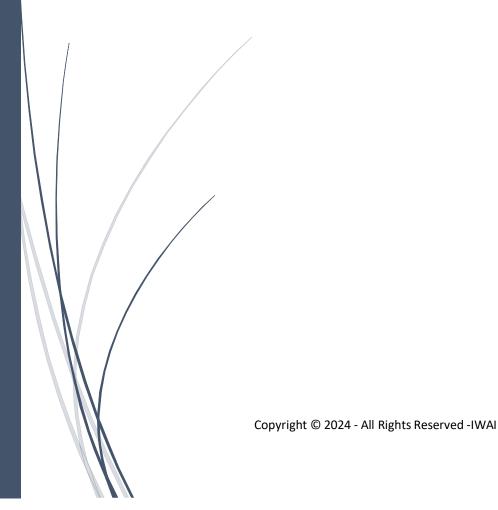
# **IWAI**- Inland Waterways Authority of India

User Guide

# **Vessel Registration**



# Contents

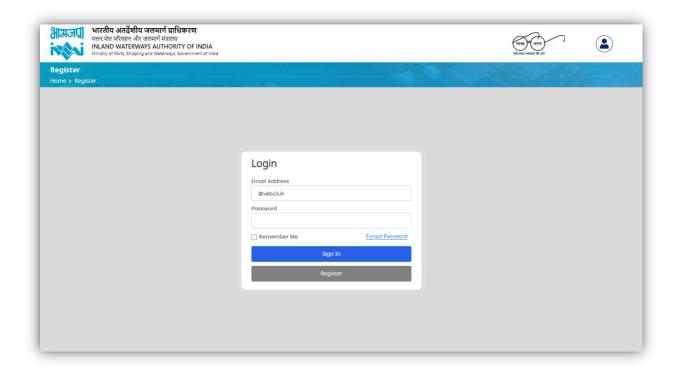
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# 1. Introduction

This user manual provides a step-by-step guide to navigating the system for the Vessel registration and approval processes. The manual is designed to ensure that all users can efficiently use the system.

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



# 2. Login as Ship Owner

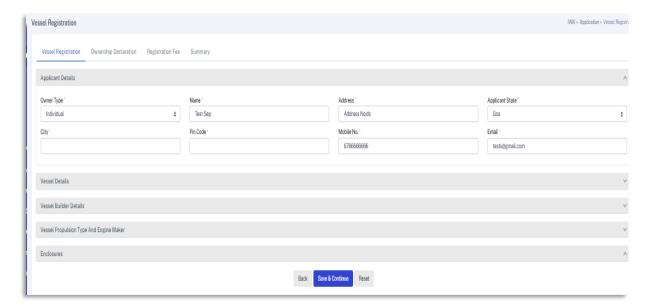
Ship Owner has access to "Vessel registration" process. After approval from State Coordinator, Ship Owner can Login

- 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.

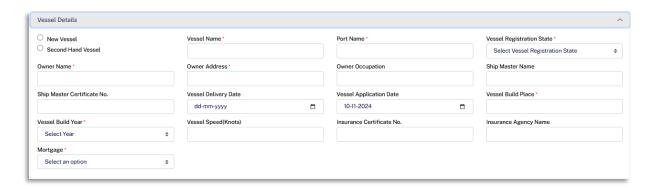
# 2.1 Vessel Registration for Ship Owner

The form will have multiple sections including:

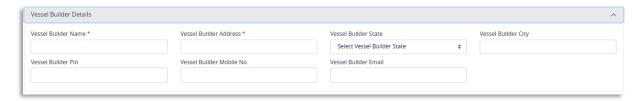
- 1. Applicant Details
- 2. Vessel Details
- 3. Vessel Builder Details
- 4. Vessel Propulsion Type and Engine Maker
- 5. Enclosures
- > Fill in all mandatory fields in each section.



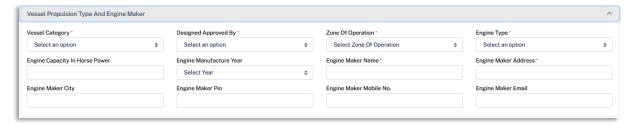
#### **Vessel Details:-**



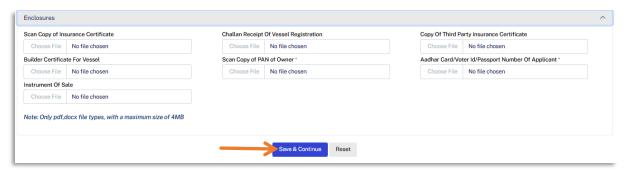
#### **Vessel Builder Details:-**



### Vessel Propulsion Type and Engine Maker:-



#### **Enclosures:-**



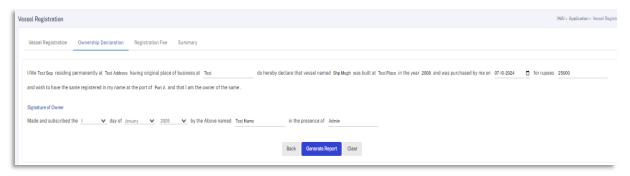
- **Vessel Condition**: The user must specify whether the vessel is *New* or *Second-Hand*.
  - If the vessel is Second-Hand, it is mandatory to upload an Instrument of Sale document.
- Mortgage Selection: If the user selects Yes for Mortgage, it is mandatory to upload a Mortgage Details document.
  - After filling out all sections, click on the **Save & Continue** button to proceed.
  - The user will be redirected to the **Ownership Declaration** page.

# 2.2 Ownership Declaration

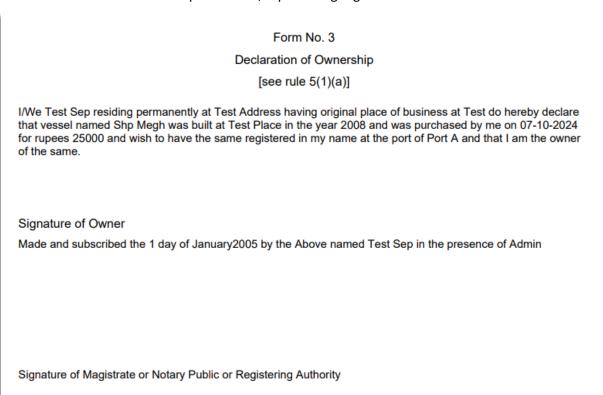
- After submission, an **Ownership Declaration** form will appear.
- Some details in this form will be pre-fetched from the previously filled registration form.
- > Fill in all mandatory fields .



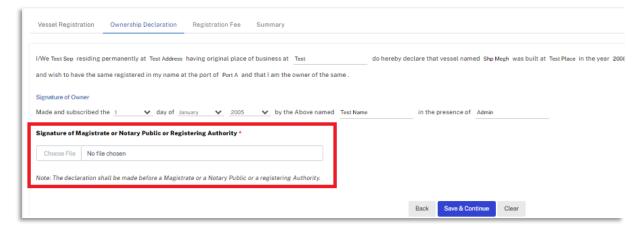
- Click on the Save & Continue button.
- Now "Generate Report" button will display



> Click on the Generate Report button, report will get generated in new tab in PDF format



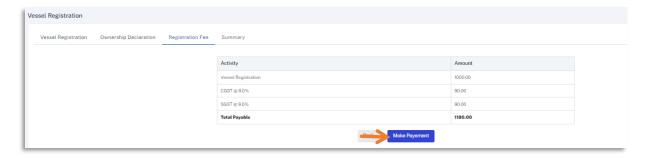
➤ After the report get generated, field to upload Signature will display



- Upload Signature
- ➤ Click on the Save & Continue button
- > The system will then redirect you to the **Registration Fee Payment** page.

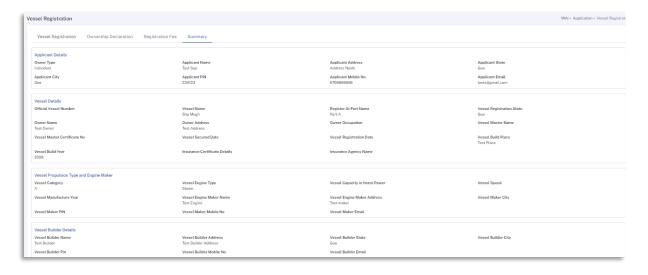
# 2.3 Payment Process

- > The **Registration Fee Payment** page will appear.
- > Click on **Make Payment** and follow the instructions to complete the payment.

