

IWAI- Inland Waterways Authority of India

User Guide

Vessel Registration

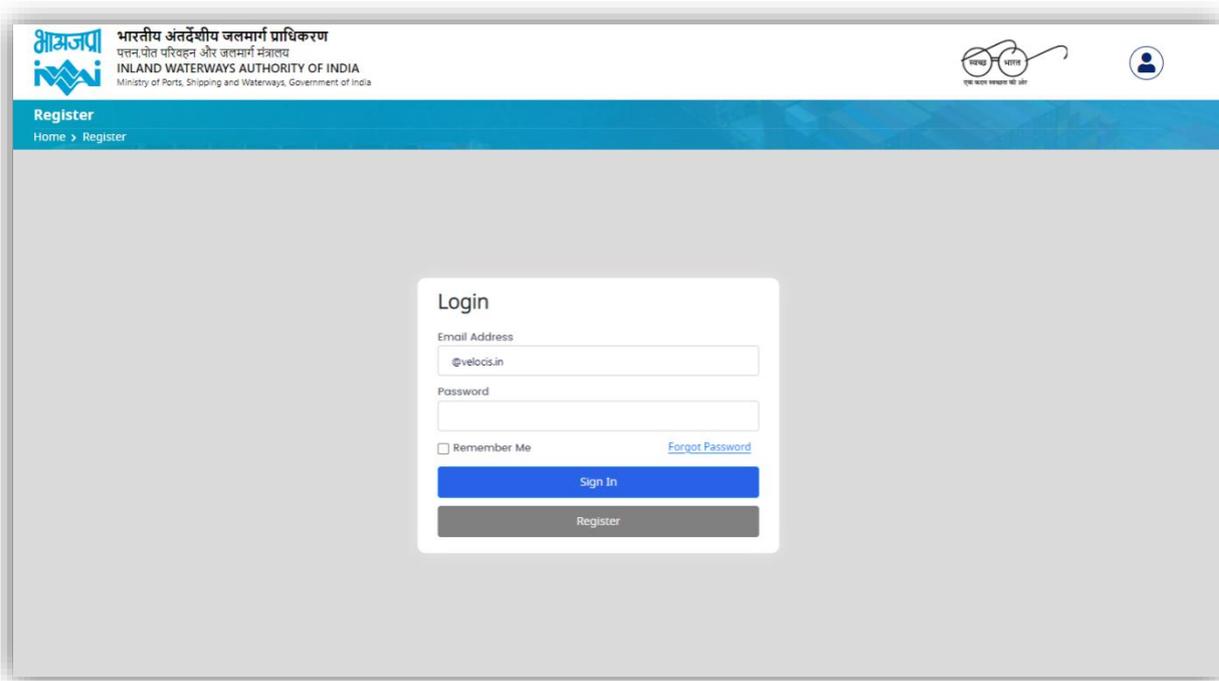
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1. Introduction

