date of Transaction while uploading.
6. For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

Summary

Fees Description	Amount (in Rupees)
Application Fee	₹5000.00
Total	₹5000.00

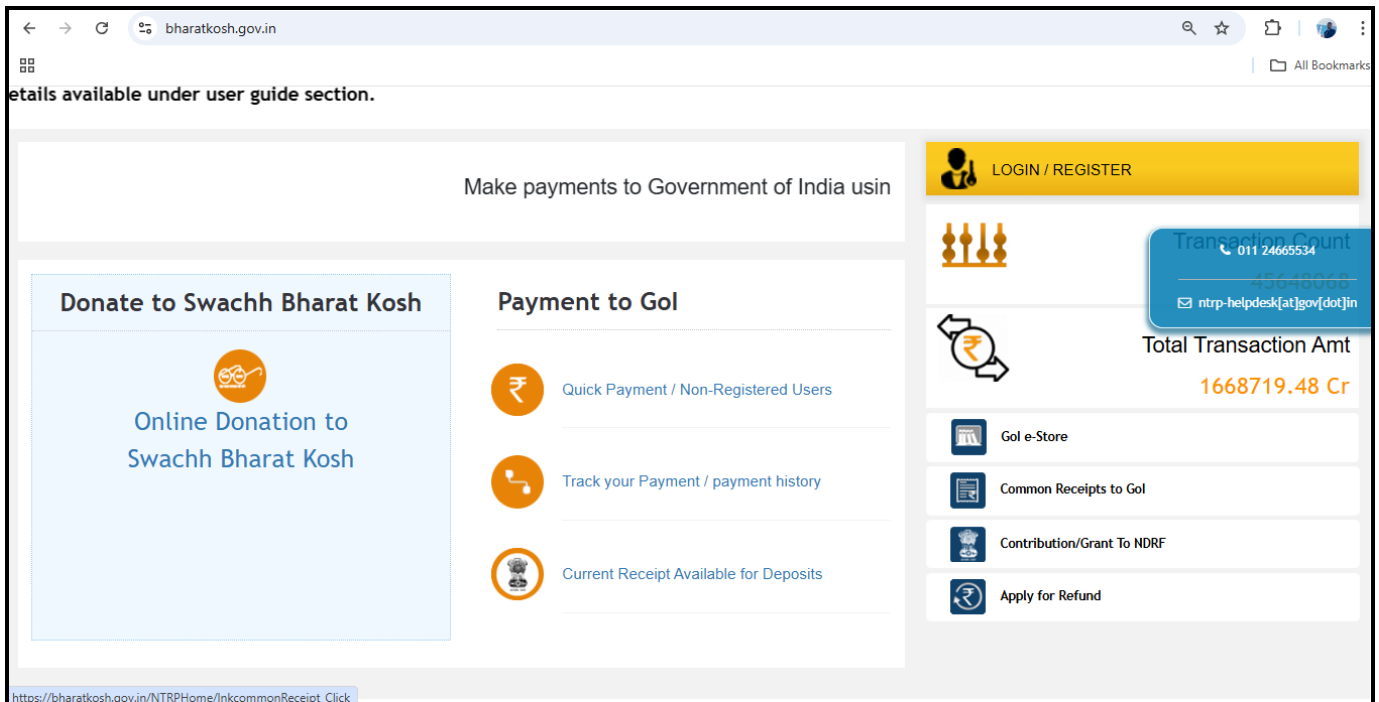
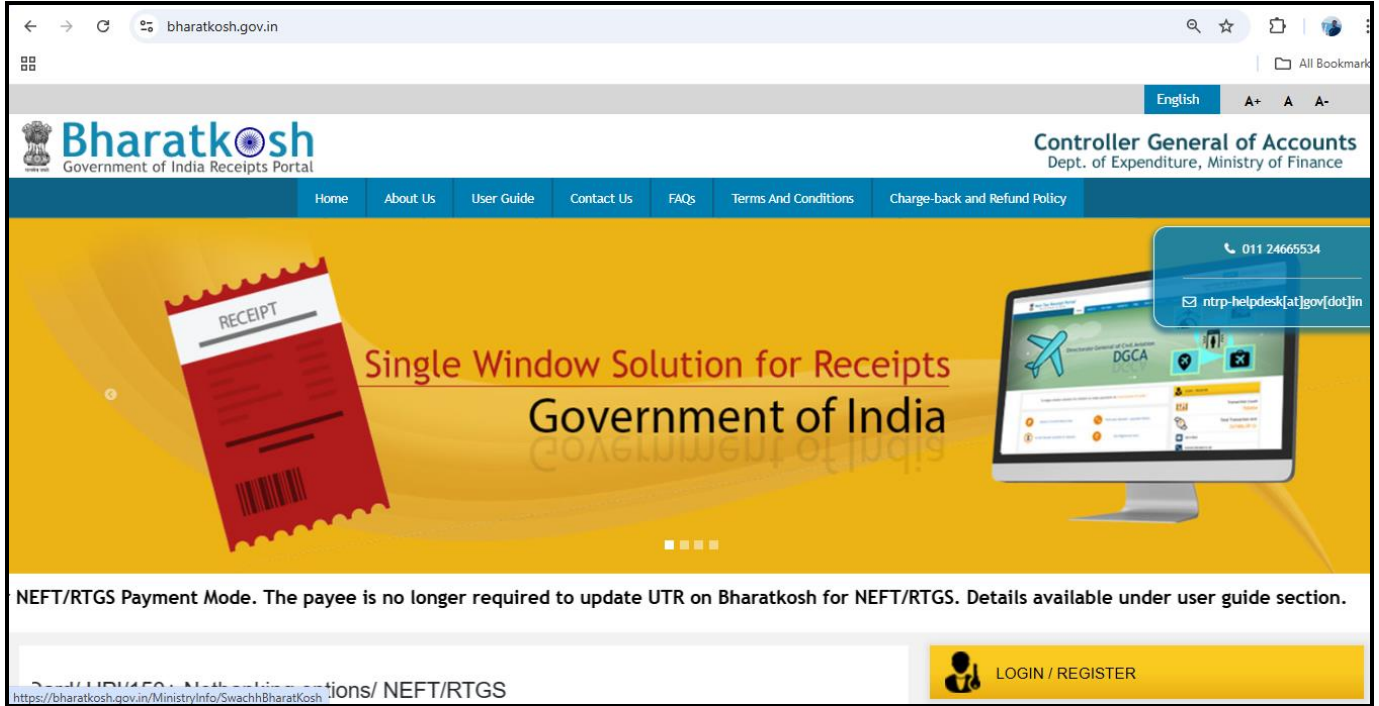
BharatKosh Payment Details

Transaction number: XYZ1234ABCD Fee Paid: ₹ 5000 Date of Transaction: 10/10/2025

UPLOAD RECEIPT

13.5.1 Bharatkosh Payment Process

a. User needs to visit <https://bharatkosh.gov.in/>



b. User can initiate a Quick Payment by clicking on "Quick Payment / Non-Registered User".

- c. Select Ministry/Department as “088 – SHIPPING”.
- d. Select Purpose as “MULTIMODAL TRANSPORT OPERATOR (MTO)” and Click on “NEXT”.

The screenshot shows the Bharatkosh Government of India Receipts Portal. The page title is "Bharatkosh Government of India Receipts Portal" and the header includes "Controller General of Accounts, Dept. of Expenditure, Ministry of Finance". The navigation menu includes "Home", "About Us", "User Guide", "Contact Us", "FAQs", "Terms And Conditions", and "Charge-back and Refund Policy". The main content area is titled "Quick Payment" and contains two dropdown menus: "Ministry/Department" with the value "088 - SHIPPING" and "Purpose" with the value "MULTIMODAL TRANSPORT OPERATOR (MTO)". A "Next" button is located at the bottom right of the form. The footer includes "Home", "About Us", "Contact Us", "Privacy Policy", "Disclaimer", "Sitemap", "Terms & Conditions", "©2015 Controller General of Accounts. All Rights Reserved. Powered by Public Financial Management System", and the NITC logo.

- e. Drawing & Disbursing Office (DDO): Select “23405 – Executive Officer (D.G.) (SHIPPING)”.
- f. Enter the registration renewal fees i.e Rs.5000.
- g. Mention the remarks as MTO Name Change .

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Purpose

Depositor's category: Individual

Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)

Ministry: SHIPPING

Function Head: 105202102050000 - Multimodal Transport Operator (mto)

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR [REDACTED]
RUPEES [REDACTED] ONLY

Payment Frequency /Period: No Restriction

Remarks: MTO [REDACTED]

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Purpose

Depositor's category: Individual

Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)

Ministry: SHIPPING

Function Head: 105202102050000 - Multimodal Transport Operator (mto)

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR [REDACTED]
RUPEES [REDACTED] ONLY

Payment Frequency /Period: No Restriction

Remarks: MTO RENEWAL

44 Character Left



[Get a new Captcha](#)

Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

[REDACTED] Captcha

Add


h. Enter the CAPTCHA and Click on “Add”.

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR 0

Remarks: Remark

 [Get a new Captcha](#)
Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
SHIPPING	MULTIMODAL TRANSPORT OPERATOR (MTO)	088400 - PAO (Shipping), Mumbai	234305 - Executive Officer (D.G.) (SHIPPING)	10000.00	No Restriction	

Next →

i. Click on “Next”.

j. Now User needs to fill-in the “Depositor’s Details”.

1 Payment Purpose 2 Depositor's Details 3 Confirm Info 4 Pay

Depositor's Details

Name: *

Address Line 1: *

Address Line 2:

Country: *

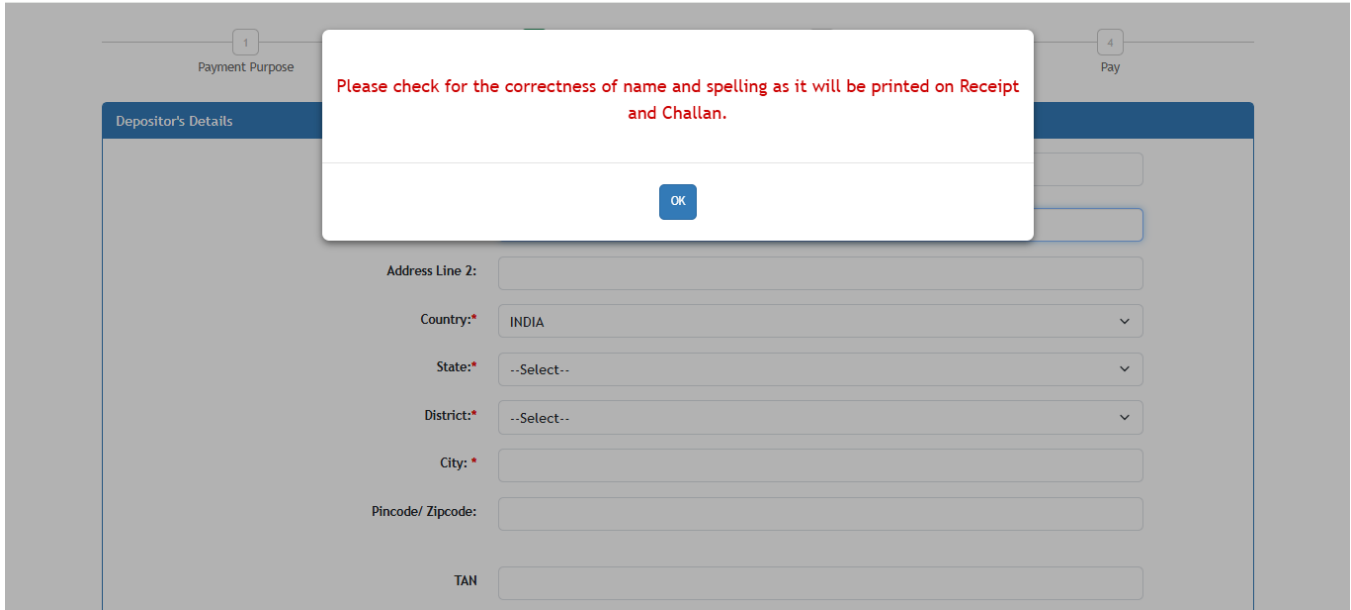
State: *

District: *

City: *

Pincode/ Zipcode:

TAN



k. Please enter correct name as it will get printed on receipt and Challan.

The screenshot shows the "Depositor's Details" form with a progress bar at the top indicating four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The form is active and contains the following fields:

- Name: * Mr. [Redacted]
- Address Line 1: * SAKI VIHAR ROAD
- Address Line 2: * ANDHERI EAST
- Country: * INDIA
- State: * MAHARASHTRA
- District: * MUMBAI SUBURBAN
- City: * MUMBAI
- Pincode/ Zipcode: * 400059
- TAN: [Empty]
- TIN: [Empty]
- Mobile Number: * INDIA(+91) [Redacted]
- Email: * [Redacted].COM

At the bottom of the form, there are two radio buttons for payment methods: "Online payment" (unselected) and "SWIFT/NEFT/RTGS" (selected). Below the radio buttons are "Back" and "Next" buttons.