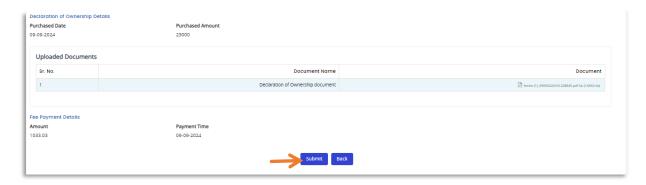


# 2.4 Summary Page

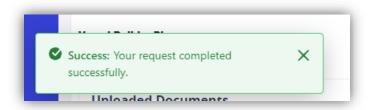
- After completing the payment process, the system will automatically redirect user to the Summary Page.
- > This page contains all the details of the vessel registration, including payment details, vessel information, and ownership declaration.







- > Review the details on the summary page to ensure everything is correct.
- Click on the Submit button.
- ➤ A confirmation message will be displayed confirming the successful completion of the registration process.

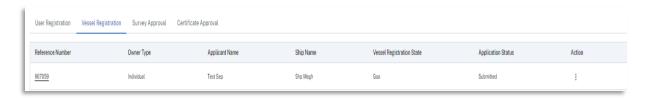


> The application is then automatically sent to the respective **Designated Authority** for approval.



# 3. Final Approval by DA(Designated Authority)

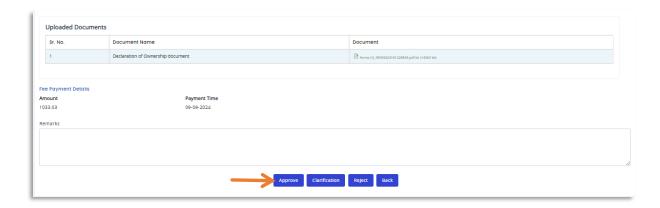
- ➤ Login as Designated Authority: After the form is submitted and sent for approval, the Designated Authority needs to log in to the system.
- > Open Pending Vessel Registration List: Navigate to the Vessel Registration section.



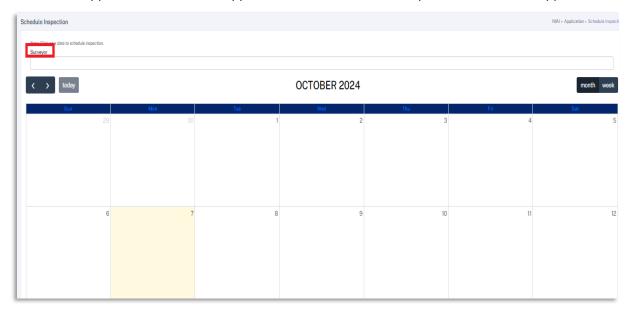
View Application: Locate the submitted vessel registration application and click on Action icon, the Approve/Reject link will display to open and review the application details.







- DA can take following actions:-
  - Approve
  - Clarification
  - Reject
- > Approve Application: After reviewing, Enter Remarks
- ightharpoonup Click the **Approve** button .
- ➤ The application will now be approved, and the "Schedule Inspection" screen will appear.

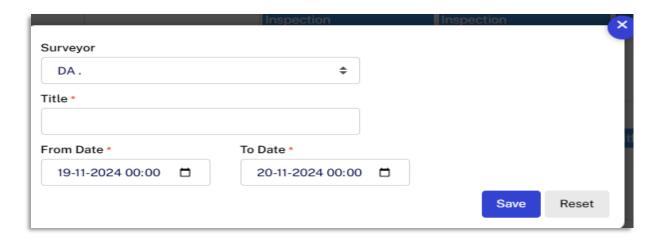


#### 3.1 Schedule Inspection:

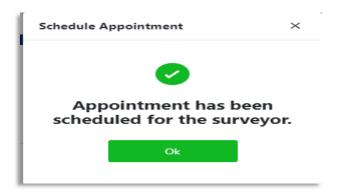
Select Surveyor



- ➤ The surveyor's already scheduled inspections will display on the calendar.
- > Select a date to schedule the inspection. A pop-up window for scheduling the appointment will appear



- Enter Title
- Select From and To Date
- Click the "Save" button



The application status will now be updated to "Inspection Scheduled."

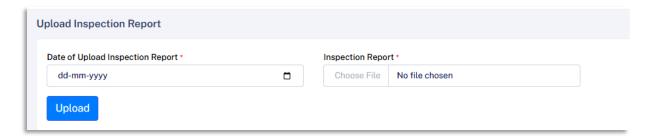


# 3.2 Upload Inspection Report

Click the Action icon



Select "Upload Inspection Report", and the upload screen will appear



- Select the date of Upload Report
- Upload the Inspection Report
- Click the "Upload" Button
- ➤ The Application Status will now be updated to "Inspection Report Submitted"

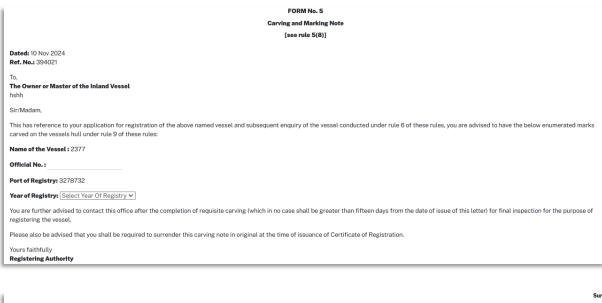


# 3.3 Issue Carving and Marking Note

➤ Click the "Action" icon again



Select the "Issue Carving and Marking Note", and the related screen will appear Copyright © 2024 - All Rights Reserved -IWAI



REGISTRY FORM NO 20

INSTRUCTIONS REGARDING CARVING AND MARKING NOTE

1) Where an inland vessel has been registered under these rules, the registering authority shall assign registration mark to such vessel, to be displayed conspicuously comprising of registration number, port of registry and name of such vessel.

2) Every registered vessel shall been the following identification marks on its hull 
(a) name of vessel shall be inscribed on each bow and stern of the mechanically propelled vessel and in the case of barges or vessels which are not self-propelled , the name and official number shall be inscribed on each bow;

(b) registration number and year of registration shall be inscribed on the main superstructure and engine room bulkhead or main beam in the inland vessels; and

(c) place or Port of registry shall be inscribed on the stem or transom

3) The identification mark shall be inscribed on to less than 200mm x 150mm (height x breadth) with each letter 25mm wide and shall be carved or marked or welded in light colour on a dark background or in a dark colour on a light background.

4) Inland vessels registration marks shall be painted and displayed on a fixed board, exhibited on the upper deck, the following information
(a) gross tomage;

(b) maximum permissible number of passengers;

(c) name of the owner;

(d) date of last renewal survey; and

(e) loaded draft and deadweight tonnes in case of cargo vessels.

Bekerrate FORM No.5

Bek

- Enter the Official Number
- Select Year of Registry
- Click "Generate Form No.5" to generate the report in PDF format(opens in a new tab)

# FORM No. 5 Carving and Marking Note [see rule 5(8)] Dated: 10/11/2024 Ref. No.: 553543 The Owner or Master on the Inland Vessel Sh. L. K. Rajak This has reference to your application for registration of the above named vessel and subsequent enquiry of the vessel conducted under rule 6 of these rules, you are advised to have the below enumerated marks carved on the vessel's Name of the Vessel: Lily 18 Official No. 1989 Port of Registry: kolkata Year of Registry: 2024 You are further advised to contact this office after the completion of requisite carving (which in no case shall be greater than fifteen days from the date of issue of this letter) for final inspection for the purpose of registering the Please also be advised that you shall be required to surrender this carving note in original at the time of issuance of Certificate of Registration Yours faithfully, Registering Authority Inland Vessels I hereby certify that I have inspected the above named vessel and found that the official no. and tonnage stated above are cut on a fixed board and affixed on upper deck (Navigational Bridge), that her Name is marked on Bows, and name, and Port of Registry are marked on Stern as required by section 8 of rule 3 of IV Act 2021 Dated: 10/11/2024 At : Goa

The application Status will now be updated to "CMN Issued"



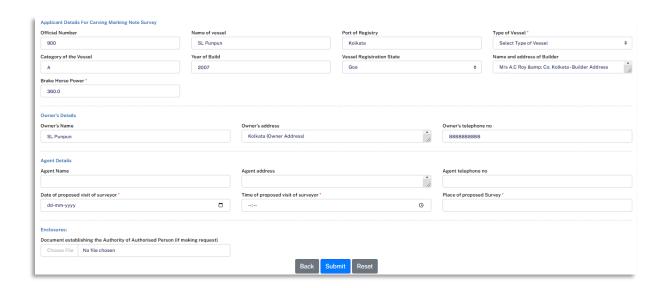
# 4. Application for Carving and Marking Note Survey(by Ship Owner)

After the issuance of the Carving and Marking Note, the ship owner will submit an application for the **Survey of the Carving and Marking Note**.

