

No	Requirements	Y/N
1	<b>Application for Name</b> (with 3 choices with translation to Hindi) and Official Number to be submitted.	
2	Once the name and official number are allotted, <b>Carving and Marking</b> (Name & Official Number) to be <b>done</b> on the vessel. The same is to be <b>verified</b> by an authorised Surveyor, on request of the owner.	
<b>The following documents are to be submitted for registration</b>		
3	<b>Original Board Resolution signed by the Company Secretary or two Directors</b> (if company) / Letter addressed to the registrar signed by all partners (if partnership firm) / letter with an identifiable witness (if individual owner) stating the intended purchase of the vessel and authorising a person to sign the declaration of ownership on behalf. ( <b>NOTE: Common Seal is <u>not</u> insisted on the board resolution.</b> However, instruments for executing deeds; such as Power of Attorney, Bill of Sale (see item no.7 below) etc as applicable shall be affixed with Common Seal.	
4	Declaration of Ownership ( as per attached format) is to be signed <u>in presence of</u> the Registrar of Ships by the duly authorised person as per board resolution / power of attorney).	
5	Citizenship of owner if individual / of the authorized person (to bring the original Passport at the time of signing the Declaration of ownership)	
6	Original ‘Deed of Partnership’ of the firm (will be returned after verification) with a copy / Memorandum and Articles of Association of the Company as applicable.	
7	Original Bill of Sale (with common seal or equivalent as applicable) and duly endorsed by the Indian Consulate at the place of delivery- if second hand.	
8	a). Builder’s Certificate for the vessel with common seal / equivalent as applicable (if new) / b). Original <b>DELETION</b> certificate from Ex flag (if second hand)	
9	Approved Tonnage Computations / Copy of Tonnage Certificate issued under 1969 convention. (If not available, then fresh tonnage computations to be prepared and tonnage measurements are to be verified by MMD / IRS on board).	
10	Plans (Drawings) of the vessel ( General Arrangement, Midship section, Passenger Accommodation lay out)	
11	a). Valid Load Line Certificate issued by Indian Register of Shipping (IRS) or an IACS member Classification Society (Recognized Organisation-RO) is required (L>24 M) b). If L<24 M, valid certificate of Class is required. c). If the vessel is not built / certified under any Class, then the vessel has to obtain “Condition Assessment Certificate” from RO and conduct surveys annually.	
12	Trim & Stability booklet approved by IRS (if built in India) / IACS member (if built abroad) is to be available on board (see note ‘c’ below).	
13	If the vessel is above 400 GT and having engine / machinery on board, then IOPP certificate issued by RO to be furnished	
14	Accommodation lay out drawing to be submitted. (Temporary accommodation arrangements such as Containers are not allowed). Life Saving and Fire Fighting Appliances are to be provided as appropriate according to the number of persons on board and machinery particulars.	
15	Accommodation barges for more than 12 passengers shall have a Certificate of Compliance issued under the “Special Purpose Ships” Code.	
Notes : a). Mortgage <b>cannot</b> be registered for vessels registered under Coastal Vessels Act. b).Vessel to have valid Load Line Certificate from IRS / IACS member for plying after registration. c). If the vessel is an <b>accommodation barge</b> then the vessel has to be certified for compliance under SPS code and the following documents are to be approved by DGS / MMD as applicable before engagement. i) Damage Stability ii) Manned Tow iii) Accommodation lay out iv) Structural Fire Protection Plan v) Life Saving Appliances Plan vi) Fire Control Plan vii) SOPEP Plan d). ‘Sewage Management plan’ is required if carrying more than 15 persons on board and ‘Garbage Management plan’ is required if above 300GT.		

**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.**

2  
**COASTING VESSELS ACT 1838 - DECLARATION OF OWNERSHIP AND CITIZENSHIP**

I/we Mr. \_\_\_\_\_ residing at \_\_\_\_\_ being the partner(s) / director(s) / chairman of M/s. \_\_\_\_\_ having permanent place of business at \_\_\_\_\_

\_\_\_\_\_ hereby state as follows:-

1. I/we am/are a/the citizen (s) of India. (Copy of pass port(s) attached)
2. I/we am/are the sole owner(s) of the vessel (dumb barge)  
Name \_\_\_\_\_, Official Number: \_\_\_\_\_

Details of which are as follows:

**MAIN DIMENSIONS:**

Length : \_\_\_\_\_ metres  
Breadth : \_\_\_\_\_ metres  
Depth : \_\_\_\_\_ metres

**TONNAGE PARTICULARS:**

Gross Tonnage : \_\_\_\_\_  
Net Tonnage : \_\_\_\_\_

3. The Dumb Barge is to be registered in my /our name with the Registrar of Indian Ships, Mercantile Marine Department, Mumbai, under Coasting Vessel Act, 1838 as amended.  
I solemnly declare that the particulars herein are true to the best of my knowledge and belief.

Made and Subscribed the \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_ by the above named \_\_\_\_\_ in the presence of Registrar of Indian Ships, Mercantile Marine Department, Mumbai.

(Signature of owner)

(Signature of Registrar)

\* Strike out whichever is not applicable.

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