



## Application for Digital Certificates Standard Operating Procedures

Login to eGovernance portal of DGS and click on ‘Ship Survey’

DG Shipping  
Directorate General of Shipping, Mumbai

Welcome TEST SHIPPING COMPANY 2

Basic Password  
Login

Internal Reference Links  
Select

Go

The Directorate General of Shipping Government of India  
The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping Act 1958 and is responsible for implementation of the provisions of the act. The Directorate General ensures implementation of various international Conventions relating to safety requirements for prevention of pollution and other mandatory requirements of international Maritime Organization.

Terms of Use | Log

Important Links  
Select

Rules  
Select

Go

**Ships**

- Ship Registration & Mortgage
- Ship Survey
- Ship Security
- Plan and Manual Approval

**Seafarer**

- IMO Other Activities
- CDC Management & CoC as Cook
- Update Seafarer Profile
- Request for Personal Details Correction in Seafarer Profile
- Examination
- CoC and CoC Revalidation
- Dr. Endorsement (GMI'S S Radio Operator)
- IGF Code Basic CoP
- eMigration declaration for Master & Chief Engr.
- Grievance Report for Female Seafarer
- Grievance Redressal Mechanism
- Training
- Recruitment and Placement Services
- Sailor Vessel Identity Card
- e-Pass for Seafarer and Non Seafarer
- Stranded Seafarer Details for Repatriation
- Crew Manifest for Charter Flight
- Sign on Certificate for Vaccination at Dedicated Hospital

**Independent Modules**

- Administration
- Equipments & Service Station
- PortNet
- Meetings & Resolutions
- Rules & Regulation Information System
- RPSIS
- MTO Renewal
- CIP Reporting
- Medical Fitness
- Literati Service Station

Contact Us  
9900018160  
9900018160  
Tel: 91 22  
22 2600191/2242143  
Fax: 91 22  
22730429/95

Note: Modules indicated as "Red" colour are not accessible.

DGS e-Learning programmes:

Instruction : RPSIS / Seafarers may contact eMigrate team desk at HELPLINE@MEA.GOV.IN / 011-25885021 regarding any immigration issues at the airports / seaports.

Information : ace. It will be restored soon.The certificate details may be seen alternatively through [this link](#).

**CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE**

Click on Submit Application & "CLOP"

DG Shipping Directorate General of Shipping, Mumbai

Submit Application

Home

**Ship Survey : Business Process**

DG Shipping is involved in administration of shipping industry of the country. As shipping has inter-country scope, regulations governing the industry are affected by international laws. IMO guides member states in formulating these regulations. DG Shipping has responsibility to make similar regulations and apply to the Indian Shipping Industry.

Select Name of the ship & fill in all the requisite fields applicable. Some of the vessel details will be auto populated from the system. Concerned MMDs may be requested for update in case of any details needs updation before submission of the application.

| CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE  |  |
|--|--|
| <b>Ship Details</b>  |  |
| Name of Ship* : <input type="text" value="Select"/>  | Office Applied To* : <input type="text"/>                  |
| Official No.* : <input type="text"/>   | IMO No.* : <input type="text"/>                            |
| Gross Tonnage* : <input type="text"/>  | Net Tonnage* : <input type="text"/>                        |
| Port of Registry* : <input type="text"/>   | Call Sign* : <input type="text"/>                          |
| Name of Ship Owner* : <input type="text"/>   |  |
| Address of Owner* : <input type="text"/>   |  |
| <b>Applicant Details</b>   |  |
| Name of Applicant* : <input type="text"/>  | Applicant Type* : <input type="text"/>                     |
| <b>Insurance Details</b>   |  |
| Type of Security* : <input type="text" value="Policy of Insurance"/>   | Insurance No. as per Blue Card* : <input type="text"/>     |
| Duration of Security From Date and Time* : <input type="text"/>  | To : <input type="text"/>                                  |
| <b>Name and Address of Insurer(s) and Guarantor(s)</b>   |  |
| 1. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>                 |
| 2. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>                 |
| 3. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>                 |
| 4. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>                 |
| <b>Fees Details</b>  |  |
| Fees* : <input type="text"/>   | Mode of Payment* : <input type="text" value="Bharatiosh"/> |
| Payment Reference No.* : <input type="text"/>  | Payment Date* : <input type="text" value="01/01"/>         |
| <b>Document Details</b>  |  |
| <b>Note : Below mentioned documents(self attested) to be uploaded in pdf format after submission of this application</b>   |  |
| 4 items found, displaying all items 1  |  |
| <b>Documents to be Uploaded</b>  |  |
| 1. Scanned Copy of Certificate of Registry of vessel.  |  |
| 2. Scanned Copy of Blue Card duly attested by the authorized signatory of the company.   |  |
| 3. Scanned Copy of Form A (sample format attached) duly filled and signed by the authorized signatory of the company. ( only required for ships which carried 2000 tons or more oil in bulk as cargo or any foreign ship). |  |
| 4. Scanned Copy of Payment Receipt of Rs 5000/- per vessel in bharatiosh.gov.in  |  |