- Login as Ship Owner
- Navigate to the "Vessel Registration" section where a list of vessels will be displayed.
- Click the "Action" icon for the selected application



Select "Apply for Carving and Marking Note Survey" to open the application form.



- The following fields will be auto-populated in the form:-
  - Official Vessel Number
  - Name of Vessel
  - Port Name
  - Category of the Vessel
  - Name and address of the Builder
  - Year of Build
  - Vessel Registration State
  - Brake Horsepower
  - Owner Name
  - Owner Address
  - Owner Telephone No
- > Fill in all mandatory fields
- Click the "Submit" button, Payment screen will display



- Click "Make Payment" button
- After successfully making the payment, the application status will be updated to "Applied for CMN Survey."



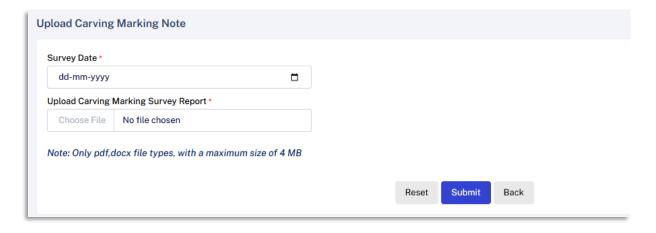
# 5. Upload Carving and Marking Note Survey Report(by DA)

After the CMN survey is applied, the DA will upload the "Carving and Marking note Survey Report"

- Login as DA
- Navigate to the "Vessel Registration" section, listing will display
- Click the "Action" icon for the selected application



Select "Upload Carving and Marking Note Survey Report" to open the form.



- Select the Survey Date
- Upload the Carving and Marking Note Survey Report
- Click the "Submit" Button
- The Application Status will now be updated to "CMN Survey Report Uploaded".



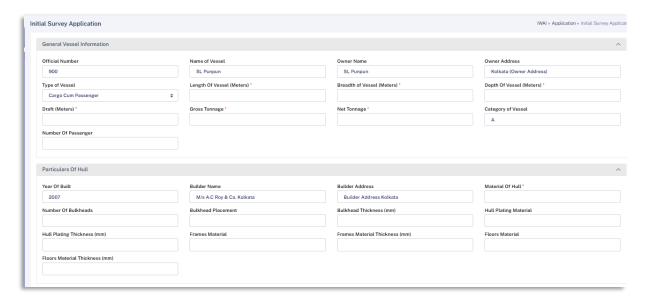
# 6. Application for Initial Survey (by Ship Owner)

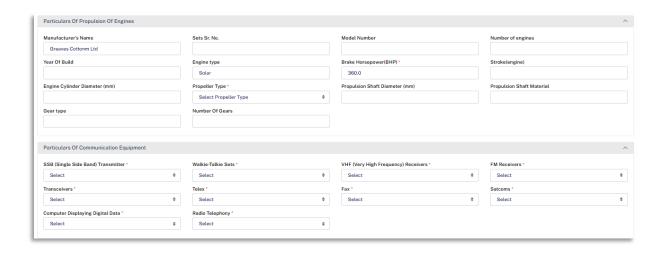
After the Carving and Marking Note (CMN) Survey Report is uploaded, the Ship Owner will apply for the Initial Survey.

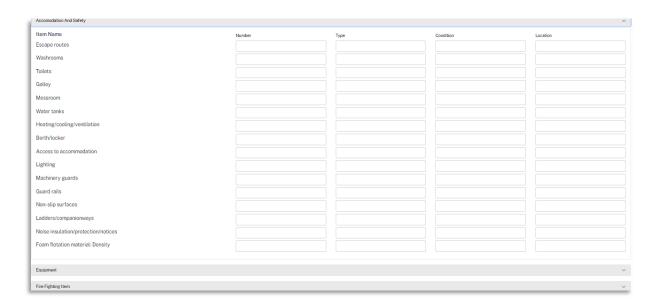
- Login as Ship Owner
- Navigate to the "Vessel Registration" section , listing will display
- Click on Action icon of selected application



Select "Apply for Initial Survey" to open the application form

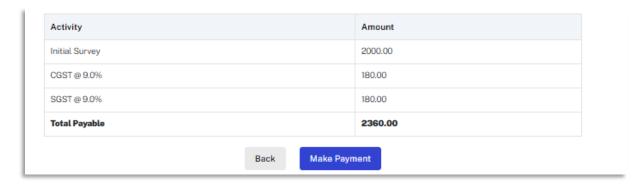






- The following fields will be auto-populated in the form:-
  - Name of Vessel
  - Official Number
  - Category of the Vessel
  - Type of the Vessel
  - Builder Name
  - Year of Built
  - Builder Address
  - Owner Name

- Owner Address
- Manufacturer Name
- Engine Type
- Brake Horsepower(BHP)
- > Fill in all mandatory fields
- Click the "Submit" button, it will redirect to Fee Payment screen



- Click on Make Payment.
- After successful payment, status will be updated to "Initial Survey Requested"



# 7. Initial Survey Declaration (by DA)

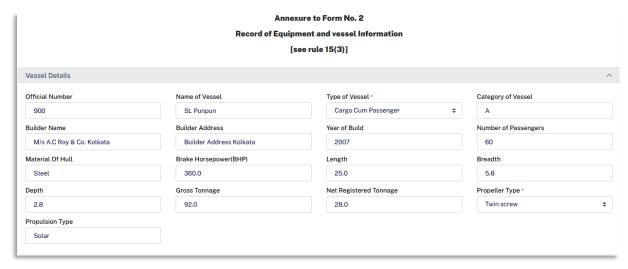
After the Initial Survey survey is requested, DA will complete the Initial Survey Declaration

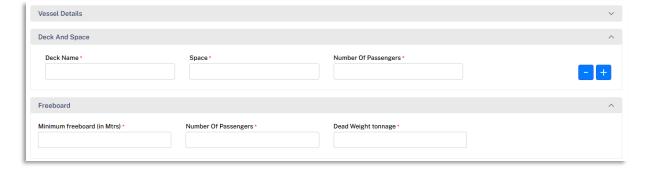
- Login as D.A
- Under "Vessel Registration", listing will display
- > Click the "Action" icon for the selected application



Select "Initial Survey Declaration" to open the Declaration form.







- > Fill in all mandatory fields
- Click the "Submit Survey" Button
- > The Application Status will now be updated to "Registration Completed".



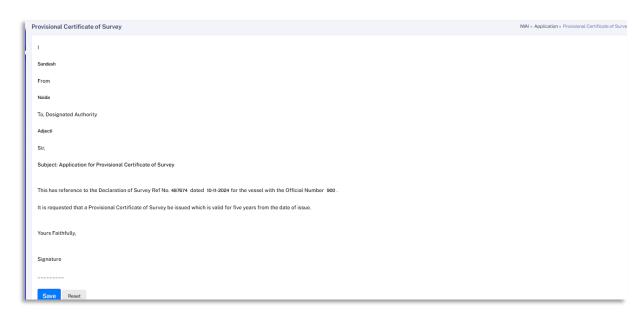
# 8. Application for Provisional Certificate of Survey (by Ship Owner)

After the Registration is Completed, Ship Owner will apply for Provisional Certificate of Survey.