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/>



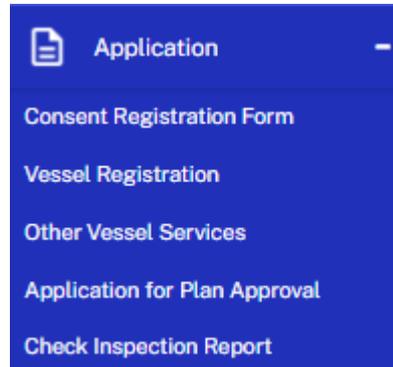
2. Login as Ship Owner

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

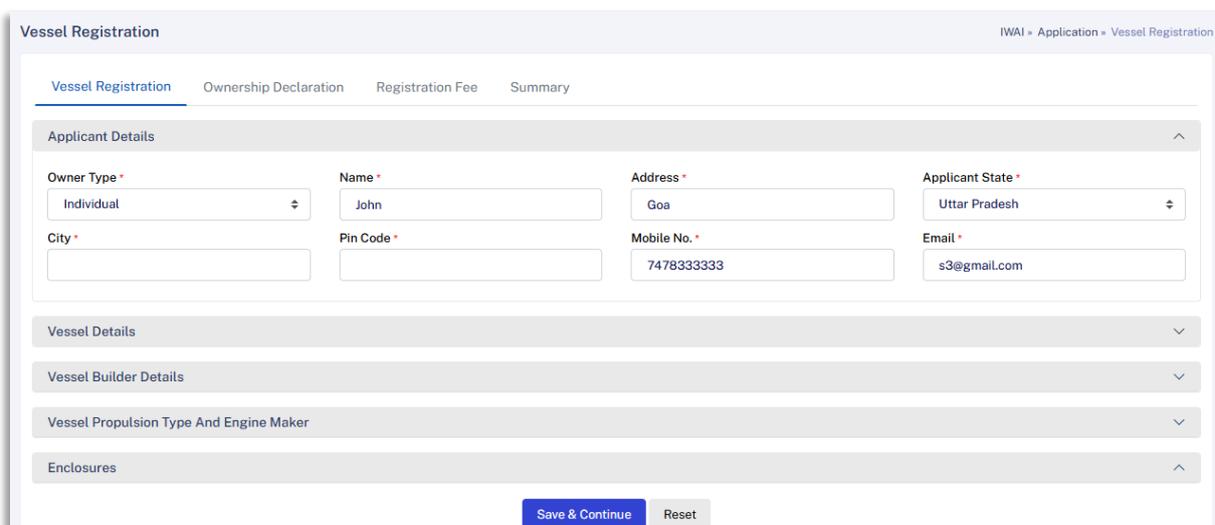
From left side navigation menu, expand “Application” menu and select Vessel Registration



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.

A screenshot of a web application form titled 'Vessel Registration'. The breadcrumb trail at the top right reads 'IWA | Application > Vessel Registration'. The form has four tabs: 'Vessel Registration' (active), 'Ownership Declaration', 'Registration Fee', and 'Summary'. The 'Applicant Details' section is expanded, showing fields for Owner Type (Individual), Name (John), Address (Goa), Applicant State (Uttar Pradesh), City, Pin Code, Mobile No. (7478333333), and Email (s3@gmail.com). Below this are sections for Vessel Details, Vessel Builder Details, Vessel Propulsion Type And Engine Maker, and Enclosures, all currently collapsed. At the bottom are 'Save & Continue' and 'Reset' buttons.

Vessel Details:-

Vessel Registration	Ownership Declaration	Registration Fee	Summary
Applicant Details			
Vessel Details			
Vessel Registration Type *	Purchase Type *	Category *	Zone Of Operation *
Select Vessel Registration Type	Select Vessel Type	Select an option	Select Zone Of Operation
Name *	Registration State *	Port of Registry *	Mortgage *
	Select Registration State	Please Select	Select an option
Owner Name *	Owner Address *	Owner Occupation	Vessel Master Name
Master Certificate No.	Proposed Delivery Date(mm/yyyy)	Build Place *	Build Year *
	Select Month Select Year		Select Year
Speed(Knots)	Protection & Indemnity (PNI) Club No.	Protection & Indemnity (PNI) Club Name	Hull Machinery (H&M) Insurance No.
Hull Machinery (H&M) Insurance Company Name	Designer *	Approved Plan *	Proposed Keel Laying Date *
	Select Designer	Select Plan	dd-mm-yyyy

Vessel Builder Details:-

Vessel Registration	Ownership Declaration	Registration Fee	Summary
Applicant Details			
Vessel Details			
Vessel Builder Details			
Name *	Address *	State	City
		Select State	
Pin Code	Mobile No. *	Email *	

Vessel Propulsion Type and Engine Maker:-

Vessel Propulsion Type And Engine Maker			
Engine Type *	Engine Capacity(HP/KW) *	Engine Manufacture Year	Engine Maker Name *
Select an option	Select an option	Select Year	
Engine/DG Maker Address *	Engine Maker City	Pin Code	Engine Maker Contact No.
Engine Maker Email			

Enclosures:-

- **Purchase Type:** Select whether the vessel is *New* or *Off the Shelf*.
 - If *Off the Shelf* is selected, the following fields will be hidden from the form :-
 - Designer
 - Approved Plan
 - Proposed Keel Laying Date
- **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

Vessel Registration **Ownership Declaration** Registration Fee Summary

I/We John residing permanently at Noida having original place of business at Noida do hereby declare that vessel named Lily 10 is being build at Kolkata in the year 2025 and is being purchased by me on 09-01-2025 for rupees 26262662 and wish to have the same registered in my name at the port of Port-1 and that I am the owner of the same.

