

IWAI- Inland Waterways Authority of India

User Guide

Other Vessel Services

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1. Introduction

This section explains the process for Ship Owners to apply for various vessel-related services through the system. It also covers the review, approval, and rejection workflows handled by the Designated Authority (DA) for vessel registry and mortgage transactions.

URL: <https://navic.iwai.gov.in/>

The screenshot shows the 'Register' page of the INLAND WATERWAYS AUTHORITY OF INDIA (IWAI) website. The page header includes the IWAI logo and name in Hindi and English, along with the Ministry of Ports, Shipping and Waterways, Government of India. The main content area displays a 'Login' form with the following elements:

- Email Address:** A text input field containing '@velocis.in'.
- Password:** A text input field.
- Remember Me:** A checkbox.
- Forgot Password:** A blue link.
- Sign In:** A blue button.
- Register:** A grey button.

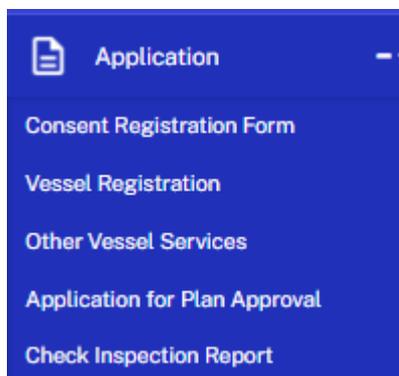
2. Login as Ship Owner

Ship Owner has access to “Vessel registration” process. After approval from State Coordinator, Ship Owner can Login

- The Ship Owner logs into the system for the first time.
- Upon the first login, the system will automatically redirect the user to the Change Password screen.
- The user is prompted to set a new password by entering the current password and the desired new password.
- Once the password is successfully changed, the user can proceed to access the system.
- After login, dashboard will appear.

2.1 Other Vessel Services

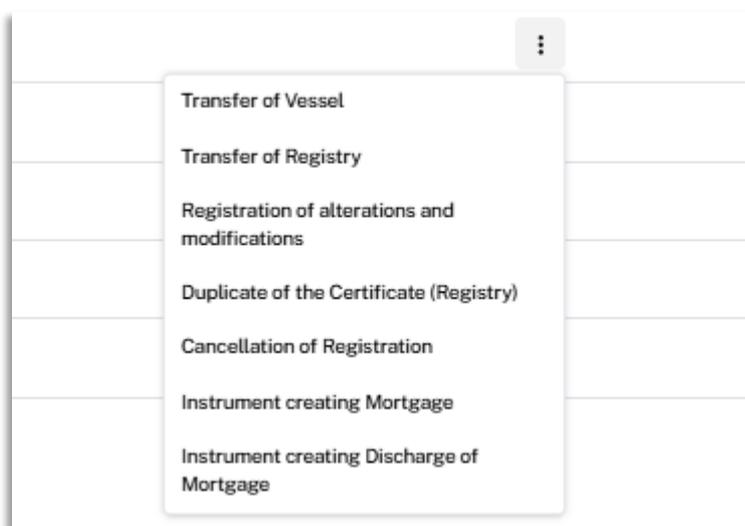
From left side navigation menu, expand “Application” menu and select Other Vessel Services



- A list of registered vessels will be displayed

Ship name	Official vessel number	Applicant name	Applicant mobile no	Request pending	Report	Action
AshishYadav	571572	ShipOwner	9888888888		:	Vessel Registry Cancelled
AlokShip45	AlokShip45	Alok Kumar	9050420796		:	:
M.V. Royal Sharavati	PNJ-241	ShipOwner	9888888888		:	Vessel Registry Cancelled
M.L. Malvika	PNJ-282	ShipOwner	9888888888		:	Vessel Registry Cancelled
teyeyey	up-45454	ShipOwner	9888888888		:	:

- Click on the Action icon next to the desired vessel



- Following services related to vessels will be available :-

- Transfer of Vessel
- Transfer of Registry
- Registration of alterations and modifications
- Duplicate of the Certificate (Registry)
- Cancellation of Registration
- Instrument Creating Mortgage
- Instrument Creating Discharge of Mortgage

2.2 Cancellation of Registration

- Click on Cancellation of Registration from the list of Services
- The Application form will be displayed

To,

Registering Authority

I **ShipOwner**, resident of being the owner of **Delhi, Uttar Pradesh** being the owner of an Inland Vessel Name **teyeyey** official no. **up-45454** hereby request that the registry of the said vessel may kindly be cancelled due to reason. The certificate of registration is enclosed herewith. Choose File No file chosen

Place

Date

SIGNATURE OF THE OWNER

- Select Reason
- Upload the Certificate of Registration
- Click on the Save Button
- The application will now be sent to the Designated Authority (DA) for further processing.

teyeyey	up-45454	ShipOwner	9888888888	Cancellation of Registration
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2.3 Transfer of Vessel

- Click on Transfer of Vessel from the list of Services
- The Application for Transfer of Vessel form will be displayed

FORM NO.7A - APPLICATION FOR TRANSFER OF VESSEL

To,
Registering Authority

I **ShipOwner**, resident of **Delhi, Uttar Pradesh** being the owner of an Inland Vessel Name **AlokShip45** official no. **AlokShip45** hereby request that the registry of the said vessel may kindly be transferred to the new owner The certificate of registration is enclosed herewith.