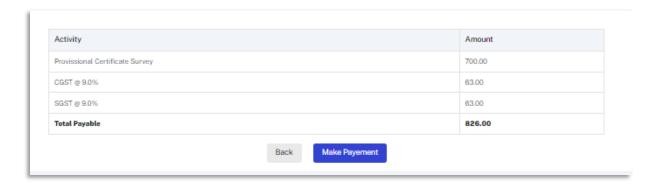
- Login as Ship Owner
- ➤ Navigate to the "Vessel Registration" section, listing will display
- Click the "Action "icon for the selected application



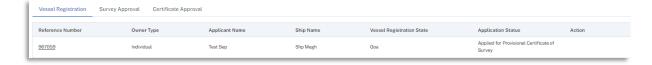
Select "Apply for Provisional Certificate of Survey"



Click the" Save" button to proceed to the Fee Payment screen



- Click the "Make Payment" button to complete the payment.
- > The Application status will now be updated to "Applied for Provisional Certificate of Survey"



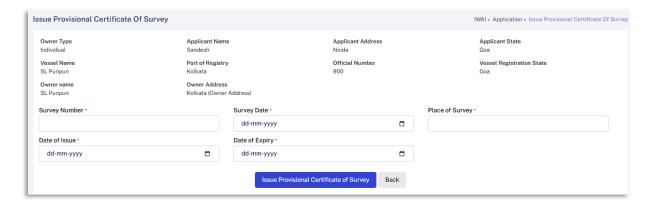
# 9. Issuance of Provisional Certificate of Survey(DA)

After the Provisional Certificate is applied, DA will issue the Provisional Certificate Survey

- Login as DA
- ➤ Navigate to "Vessel Registration" section , listing will display
- Click on the "Action" icon for the selected application

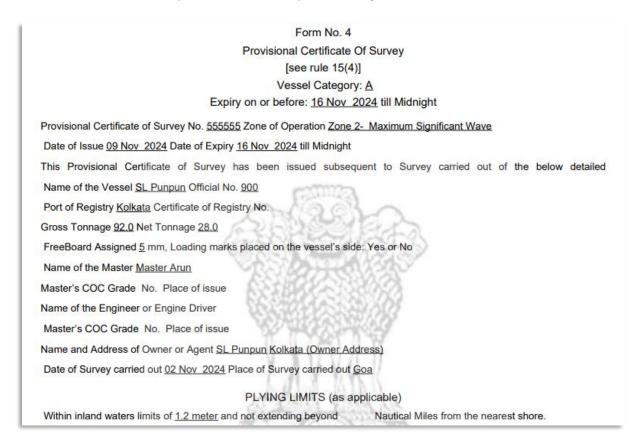


Select "Issue Provisional Certificate of Survey"

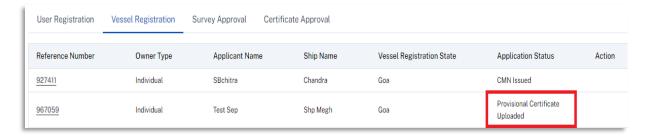


- Fill in all mandatory fields
- Click the" Issue Provisional Certificate of Survey" button Copyright © 2024 - All Rights Reserved -IWAI

- The "Generate Certificate" button will now be displayed
- Click the "Generate Report" button. The Report will be generated in a new tab in PDF Format



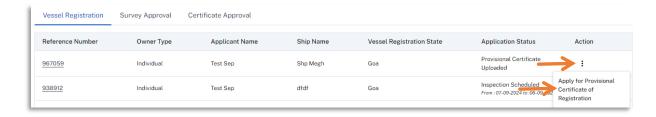
The Application Status will now be updated to "Provisional Certificate Uploaded".



# 10. Application for Provisional Certificate of Registration (by Ship Owner)

After the Provisional Certificate is uploaded, Ship Owner will Apply for Provisional Certificate of Registration

- Login as Ship Owner
- Navigate to the "Vessel Registration" section, listing will display
- Click the "Action" icon for the selected application

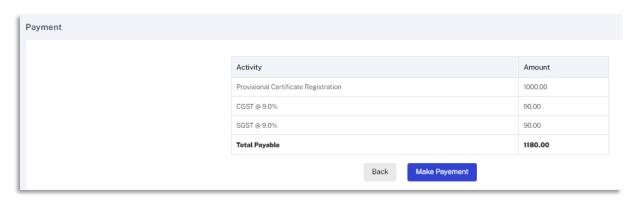


Select "Apply for Provisional Certificate of Registration"





- Fill out all mandatory fields
- Click the "Save" button
- > The Fee payment screen will now be displayed



Click the "Make Payment "button

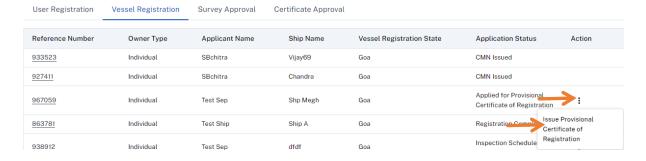
After successfully completing the payment, the Application Status will be updated to "Applied for Provisional Certificate of Registration".



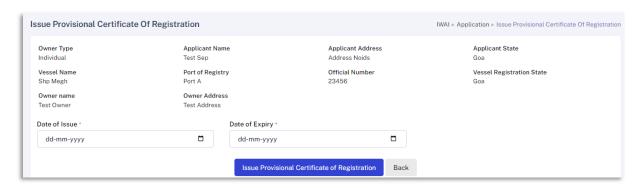
# 11. Issuance of Provisional Certificate of Registration(by DA)

After the Provisional Certificate of Registration is applied, DA will issue the Provisional Certificate of Registration

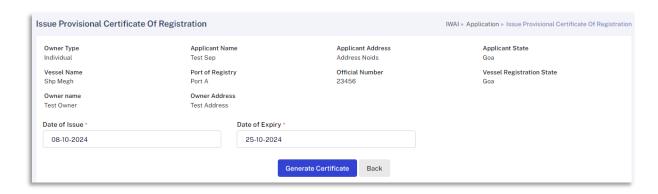
- Login as DA
- Navigate to the "Vessel Registration" section, listing will display
- Click the "Action" icon for the selected application



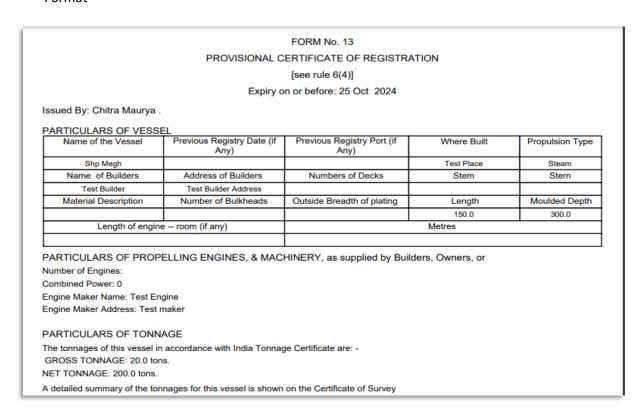
Select "Issue Provisional Certificate of Registration"



- Enter the Date of Issue and Date of Expiry
- Click the "Issue Provisional Certificate of Registration" button
- The "Generate Certificate" button will now be displayed Copyright © 2024 - All Rights Reserved -IWAI



Click the "Generate Certificate" button. The Certificate will be generated in a new tab in PDF Format



The Application Status will now be updated to "Provisional Certificate Issued".

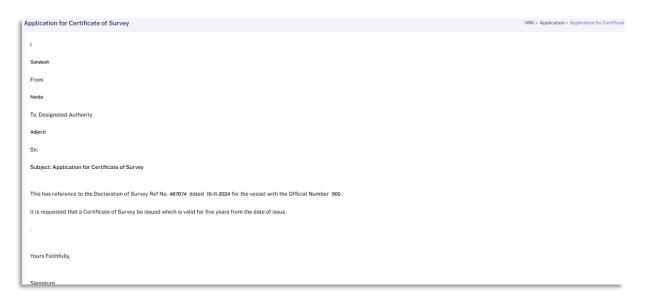
# 12. Application for Certificate of Survey (by Ship Owner)

After the Issuance of Provisional Certificate, Ship Owner will apply for Certificate of Survey.