[Signature of Owner](#)

Made and subscribed the 14 day of March 2025 by the Above named Sandesh

[Back](#) [Generate Report](#) [Reset](#)

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

Form No. 3
Declaration of Ownership
[see rule 5(1)(a)]

I/We vijay Assam residing permanently at Quyer Address Mp having original place of business at MP do hereby declare that vessel named Vessel Y was built at Indora in the year 2025 and was purchased by me on 08-07-2025 for rupees 20000 and wish to have the same registered in my name at the port of MP-01 and that I am the owner of the same.

Signature of Owner

Made and subscribed the 10 day of June, 2024 by the Above named vijay Assam

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

Vessel Registration **Ownership Declaration** Registration Fee Summary

I/We vijay Assam residing permanently at Owner Address Mp having original place of business at MP do hereby declare that vessel named Vessel Y is being build at Indore in the year 2025 and is being purchased by me on 08-07-2025 for rupees 20000 and wish to have the same registered in my name at the port of MP-01 and that I am the owner of the same .

Signature of Owner
Made and subscribed the 10 day of June 2024 by the Above named Arun

Self Attested or Signature of Magistrate or Notary Public or Registering Authority *

Choose File Welcome To TraceNet.pdf

Note: Only pdf,docx,docs file types, with a maximum size of 4MB

Back **Save & Continue** Reset

- 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 **Pay Now** and follow the instructions to complete the payment.

Vessel Registration

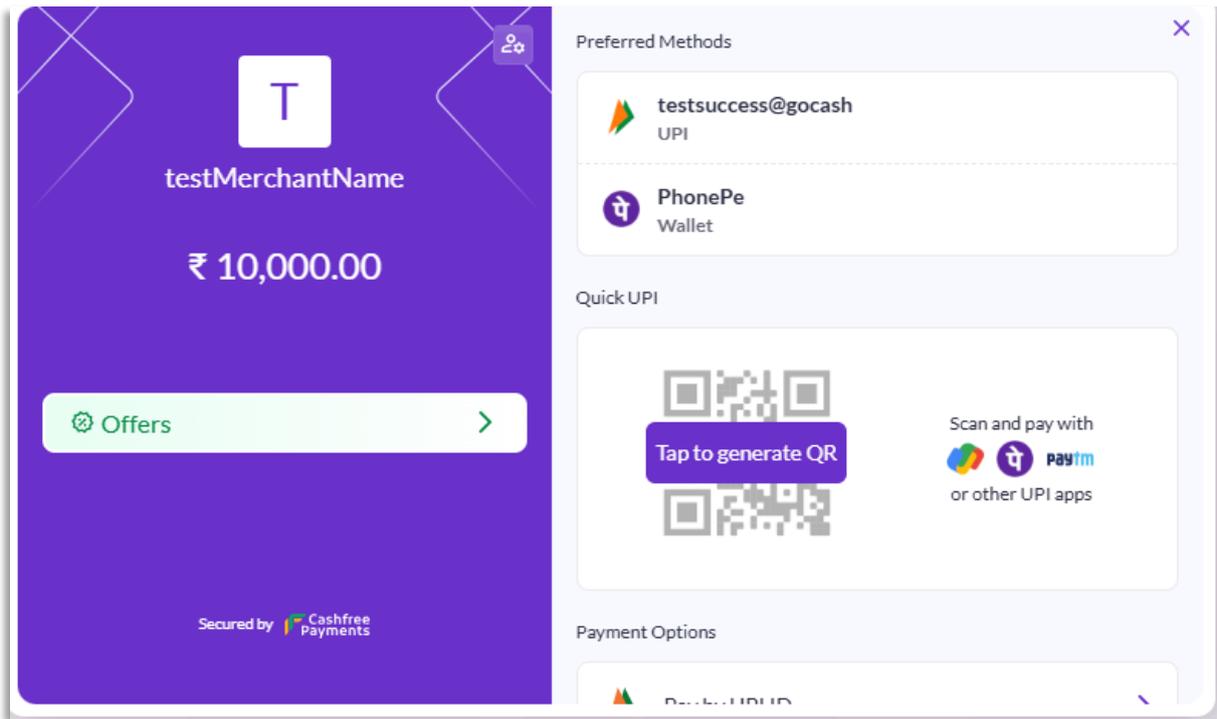
Vessel Registration Ownership Declaration **Registration Fee** Summary