I. Select the Payment “Online payment” or “SWIFT/NEFT/RTGS” and Click on “Next”.

1 Payment Purpose
 2 Depositor's Details
 3 Confirm Info
 4 Pay

Payment Mode Online

Depositor's Details

Name	Mr. [REDACTED]		
Address 1	SAKI VIHAR ROAD	Address 2	ANDHERI EAST
City	MUMBAI	District	MUMBAI SUBURBAN
State	MAHARASHTRA	Country	INDIA
Pincode/Zipcode	400059	Email	[REDACTED].COM
Mobile No. (+91)	[REDACTED]		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	SHIPPING	PAO (Shipping), Mumbai[088400]	Executive Officer (D.G.) (SHIPPING)[234305]	MULTIMODAL TRANSPORT OPERATOR (MTO),	No Restriction	[REDACTED]
				INR ten thousand only		Tot: [REDACTED]

← Back
Save
Confirm →

m. Verify the details and click on “Confirm”.

n. Select the payment gateway aggregator.

o. Select mode of transaction i.e. using Net Banking, Debit Card, Credit Card, UPI.

Payment Gateway

Payment can be made using all Indian Debit & Credit Cards and internet banking through any payment gateway aggregator. Facility for making payment using Diners and Amex Card is available through HDFC payment gateway

Payment Gateway Aggregators.

HDFC BANK
Success Rate 90.04 %

Kotak
Success Rate 88.80 %

Bank of Baroda
Success Rate 86.57 %

State Bank of India
Success Rate 84.18 %

SBIePay
Success Rate 83.07 %

SOUTH INDIAN Bank
Success Rate 78.39 %


ICICI Bank
Success Rate 77.13 %

Success Rate 74.82 %

Union Bank
Success Rate 59.04 %

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking
Debit card
Credit card
UPI

Enter the letter shown  [Get a new](#)
Captcha

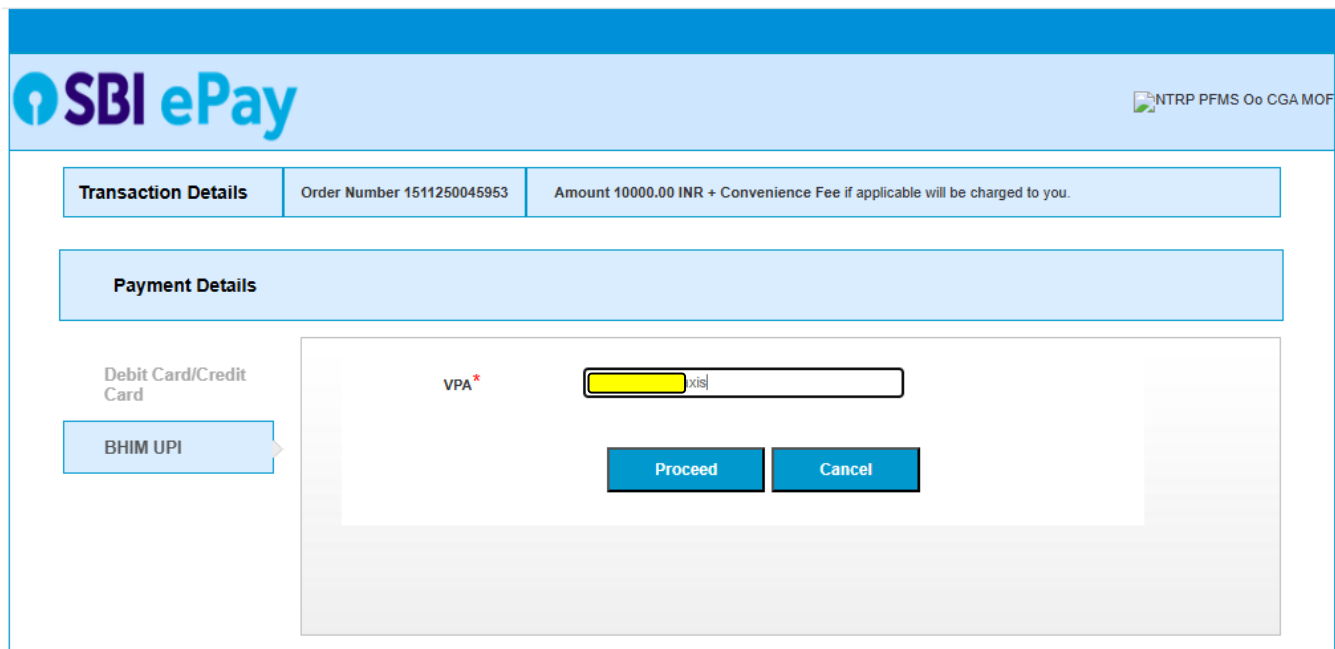
After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

- p. Enter the CAPTCHA and accept the "Terms and condition".
- q. Click on "Pay".
- r. User needs to enter the Payment Details i.e Debit Card/Credit Card, UPI and click on "Proceed".



SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details	Order Number 1511250045953	Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.
----------------------------	----------------------------	---

Payment Details

Debit Card/Credit Card

VPA*



- s. User needs to click on "Pay Now" as it will show the transaction summary.

SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details | Order Number 1511250045953 | Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Debit Card/Credit Card

BHIM UPI

Transaction Summary

Transaction Amount [Redacted]

Transaction Processing Fee 0.00 INR

GST 0.00 INR

Total Amount to be Paid [Redacted]

Pay Now **Cancel**

Verified by **MasterCard**, **AMERICAN EXPRESS**, **VISA SecureCode**, **SafeKey**, **Symantec**, **PCI DSS CERTIFIED**

Copyright © 2013 State Bank of India. All Rights Reserved Powered by State Bank Of India.

t. User needs to perform the transaction on UPI and wait till it process.

sbiepay.sbi/secure/upi/Wait.jsp

4mins 57seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

u. After successful transaction user needs to download the receipt.

bharatkosh.gov.in
Government of India Receipt Portal

RECEIPT

Transaction Ref.No. [Redacted] Dated: [Redacted] 4:48PM

Received from MS./MRS. XXX with Transaction Ref.No. [Redacted]

Dated [Redacted] 4:48PM the sum of INR 1 (One Only) through Internet based Online payment in the account of [Redacted]

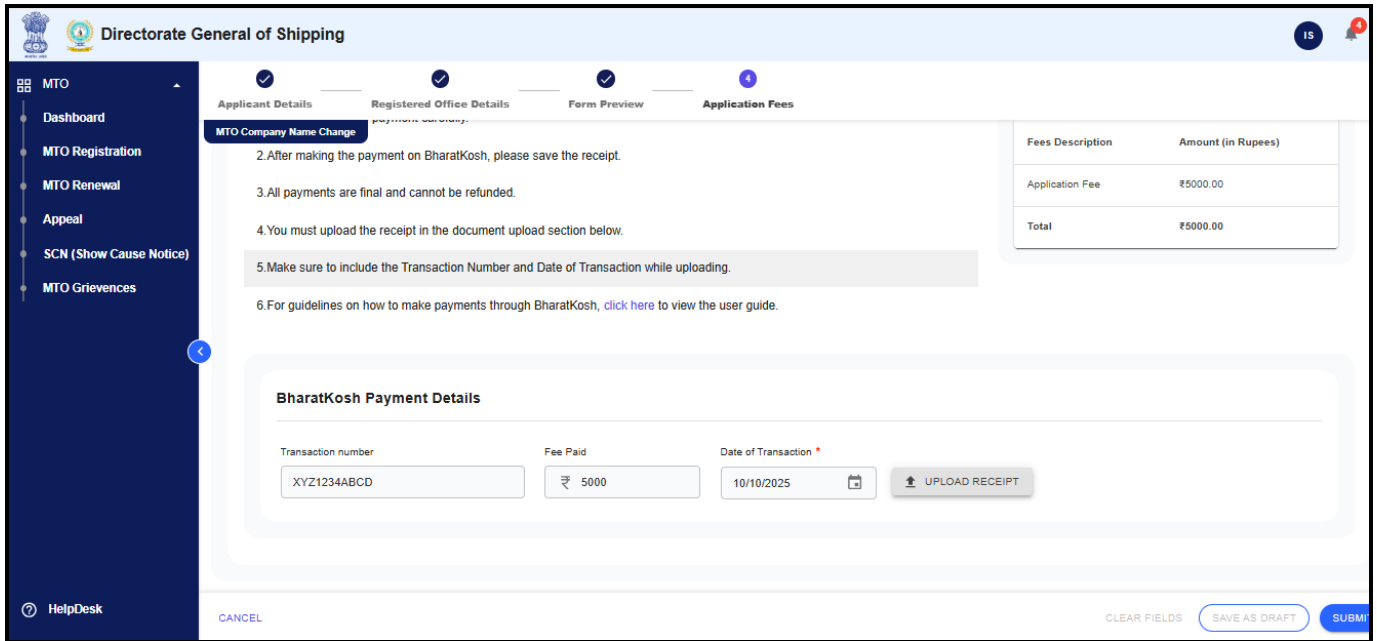
Rule (9) of the Notaries Rules 1956, , Name: xxxxx
Application No. : xxxxxxxx
Mobile : xxxxxxxxxx.

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

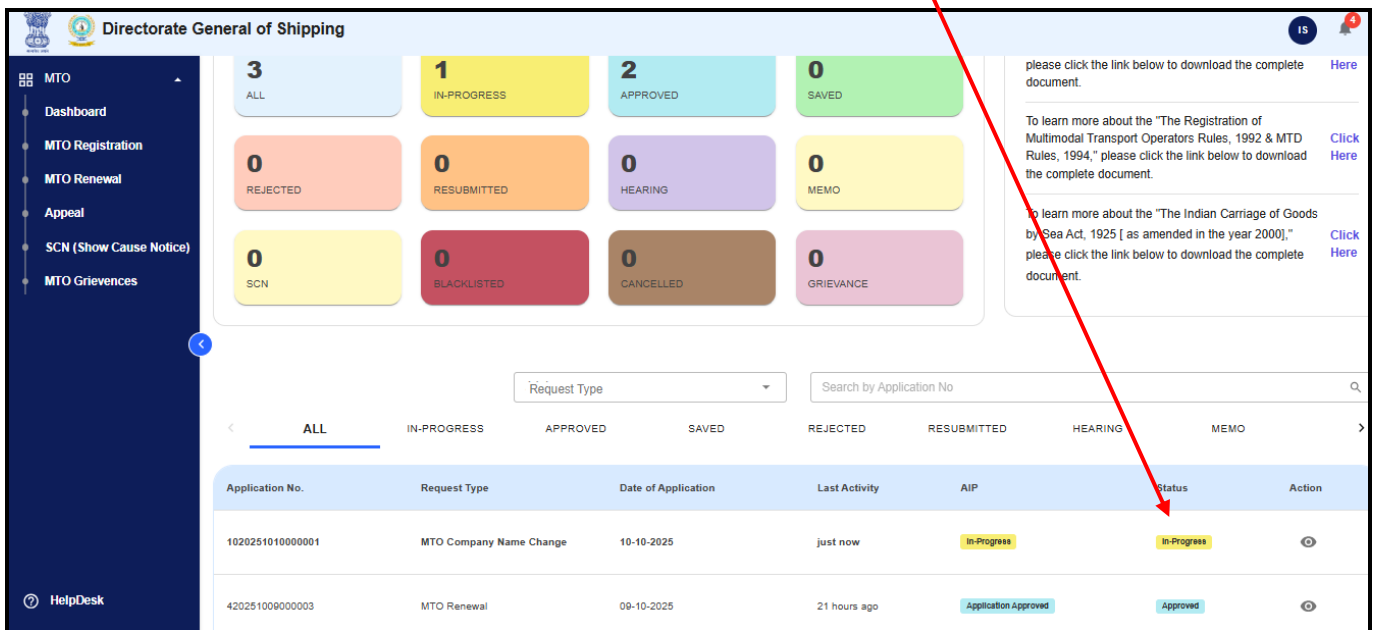
Printed On: [Redacted]

Courtesy :- Controller General of Accounts

- v. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.
- w. Click on **“SUBMIT”**.



- g. Applicant needs to follow the Payment Instruction and process accordingly.
- h. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.
- i. Click on **“SUBMIT”**, Application is submitted and it will show the status as **“In-Progress”**.



j. Now Applicant needs to wait till the application gets approved from DGS.

13.6 Download approved MTD & Certificate for Company Name Change

13.6.1 Download approved Name Change MTD

a. As application is approved

Directorate General of Shipping

Hello [User Name]

3 ALL, 0 IN-PROGRESS, 3 APPROVED, 0 SAVED, 0 REJECTED, 0 RESUBMITTED, 0 HEARING, 0 PENDING, 0 SCN, 0 BLACKLISTED, 0 CANCELLED, 0 GRIEVANCE

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
102025101000001	MTO Company Name Change	10-10-2025	Just now	Application Approved	Approved	👁️
420251009000003	MTO Renewal	09-10-2025	22 hours ago	Application Approved	Approved	👁️

Application is approved from DGS

b. Now User needs to click on the Eye Button on the "Action" Tab.