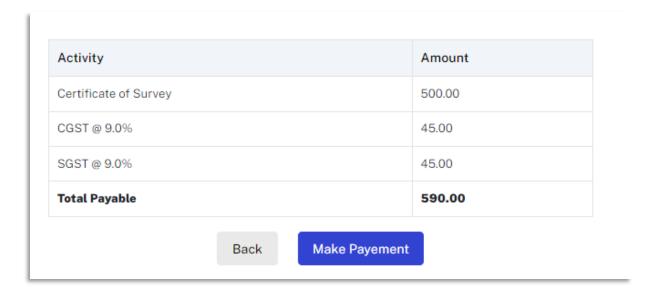
- Login as Ship Owner
- Navigate to "Vessel Registration" section, listing will display
- Click the "Action" icon for the selected application



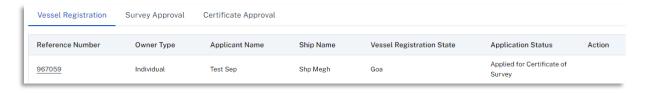
Select "Apply for Certificate of Survey"



➤ Click the "Save" button. The Fee Payment screen will now be displayed



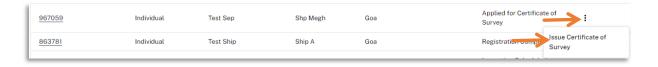
- Click the "Make Payment" button
- After successfully completing the payment, the application status will now be updated to "Applied for Certificate of Survey"



# 13. Issuance of Certificate of Survey (by DA)

After the Certificate of Survey is applied, DA will issue the Certificate of Survey

- Login as DA
- Navigate to the "Vessel Registration" section, listing will display
- ➤ Click the "Action" icon for the selected application



Select "Issue Certificate of Survey"



Click the "Generate Certificate" button. The Certificate will be generated in a new tab in PDF Format

Form No. 4
Certificate Of Survey
[see rule 15(2)]
Vessel Category : A

Certificate of Survey No. 555555 Zone of Operation Zone 2- Maximum Significant Wave Height does

Date of Issue 09-11-2024 Date of Expiry 16-11-2024 till Midnight

This Certificate of Survey has been issued subsequent to Survey carried out of the below detailed inland

Name of the Vessel SL Punpun Official No. 900

Port of Registry Kolkata Certificate of Registry No.

Gross Tonnage 92.0 Net Tonnage 28.0

FreeBoard Assigned 

mm, Loading marks placed on the vessel's side: Yes or No

Name of the Master Master Arun

Master's COC Grade No. Place of Issue

Name of the Engineer or Engine Driver

Master's COC Grade No. Place of issue

Name and Address of Owner or Agent SL Punpun Kolkata (Owner Address)

Date of Survey carried out 02 Nov 2024 Place of Survey carried out Goa

PLYING LIMITS (as applicable)

Within inland waters limits of 1.2 meter and not extending beyond

Nautical Miles from the nearest shore.

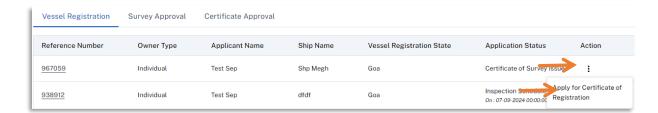
The Application Status will now be updated to "Certificate of Survey Issued".



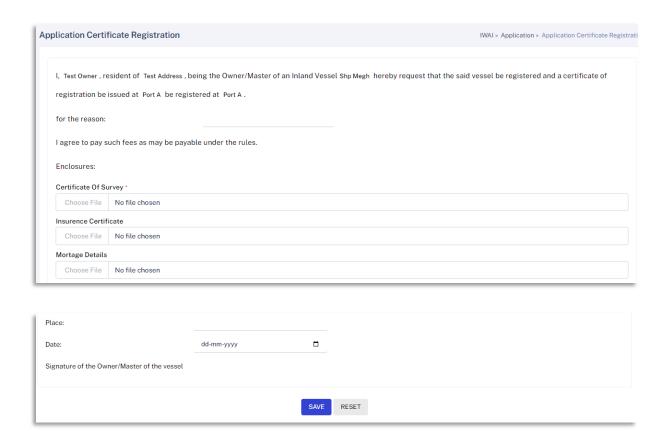
### 14. Application for Certificate of Registration (by Ship Owner)

After the Certificate of Survey is issued, the Ship Owner can proceed to apply for Certificate of Registration

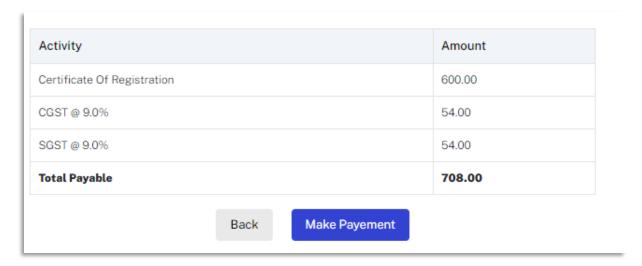
- Login as Ship Owner
- Navigate to the "Vessel Registration", listing will display
- ➤ Click the "Action" icon for the selected application



Select "Apply for Certificate of Registration"



- Fill out all mandatory fields
- Click the "Save" button
- > The Fee payment screen will now be displayed



Click the "Make Payment" button

Once the payment is completed, the Application Status will now be updated to "Applied for Certificate of Registration".



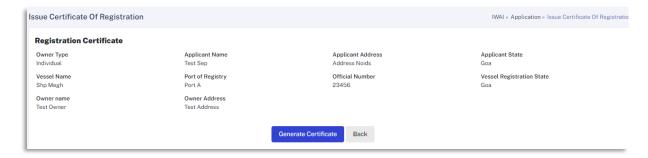
# 15. Issuance of Certificate of Registration (by DA)

After the Certificate of Registration is applied, DA will issue the Certificate of Registration

- Login as DA
- Navigate to the "Vessel Registration" section, listing will display
- ➤ Click the "Action" icon for the selected application



Select "Issue Certificate of Registration"



Click the "Generate Certificate" button. The Certificate will be generated in a new tab in PDF Format

# FORM No. 8 CERTIFICATE OF REGISTRATION [see rule 6(1)] PARTICULARS OF VESSEL

#### Issued by:

Official Number	Name of the Vessel	Port of Registry	Date of Registry	Previous Registry Date (if Any)
23456	Shp Megh	Port A	07-10-2024	
Previous Registry Port (if Any)	Whether Vessel Indian or Foreign Built	Whether self propelled Propulsion Type	Where Built	Name of
			Test Place	Test Builder
Address of Builders	Numbers of Decks	Stem	Stern	Material
Test Builder Address				
Number of Bulkheads	Length	Breadth to outside of plating	Moulded Depth	Length of engine room
			300.0	

PARTICULARS OF PROPELLING ENGINES, & MACHINERY, as supplied by Builders, Owners, or Engine Makers

No. of sets of Engines	Description of Engines	Wether Engine made Indian/Foreign	Engine made	EngineMakerName	
123			0	Test Engine	
Address of Engine Makers	Reciprocating Engines		Rotary Engines	B.H.P Estimated	
Test maker	No. of Cylinders in each	Diameter of cylinders	No. of Cylinders in each	Speed of Vessel	
rest maker		0		0.0	
No. of Shafts		Length of Stroke			

Particulars of Boilers

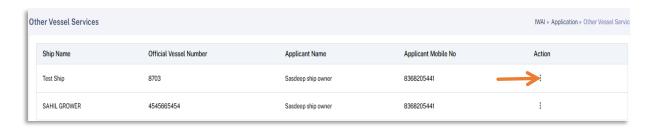
Description		
Number		
Loaded		
pressure		

> The Application Status will now be updated to "Certificate Issued".

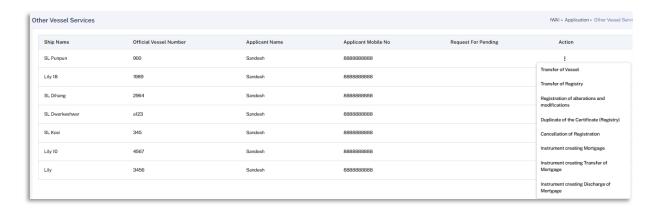
Test Sep Shp Megh Goa Certificate Issued

# 16. Other Vessel Services

- Click on Application
- Select Other Vessel Services
- A list of registered vessels will be displayed



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 Transfer of Mortgage
  - Instrument Creating Discharge of Mortgage

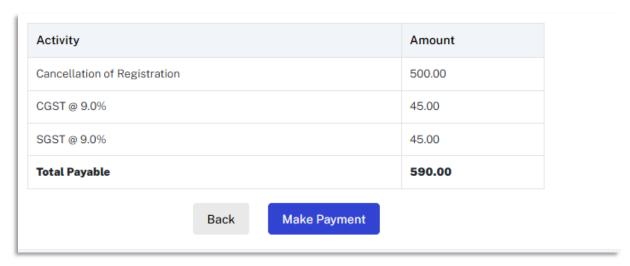
#### 16.1 Cancellation of Registration

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

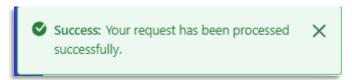


Select Reason

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



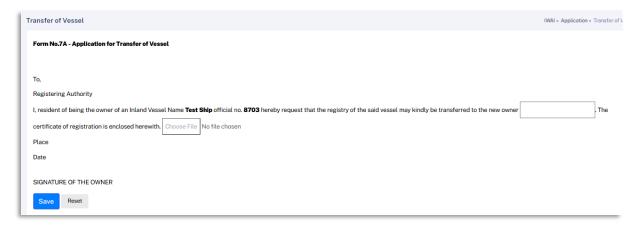
Click on Make Payment, success message will display