Enter the payment reference number & payment date after payment in Bharatkosh & click on 'Submit' after filling the application.

| CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE   |   |    |                          |   |  |   |   |   |   |   |   |
|---|---|----|--------------------------|---|--|---|---|---|---|---|---|
| <b>Ship Details</b>   |   |    |                          |   |  |   |   |   |   |   |   |
| Name of Ship <sup>1</sup> :   | Entire  |    |                          |   |  |   |   |   |   |   |   |
| Office Applied To <sup>2</sup> :  | MMD KOCHE   |    |                          |   |  |   |   |   |   |   |   |
| Official No. <sup>3</sup> :   | 4759  |    |                          |   |  |   |   |   |   |   |   |
| IMO No. <sup>4</sup> :  | 6769345   |    |                          |   |  |   |   |   |   |   |   |
| Gross Tonnage <sup>5</sup> :  | 28739   |    |                          |   |  |   |   |   |   |   |   |
| Net Tonnage <sup>6</sup> :  | 12315   |    |                          |   |  |   |   |   |   |   |   |
| Port of Registry <sup>7</sup> :   | Kochi   |    |                          |   |  |   |   |   |   |   |   |
| Call Sign <sup>8</sup> :  | VTJN  |    |                          |   |  |   |   |   |   |   |   |
| Name of Ship Owner <sup>9</sup> :   | TEST SHIPPING COMPANY 2   |    |                          |   |  |   |   |   |   |   |   |
| Address of Owner <sup>10</sup> :  | 10A, BAKHTIAR, NARIMAN POINT, MUMBAI-400 021...   |    |                          |   |  |   |   |   |   |   |   |
| <b>Applicant Details</b>  |   |    |                          |   |  |   |   |   |   |   |   |
| Name of Applicant <sup>11</sup> :   | TEST SHIPPING COMPANY 2   |    |                          |   |  |   |   |   |   |   |   |
| Applicant Type <sup>12</sup> :  | Shipping Company  |    |                          |   |  |   |   |   |   |   |   |
| <b>Insurance Details</b>  |   |    |                          |   |  |   |   |   |   |   |   |
| Type of Security <sup>13</sup> :  | Policy of Insurance   |    |                          |   |  |   |   |   |   |   |   |
| Insurance No. as per Blue Card <sup>14</sup> :  | Test insurance  |    |                          |   |  |   |   |   |   |   |   |
| Duration of Security From Date and Time <sup>15</sup> :   | 15-05-2021 To 15-05-2021  |    |                          |   |  |   |   |   |   |   |   |
| Name and Address of Insurer(s) and Guarantor(s)   |   |    |                          |   |  |   |   |   |   |   |   |
| 1. Name of Insurer <sup>16</sup> :  | Test insurer  |    |                          |   |  |   |   |   |   |   |   |
| Address of Insurer <sup>17</sup> :  | Test insurer address  |    |                          |   |  |   |   |   |   |   |   |
| 2. Name of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| Address of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| 3. Name of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| Address of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| 4. Name of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| Address of Insurer :  |   |    |                          |   |  |   |   |   |   |   |   |
| <b>Fees Details</b>   |   |    |                          |   |  |   |   |   |   |   |   |
| Fees <sup>18</sup> :  | 5000  |    |                          |   |  |   |   |   |   |   |   |
| Mode of Payment <sup>19</sup> :   | Bharatkosh  |    |                          |   |  |   |   |   |   |   |   |
| Payment Reference No. <sup>20</sup> :   | Test bharatkosh ref   |    |                          |   |  |   |   |   |   |   |   |
| Payment Date <sup>21</sup> :  | 15-Aug-2021   |    |                          |   |  |   |   |   |   |   |   |
| <b>Document Details</b>   |   |    |                          |   |  |   |   |   |   |   |   |
| <b>Note :</b> Below mentioned documents(self attested) to be uploaded in pdf format after submission of this application  |   |    |                          |   |  |   |   |   |   |   |   |
| 4 items found, displaying all items 1   |   |    |                          |   |  |   |   |   |   |   |   |
| <table border="1"> <thead> <tr> <th>No</th> <th>Documents to be Uploaded</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scanned Copy of Certificate of Registry of vessel.</td> </tr> <tr> <td>2</td> <td>Scanned Copy of Blue Card duly attested by the authorized signatory of the company.</td> </tr> <tr> <td>3</td> <td>Scanned Copy of Form A, (sample format attached) duly filled and signed by the authorized signatory of the company ( only required for ships which carried 2000 tons or more oil in bulk as cargo or any foreign ship).</td> </tr> <tr> <td>4</td> <td>Scanned Copy of Payment Receipt of Ru. 5000/- per vessel in bharatkosh.gov.in</td> </tr> </tbody> </table> |   | No | Documents to be Uploaded | 1 | Scanned Copy of Certificate of Registry of vessel. | 2 | Scanned Copy of Blue Card duly attested by the authorized signatory of the company. | 3 | Scanned Copy of Form A, (sample format attached) duly filled and signed by the authorized signatory of the company ( only required for ships which carried 2000 tons or more oil in bulk as cargo or any foreign ship). | 4 | Scanned Copy of Payment Receipt of Ru. 5000/- per vessel in bharatkosh.gov.in |
| No  | Documents to be Uploaded  |    |                          |   |  |   |   |   |   |   |   |
| 1   | Scanned Copy of Certificate of Registry of vessel.  |    |                          |   |  |   |   |   |   |   |   |
| 2   | Scanned Copy of Blue Card duly attested by the authorized signatory of the company.   |    |                          |   |  |   |   |   |   |   |   |
| 3   | Scanned Copy of Form A, (sample format attached) duly filled and signed by the authorized signatory of the company ( only required for ships which carried 2000 tons or more oil in bulk as cargo or any foreign ship). |    |                          |   |  |   |   |   |   |   |   |
| 4   | Scanned Copy of Payment Receipt of Ru. 5000/- per vessel in bharatkosh.gov.in   |    |                          |   |  |   |   |   |   |   |   |
| <input type="button" value="Submit"/> <input type="button" value="Reset"/>  |   |    |                          |   |  |   |   |   |   |   |   |