Directorate General of Shipping

102025101000001 [Download PDF] [Download All File]

MTO Company Name Change | Application Date: 10-Oct-2025 03:19:12 pm

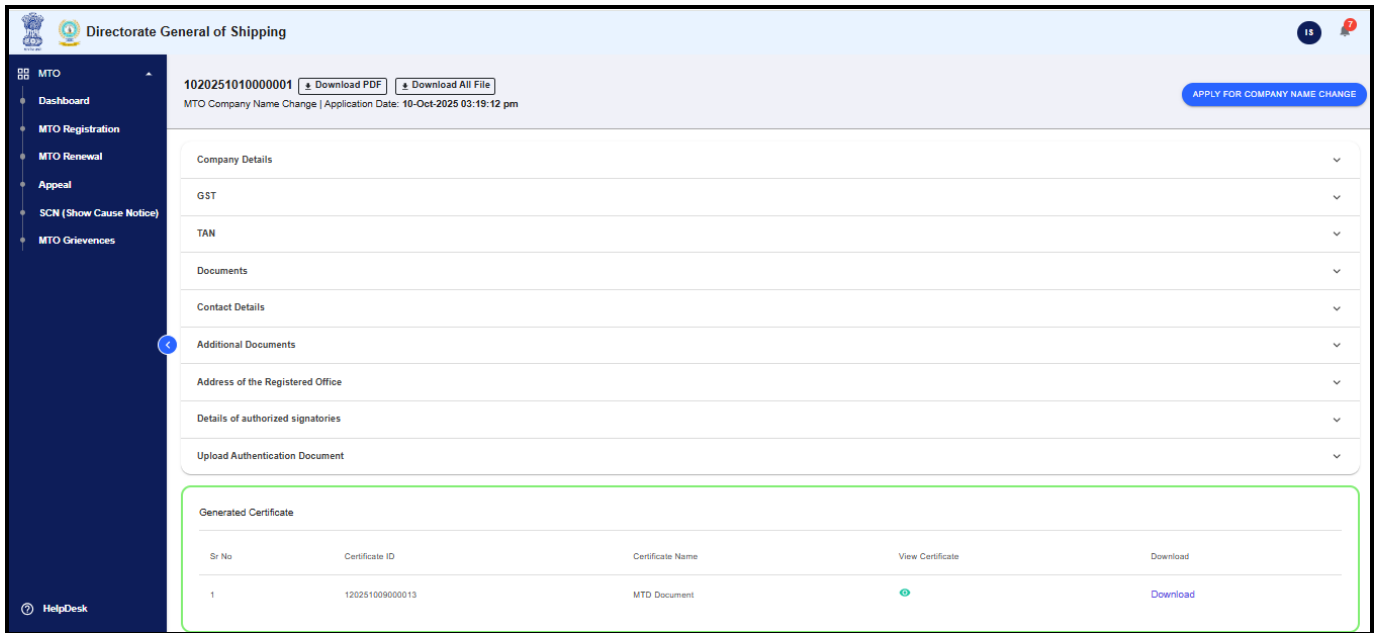
APPLY FOR COMPANY NAME CHANGE

Company Details, GST, TAN, Documents, Contact Details, Additional Documents, Address of the Registered Office, Details of authorized signatories, Upload Authentication Document

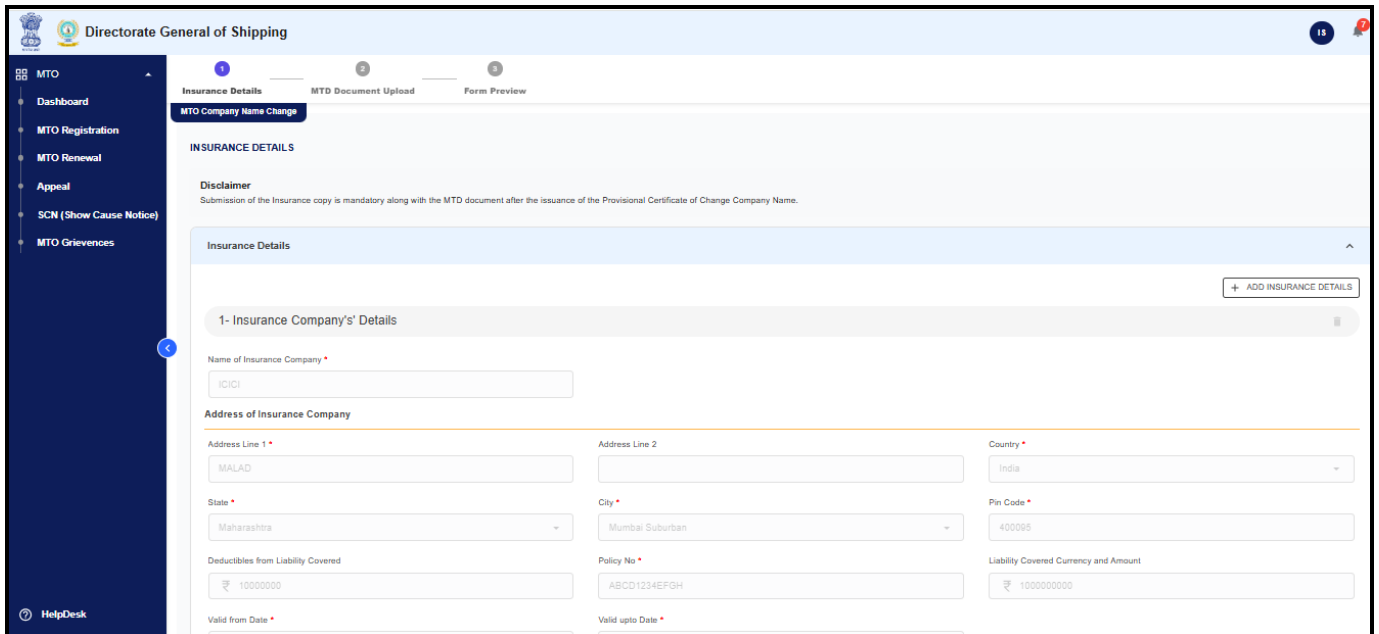
Sr No	Certificate ID	Certificate Name	View Certificate	Download
1	120251009000013	MTD Document	👁️	Download

13.7.2 Apply for Company Name Change Registration Certificate

c. Click on Apply for Company Name Change



d. User needs to update the insurance details and upload the insurance documents.



e. User needs to accept the terms and condition the click on “PROCEED”.

The screenshot shows the 'MTO Company Name Change' form in the Directorate General of Shipping portal. The form is divided into several sections: 'Name of Insurance Company' (ICICI), 'Address of Insurance Company' (MALAD, Maharashtra, Mumbai Suburban), 'Deductibles from Liability Covered' (₹ 10000000), 'Policy No.' (ABCD1234EFGH), and 'Valid from Date' (01-04-2024). A checkbox for 'Agree Terms & Conditions' is checked. The 'PROCEED' button is visible at the bottom right.

f. User needs to upload the MTD Document and click on “PROCEED”.

The screenshot shows the 'MTD Document Upload' step in the Directorate General of Shipping portal. The form is titled 'MTD DOCUMENT' and has a 'Document Upload' section with a 'Click or Drag and drop certificate .pdf | Size 5 MB' instruction. The 'PROCEED' button is visible at the bottom right. A green notification bar at the bottom right says 'Saved : Form Details Saved'.

g. User can preview the form, accept the declaration and click on “PROCEED”.

h. Application is submitted and current status in progress.

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
1020251010000001	MTO Company Name Change	10-10-2025	just now	In-Progress	In-Progress	👁
4202510090000003	MTO Renewal	09-10-2025	22 hours ago	Application Approved	Approved	👁

i. User needs to wait till the application gets approved.

j. Application is approved now click on eye button.

Directorate General of Shipping

Hello, IMRAN SHAIKH !

3 ALL | 0 IN PROGRESS | 3 APPROVED | 0 SAVED

0 REJECTED | 0 RESUBMITTED | 0 HEARING | 0 MEMO

0 SCN | 0 BLACKLISTED | 0 CANCELLED | 0 GRIEVANCE

Legal References and Downloads

To learn more about the "The Multimodal Transportation of Goods Act, 1993 (as amended in December, 2000)," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Registration of Multimodal Transport Operators Rules, 1992 & MTD Rules, 1994," please click the link below to download the complete document. [Click Here](#)

To learn more about the "The Indian Carriage of Goods by Sea Act, 1925 (as amended in the year 2000)," please click the link below to download the complete document. [Click Here](#)

Request Type: [Dropdown] Search by Application No: [Input]

ALL | IN-PROGRESS | APPROVED | SAVED | REJECTED | RESUBMITTED | HEARING | MEMO | SCN | BLACKLISTED | CANCE

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
1020251010000001	MTO Company Name Change	10-10-2025	Just now	Application Approved	Approved	
420251009000003	MTO Renewal	09-10-2025	22 hours ago	Application Approved	Approved	

HelpDesk

k. User needs to download the Name Change MTO Registration document from "Generated Certificate".

Directorate General of Shipping

1020251010000001 [Download PDF](#) [Download All File](#)

MTO Company Name Change | Application Date: 10-Oct-2025 03:19:12 pm

Additional Documents

MTD Document

Address of the Registered Office

Details of authorized signatories

Upload Authentication Document

Insurance Details


Generated Certificate

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	1202510090000013	MTD Document		Download
1	1202510090000013	MTO Registration Certificate		Download

Previous Application Details

HelpDesk

I. Name Change MTO Registration document from “Generated Certificate”.

Tele: 022 25752040/45 E-Mail: mto-dgs@nic.in	Website: www.dgshipping.gov.in
 GOVERNMENT OF INDIA MINISTRY OF PORTS, SHIPPING AND WATERWAYS DIRECTORATE GENERAL OF SHIPPING BETA BUILDING, 9th FLOOR, I-Think TECHNO CAMPUS KANJUR MARG (EAST), MUMBAI - 400042	
FORM-II (See Rule 5)	
CERTIFICATE OF REGISTRATION (Issued under the Multimodal Transportation of Goods Act, 1993 and the Registration of Multimodal Transport Operators Rules, 1992)	
This is to certify that [REDACTED] having its registered office at 502 [REDACTED] ANDHER EAST Mumbai Suburban Maharashtra India - 400059 is duly registered as a Multimodal Transport Operator (MTO) under the provisions of the Multimodal Transportation of Goods Act, 1993, and is hereby authorized to carry out the business of multimodal transportation of goods.	
MTO/DGS/120251009000013/OCT/2025	
Terms and Conditions of Registration	
1. This Certificate shall remain valid for a period of 3 years from the date of its issue, unless renewed in accordance with the provisions of the Act and Rules.	
2. This Certificate is issued subject to compliance with the provisions of the section 4 of Multimodal Transportation of Goods Act, 1993 and the Registration of Multimodal Transport Operators Rules, 1992 , as amended from time to time.	
3. The validity of this Certificate is contingent upon the maintenance of valid insurance coverage for multimodal transport operations throughout the registration period.	
4. The registration bears the following particulars:	
Particulars	Details
Certificate No.	<u>MTO/DGS/120251009000013/OCT/2025</u>
Valid Until	<u>OCT/2028</u>
Date: 10-Oct-2025 05:20:49 PM Place: Mumbai	Dr. P. K. Raut Deputy Director General Directorate General of Shipping Mumbai

ENDORSEMENTS FOR AMENDMENTS

All amendments to the registration shall be recorded below and authenticated by the complement issuing authority.

Endorsement No.	Date of Amendment	Nature of Amendment	Details of Amendment	Signature of Issuing Authority	Office Seal
2	10/10/2025	Change Office Name			
3	09/10/2025	Renewal			
4	09/11/2022	Registration			

[Note: Each endorsement shall be signed and sealed by the competent authority to remain valid and enforceable.]

No. : MTO/DGS/120251009000013/OCT/2025
To, [REDACTED] LTD
400059 T Mumbai Suburban Maharashtra India -
Sub : Renewal as Multimodal Transport Operator.

Sir,

I am to refer to your request dated #REGDATE# and pleased to convey the approval of the Director General of Shipping for Renewal as Multimodal Transport Operator. with registration number as MTO/DGS/120251009000013/OCT/2025 Please submit blank copy of MTD (with the new registration number given now), which you issue to exporter.

