

No	Instances when DG is involved
1	Acquiring of Indian ships or any share or interest therein at any time when the security of the nation is threatened or there is threat of war / external aggression and during which Proclamation of Emergency has been issued, unless the GOI so permits).
2	Application for allotment of Name, Official Number , Call Sign and MMSI number. <i>If re-registry, then application for Call Sign, stating IMO No. with copy of last Certificate of Registry required.</i>
3	COC/extension/exemption if any as per DGS circular no. 2 of 2008, when issued / rectified – by IRS
4	<i>Tonnages are to be approved by IRS, if built in India / if ITC issued by IACS Class is not available</i>
5	Registrar has to inform the particulars of the case to DGS for authorising him to issue Temporary Pass and obtain authorization
6	When the transfer is applied at a time when the security of the nation is threatened or there is threat of war/external aggression and during which Proclamation of Emergency has been issued, permission from DGS is required. (Any transfer, acquisition or transaction during such times without the previous approval of the Central Government shall be void and unenforceable)
7	During such times, the applicant has to give notice regarding intention of such transfer to the DGS and get approved
8	When the transfer of ownership to a person instancing because of death / insolvency of a registered owner or by any other lawful means, other than by transfer under MS Act, and in case the ship by virtue of such transfer, ceases to be an Indian Ship, DG is to be informed <i>immediately</i> for further necessary action (filing documents at High Court within 60 days etc)
9	The applicant has to give prior information to the DGS about his intention to “sell or scrap” a vessel
10	Issuance of Temporary Pass is permissible only when the DGS so authorizes the registrar.
11	In case in the event of a transfer of a registered ship by way of sale, the consideration is other than a money consideration as stated in the instrument of sale and the Registrar is in doubt , the matter shall be referred to the DGS for examining the appropriateness of such consideration.
12	All sale transactions / change of ownership shall be reported to the DGS.
13	Change of name of company is to be intimated to the DGS.
14	On the first day of every month details of addition and deletion of vessels to be communicated to DGS
15	Registration Details of Fishing / Sailing Vessels are to be sent monthly on the first working day of the next month
16	By 15 th January every year, a return is to be submitted to DGS showing the ships with their tonnages as registered.
17	Deletion Certificate in prescribed format is to be sent to DGS as per NT Br Circ. No. 44 – NT (4) / ISPS / SHIP / 2003 dated 18.02.20075
18	Temporary waiver whenever issued by the Registrar as per DGS circular no. 2 of 2008 – By Registrar.

Note: - Photocopy of any documents enclosed / attached as per the checklist should be duly signed and stamped by the company authorised person only. Without aforesaid attestation and stamp no documents shall be accepted by this office.