Application number will be generated after successful submission of the application.

Click on 'Click on Upload documents' to upload the required documents.

Your data has been successfully submitted.

|                    |             |                  |   |
|--------------------|-------------|------------------|---|
| Application No.    | CLOPMMDC021 | Applicant's Name | TEST SHIPPING COMPANY 2   |
| User Id            | SC-T002     | Application Name | CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF CIVIL LIABILITY FOR OIL POLLUTION DAMAGE |
| Office Appalled To |             | Date             | 16/08/2021 03:28:07 PM  |

[Click to Upload documents](#)

Click on 'Upload Now'.


Home » Upload Documents and View Application Status

| Application Status   |                     |                 |                  |                       |         |            |       |
|--|---------------------|-----------------|------------------|-----------------------|---------|------------|-------|
| (Enter 3 characters to search data in all the columns) Search: |                     |                 |                  |                       |         |            |       |
| Sr.No.   | Application Date    | Application No. | Transaction Name | Status                | Remarks | Document   | Print |
| 1  | 2021-05-10 13:26:39 | CLDP/EMTECC01/1 | CLDP             | Document not uploaded | -       | Upload Now | -     |

Showing 1 to 1 of 1 entries.

Upload all documents as stated & Click on 'Upload Files'. All documents are mandatory.

After successful uploading of documents, application will flow to respective MMD for processing.

**DG Shipping** Directorate General of Shipping, Mumbai 

Welcome: TEST SHIPWING COMPANY 2 ( Tuesday 10/05/2021 02:03 PM )  
Submit Application [Home](#) [Logout](#)

**Documents to upload for Application No. :CLOP/MMD(CO)/1**

**Note :** All fields marked with an ( \* ) asterisk are mandatory.

**Applicants are advised to create single PDF file for each of the section in which they are required to upload multiple documents.**

| Sr No. | Document  | Select File to Upload  |
|--------|---|--|
| 1.     | Scanned Copy of Certificate of Registry of vessel.  | <input type="button" value="Choose File"/> No file chosen <input type="button" value="pdf file Only"/> |
| 2.     | Scanned Copy of Blue Card duly attested by the authorized signatory of the company.   | <input type="button" value="Choose File"/> No file chosen <input type="button" value="pdf file Only"/> |
| 3.     | Scanned Copy of Form A (sample format attached) duly filled and signed by the authorized signatory of the company, only required for ships which carried 2000 tons or more oil in bulk as cargo on any foreign ship). | <input type="button" value="Choose File"/> No file chosen <input type="button" value="pdf file Only"/> |
| 4.     | Scanned Copy of Payment Receipt of Rs 500/- per vessel in bharatkosh.gov.in   | <input type="button" value="Choose File"/> No file chosen <input type="button" value="pdf file Only"/> |