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

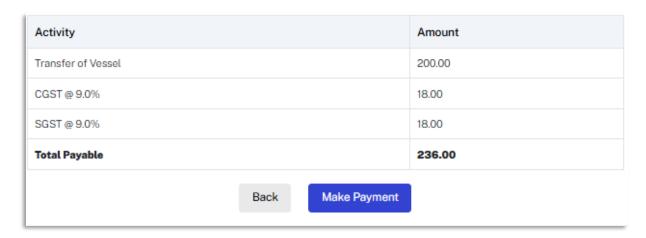
#### 16.2 Transfer of Vessel

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

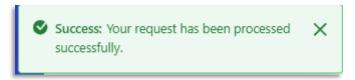


- > Enter the Owner Name
- Upload the Certificate of Registration

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



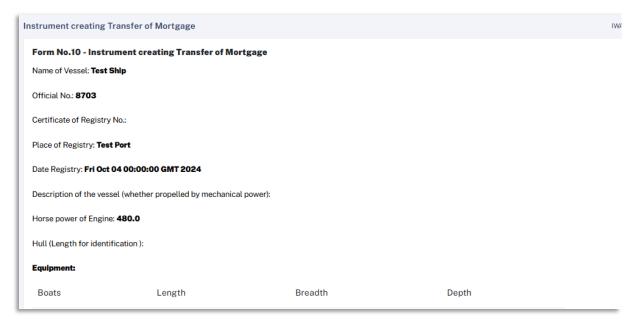
Click on Make Payment, success message will display



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

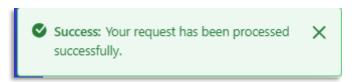
# 16.3 Instrument Creating Transfer of Mortgage

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



Gross Tonnage Net Tonnage and described in more detail in the certificate of survey and book of registry.								
I/We the undersigned (Full Name & Address with description of mortgager or mortgagers) in consideration of dd-mm-yyyy								
mortgagees are concerned, they shall be described, if the Mortgagee is a Company, the full title and address shall be given).								
Me / Us								
mortgagers) or my/ our heirs, executors, or administrators, will pay to the said they said sum of together with interest thereon at the rate of								
percent, per annum on the (Insert day fixed for Payment of Principal Amount) day of dd-mm-yyyy								
Name & Address with description of mortgager or mortgagers) or my/our heirs, executors of administrators, will during as the same or any part thereof remains unpaid, pay to the said								
interest on the whole or such part thereof as may for the time being remain unpaid, at the rate of percent per annum, by equal half-yearly payments on the day of dd-mm-yyyy								
and of dd-mm-yyyy  in every year; and for better securing to the said  the re-payment in manner aforesaid of the said principal sum and interest. I/We (Full Name & Address with								
description of mortgager or mortgagers) hereby mortgage to the said shares of which the owner in the Inland vessel above particularly described, and in her boats, and appurtenances,								
Lastly, I/We for myself/ourselves and my/our heirs, executors or administrators covenant with the said and his assigns that I / We have power to mortgage in manner aforesaid the above-								
Mentioned shares, and that the same are free from encumbrances (If any prior encumbrances add, "save as appears by the book of registration of the said vessel"). In witness where of I / We have here unto								
subscribed my / our name and affixed (full name and address with description of the mortgager or mortgagers) seal this day of dd-mm-yyyyy								
(Name, Full Address and Signature, Seal) Witness 2 (Name, Full Address and Signature, Seal) Mortgage (By Company or Body Corporate) (to secure principal								
sum and interest) Name of the Vessel Official No. Certificate of Registry No. Place of Registry Date of Registry Description of the vessel (whether propelled wholly or in part by electricity, steam or other mechanical								
power): Horse power of Engine: Hull (Length for identification)								
Gross Tonnage 90.0 Net Tonnage 35.0 and as described in more detail in the certificate of survey and book of registry. We, (Name in full of Company together with its principal place of business) in consideration of								
dd-mm-yyyy 🗖 this day lent to us by (Full name, address and description of mortgagee. If joint mortgagees are concerned they shall be described, if the mortgagee is a Company, the full title and address shall								
be given) do hereby for ourselves and our successors covenant with the said and his / theirs / its assigns firstly, that we or our successors, will pay to the said								
or his/theirs/its assigns the said sum of together with interest thereon at the rate of per cent, per annum on the (Insert the day fixed for payment of principal) as above day of								
dd-mm-yyyy 🗖 next; and Secondly, that of the principal sum is not paid on the said day, we or our successors will, during such time as the same or any part thereof remains unpaid, pay to the said or								
his/theirs/its assigns interest on the whole or such part thereof as may for the time being unpaid, at the rate of								
of and day of in every year; and for better securing the said the repayment in manner aforesaid of the said principal sum and interest we hereby mortgage to the said share/shares of which we are								
the Owners in the vessel above particularly described and, in her boats, and appurtenances. Lastly, we for ourselves and our successors covenant with the said and his / theirs/its assigns that we have power to								
mortgage in manner aforesaid the above-mentioned shares and that the same are free from encumbrances. (If any prior encumbrances add, "save as appears by the book of registration of the said vessel."								
In witness whereof we have hereunto affixed our common seal this, dd-mm-yyyy								
(Description of witnesses, Directors, Secretary as the case maybe).								
Save Reset								

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



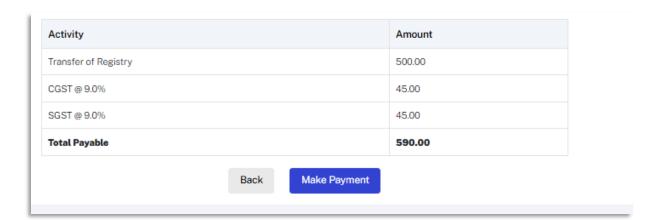
➤ The application will now be sent to the Designated Authority (DA) for further processing.

# 16.4 Transfer of Registry

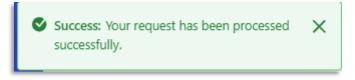
- ➤ Click on Transfer of Registry from the list of Services
- > The Application for Transfer of Registry form will be displayed



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



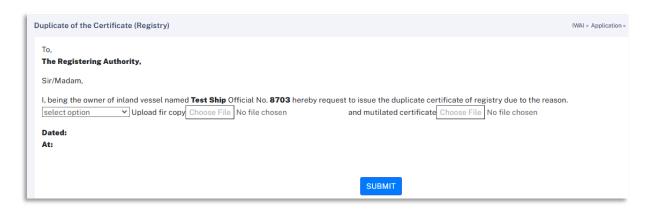
Click on Make Payment, success message will display



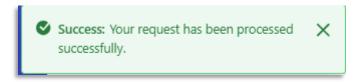
The application will now be sent to the Designated Authority (DA) for further processing.

#### 16.5 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



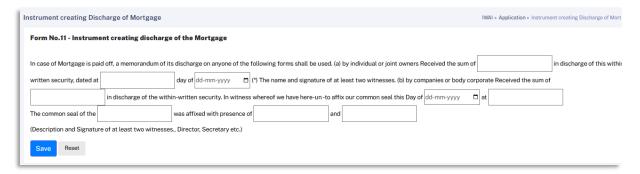
- Select Reason
- Upload FIR Copy
- Upload Mutilated Certificate
- Click on the Submit Button, success message will display



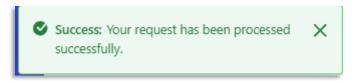
The application will now be sent to the Designated Authority (DA) for further processing.

#### 16.6 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



- > 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.