Online Offline

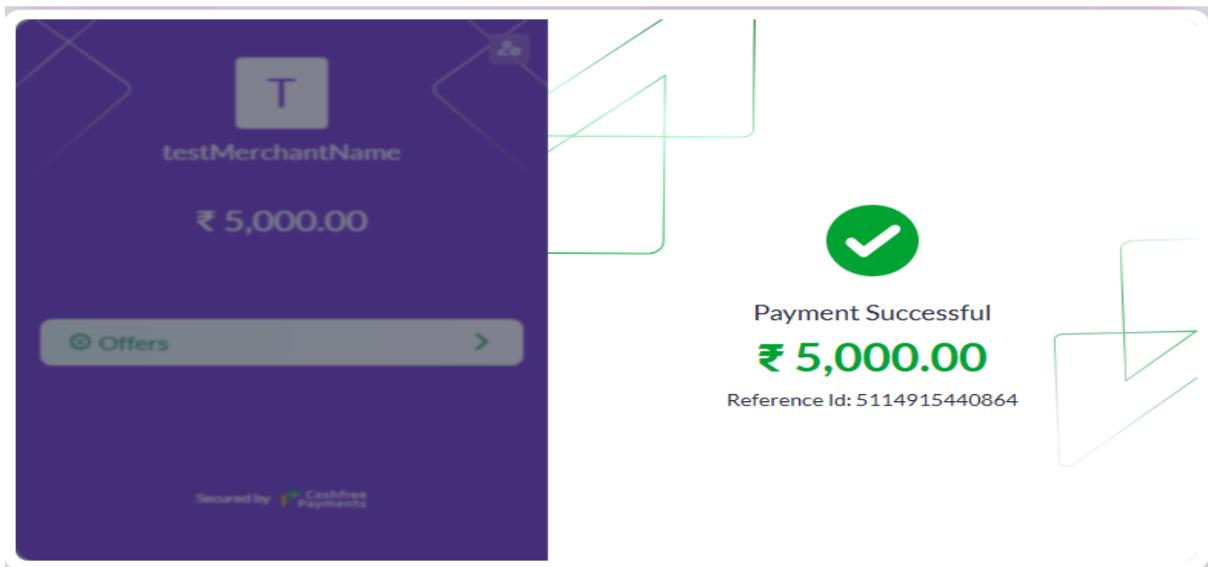
Activity	Amount
Vessel Registration	10000.00
CGST @ 9.0%	900.00
SGST @ 9.0%	900.00
Total Payable	11800.00

Back **Pay Now**

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
 - Click on the **Pay Now** button.
 - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.



- For **Offline Mode**:
- Select **Challan Receipt**.

Please Select Challan Receipt *

Choose File
No file chosen

Back
Make Payment

- Click on **Make Payment** to confirm.

2.4 Summary Page

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

Vessel Registration	Ownership Declaration	Registration Fee	Summary
Applicant Details			
Owner Type Individual	Applicant Name John	Applicant Address Goa	Applicant State Uttar Pradesh
Applicant City Lucknow	Applicant PIN Code 327327	Applicant Mobile No. 7478333333	Applicant Email s3@gmail.com
Vessel Details			
Vessel Category A	Designed Approved By Classification Societies	Zone Of Operation Zone 1	Official Vessel Number
Vessel Purchase Type New Vessel	Vessel Name Lily 10	Vessel Registration State Uttar Pradesh	Port of Registry Port-1
Mortgage No	Owner Name Sh. Naresh	Owner Address Noida	Owner Occupation
Vessel Master Name	Vessel Master Certificate No	Proposed Vessel Delivery Date(mm/yyyy) /	Proposed Keel Laying Date 09-01-2025
Vessel Build Place Kolkata	Vessel Build Year 2025	Vessel Speed (Knots)	Protection & Indemnity (PNI) Insurance No.
Protection & Indemnity (PNI) Club Name	Hull Machinery (H&M) Insurance No.	Hull Machinery (H&M) Insurance Company Name	Gross Tonnage
Vessel Station License Number			