**Note: Document(s) should be self attested(except photo and signature).**

**CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF LIABILITY FOR THE REMOVAL OF WRECKS**

Login & continue to eGov system as stated in page number 1-2 above & click on 'CIOFS'. Please follow steps from page 3-7 to submit the application & uploading of the required documents.

| CERTIFICATE OF INSURANCE OR OTHER FINANCIAL SECURITY IN RESPECT OF LIABILITY FOR THE REMOVAL OF WRECKS                           |  |
|--|--|
| <b>Ship Details</b>  |  |
| Name of Ship* : <input type="text" value="Select"/>  | Office Applied To* : <input type="text"/>  |
| Official No.* : <input type="text"/>   | IMO No.* : <input type="text"/>  |
| Gross Tonnage* : <input type="text"/>  | Net Tonnage* : <input type="text"/>  |
| Port of Registry* : <input type="text"/>   | Call Sign* : <input type="text"/>  |
| Name of Ship Owner* : <input type="text"/>   |  |
| Address of Owner* : <input type="text"/>   |  |
| <b>Applicant Details</b>   |  |
| Name of Applicant* : <input type="text"/>  | Applicant Type* : <input type="text"/>   |
| <b>Insurance Details</b>   |  |
| Type of Security* : <input type="text" value="Policy of Insurance"/>   | Insurance No. as per Blue Card* : <input type="text"/>                             |
| Duration of Security From Date and Time* : <input type="text"/> To <input type="text"/>  |  |
| <b>Name and Address of Insurer(s) and Guarantor(s)</b>   |  |
| 1. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>   |
| 2. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>   |
| 3. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>   |
| 4. Name of Insurer* : <input type="text"/>   | Address of Insurer* : <input type="text"/>   |
| <b>Fees Details</b>  |  |
| Fees* : <input type="text"/>   | Mode of Payment* : <input type="text" value="Bharatiosh"/>                         |
| Payment Reference No.* : <input type="text"/>  | Payment Date* : <input type="text"/>   |
| <b>Document Details</b>  |  |
| <small>Note : Below mentioned documents(self attested) to be uploaded in pdf format after submission of this application</small> |  |
| 3 items found, displaying all items: 1   |  |
| Sl.No.   | Documents to be Uploaded   |
| 1  | Scanned Copy of Copy of Certificate of Registry of vessel                          |
| 2  | Scanned Copy of Blue Card duly attested by the authorized signatory of the company |
| 3  | Scanned Copy of Payment Receipt of Rs 5000/- per vessel in bharatiosh.gov.in       |

## DoA Grain

Login & continue to eGov system as stated in page number 1-2 above & click on 'DoA Grain'. Please follow steps from page 3-7 to submit the application & uploading of the required documents.

**DoA Grain**

**Ship Details**

|   |  |
|---|--|
| Name of Ship* : <input type="text" value="Select"/> | Office Applied To* : <input type="text"/>          |
| Official No.* : <input type="text"/>                | IMO No.* : <input type="text"/>                    |
| Gross Tonnage* : <input type="text"/>               | Net Tonnage* : <input type="text"/>                |
| Port of Registry* : <input type="text"/>            | Call Sign* : <input type="text"/>                  |
| Name of Ship Owner* : <input type="text"/>          | Former Name if any or Number: <input type="text"/> |
| Address of Owner* : <input type="text"/>            |  |

**Applicant Details**

|   |  |
|---|--|
| Name of Applicant* : <input type="text"/> | Applicant Type* : <input type="text"/> |
|---|--|

**Fees Details**

|   |  |
|---|--|
| Fees* : <input type="text"/>                  | Mode of Payment* : <input type="text" value="Bharatkosh"/> |
| Payment Reference No.* : <input type="text"/> | Payment Date* : <input type="text"/>                       |

**Document Details**

**Note : Below mentioned documents(self attested) to be uploaded in pdf format after submission of this application.**

3 items found, displaying all items 1

| Sr.No. | Documents to be Uploaded   |
|--------|--|
| 1      | Scanned Copy of Provisional/Permanent Certificate of Registry                          |
| 2      | Scanned Copy of Grain Loading Stability Booklet duly verified by IRS.                  |
| 3      | Scanned Copy of payment receipt of Rs 15000 to be paid online through bharatkosh only. |