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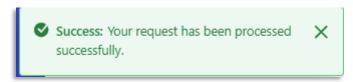
# 16.7 Instrument Creating Mortgage

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

١	Instrument creating Mortgage					IWAI » Ap	pplication » Instrument creat	ting Mort	
ı	Form No.9 - Instrument creating Mor	rtgage							
Name of Vessel: Test Ship									
ı	Official No.: 8703								
Certificate of Registry No.:									
ı	Place of Registry: Test Port  Date Registry: Fri Oct 04 00:00:00 GMT 2024  Description of the vessel (whether propelled by mechanical power): Steam  Horse power of Engine: 480.0  Hull (Length for identification ):								
ı									
ı									
ı									
ı									
ı	Equipment:								
ı	Boats Length	Br	eadth	Depth					
L								_	
ı	Gross Tonnage Net Tonnage and described in	n more detail in the certificate of	survey and book of regist	ry.					
ı	I/We the undersigned (Full Name & Address v	with description of mortgager or	mortgagers) in considera	tion of dd-mm-yyyy	this day lent by (Full	name, address and Description	of mortgagee. If joint		
ı	mortgagees are concerned, they shall be des	scribed, if the Mortgagee is a Con	pany, the full title and ac	ddress shall be given).					
ı	Me / Us do here	rahy for Myself / ourselves and my	/ our haire executors or	administrators covenant	with the eaid Firetly th	at (Full Name & Address with de	accrintion of mortgager	or	
ı	mortgagers) or my/ our heirs, executors, or ac		, our none, exceptions of	they said sum of	with the said thistly, th	together with interest thereon a			
ı		um on the (Insert day fixed for Pa	yment of Principal Amou		next. Secondly, th	at if the said principal sum is no		ull	
ı	Name & Address with description of mortgag	ger or mortgagers) or my/our heir:	s, executors of administra	ators, will during as the sa	me or any part thereof	remains unpaid, pay to the said			
ı	interest on the whole or such part thereof as	may for the time being remain ur	paid, at the rate of	per	cent per annum, by eq	ual half-yearly payments on the	day of dd-mm-yyyy	Day	
ı	and of dd-mm-yyyy in every year; and	d for better securing to the said		the re-payment in mann	er aforesaid of the said	principal sum and interest. I/W	e (Full Name & Address	with	
ı	description of mortgager or mortgagers) here	eby mortgage to the said	shar	□ es of which the owner in t	he Inland vessel above	particularly described, and in h	er boats, and appurtena	nces,	
ı	Lastly, I/We for myself/ourselves and my/our	heirs, executors or administrator	s covenant with the said		and his assigns that	I / We have power to mortgage i	n manner aforesaid the	above-	
Mentioned shares, and that the same are free from encumbrances (If any prior encumbrances add, "save as appears by the book of registration of the said vessel"). In witness where of I / We have here un							I / We have here unto		
subscribed my / our name and affixed (full name and address with description of the mortgager or mortgagers) seal this day of dd-mm-yyyy  and Executed by the above named. In the presence of Witness (Name, Full Address and Signature, Seal)  Witness 2 (Name, Full Address and Signature, Seal)  Mortgage (By Company or Body Corporate) (to secure pri								ness 1	
ı	sum and interest) Name of the Vessel Official No. Certificate of Registry No. Place of Registry Date of Registry Description of the vessel (whether propelled wholly or in part by electricity, steam or other mechanical power): Horse power of Engine: Hull (Length for identification)								
l,	power). Horse power or Engine. Hutt (Length)	Tor Identification.	)					_	
ı	Gross Tonnage 90.0 Net Tonnage 35.0 and a	as described in more detail in the	certificate of survey and	book of registry. We, (Nan	ne in full of Company to	ogether with its principal place o	of business) in considera	ition of	
ı	dd-mm-yyyy 📋 this day lent to us by (Fu	ull name, address and description	of mortgagee. If joint mo	rtgagees are concerned t	hey shall be described,	if the mortgagee is a Company,	the full title and addres	s shall	
ı	be given) do hereby for ourselves and our suc	cessors covenant with the said		and his / theirs / its assig	gns firstly, that we or o	ur successors, will pay to the sa	id		
ı	or his/theirs/its assigns the said sum of					ay fixed for payment of principa			
ı	dd-mm-yyyy 🗖 next; and Secondly, that of the principal sum is not paid on the said day, we or our successors will, during such time as the same or any part thereof remains unpaid, pay to the said or								
ı	his/theirs/its assigns interest on the whole or					annum, by equal half-yearly pa			
ofand day of in every year; and for better securing the said the repayment in manner aforesaid of the said principal sum and interest we hereby mortgage to the said share/shares of which the Owners in the vessel above particularly described and, in her boats, and appurtenances. Lastly, we for ourselves and our successors covenant with the said and his / theirs/its assigns that we have power.									
ı	mortgage in manner aforesaid the above-mentioned shares and that the same are free from encumbrances. (If any prior encumbrances add, "save as appears by the book of registration of the said vessel."								
ı									
	In witness whereof we have hereunto affixed	our common seal this. dd-mm-yy	yy 🗖 day of dd-mm	-yyyy 🗖 and the com	mon seal of the	was affixed	d hereunto in the presen	ice of	
	(Description of witnesses, Directors, Secretar	rv as the case maybe).							
	Save Reset	, anddjw//							
L	Save Most							_	

> Fill the fields in form

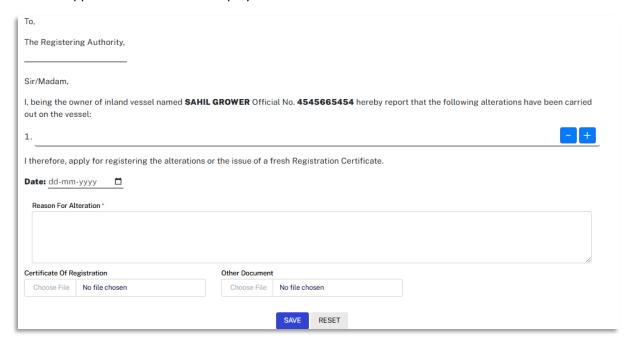
Click on the Save Button, success message will display



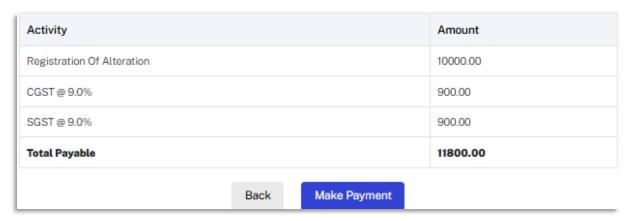
The application will now be sent to the Designated Authority (DA) for further processing.

#### 16.8 Registration of Alterations and Modifications

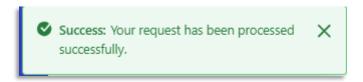
- Click on Registration of Alterations and Modifications from the list of Services
- The Application form will be displayed



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



Click on Make Payment, success message will display



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

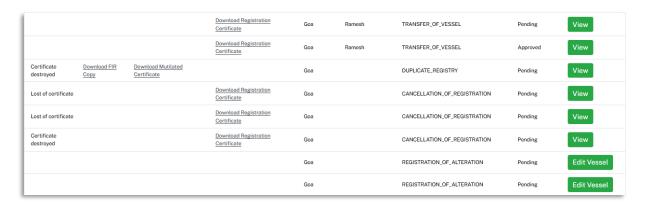
### 17. View Vessel Registry Transaction(by DA)

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.

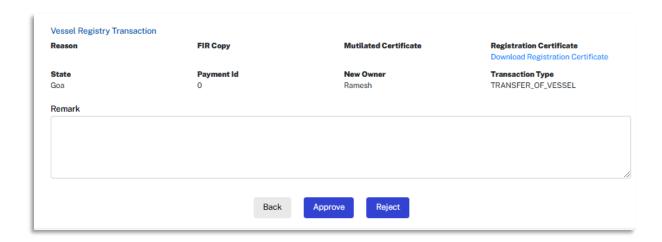
- Login as DA
- Click on Application



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



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



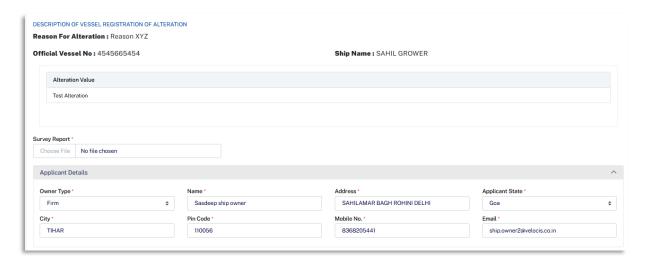
- If the request is valid, click the Approve button to approve it. The status will update to "Approved."
- Alternatively, the DA may choose to reject the request as necessary.



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



Vessel Alteration screen will appear



> 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.