- 1 Please refer to format for MTD as given on [www.dgshipping.gov.in/ShippingNotices/DGS Circular/MTO](http://www.dgshipping.gov.in/ShippingNotices/DGS%20Circular/MTO)
- 2 The certificate of registration will be valid only after verification of original insurance policy explicitly covering all the liabilities of MTO to, for exports from India as per MMTG act, 1993. You shall submit a copy of the insurance every year during validity of registration.
- 3 The registration certificate will be issued subject to the following terms and conditions. Kindly convey your acceptance of these terms and conditions

- (i) You shall not issue transport document for export unless you have entered into an agreement with person handling consignment on your behalf in importing country.
- (ii) The certificate should be preserved in good condition (laminated if possible) and surrendered to this office when not in use or when it is expired or at the time of renewal. You shall not allow any other person / company, to issue document based on this registration number.
- (iii) The MTD issued by you on the strength of the above mentioned registration certificate shall not contain any endorsement which is contrary to the provisions of the multimodal transportation of goods act, 1993 or any other law in force for the time being.
- (iv) You should invariably quote registration number in all the bills, invoices, correspondences etc
- (v) The period of validity of this registration should be strictly adhered to unless and until it is renewed. No renewal of the registration should be presumed on the grounds of submitting application to the competent authority for renewal. The application for renewal together with all the required documents should be submitted to the D.G. Shipping at least 2 months before the expiry of the registration.
- (vi) The registration mentioned above is liable for cancellation the moment you become ineligible for want of continuation or existence of the requirements prescribed under section 4(3)(a)(i) or (ii) and (b) of the act
- (vii) You should inform the competent authority immediately regarding the non-existence of any one of the requirements so prescribed under section 4(3) (a) (i) or (ii) and (b) of the act during the validity of the registration, if so happens
- (viii) You shall produce the registration certificate as and when required to do so by the competent authority or any other govt. authority during the course of exercise of official duties.
- (ix) You shall conduct the transaction thereof subject to compliance of rules / guidelines governing the operations of their branch offices / representatives / agents abroad including remittance / receipt of foreign exchange in this regard enforced by other authorities, if any.
- (x) You shall make available all relevant details of transportation of consignments transported under a multimodal transport contract, if the competent authority desires to see the details at any time for official purpose.
- (xi) Your registration will be valid only during the period the liability insurance is operative. Therefore, you may note that the insurance cover should be effective at all times during the period of registration. If the insurance cover is due to expire at any time during the registration, the same shall be revalidated immediately, to keep the insurance cover current at all times, and keep the directorate informed. In absence of proof of revalidation of insurance cover, the registration is liable to be suspended or cancelled

To avoid further correspondence, kindly submit the above documents, in original, within 7 days

Dr. P. K. Raut
Deputy Director General
Directorate General of Shipping
Mumbai

14. Change Address of MTO

14.1 MTO Homepage

User needs to visit the website www.esamudra.dgshipping.gov.in/login

The screenshot shows the login interface for the Directorate General of Shipping. On the left, there is a white login form with the following elements: the organization's logo and name, the text "Login to continue managing maritime services efficiently", a "User Name" input field, a "Password" input field with a visibility toggle, a CAPTCHA image showing the number "84040" and an "Enter Captcha" input field, a "REGISTER" button, a "LOGIN" button, and a "Forgot Password?" link. Below the form, there is an "OR" separator and a "Login with SSO" link. At the bottom, there is a "Help Desk" section with contact information: "+91 -22-25752057", "dgs.support@gov.in", and "MTO GRIEVANCE". On the right, there is a large graphic featuring the organization's emblem, the motto "सत्यमेव जयते" (Satyameva Jayate), and the text "DIRECTORATE GENERAL OF SHIPPING MUMBAI INDIA" and "सागराः सुपन्थानः सन्तु" (Sagaras: Supanthan: Santu).

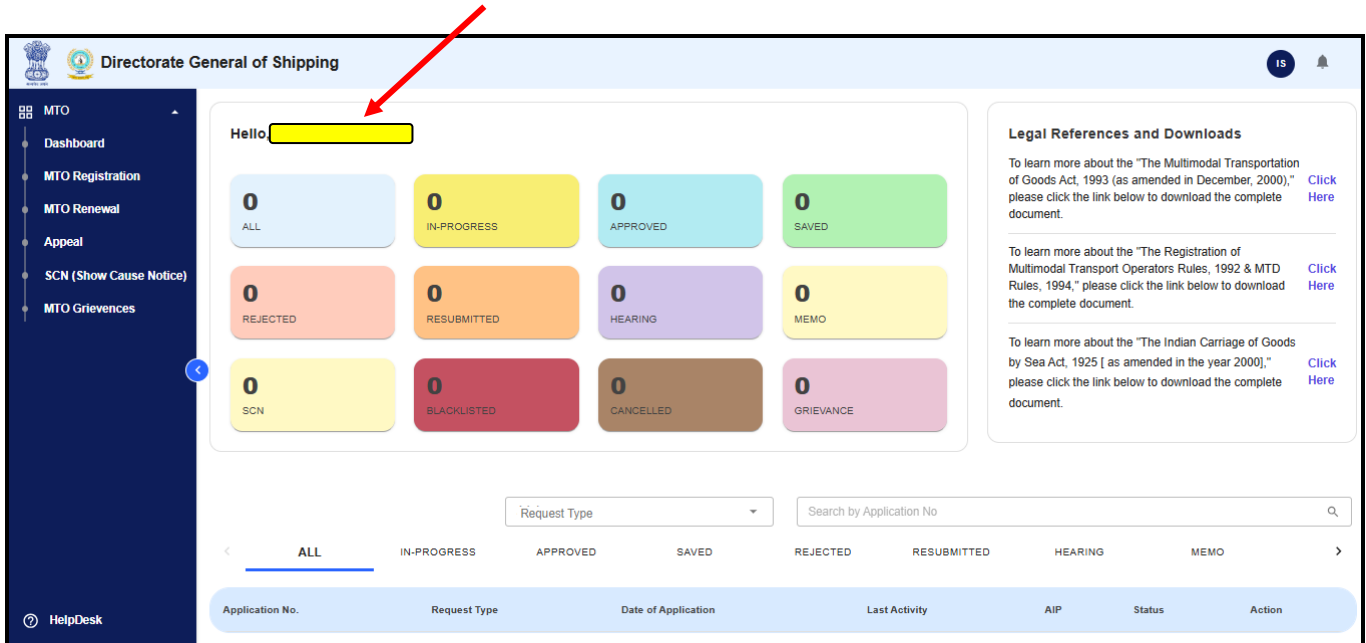
3. Enter the login credential

- c. User needs to enter the Registered User name and Password.
- d. Also verify the "CAPTCHA" and click on "LOGIN".

This screenshot shows the same login page as above, but with the login form filled out. The "User Name" and "Password" fields contain yellowed text, indicating that the user has entered their credentials. The CAPTCHA field now shows the number "47789" and the user has entered "47789". The "REGISTER" and "LOGIN" buttons are still visible, along with the "Forgot Password?" link and the "OR" separator. The "Login with SSO" link is also present. The background graphic remains the same.

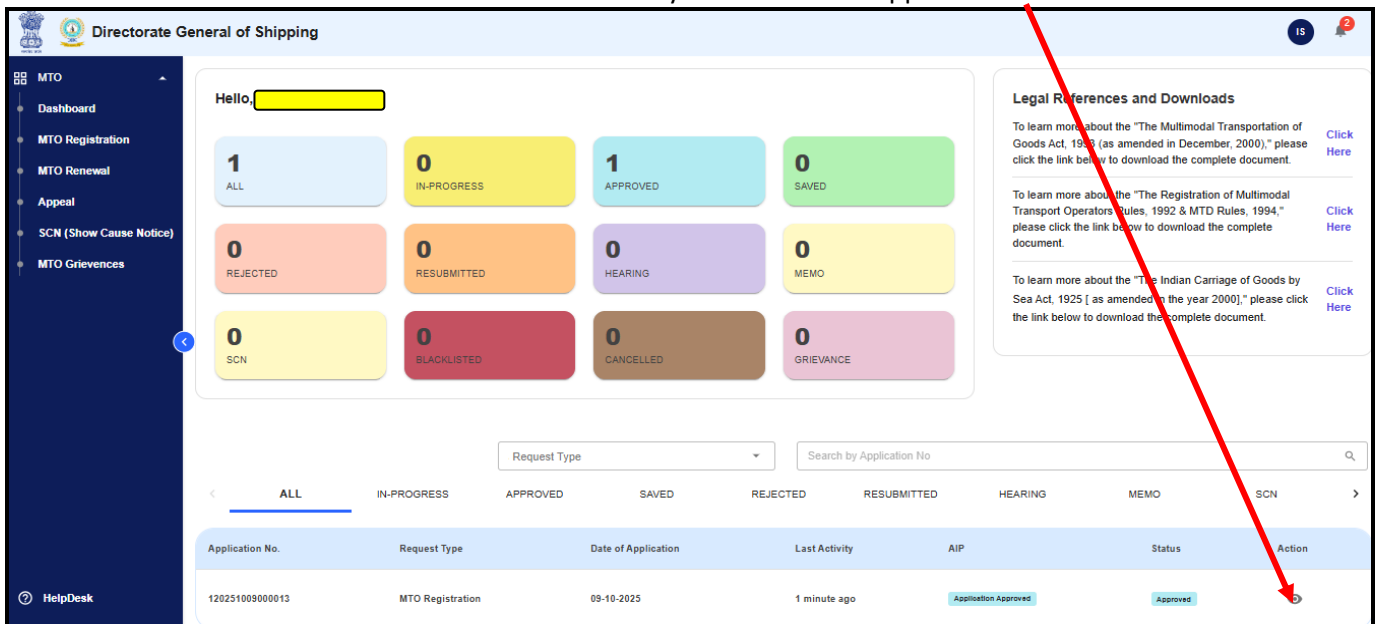
4. After Successful logged-in, it will go the Dashboard.

Here it will show the User Name/Applicant Name

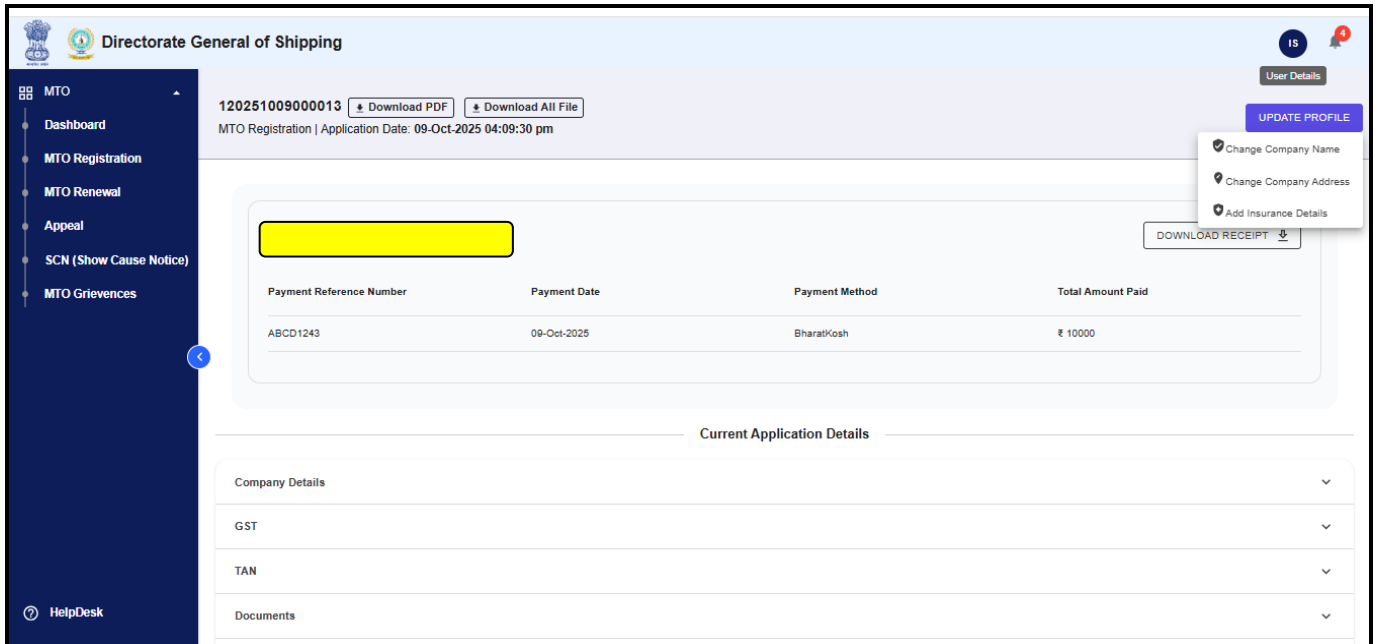


Dashboard

User needs to click on the Eye Button on the application.



User needs to click on profile icon, mentioned right hand side top corner of the screen.