Choose File No file chosen

Place:

Date:

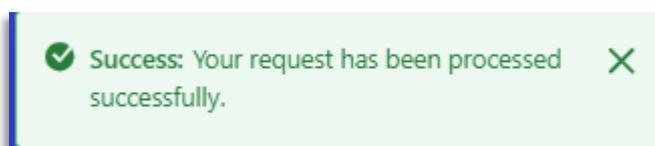
SIGNATURE OF THE OWNER

- Select Owner Name
- Upload the Certificate of Registration
- Click on the Save Button
- The Make Payment screen will appear

Online Offline

Activity	Amount
Transfer of Vessel	400.00
CGST @ 9.0%	36.00
SGST @ 9.0%	36.00
Total Payable	472.00

- Click on Pay Now.
- Complete the payment process.



- The application will now be sent to the Designated Authority (DA) for further processing.

2.4 Transfer of Registry

- Click on Transfer of Registry from the list of Services
- The Application for Transfer of Registry form will be displayed

FORM NO.7 - APPLICATION FOR TRANSFER OF REGISTRY

To,
 Registering Authority
 Chamba

I **ShipOwnerOne**, resident of **Noida, Himachal Pradesh** being the owner of an Inland Vessel Name **SHIP-A1B2** official no. **121212** hereby request that the registry of the said vessel may kindly be transferred to your register from the register of the Registering Authority of in the state of

select option at port Please Select The certificate of registration is enclosed herewith. [Choose File](#) No file chosen

Place:
 Date:

SIGNATURE OF THE OWNER

- Select State
- Select Port
- Upload the Certificate of Registration
- Click on the Save Button
- The Make Payment screen will appear

Online Offline

Activity	Amount
Transfer of Registry	1000.00
IGST @ 10.0%	100.00
Total Payable	1100.00

- Click on Pay Now, complete the Payment Process



- The application will now be sent to the Designated Authority (DA) for further processing.

2.5 Duplicate of the Certificate (Registry)

- Click on Duplicate of the Certificate (Registry) from the list of Services
- The Application for Duplicate of the Certificate (Registry) will be displayed

To,
Registering Authority

Sir/Madam,

I, resident of , being the owner of an Inland Vessel Name **retfr4er** official no. **Hp-48578** hereby request to issue the duplicate certificate of registry due to the reason

Upload FIR copy and mutilated certificate

Place:

Date:

Surveyor

- Select Reason
- Upload FIR Copy
- Upload Mutilated Certificate
- Click on the Submit Button, success message will display



- The application will now be sent to the Designated Authority (DA) for further processing.

2.6 Instrument creating discharge of the Mortgage

- Click on Instrument creating discharge of the Mortgage from the list of Services
- The Application for the same will be displayed

FORM No. 11 - Instrument Creating Discharge of the Mortgage

To,
The Registering Authority
Chamba

I, **ShipOwnerOne**, resident of **Noida**, being the registered owner of an inland vessel **New Vessel**, official no. **Hp-486485**, hereby apply for the discharge of mortgage previously created on my vessel.

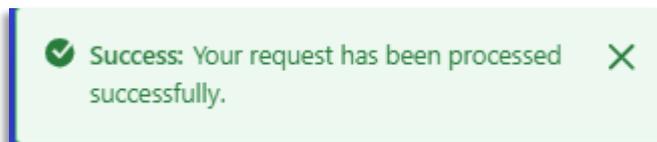
Details of Mortgagee

Agreement Reference No.:	Name:	Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact No.:	Date of Original Mortgage Agreement:	Loan/Facility Amount Secured:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Period of Mortgage in(Month):	<input type="text"/>	
<input type="text"/>		

I enclose herewith the No Objection Certificate (NOC) issued by the mortgagee, confirming that the mortgage has been fully discharged.

NOC Document: *

- Fill mandatory fields
- Click on the Save Button, success message will display



- The application will now be sent to the Designated Authority (DA) for further processing.