#### 18. View Vessel Mortgage Transaction(by DA)

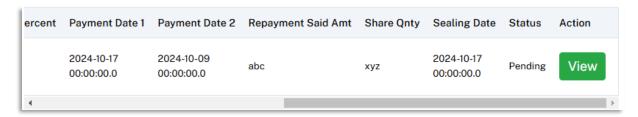
Once a Ship Owner submits a request for services such as Transfer of Registry, Vessel, or Mortgage, the Designated Authority (DA) will review and approve these requests.

- Login as DA
- Click on Application

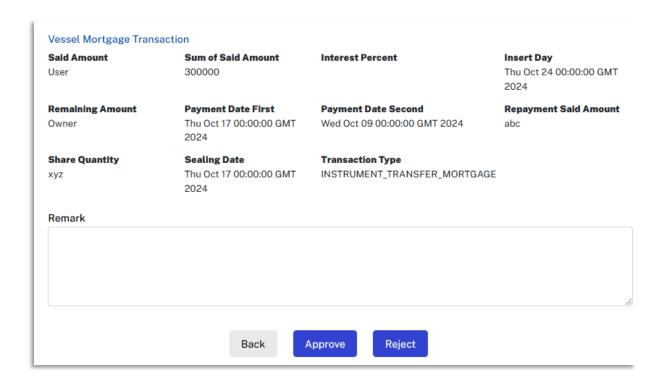


Choose View Mortgage Transaction to display a list of requests related to the Mortgage.

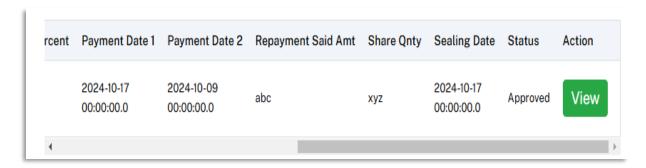




Click on View next to the desired request to see the details



- 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.



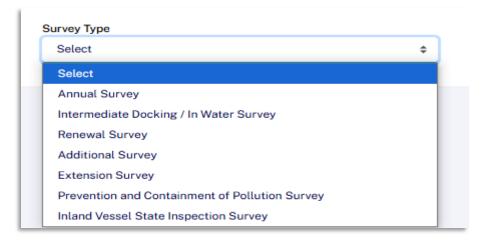
### 19. Survey Application

To apply for Vessel Survey, follow below steps:-

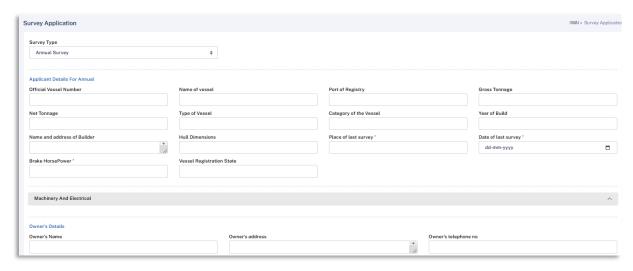
Click on Survey Application to display the Survey Application screen .

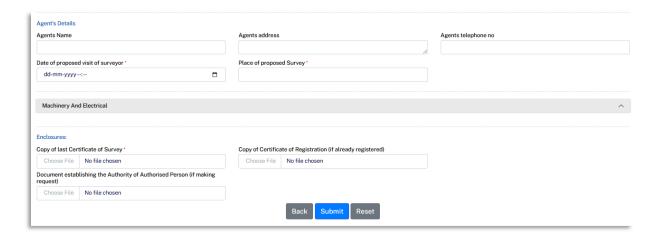


Click on the Survey Type dropdown

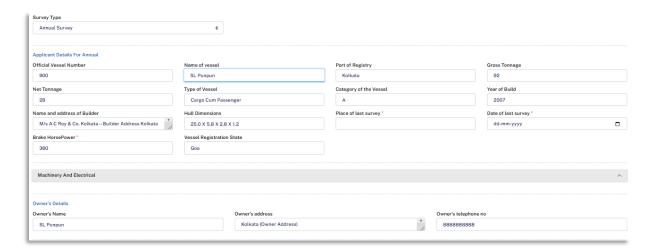


Select the desired Survey Type, corresponding screen will display

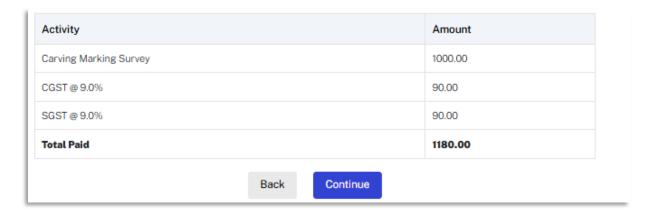




> Input the official vessel number. Data in certain fields will auto-populate based on the entered vessel number as shown below:-



- > Fill Mandatory fields
- Click on Submit button, it will redirect to Fee Payment screen

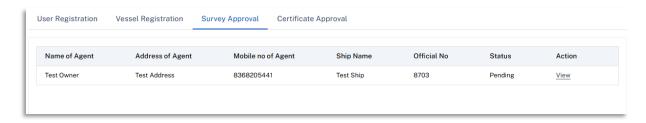


➤ Click on Continue button, success message will display

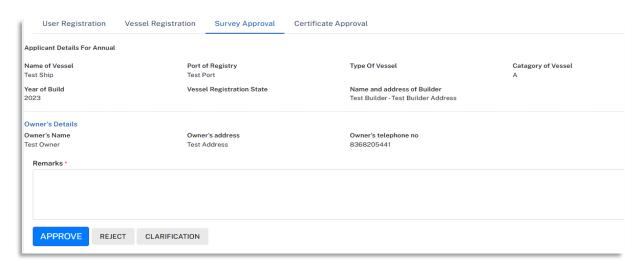
> The application is then automatically sent to the respective **Designated Authority** for approval.

# 20. Survey Approval by DA(Designated Authority)

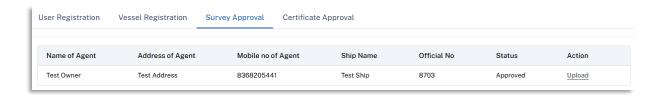
- Login as Designated Authority: After the form is submitted and sent for approval, the Designated Authority needs to log in to the system.
- Open Pending Survey Approval List: Navigate to the Survey Approval section.



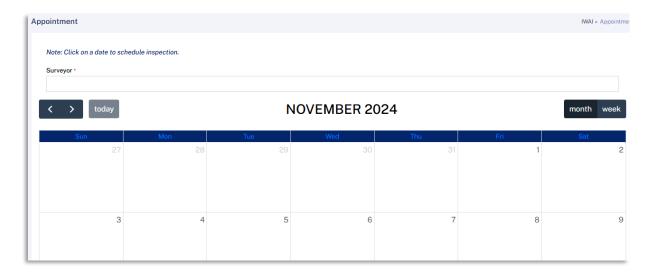
#### Click on View



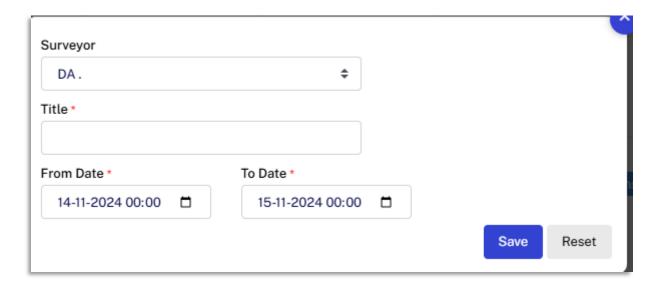
- > DA can take following actions:-
  - Approve
  - Clarification
  - Reject
- Approve Application: After reviewing, Enter Remarks
- Click the Approve button .
- > The application will now be approved



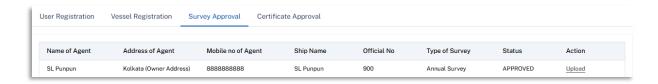
Click on Upload, Schedule Inspection screen will appear



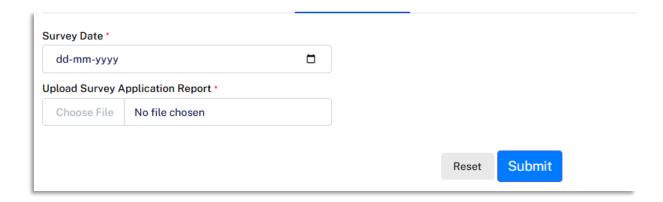
- Select surveyor
- Select Date



- > Fill fields
- Click on Save button



Click on Upload to upload the Survey Report



- Select Survey Date
- Upload Report
- Click on Submit button, report will get uploaded



Click on download to view the uploaded report