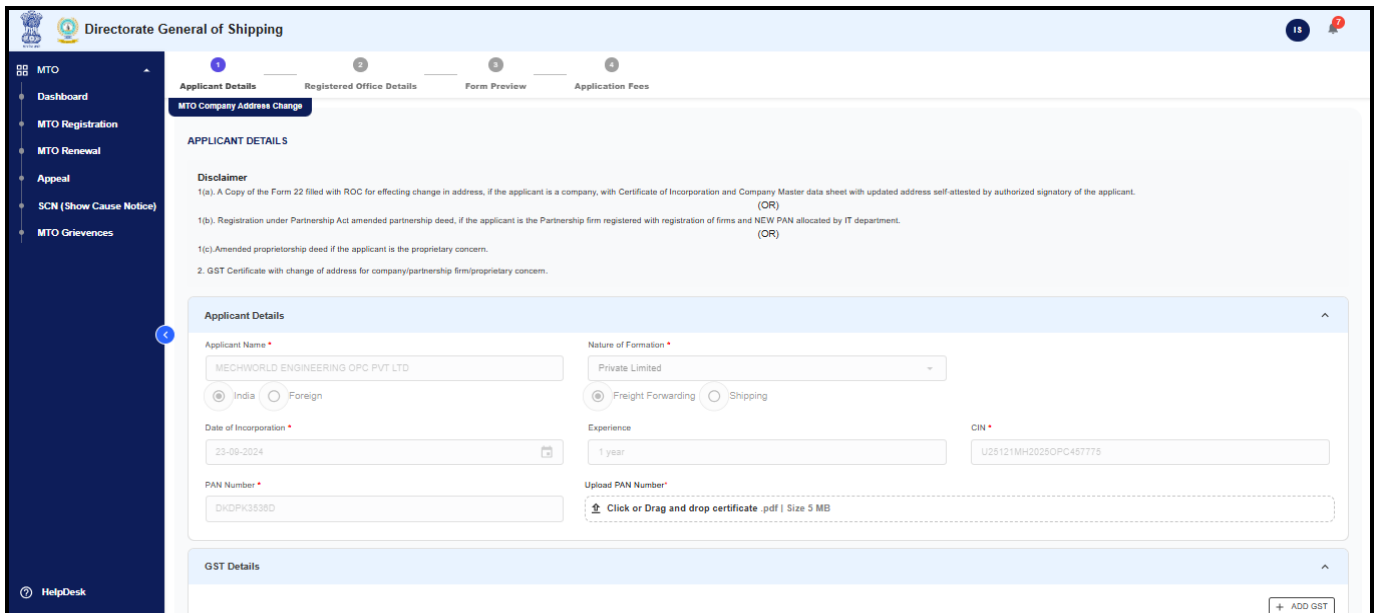


User needs to click on “Change Company Address”

14.2 Applicant Details Page

14.2.1 Applicant Details:

a. Applicant can view pre-filled details. (Disclaimer mentioned)



b. User can view the pre-filled details as per the initial registration.

The screenshot displays the Directorate General of Shipping (DGS) portal interface for an MTO (Merchant Transport Office) application. The header includes the DGS logo and the text "Directorate General of Shipping". A navigation menu on the left lists: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area is titled "MTO Company Address Change" and is divided into four steps: 1. Applicant Details, 2. Registered Office Details, 3. Form Preview, and 4. Application Fees. The current step is "Applicant Details".

The "Applicant Details" section is further divided into two main parts:

- TAN Details:** This section contains a "TAN Number" field with the value "NSKM17897B" and an "Upload TAN File" section. The upload section includes a dashed box with the text "Click or Drag and drop certificate .pdf | Size 5 MB" and a file upload button labeled "tanfile_ZTRIMRAN_0910251605.pdf".
- Documents Details:** This section contains a "Disclaimer" with the text "Applicant must provide incorporation certificate issued by Registrar of Companies, article of association, memorandum of association and company master data." Below this are four document upload fields, each with a dashed box and the text "Click or Drag and drop certificate .pdf | Size 5 MB":
 - Incorporation Certificate/Company Master Data***: Includes a file upload button labeled "uploadaoa_ZTRIMRAN_0910251605.pdf".
 - Articles Of Association***: Includes a file upload button labeled "uploadaoa_ZTRIMRAN_0910251605.pdf".
 - Memorandum Of Association***: Includes a file upload button labeled "uploadmoa_ZTRIMRAN_0910251605.pdf".
 - Address Proof.(MSME,Electricity Bill/Agreement... etc.)***: Includes a file upload button.

At the bottom of the form, there is an "Additional Documents" section with a dashed box and a file upload button.

c. User can upload the additional documents as applicable and contact details.

14.2.2 Documents Details

e. Documents Details – User can view the uploaded documents while initial registration.

The screenshot shows the 'Documents Details' section of the MTO registration form. The form is titled 'Directorate General of Shipping' and includes a navigation menu on the left with options like Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main form area has a progress bar with four steps: Applicant Details, Registered Office Details, Form Preview, and Application Fees. The 'Registered Office Details' step is active, showing a 'MTO Company Address Change' section with a file upload area containing 'uploadmos_ZTRIMRAN_0910251605.pdf'. Below this is an 'Additional Documents' section with three upload areas: 'Form 22', 'Company Master Data', and 'Affidavit', each with a 'Click or Drag and drop certificate .pdf | Size 5 MB' instruction. The 'Contact Details' section includes input fields for Office Phone Number (+91 7045896296), Mobile no. For SMS Alert (7972695789), Office Email (ztrimran@gmail.com), Alternative Email, Web Page URL, and FAX. At the bottom, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

14.2.3 Contact Details

f. Contact Details: User can view the contact details as per initial registration i.e Office Phone Number, Mobile Number for SMS Alert, Office Email etc. (* Mobile Number should be different).

This screenshot is identical to the one above, showing the 'Documents Details' section of the MTO registration form. It displays the 'Additional Documents' and 'Contact Details' sections, including the file upload area for 'uploadmos_ZTRIMRAN_0910251605.pdf' and the input fields for Office Phone Number, Mobile no. For SMS Alert, Office Email, Alternative Email, Web Page URL, and FAX. The 'PROCEED' button is highlighted in blue.

g. Click on **“PROCEED”**.

14.3 Registered Office Details

14.3.1 Address of the Registered Office

- a. User view the pre-filled details of “Address of the Registered Office” while initial registration.

The screenshot shows the 'Registered Office Details' section of the MTO registration form. A green notification banner at the top indicates 'Saved - Form Details Saved'. The form is divided into two main sections: 'Authorized signatory' and 'Upload Authentication Document'.
In the 'Authorized signatory' section, the 'Region/City' is pre-filled with 'MUMBAI', 'Name of Person' with 'MIRAN SHAUGH', and 'Designation' with 'DIRECTOR'. Below these fields, there is a 'Proof of the employment' section with a file upload area containing a pre-filled PDF document named 'AuthorizedSignatoryCert_ZTRIMRAN_09102025104052.pdf'.
The 'Upload Authentication Document' section includes a disclaimer and two upload areas. The first area is for 'Duly Authenticated by CEO on the letterhead of applicant*' and contains a pre-filled PDF 'dulyletterhead_ZTRIMRAN_0910251610.pdf'. The second area is for 'Names of all the Directors / Partners / Proprietor of the applicant*' and contains a pre-filled PDF 'directorsapplicant_ZTRIMRAN_0910251611.pdf'.
At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

14.3.2 Details of authorized signatories

- b. User can view the pre-filled authorized signatory's details as per initial registration.

This screenshot is identical to the one above, showing the 'Registered Office Details' section of the MTO registration form. It displays the pre-filled details for the authorized signatory and the authentication documents, including the 'Authorized signatory' information and the two PDF uploads under the 'Upload Authentication Document' section.

14.3.3 Upload Authentication Document

c. User view the pre-uploaded the authentication document and click on **“PROCEED”**.

The screenshot displays the 'MTO Company Address Change' form in the 'Upload Authentication Document' section. The form is divided into two main parts. The first part, titled '1 - Authorized signatory', contains fields for 'Region/City' (MUMBAI), 'Name' (IMRAN SHAIKH), and 'Designation' (DIRECTOR). Below these fields is a section for 'Proof of the employment: (PF returns OR the Tax Deducted at source on salaries)*', which includes a file upload area where 'AuthorizedSignatoryCert_ZTRIMRAN_09102025104052.pdf' (Size 5 MB) is already uploaded. The second part, titled 'Upload Authentication Document', contains a 'Disclaimer' and two sections for document uploads. The first section, '1. Duty Authenticated by CEO on the letterhead of applicant*', has a file upload area where 'dulyletterhead_ZTRIMRAN_0910251610.pdf' (Size 5 MB) is uploaded. The second section, '2. Names of all the Directors / Partners / Proprietor of the applicant*', has a file upload area where 'directorsapplicant_ZTRIMRAN_0910251611.pdf' (Size 5 MB) is uploaded. At the bottom right, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'. A green notification box at the top center says 'Saved - Form Details Saved'.

14.4 Form Preview

a. Applicant can preview the application before final submission.

The screenshot displays the 'Form Preview' step of the 'MTO Company Address Change' application. The form shows a summary of the application details, including the application ID (1120251010000001) and the application date (10-Oct-2025 05:07:41 pm). Below this, there are two sections: 'Current Application Details' and 'Previous Application Details'. The 'Current Application Details' section is expanded to show a list of application details, including 'Address of the Registered Office', 'Details of authorized signatories', 'Upload Authentication Document', 'Company Details', 'GST', 'TAN', 'Documents', 'Contact Details', and 'Additional Documents'. At the bottom right, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'. A green notification box at the top center says 'Saved - Form Details Saved'.

d. Applicant needs to accept the “Declaration” before final submission and click on “PROCEED”.

The screenshot shows the 'MTO Company Address Change' application form. The 'Declaration' section contains the following text:

This is to certify that our company [redacted] registered office at OR other establishments allowed for non-residents shipping companies at 50 [redacted] ANDHER EAST, Mumbai Suburban, Maharashtra, India, 400059 has applied for company Address Change as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.

Documents to be uploaded in the module within 30 days, by applicant after receipt of MTD with updated Company Address Change (failing which, registration will be deemed as invalid): 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Multimodal transport document(MTD) copy (as provided along with MTO certificate),shall be submitted on the MTO Module within 30 days, from the date of change of name/address of MTO certificate failing which,registration will be invalid. 3. Acceptance of the terms of approval of registration (as given in approval by email).

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'PROCEED'.

14.5 Application Fees

d. Applicant needs to follow the Payment Instruction and process accordingly.

The screenshot shows the 'Payment Checkout' step of the application process. A green notification banner at the top states: 'Saved - Application submitted successfully'. The 'Payment Instructions' section lists the following steps:

- Please review your payment carefully.
- After making the payment on BharatKosh, please save the receipt.
- All payments are final and cannot be refunded.
- You must upload the receipt in the document upload section below.
- Make sure to include the Transaction Number and Date of Transaction while uploading.
- For guidelines on how to make payments through BharatKosh, [click here](#) to view the user guide.

The 'Summary' table shows the following details:

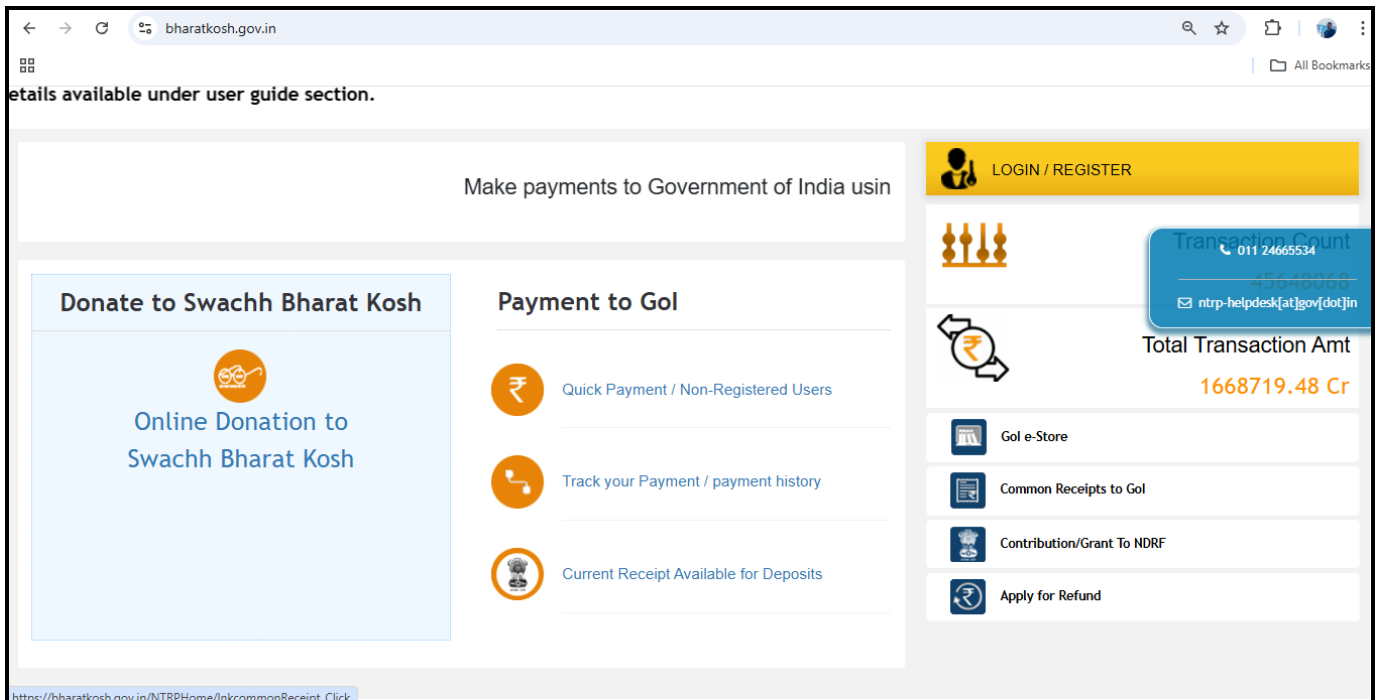
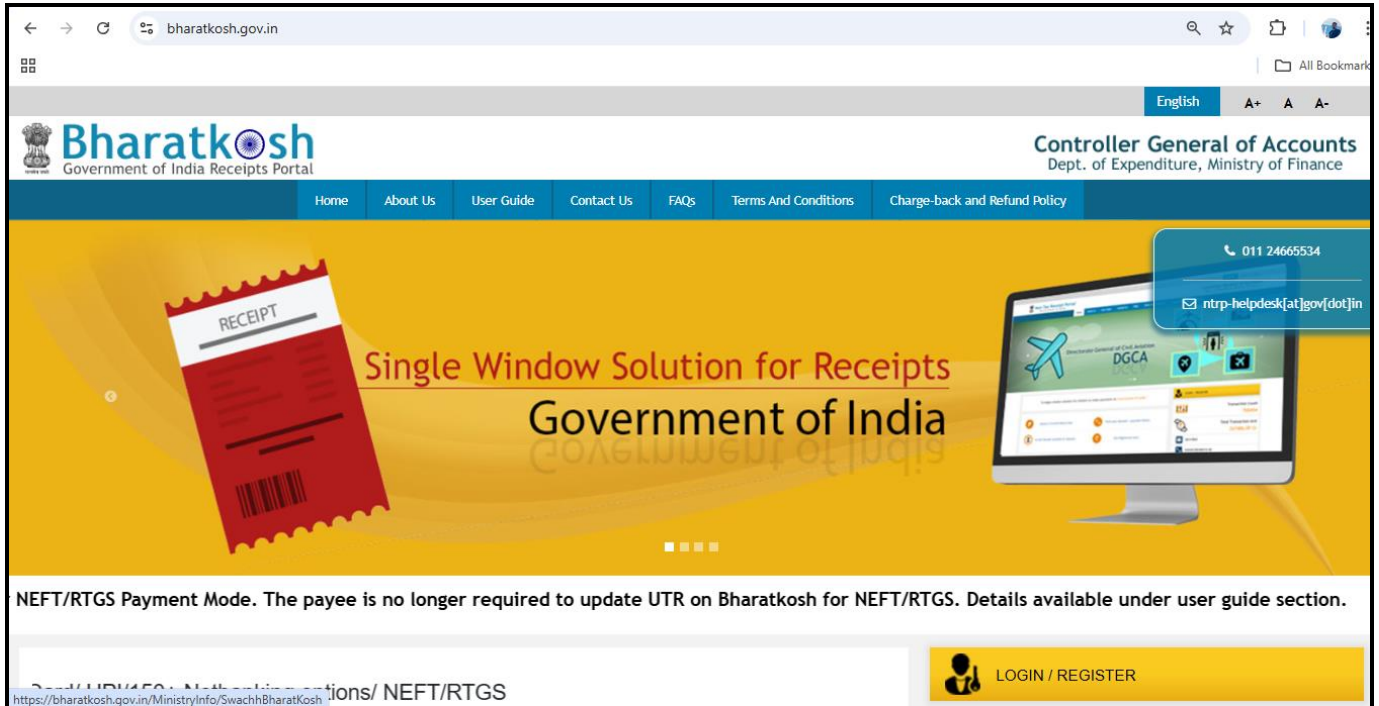
Fees Description	Amount (in Rupees)
Application Fee	₹5000.00
Total	₹5000.00

The 'BharatKosh Payment Details' section includes input fields for 'Transaction number', 'Fee Paid' (₹ 6000), and 'Date of Transaction'. There is an 'UPLOAD RECEIPT' button next to the date field.

At the bottom of the form, there are buttons for 'CANCEL', 'CLEAR FIELDS', 'SAVE AS DRAFT', and 'SUBMIT'.

14.5.1 Bharatkosh Payment Process

x. User needs to visit <https://bharatkosh.gov.in/>



y. User can initiate a Quick Payment by clicking on "Quick Payment / Non-Registered User".

z. Select Ministry/Department as “088 – SHIPPING”.

aa. Select Purpose as “MULTIMODAL TRANSPORT OPERATOR (MTO)” and Click on “NEXT”.

The screenshot displays the Bharatkosh Government of India Receipts Portal. The page title is "Bharatkosh Government of India Receipts Portal" and the user is logged in as "Controller General of Accounts, Dept. of Expenditure, Ministry of Finance". The page features a navigation menu with links for Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. A banner image shows a hand holding a blue card over a keyboard, with the text "Non-Tax Receipt Portal" overlaid. The main content area is titled "Quick Payment" and contains two dropdown menus: "Ministry/Department" with the selected value "088 - SHIPPING" and "Purpose" with the selected value "MULTIMODAL TRANSPORT OPERATOR (MTO)". A "Next" button is located at the bottom right of the form. The footer includes links for Home, About Us, Contact Us, Privacy Policy, Disclaimer, Sitemap, and Terms & Conditions, along with the copyright notice "©2015 Controller General of Accounts. All Rights Reserved. Powered by Public Financial Management System" and the NIT logo.

bb. Drawing & Disbursing Office (DDO): Select “23405 – Executive Officer (D.G.) (SHIPPING)”.

cc. Enter the registration renewal fees i.e Rs.5000.

dd. Mention the remarks as MTO Change Address of Company.

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Purpose

Depositor's category: Individual

Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)

Ministry: SHIPPING

Function Head: 105202102050000 - Multimodal Transport Operator (mto)

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR [REDACTED]
RUPEES [REDACTED] ONLY

Payment Frequency /Period: No Restriction

Remarks: MTO [REDACTED]

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Purpose

Depositor's category: Individual

Purpose: MULTIMODAL TRANSPORT OPERATOR (MTO)

Ministry: SHIPPING

Function Head: 105202102050000 - Multimodal Transport Operator (mto)

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR [REDACTED]
RUPEES [REDACTED] ONLY

Payment Frequency /Period: No Restriction

Remarks: MTO RENEWAL

44 Character Left



[Get a new Captcha](#)

Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

[REDACTED] Captcha

Add


ee. Enter the CAPTCHA and Click on “Add”.

Pay & Account Office (PAO): 088400 - PAO (Shipping), Mumbai

Drawing & Disbursing Office(DDO): 234305 - Executive Officer (D.G.) (SHIPPING)

Amount: INR 0

Remarks: Remark


Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
SHIPPING	MULTIMODAL TRANSPORT OPERATOR (MTO)	088400 - PAO (Shipping), Mumbai	234305 - Executive Officer (D.G.) (SHIPPING)	10000.00	No Restriction	<input type="button" value="Delete"/>

ff. Click on “Next”.

gg. Now User needs to fill-in the “Depositor’s Details”.

1 Payment Purpose 2 Depositor's Details 3 Confirm Info 4 Pay

Depositor's Details

Name: *

Address Line 1: *

Address Line 2:

Country: *

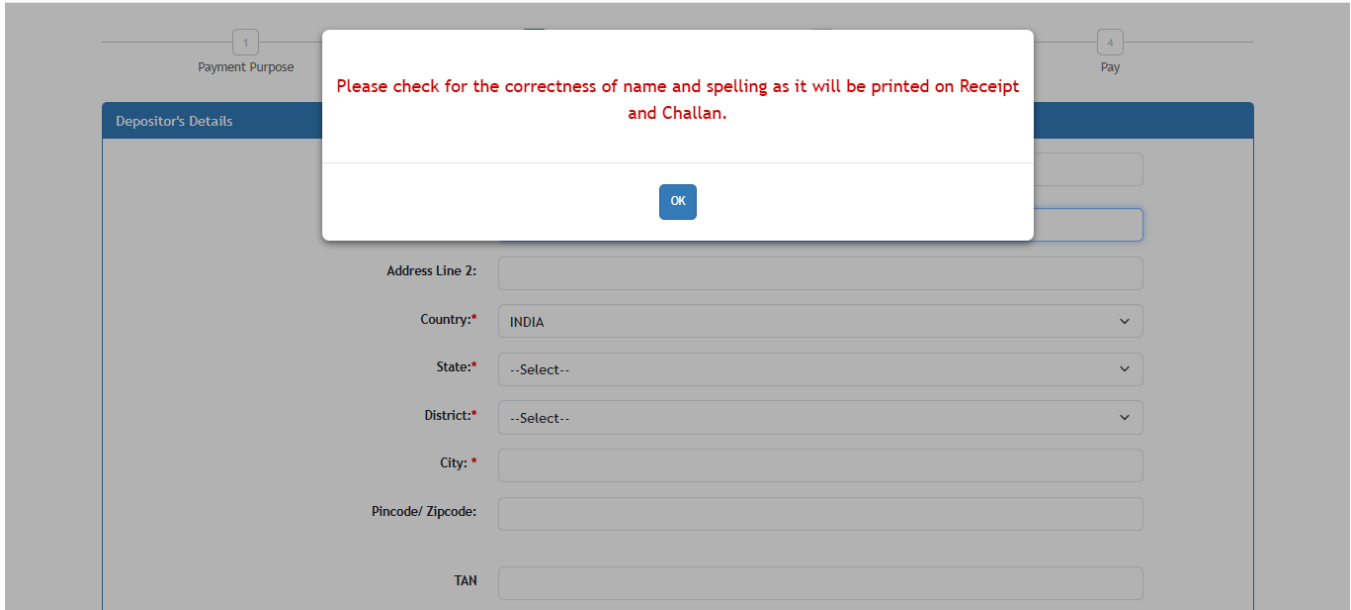
State: *

District: *

City: *

Pincode/ Zipcode:

TAN



hh. Please enter correct name as it will get printed on receipt and Challan.

The screenshot shows the "Depositor's Details" form with a progress bar at the top. The progress bar has four steps: "1 Payment Purpose", "2 Depositor's Details" (highlighted in green), "3 Confirm Info", and "4 Pay". The form fields are as follows:

- Name: * Mr. [dropdown] [yellow box]
- Address Line 1: * SAKI VIHAR ROAD
- Address Line 2: * ANDHERI EAST
- Country: * INDIA [dropdown]
- State: * MAHARASHTRA [dropdown]
- District: * MUMBAI SUBURBAN [dropdown]
- City: * MUMBAI
- Pincode/ Zipcode: * 400059
- TAN: [text box]
- TIN: [text box]
- Mobile Number: * INDIA(+91) [dropdown] [yellow box]
- Email: * [yellow box]@.COM [text box]

At the bottom, there are two radio buttons: "Online payment" (unselected) and "SWIFT/NEFT/RTGS" (selected). Below these are "Back" and "Next" buttons.

ii. Select the Payment “Online payment” or “SWIFT/NEFT/RTGS” and Click on “Next”.

1 Payment Purpose
 2 Depositor's Details
 3 Confirm Info
 4 Pay

Payment Mode Online

Depositor's Details

Name	Mr. [REDACTED]		
Address 1	SAKI VIHAR ROAD	Address 2	ANDHERI EAST
City	MUMBAI	District	MUMBAI SUBURBAN
State	MAHARASHTRA	Country	INDIA
Pincode/Zipcode	400059	Email	[REDACTED].COM
Mobile No. (+91)	[REDACTED]		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	SHIPPING	PAO (Shipping), Mumbai[088400]	Executive Officer (D.G.) (SHIPPING)[234305]	MULTIMODAL TRANSPORT OPERATOR (MTO),	No Restriction	[REDACTED]
				INR ten thousand only		Tot: [REDACTED]

← Back
Save
Confirm →

jj. Verify the details and click on “Confirm”.

kk. Select the payment gateway aggregator.

ll. Select mode of transaction i.e. using Net Banking, Debit Card, Credit Card, UPI.

Payment Gateway

Payment can be made using all Indian Debit & Credit Cards and internet banking through any payment gateway aggregator. Facility for making payment using Diners and Amex Card is available through HDFC payment gateway

Payment Gateway Aggregators.