Vessel Propulsion Type and Engine Maker			
Engine Type Hydrogen	Engine Capacity in (HP/KW) 360.0 HP	Engine Manufacture Year 2016	Engine Maker Name Greaves Cottonm Ltd
Engine Maker Address Engine Maker Address	Engine Maker City	Engine Maker Pin	Engine Maker Mobile No
Engine Maker Email			

Vessel Builder Details			
Name Test Builder	Address Kolkata	State Uttar Pradesh	City
Pin	Mobile No 8777777777	Email v1@gmail.com	

Uploaded Documents		
Sr. No.	Document Name	Document
1	Hull machinery (H&M) insurance	
2	Challan Receipt Of Vessel Registration	
3	Protection & Indemnity (PNI) Insurance	
4	Builder Certificate For Vessel	
5	Scan Copy Of PAN	 Test2_09012025043830879.pdf (12975 kb)
6	Aadhar/Voter/Passport Certificate	 Test2_09012025043831347.pdf (12975 kb)

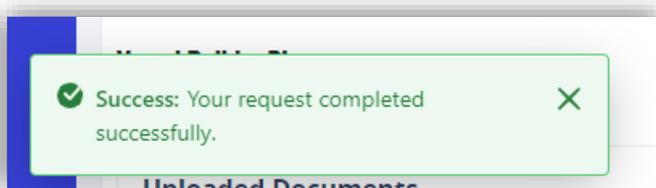
Declaration of Ownership Details			
Purchased Date 08-07-2025	Purchased Amount 20000		

Uploaded Documents		
Sr. No.	Document Name	Document
1	Declaration of Ownership document	 Welcome To TraceNet_24072025110331579.pdf kb (20650 kb)

Fee Payment Details			
Payment Mode Offline	Payment Amount 900.0	CGST 0.0	SGST 0.0
IGST 162.0	Payment Date 24-07-2025	Challan Receipt Welcome To TraceNet.pdf	

[Back](#) [Final Submit](#)

- 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.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
788558	Individual	John	Lily 10	Uttar Pradesh	Submitted	

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.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Submitted	:

- **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.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Submitted	Approve/Reject

Applicant Details		Applicant Name		Applicant Address		Applicant State	
Owner Type	Individual	Applicant Name	John	Applicant Address	Goa	Applicant State	Uttar Pradesh
Applicant City	Lucknow	Applicant PIN Code	327327	Applicant Mobile No.	7478333333	Applicant Email	s3@gmail.com
Vessel Details		Designed Approved By		Zone Of Operation		Official Vessel Number	
Vessel Category	A	Classification Societies		Zone 1			
Vessel Purchase Type	New Vessel	Vessel Name	Lily 10	Vessel Registration State	Uttar Pradesh	Port of Registry	Port-1
Mortgage	No	Owner Name	Sh. Naresh	Owner Address	Noida	Owner Occupation	
Vessel Master Name		Vessel Master Certificate No		Proposed Vessel Delivery Date(mm/yyyy)	/	Proposed Keel Laying Date	09-01-2025
Vessel Build Place	Kolkata	Vessel Build Year	2025	Vessel Speed (Knots)		Protection & Indemnity (PNI) Insurance No.	
Protection & Indemnity (PNI) Club Name		Hull Machinery (H&M) Insurance No.		Hull Machinery (H&M) Insurance Company Name		Gross Tonnage	
Vessel Station License Number							

Uploaded Documents

Sr. No.	Document Name	Document
1	Declaration of Ownership document	Test2_09012025044242904.pdf kb (12975 kb)

Fee Payment Details

Payment Mode	Amount	Payment Time	Receipt
online	11800.0	09-01-2025	

Remarks *

Download
Approve
Clarification
Reject

➤ DA can take following actions:-

- Approve
- Clarification
- Reject

➤ **Approve Application:** After reviewing, Enter Remarks

➤ Click the **Approve** button .