2.7 Instrument Creating Mortgage

- Click on Instrument Creating Mortgage from the list of Services
- The Instrument creating Mortgage form will be displayed

FORM No. 9 - Instrument Creating Mortgage

To,
The Registering Authority
Chamba

I, **ShipOwnerOne**, resident of **Noida, Himachal Pradesh** being the owner of an inland vessel **New Vessel**, official no. **Hp-486485**, submit this application for creation of mortgage.

Details of Mortgagee (Lender/Bank/Institution):

Name: * Address: * Contact No.: *

Details of Mortgage Agreement:

Date of Agreement: * Loan/Facility Amount Secured: * Period of Mortgage in(Month): *

Agreement Reference No: *

I enclose herewith the Mortgage Agreement Document duly signed between myself (mortgagor) and the mortgagee.

Mortgage Agreement Document:

- Fill the fields in form
- Click on the Save Button, success message will display



- The application will now be sent to the Designated Authority (DA) for further processing.

2.8 Registration of Alterations and Modifications

- Click on Registration of Alterations and Modifications from the list of Services
- The Application form will be displayed

To,
The Registering Authority,
Chamba

Sir/Madam,

I ShipOwnerOne, being the owner of inland vessel named **WWWW** Official No. **Hp-439754** hereby report that the following alterations have been carried out on the vessel:

1. _____

I therefore, apply for registering the alterations or the issue of a fresh Registration Certificate.

Date: dd-mm-yyyy

Reason For Alteration *

Certificate Of Registration Other Document

- Fill fields
- Click on the Save Button
- The Make Payment screen will appear

Online Offline

Activity	Amount
Registration Of Alteration	1000.00
CGST @ 9.0%	90.00
SGST @ 9.0%	90.00
Total Payable	1180.00

- Click on Pay Now, complete the payment process, success message will display

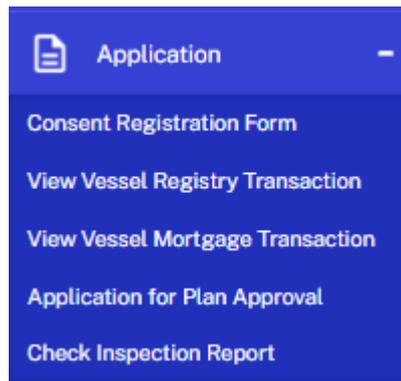


- The application will now be sent to the Designated Authority (DA) for further processing.

3. View Vessel Registry Transaction(by DA)

Once a Ship Owner submits a request for services such as Transfer of Registry, Vessel, Mortgage, or Registration of Alterations, the Designated Authority (DA) will review and approve these requests.

- Login as DA
- Click on Application



- Choose View Vessel Registry Transaction to display a list of requests related to the transfer of vessels, registry and Registration of alteration

Reason	FIR Copy	Mutilated Certificate	Registration Certificate	State	New Owner	Transaction Type	Download	Status	Action
			Download Registration Certificate	Himachal Pradesh		Transfer of Registry	Download Receipt	Scheduled	View
				Himachal Pradesh		Registration Of Alteration	Download Receipt	Pending	View
			Download Registration Certificate	Assam		Transfer of Registry	Download Receipt	Approved	View
			Download Registration Certificate	Assam		Transfer of Registry	Download Receipt	Approved	View
			Download Registration Certificate	Himachal Pradesh		Transfer of Registry	Download Receipt	Pending	View
			Download Registration Certificate	Himachal Pradesh	Test New Owner	Transfer of Vessel	Download Receipt	Pending	View
Certificate destroyed			Download Registration Certificate	Himachal Pradesh		Cancellation of Registration		Pending	View

- Click on View next to the desired request to see the details

Sr. No.	Document Name	Document
1	Hull machinery (H&M) insurance	
2	Protection & Indemnity (PNI) Insurance	
3	Builder Certificate For Vessel	
4	Scan Copy Of PAN	lcl2_22042025171642868.pdf (101410 kb)
5	Aadhar/Voter/Passport Certificate	lcl3_22042025171643329.pdf (85329 kb)
6	Instrument Of Sale Certificate	
7	Mortgage Details Certificate	lcl1_22042025171643500.pdf (96468 kb)

Remark

- If the request is valid, click the Send for NOC, request will be forwarded to the Old DA .
- Old DA will login → navigate to Survey Approval → select the required vessel

Name Tanay	Address Kerala	State Kerala	City
Pin	Mobile No 9887968795	Email tanay@gmail.com	

Uploaded Documents

Sr. No.	Document Name	Document
1	Hull machinery (H&M) insurance	
2	Protection & Indemnity (PNI) Insurance	
3	Builder Certificate For Vessel	
4	Scan Copy Of PAN	 lcl2_22042025171642868.pdf (101410 kb)
5	Aadhar/Voter/Passport Certificate	 lcl3_22042025171643329.pdf (85329 kb)
6	Instrument Of Sale Certificate	
7	Mortgage Details Certificate	 lcl1_22042025171643500.pdf (96468 kb)

Remark

Back No Objection

➤ Click “No Objection”, request will then be forwarded to the New DA.