## International Tonnage

Login & continue to eGov system as stated in page number 1-2 above & click on 'International Tonnage Certificate'. Please follow steps from page 3-7 to submit the application & uploading of the required documents.

| International Tonnage   |  |
|---|--|
| <b>Ship Details</b>   |  |
| Name of Ship* : <input type="text" value="Select"/>   | Office Applied To* : <input type="text"/>  |
| Official No.* : <input type="text"/>  | IMO No.* : <input type="text"/>  |
| Gross Tonnage* : <input type="text"/>   | Net Tonnage* : <input type="text"/>  |
| Port of Registry* : <input type="text"/>  | Call Sign* : <input type="text"/>  |
| Name of Ship Owner* : <input type="text"/>  | Keel Laid Date* : <input type="text" value="02/24"/>   |
| Address of Owner* : <input type="text"/>  |  |
| Tonnage Computation Approved by* : <input type="text"/>   |  |
| <b>Applicant Details</b>  |  |
| Name of Applicant* : <input type="text"/>   | Applicant Type* : <input type="text"/>   |
| <b>Fees Details</b>   |  |
| Fee* : <input type="text"/>   | Mode of Payment* : <input type="text" value="Bharatkosh"/>   |
| Payment Reference No.* : <input type="text"/>   | Payment Date* : <input type="text" value="02/24"/>   |
| <b>Document Details</b>   |  |
| Note : Below mentioned documents(self attested) to be uploaded in pdf format after submission of this application |  |
| 5 Items found, displaying all items. †  |  |
| Sr.No.  | Documents to be Uploaded   |
| 1   | Scanned Copy of Copy of Provisional/Permanent Certificate of Registry.   |
| 2   | Scanned Copy of Copy of existing Tonnage Certificate in case of existing ships.  |
| 3   | Scanned Copy of Final Tonnage computation duly verified by DGS in case of passenger ships or RO in case of a newly built cargo ship. |
| 4   | Scanned Copy of For existing cargo ships, previous approved tonnage volumes from Flag or RO.   |
| 5   | Scanned Copy of Class Certificate with which the vessel is classed.  |
| 6   | Scanned Copy of payment receipt of Rs. 1000 to be paid online through bharatkosh only.   |

## Minimum Safe Manning Document

Login & continue to eGov system as stated in page number 1-2 above & click on 'Minimum Safe Manning Document'. Please follow steps from page 3-7 to submit the application & uploading of the required documents.

| Minimum Safe Manning Document   |  |
|---|--|
| <b>Ship Details</b>   |  |
| Name of Ship* : <input type="text" value="Select"/>   | Office Applied To* : <input type="text"/>  |
| Official No.* : <input type="text"/>  | IMO No.* : <input type="text"/>  |
| Gross Tonnage* : <input type="text"/>   | Net Tonnage* : <input type="text"/>  |
| Port of Registry* : <input type="text"/>  | Call Sign* : <input type="text"/>  |
| Name of Ship Owner* : <input type="text"/>  |  |
| Address of Owner* : <input type="text"/>  |  |
| Type of Ship* : <input type="text"/>  | Main propulsion power in KW* : <input type="text"/>  |
| Trading Area* : <input type="text"/>  | Periodically Unattended Machinery Space* : <input type="text" value="Select"/>   |
| <b>Applicant Details</b>  |  |
| Name of Applicant* : <input type="text"/>   | Applicant Type* : <input type="text"/>   |
| <b>Fees Details</b>   |  |
| Fees* : <input type="text"/>  | Mode of Payment* : <input type="text" value="Bharatkosh"/>   |
| Payment Reference No.* : <input type="text"/>   | Payment Date* : <input type="text" value="DD"/>  |
| <b>Document Details</b>   |  |
| <b>Note :</b> Below mentioned documents (self attested) to be uploaded in pdf format after submission of this application |  |
| 0 items found, displaying all items 1   |  |
| <b>Documents to be Uploaded</b>   |  |
| 1   | Scanned Copy of Registration Certificate.  |
| 2   | Scanned Copy of exemption letter for Safe Manning issued by DGS if any   |
| 3   | Scanned Copy of Class Certificate with which the ship is classed.  |
| 4   | Scanned Copy of previous SMD Certificate in case of application for new SMD as per exemption given by DGS or any amendment in existing SMD |
| 5   | Scanned Copy of Self assessment of minimum safe manning as per IMO Res. A.890(21).   |
| 6   | Scanned Copy of payment receipt of Fees for issuance of SMD Certificate is RS 2000/- to be paid through bharatkosh.                        |