➤ The application will now be approved, and the "Schedule Inspection" screen will appear.

Schedule Inspection
IWAI » Application » Schedule Inspection

Note: Click on a date to schedule inspection.

Surveyor *

< > today
JANUARY 2025
month week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11

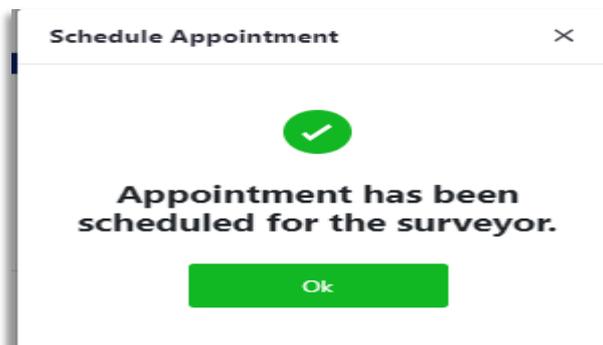
3.1 Schedule Inspection:

➤ 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."

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
788558	Individual	John	Lily 10	Uttar Pradesh	Inspection Scheduled On: 09-01-2025 00:00:00	⋮

3.2 Upload Inspection Report

- Login as Surveyor and navigate to Vessel Registration section on Dashboard.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Scheduled On: 25-07-2025 00:00:00	⋮
366423	Central/Undertaking/Department	Inland Waterways Authority of India	Vessel AP 1	Uttar Pradesh	Registration Certificate Issued	

- Click the Action icon

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Scheduled On: 25-07-2025 00:00:00	⋮
366423	Central/Undertaking/Department	Inland Waterways Authority of India	Vessel AP 1	Uttar Pradesh	Registration	Upload Inspection Report

- Select “Upload Inspection Report”, and the upload screen will appear

Upload Inspection Report

Date of Upload Inspection Report *

Inspection Report *

- Select the date of Upload Report
- Upload the Inspection Report
- Click the “Upload” Button

- The Application Status will now be updated to “Inspection Report Uploaded”

Vessel Registration | Survey Approval | Certificate Approval

SUCCESS: The inspection report has been uploaded successfully. ✕

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Report Uploaded	

3.3 Issue Carving and Marking Note

- Again Login as DA and and navigate to Vessel Registration section on Dashboard.

User Registration | **Vessel Registration** | Survey Approval | Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Report Uploaded	⋮

- Click the “Action” icon again

User Registration | **Vessel Registration** | Survey Approval | Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Report Uploaded	⋮

Check Inspection Report

- Select “Check Inspection Report”.

Vessel Details

Applicant Name vijaoy Assam	Applicant Mobile No 9436120426	Applicant Address demo	Ship Name Vessel Y
Register At Port Name MP-01	Owner Type 34414	Inspection Report Download	

Remark

Back Approve Clarification

- Enter Remark
- Click on Approve button.

- The Application Status will now be updated to “Inspection Report Submitted”

User Registration Vessel Registration Survey Approval Certificate Approval

SUCCESS: The inspection report has been generated successfully. ✕

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
<u>899419</u>	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Report Submitted	⋮

- Click the Action Icon.

User Registration Vessel Registration Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
<u>899419</u>	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Inspection Report Submitted	⋮

Issue Carving and Marking Note

- Select the “Issue Carving and Marking Note”, and the related screen will appear

User Registration Vessel Registration Survey Approval Certificate Approval

FORM No. 5
Carving and Marking Note
[see rule 5(8)]

Dated: 09 Jan 2025
Ref. No.: 788558

To,
The Owner or Master of the Inland Vessel
Sh. Naresh

Sir/Madam,

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 vessels hull under rule 9 of these rules:

Name of the Vessel: Lily 10

Official No.: _____

Port of Registry: Port-1

Year of Registry:

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 bear the following identification marks on its hull -
- 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;
 - 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
 - place or Port of registry shall be inscribed on the stern or transom
- 3) The identification mark shall be carved or marked or welded in light colour on a dark background or in a dark colour on a light background.
- For vessels of length more than 20m, the size of his marks shall not be less than 200mm * 150mm (height * breadth) with each letter 25mm wide.
 - For vessels of length 10m to 20m, the size of marks shall not be less than 150mm * 120mm (height * breadth) with each letter 25mm wide.
 - For vessels of length between 5m * 10m, the size of marks shall not be less than 100mm * 75mm (height * breadth) with each letter 20mm wide.
 - For vessels of length less than 5m, the size of marks shall not be less than 50mm * 40mm (height * breadth) with each letter 15mm wide.
- 4) Inland vessels registration marks shall be carved or marked on its main beam or any permanent bulkhead at a prominent place.
- 5) Additionally, every vessel shall be painted and displayed on a fixed board, exhibited on the upper deck, the following information -
- gross tonnage;
 - maximum permissible number of passengers ;
 - name of the owner ;
 - date of last renewal survey; and
 - loaded draft and deadweight tonnes in case of cargo vessels.

[Generate Form No.5](#)
[Back](#)

- 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

To,

The Owner or Master on the Inland Vessel

Sh. L. K. Rajak

Sir/Madam,

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

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 bear 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 stern or transom.

(3) The identification mark shall be carved or marked or welded in light colour on a dark background or in a dark colour on a light background.

- (a) For vessels of length more than 20m, the size of his marks shall not be less than 200mm * 150mm (height * breadth) with each letter 25mm wide.
- (b) For vessels of length 10m to 20m, the size of marks shall not be less than 150mm * 120mm (height * breadth) with each letter 25mm wide.
- (c) For vessels of length between 5m * 10m, the size of marks shall not be less than 100mm * 75mm (height * breadth) with each letter 20mm wide.
- (d) For vessels of length less than 5m, the size of marks shall not be less than 50mm * 40mm (height * breadth) with each letter 15mm wide.

(4) Inland vessels registration marks shall be carved or marked on its main beam or any permanent bulkhead at a prominent place.

(5) Additionally, every vessel shall be painted and displayed on a fixed board, exhibited on the upper deck, the following information -

- (a) gross tonnage;
- (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.



➤ The application Status will now be updated to **“CMN Issued”**

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

Vessel Registration Survey Approval Certificate Approval

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
788558	Individual	John	Lily 10	Uttar Pradesh	CMN Issued	⋮
361890	Individual	John	Lily1	Uttar Pradesh	Registratic	Apply for Carving and Marking Note Survey

➤ Select **“Apply for Carving and Marking Note Survey”** to open the application form.

Applicant Details For Carving Marking Note Survey

Official Number 5	Name of vessel Lily 10	Port of Registry Port-1	Type Of Vessel * Select Type Of Vessel
Category of the Vessel A	Year of Build 2025	Vessel Registration State Uttar Pradesh	Name and address of Builder Test Builder - Kolkata
Brake Horse Power/KW * 360.0			

Owner's Details

Owner's Name Sh. Naresh	Owner's address Noida	Owner's telephone no 7478333333
----------------------------	--------------------------	------------------------------------

Agent Details

Agent Name	Agent address	Agent telephone no
Date of proposed visit of surveyor * dd-mm-yyyy	Time of proposed visit of surveyor Select Time	Place of proposed Survey *

Enclosures:

Document establishing the Authority of Authorised Person (if making request)

Choose File No file chosen

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

Submit Reset

➤ The following fields will be auto-populated in the form:-

- Official Vessel Number
- Name of Vessel
- Port of Registry
- Type of Vessel
- 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

Activity	Amount
Carving Marking Survey	10000.00
CGST @ 9.0%	900.00
SGST @ 9.0%	900.00
Total Payable	11800.00

Back Pay Now

- Click “Pay Now” button
- After successfully making the payment, the application status will be updated to “Applied for CMN Survey.”

Vessel Registration Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

User Registration Vessel Registration Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Stat	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Applied for CMN Survey	Assign Carving Marking Surveyor

- Select “Assign Carving Marking Surveyor”.