1	Hull machinery (H&M) insurance	
2	Protection & Indemnity (PNI) Insurance	
3	Builder Certificate For Vessel	
4	Scan Copy Of PAN	 lcl2_22042025171642868.pdf (101410 kb)
5	Aadhar/Voter/Passport Certificate	 lcl3_22042025171643329.pdf (85329 kb)
6	Instrument Of Sale Certificate	
7	Mortgage Details Certificate	 lcl1_22042025171643500.pdf (96468 kb)

Remark

Back Approve Reject

- The New DA reviews the request.
- If the request is valid, click **Approve** to complete the process.
- Alternatively, the DA may choose to reject the request as necessary.

NA	NA	NA	Download Registration Certificate	Himachal Pradesh	NA	Transfer of Registry	Download Receipt	Approved	View
----	----	----	---	------------------	----	----------------------	----------------------------------	----------	---

➤ To view the request for Registration of Alteration, click on the Edit Vessel button

NA	NA	NA		Himachal Pradesh	NA	Registration Of Alteration	Download Receipt	Pending	View
----	----	----	--	------------------	----	----------------------------	----------------------------------	---------	---

- Vessel Alteration screen will appear

DESCRIPTION OF VESSEL REGISTRATION OF ALTERATION

Reason For Alteration : reason

Official Vessel No : Hp-439754 **Ship Name :** WWWWW

Alteration Value

Test Alteration

Survey Report * No file chosen

Remarks *

Applicant Details ^

Owner Type * Central/Undertaking/Department	Name * ShipOwnerOne	Address * Noida	Applicant State * Himachal Pradesh
City * GHAZIABAD	Pin Code * 201005	Mobile No. * 9399194379	Email * ShipOwnerOne@gmail.com

Vessel Details v

Vessel Builder Details v

Vessel Propulsion Type And Engine Maker v

Enclosures v

- The following details will be displayed, pre-filled as they were entered during Vessel Registration:

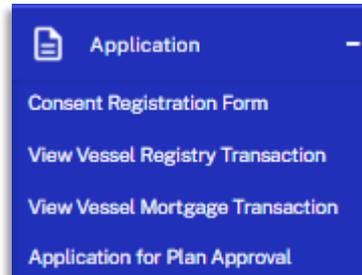
- Applicant Details
- Vessel Details
- Vessel Builder Details
- Vessel Propulsion Type and Engine Maker
- Enclosures

- Upload the Survey Report
- Click on the Save button, a success message will be displayed.

4. View Vessel Mortgage Transaction(by DA)

Once a Ship Owner submits a request for services such as Transfer of Registry, Vessel, or Mortgage, the Designated Authority (DA) will review and approve these requests.

- Login as DA
- Click on Application



- Choose View Mortgage Transaction to display a list of requests related to the Mortgage.

IWAI » APPLICATION » VIEW VESSEL MORTGAGE TRANSACTION

Vessel Name	Mortgagee Name	Mortgagee Address	Mortgagee Contact	AGR Date	Loan Amount	AGR Period(In Month)	AGR Reference No	Mortgage Type	AGR/NOC Doc	Download	Status	Action
New Vessel	abc	address	9876543210	04-10-2025	8000.0	6	2	Creating of Mortgage	Download	Download Receipt	Pending	View

- Click on View next to the desired request to see the details

Uploaded Documents

Sr. No.	Document Name	Document
1	Hull machinery (H&M) insurance	
2	Protection & Indemnity (PNI) Insurance	
3	Builder Certificate For Vessel	
4	Scan Copy Of PAN	Iwai Vessel Registration Survey View-IWAI-Liferay DXP-24092025150201843.pdf (773232 kb)
5	Aadhar/Voter/Passport Certificate	Iwai Vessel Registration Survey View-IWAI-Liferay DXP-24092025150202172.pdf (773232 kb)
6	Instrument Of Sale Certificate	
7	Mortgage Details Certificate	

Remarks *

[Approve](#)
[Reject](#)
[Back](#)

- If the request is valid, click the Approve button to approve it. The status will update to “Approved.”
- Alternatively, the DA may choose to reject the request as necessary.

Recent	Payment Date 1	Payment Date 2	Repayment Said Amt	Share Qty	Sealing Date	Status	Action
	2024-10-17 00:00:00.0	2024-10-09 00:00:00.0	abc	xyz	2024-10-17 00:00:00.0	Approved	View