

## DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F.No.CR/General/Misc./15

Dated : 16.12.15

### Standard Operating Procedure (SOP) for issuance of CDC

1. Section 99 of Merchant Shipping Act, 1958, requires every seafarer engaged or carried to sea in any ship of 200 GRT or above shall have in possession of Continuous Discharge Certificate –cum- SEAFARER'S IDENTITY DOCUMENT (CDC).
2. The CDC is issued by the SHIPPING MASTER under Merchant Shipping (CDC) Rules, 2001 as amended and various DGS Orders, Merchant Shipping Notices and DGS Circulars issued from time to time. The most relevant and existing one are: Merchant Shipping Notice No. 7 of 2005, DGS Order No. 8 of 2013, DGS Order No. 9 of 2013, and DGS Order No. 15 of 2014.
3. Under the e-governance programme of the Govt. of India, the procedure for application for obtaining CDC and its issuance has been made online vide latest Merchant Shipping Notice No. 06 OF 2015 Dated 15/06/2015 and Merchant Shipping Notice No. 10 of 2015 Dated 21/10/2015. All the said M.S. (CDC) Rules and DGS Orders, Notices and Circulars are available at the DGS official website [www.dgshipping.gov.in](http://www.dgshipping.gov.in).
4. Any Indian national eligible and desirous to obtain CDC may apply ONLINE following the instructions available in the CDC e-module.
5. An applicant has to first register himself in the said e-module. The system will provide him a seafarers ID and password.
6. A system generated application number is assigned to each application. The facility to scan and upload documents with the e-application has been provided in the said e-module.
7. The facility to pay necessary official fee online through e-payment gateway has also been provided in the said CDC e-module.
8. The applications so submitted online are first received in the inbox of the Dealing Assistant of the Shipping Master Office.
9. After checking, the same are forwarded by the Dealing Assistant online to the officer concerned.
10. The Officer after satisfying himself approves or rejects the application as the case may be.
11. For the rejected application, the applicants are intimated through an e-mail.
12. For the approved application, the CDC number is generated and are then printed and authenticated by the Shipping Master and dispatched by speed post subsequently to the applicant.

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