Success Rate 90.04 %

Success Rate 88.80 %

Success Rate 86.57 %

Success Rate 84.18 %

Success Rate 83.07 %

Success Rate 80.29 %

Success Rate 78.39 %


Success Rate 77.13 %

Success Rate 74.82 %

Success Rate 59.04 %

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking
Debit card
Credit card
UPI

Enter the letter shown  [Get a new](#)
Captcha

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

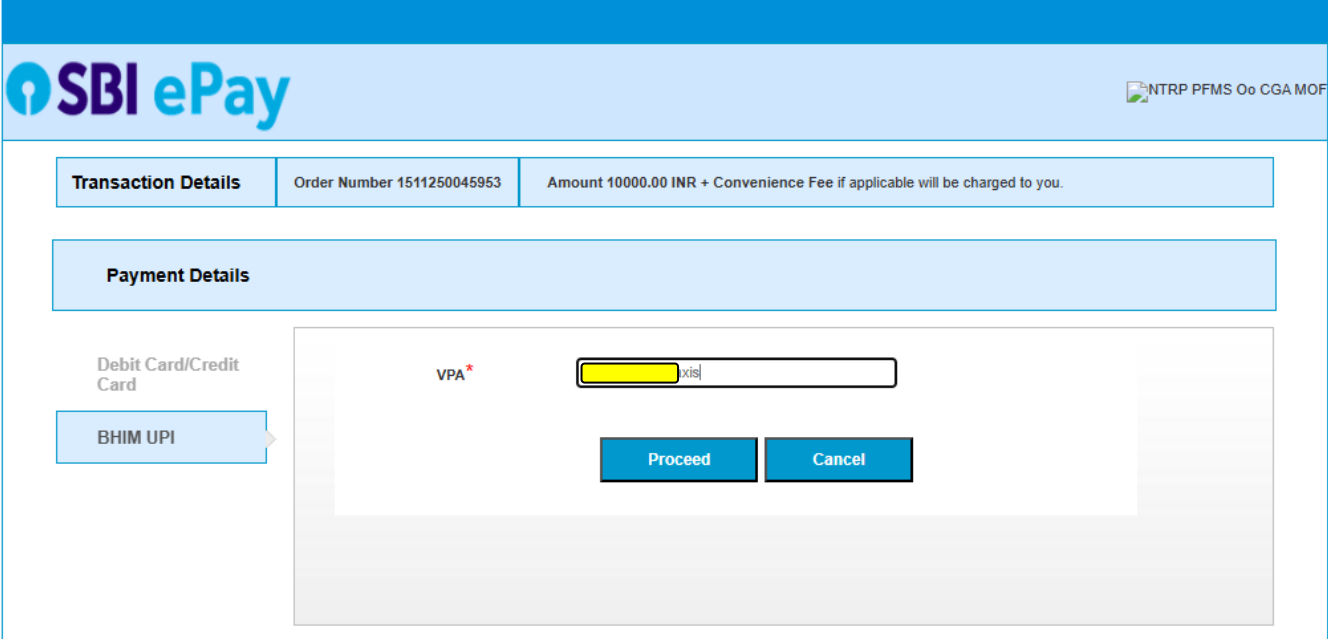
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

mm. Enter the CAPTCHA and accept the "Terms and condition".

nn. Click on "Pay".

oo. User needs to enter the Payment Details i.e Debit Card/Credit Card, UPI and click on "Proceed".



SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details	Order Number 1511250045953	Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.
----------------------------	----------------------------	---

Payment Details

Debit Card/Credit Card

VPA*



pp. User needs to click on "Pay Now" as it will show the transaction summary.

SBI ePay NTRP PFMS Oo CGA MOF

Transaction Details | Order Number 1511250045953 | Amount 10000.00 INR + Convenience Fee if applicable will be charged to you.

Payment Details

Debit Card/Credit Card

BHIM UPI

Transaction Summary

Transaction Amount	
Transaction Processing Fee	0.00 INR
GST	0.00 INR
Total Amount to be Paid	

Pay Now **Cancel**

Verified by **MasterCard**, **AMERICAN EXPRESS**, **VISA SecureCode**, **SafeKey**, **Symantec**, **PCI DSS CERTIFIED**

Copyright © 2013 State Bank of India. All Rights Reserved Powered by State Bank Of India.

qq. User needs to perform the transaction on UPI and wait till it process.

sbiepay.sbi/secure/upi/Wait.jsp

4mins 57seconds

Request you to approve the transaction by logging in to the UPI app...Please wait while the payment is in process

rr. After successful transaction user needs to download the receipt.

bharatkosh.gov.in
Government of India Receipt Portal

RECEIPT

Transaction Ref.No. [REDACTED] Dated: [REDACTED] 4:48PM

Received from MS./MRS. XXX with Transaction Ref.No. [REDACTED]

Dated [REDACTED] 4:48PM the sum of INR 1 (One Only) through Internet based Online payment in the account of [REDACTED]

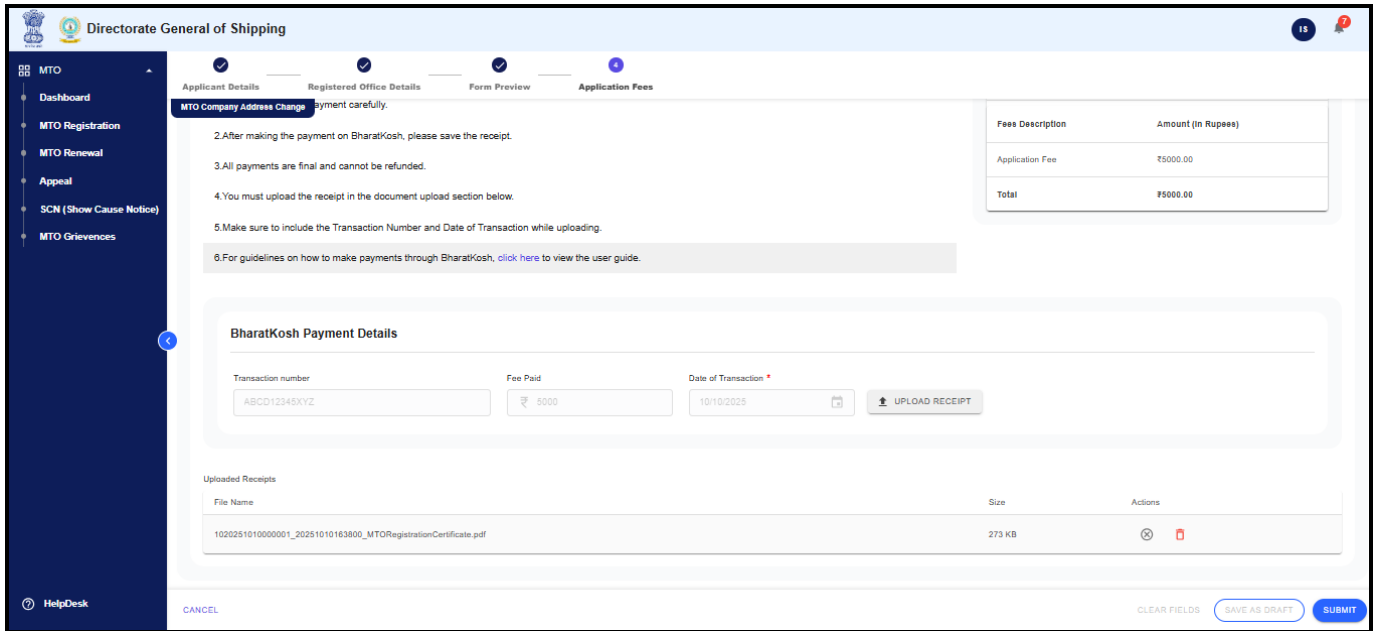
Rule (9) of the Notaries Rules 1956, , Name: xxxxx
Application No. : xxxxxxxx
Mobile : xxxxxxxxxx.

Disclaimer:- This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

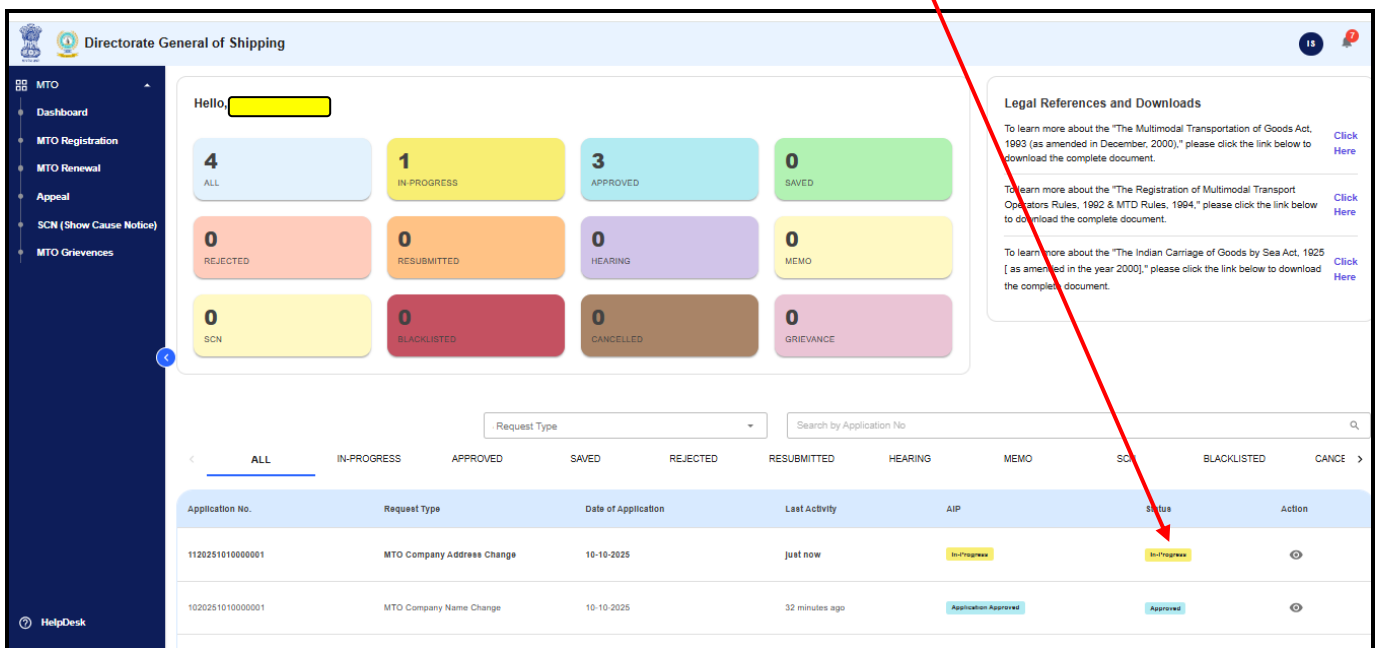
Printed On: [REDACTED]

Courtesy :- Controller General of Accounts

- ss. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.
- tt. Click on **“SUBMIT”**.



- k. Applicant needs to follow the Payment Instruction and process accordingly.
- l. After making the Payment on BharatKosh, applicant needs to mention the payment details and upload the payment slip.
- m. Click on **“SUBMIT”**, Application is submitted and it will show the status as **“In-Progress”**.



n. Now Applicant needs to wait till the application gets approved from DGS.

14.6 Download approved MTD & Apply for Company Address Change

14.6.1 Download approved Change Address for Company Address MTD

m. As application is approved

The screenshot displays the DGS portal dashboard. At the top, it says "Hello, [User Name]". Below this are several status cards: ALL (4), IN-PROGRESS (0), APPROVED (4), SAVED (0), REJECTED (0), RESUBMITTED (0), HEARING (0), MEMO (0), SCN (0), BLACKLISTED (0), CANCELLED (0), and GRIEVANCE (0). A "Legal References and Downloads" section is on the right. Below the status cards is a search bar and a filter menu. The main table shows a list of applications with columns for Application No., Request Type, Date of Application, Last Activity, AIP, status, and Action. Two applications are listed, both with a status of "Approved".

Application No.	Request Type	Date of Application	Last Activity	AIP	status	Action
1120251010000001	MTO Company Address Change	10-10-2025	Just now	Application Approved	Approved	👁️
1020251010000001	MTO Company Name Change	10-10-2025	37 minutes ago	Application Approved	Approved	👁️

Application is approved from DGS

n. Now User needs to click on the Eye Button on the "Action" Tab.

14.6.2 Apply for Company Address Change

- o. Click on Apply for Company Address Change

Directorate General of Shipping

1120251010000001 [Download PDF](#) [Download All File](#)

MTO Company Address Change | Application Date: 10-Oct-2025 05:07:41 pm

[APPLY FOR COMPANY ADDRESS CHANGE](#)

OPC PVT LTD [DOWNLOAD RECEIPT](#)

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD1234XYZ	10-Oct-2025	BharatKosh	₹ 5000

Current Application Details

- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- Company Details
- GST
- TAN
- Documents

- p. User needs to update the insurance details and upload the insurance documents.

Directorate General of Shipping

Insurance Details | MTD Document Upload | Form Preview

MTO Company Address Change

INSURANCE DETAILS

Disclaimer
Submission of the Insurance copy is mandatory along with the MTD document after the issuance of the Provisional Certificate of Change Company Address.

[+ ADD INSURANCE DETAILS](#)

1- Insurance Company's Details

Name of Insurance Company *

ICICI

Address of Insurance Company

Address Line 1 * MALAD Address Line 2 Country * India

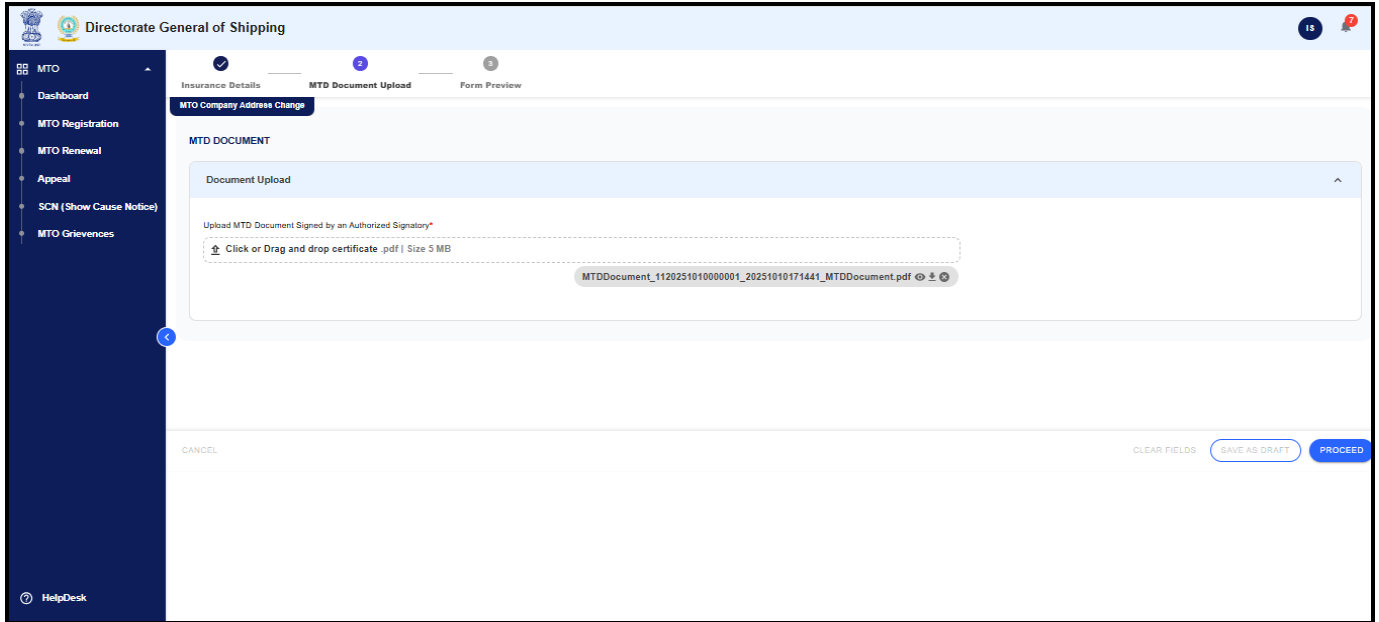
State * Maharashtra City * Mumbai Suburban Pin Code * 400005

Deductibles from Liability Covered ₹ 10000000 Policy No * ABCD1234EFGH Liability Covered Currency and Amount ₹ 100000000

Valid from Date * Valid upto Date *

- q. User needs to accept the terms and condition the click on “PROCEED”.

r. User needs to upload the MTD Document and click on “PROCEED”.



- s. User can preview the form, accept the declaration and click on “PROCEED”.

Directorate General of Shipping

Insurance Details MTD Document Upload Form Preview

MTO Company Address Change

1120251010000001 Download PDF Download All File

MTO Company Address Change | Application Date: 10-Oct-2025 05:07:41 pm

OPC PVT LTD

Payment Reference Number	Payment Date	Payment Method	Total Amount Paid
ABCD12345XYZ	10-Oct-2025	BharatKesh	₹ 5000

Current Application Details

- Address of the Registered Office
- Details of authorized signatories
- Upload Authentication Document
- MTD Document
- Company Details
- GST
- TAN

Directorate General of Shipping

Insurance Details MTD Document Upload Form Preview

MTO Company Address Change

Certified from CA

Income Tax Returns

Insurance Details

MTD Document

Insurance Details

Declaration

This is to certify that our company, OPC PVT LTD having registered office at OR other establishments allowed for non-residents shipping companies at, ANDHER EAST, Mumbai Suburban, Maharashtra, India, 400059 has applied for company Address Change as MTO under the provision of MMTG Act. In the event of being granted the Registration as a Multi-Modal Transport Operator, we hereby undertake to issue Multi-modal Transport document (MTD) only as prescribed by the Directorate General of Shipping under the provision of Section 7 of the MMTG Act, 1993 and Rules thereunder and not any other document for all multi-modal transportations. The MTD so issued will be under a valid liability insurance cover as required.

Documents to be uploaded in the module within 30 days, by applicant after receipt of MTD with updated Company Address Change [failing which, registration will be deemed as invalid]: 1. Specimen of MTD (in the format available on the e Samudra Portal of DG Shipping.) 2. Multimodal transport document(MTD) copy (as provided along with MTO certificate),shall be submitted on the MTO Module within 30 days, from the date of change of name/address of MTO certificate failing which,registration will be invalid. 3. Acceptance of the terms of approval of registration (as given in approval by email).

CANCEL CLEAR FIELDS SAVE AS DRAFT PROCEED

t. Application is submitted and current status in progress.

The screenshot shows the Directorate General of Shipping dashboard. A green notification at the top says "Saved - Application submitted successfully". The dashboard features a sidebar with navigation options: MTO, Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area displays a grid of status cards: ALL (4), IN-PROGRESS (1), APPROVED (3), SAVED (0), REJECTED (0), RESUBMITTED (0), HEARING (0), MEMO (0), SCN (0), BLACKLISTED (0), CANCELLED (0), and GRIEVANCE (0). Below the grid is a search bar and a filter menu. The table below shows two applications:

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
1120251010000001	MTO Company Address Change	10-10-2025	just now	In-Progress	In-Progress	👁
1020251010000001	MTO Company Name Change	10-10-2025	39 minutes ago	Application Approved	Approved	👁

u. User needs to wait till the application gets approved.

v. Application is approved now click on eye button.

The screenshot shows the Directorate General of Shipping dashboard with the application status updated. The status cards now show: ALL (4), IN-PROGRESS (0), APPROVED (4), SAVED (0), REJECTED (0), RESUBMITTED (0), HEARING (0), MEMO (0), SCN (0), BLACKLISTED (0), CANCELLED (0), and GRIEVANCE (0). The table below shows the same two applications, but the first one is now "Approved":

Application No.	Request Type	Date of Application	Last Activity	AIP	Status	Action
1120251010000001	MTO Company Address Change	10-10-2025	just now	Application Approved	Approved	👁
1020251010000001	MTO Company Name Change	10-10-2025	43 minutes ago	Application Approved	Approved	👁

An orange arrow points from the text "Application is approved now click on eye button." to the eye icon in the Action column of the first application row.


14.6.3 Download Address Change MTO Registration document

- w. User needs to download the Address Change MTO Registration document from “Generated Certificate”.

The screenshot displays the MTO portal interface for the Directorate General of Shipping. The main content area shows details for application number 1120251010000001, specifically for an 'MTO Company Address Change' with an application date of 10-Oct-2025 05:07:41 pm. A sidebar on the left contains navigation options: Dashboard, MTO Registration, MTO Renewal, Appeal, SCN (Show Cause Notice), and MTO Grievances. The main content area includes sections for Company Details, GST, TAN, Documents, Contact Details, Additional Documents, and Insurance Details, each with a dropdown arrow. Below these is a 'Generated Certificate' section containing a table with two rows of certificate information. The table has columns for Sr No, Certificate ID, Certificate Name, View Certificate, and Download. The first row shows Sr No 2, Certificate ID 120251009000013, Certificate Name MTO Document, View Certificate (eye icon), and Download (Download link). The second row shows Sr No 1, Certificate ID 120251009000013, Certificate Name MTO Registration Certificate, View Certificate (eye icon), and Download (Download link). A 'Previous Application Details' link is visible at the bottom of the page.

Sr No	Certificate ID	Certificate Name	View Certificate	Download
2	120251009000013	MTO Document		Download
1	120251009000013	MTO Registration Certificate		Download

- x. Name Change MTO Registration document from “Generated Certificate”.

Tele: 022 25752040/45 E-Mail: mto-dgs@nic.in	Website: www.dgshipping.gov.in
 GOVERNMENT OF INDIA MINISTRY OF PORTS, SHIPPING AND WATERWAYS DIRECTORATE GENERAL OF SHIPPING BETA BUILDING, 9th FLOOR, I-Think TECHNO CAMPUS KANJUR MARG (EAST), MUMBAI - 400042	
FORM-II (See Rule 5)	
CERTIFICATE OF REGISTRATION (Issued under the Multimodal Transportation of Goods Act, 1993 and the Registration of Multimodal Transport Operators Rules, 1992)	
This is to certify that [REDACTED] having its registered office at 502 [REDACTED] ROWER ANDHER EAST Mumbai Suburban Maharashtra India - 400059 is duly registered as a Multimodal Transport Operator (MTO) under the provisions of the Multimodal Transportation of Goods Act, 1993, and is hereby authorized to carry out the business of multimodal transportation of goods.	
MTO/DGS/120251009000013/OCT/2025	
Terms and Conditions of Registration	
1. This Certificate shall remain valid for a period of 3 years from the date of its issue, unless renewed in accordance with the provisions of the Act and Rules.	
2. This Certificate is issued subject to compliance with the provisions of the section 4 of Multimodal Transportation of Goods Act, 1993 and the Registration of Multimodal Transport Operators Rules, 1992 , as amended from time to time.	
3. The validity of this Certificate is contingent upon the maintenance of valid insurance coverage for multimodal transport operations throughout the registration period.	
4. The registration bears the following particulars:	
Particulars	Details
Certificate No.	<u>MTO/DGS/120251009000013/OCT/2025</u>
Valid Until	<u>OCT/2028</u>
Date: 10-Oct-2025 05:20:49 PM Place: Mumbai	Dr. P. K. Raut Deputy Director General Directorate General of Shipping Mumbai

No. : MTO/DGS/120251009000013/OCT/2025
To, [REDACTED] LTD
400059 T Mumbai Suburban Maharashtra India -
Sub : Renewal as Multimodal Transport Operator.

Sir,

I am refer to your request dated #REGDATE# and pleased to convey the approval of the Director General of Shipping for Renewal as Multimodal Transport Operator. with registration number as MTO/DGS/120251009000013/OCT/2025 Please submit blank copy of MTD (with the new registration number given now), which you issue to exporter.

- 1 Please refer to format for MTD as given on [www.dgshipping.gov.in/ShippingNotices/DGS Circular/MTO](http://www.dgshipping.gov.in/ShippingNotices/DGS%20Circular/MTO)
- 2 The certificate of registration will be valid only after verification of original insurance policy explicitly covering all the liabilities of MTO to, for exports from India as per MMTG act, 1993. You shall submit a copy of the insurance every year during validity of registration.
- 3 The registration certificate will be issued subject to the following terms and conditions. Kindly convey your acceptance of these terms and conditions

- (i) You shall not issue transport document for export unless you have entered into an agreement with person handling consignment on your behalf in importing country.
- (ii) The certificate should be preserved in good condition (laminated if possible) and surrendered to this office when not in use or when it is expired or at the time of renewal. You shall not allow any other person / company, to issue document based on this registration number.
- (iii) The MTD issued by you on the strength of the above mentioned registration certificate shall not contain any endorsement which is contrary to the provisions of the multimodal transportation of goods act, 1993 or any other law in force for the time being.
- (iv) You should invariably quote registration number in all the bills, invoices, correspondences etc
- (v) The period of validity of this registration should be strictly adhered to unless and until it is renewed. No renewal of the registration should be presumed on the grounds of submitting application to the competent authority for renewal. The application for renewal together with all the required documents should be submitted to the D.G. Shipping at least 2 months before the expiry of the registration.
- (vi) The registration mentioned above is liable for cancellation the moment you become ineligible for want of continuation or existence of the requirements prescribed under section 4(3)(a)(i) or (ii) and (b) of the act
- (vii) You should inform the competent authority immediately regarding the non-existence of any one of the requirements so prescribed under section 4(3) (a) (i) or (ii) and (b) of the act during the validity of the registration, if so happens
- (viii) You shall produce the registration certificate as and when required to do so by the competent authority or any other govt. authority during the course of exercise of official duties.
- (ix) You shall conduct the transaction thereof subject to compliance of rules / guidelines governing the operations of their branch offices / representatives / agents abroad including remittance / receipt of foreign exchange in this regard enforced by other authorities, if any.
- (x) You shall make available all relevant details of transportation of consignments transported under a multimodal transport contract, if the competent authority desires to see the details at any time for official purpose.
- (xi) Your registration will be valid only during the period the liability insurance is operative. Therefore, you may note that the insurance cover should be effective at all times during the period of registration. If the insurance cover is due to expire at any time during the registration, the same shall be revalidated immediately, to keep the insurance cover current at all times, and keep the directorate informed. In absence of proof of revalidation of insurance cover, the registration is liable to be suspended or cancelled

To avoid further correspondence, kindly submit the above documents, in original, within 7 days

Dr. P. K. Raut
Deputy Director General
Directorate General of Shipping
Mumbai