IWAI - APPLICATION - CMN SURVEY VIEW

CMN Survey Application View

Applicant Name vijaoy Assam	Applicant Email vijaocmvi@gmail.com	Applicant Mobile Number 9436120426	Applicant State Madhya Pradesh
Official Vessel Number 300	Vessel Name Vessel Y	Owner Name Owner Vayu	

[Assign to Surveyor](#)

- Click on Assign to Surveyor button

Select Surveyor *

Select an option

[Back](#) [Save](#) [Reset](#)

- Select Surveyor from dropdown
- Click on Save button. Status will be updated to “Surveyor Assigned”.

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number
 [Search](#) [Clear](#)

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Assigned	

- Login as Surveyor
- Navigate to the “Vessel Registration” section on the dashboard , listing will display.
- Click the Action icon.

Vessel Registration **Survey Approval** Certificate Approval

Reference Number
 [Search](#) [Clear](#)

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Assigned	⋮
366423	Central/Undertaking/Department	Inland Waterways Authority of India	Vessel AP 1	Uttar Pradesh	Registration	Upload Carving and Marking Note Survey Report

- Select “Upload Carving and Marking Note Survey Report” to open the form.

Upload Carving Marking Survey report

Applicant Name vijaoy Assam	Applicant Email vijaoycmvi@gmail.com	Applicant Mobile Number 9436120426	Applicant State Madhya Pradesh
Official Vessel Number 300	Vessel Name Vessel Y	Owner Name Owner Vayu	

Survey Date *

Upload Carving Marking Survey Report * No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4 MB

- 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”.

Vessel Registration | Survey Approval | Certificate Approval

SUCCESS: The Carving Marking report has been uploaded successfully. ✕

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Uploaded CMN Report	

- Now login as DA.
- Navigate to the “Vessel Registration” section , listing will display.
- Click the “Action” icon for the selected application

User Registration | **Vessel Registration** | Survey Approval | Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Uploaded CMN Report	View Carving Marking Survey Report

- Click “View Carving Marking Survey Report”.

CMN Application DA View

Applicant Name vijaoy Assam	Applicant Email vijaycmwi@gmail.com	Applicant Mobile Number 9436120426	Applicant Address demo
Applicant State Madhya Pradesh	Official Vessel Number 300	Vessel Name Vessel Y	Survey Date 23-07-2025

CMN Survey Application Report

Remark *

- Enter Remarks
- Click on Accept button, status will be updated to “CMN Survey Report Uploaded”.

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

Vessel Registration Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	CMN Survey Report Uploaded	⋮
900353	Individual	vijaoy Assam	Vessel Z	Assam	Initial Survey Con	Apply for Initial Survey

- Select “Apply for Initial Survey” to open the application form

General Vessel Information

Official Number 5	Name of Vessel Lily 10	Yard No. *	Owner Name Sh. Naresh
Owner Address Noida	Type of Vessel Passenger	Length Of Vessel (Meters) *	Breadth of Vessel (Meters) *
Depth Of Vessel (Meters) *	Draft (Meters) *	Gross Tonnage *	Net Tonnage *
Category of Vessel A	Number Of Passenger		

Particulars Of Hull

Year Of Built 2025	Keel Laying Date 09-01-2025	Builder Name Test Builder	Builder Address Kolkata
Material Of Hull/Plating *	Number Of Bulkheads	Bulkhead Placement	Bulkhead Thickness (mm)
Hull Plating Material	Hull Plating Thickness (mm)	Frames Material	Frames Material Thickness (mm)
Floors Material	Floors Material Thickness (mm)		

Particulars Of Propulsion Of Engines

Manufacturer's Name & Brand Greaves Cottonm Ltd	Sets Sr. No.	Number of set fitted	Model Number
Number of engines	Year Of Build 2016	Type of Engine Hydrogen	Brake Horsepower(BHP)/KW * 360.0
Stroke(engine)	Engine Cylinder Diameter (mm)	Propeller Type * Select Propeller Type	Propulsion Shaft Diameter (mm)
Propulsion Shaft Material	Gear type	Number Of Gears	

Particulars Of Communication Equipment

Magnetic Compass * Select	Class B Automatic Identification System (AIS) * Select	Global Positioning System (GPS) * Select	Very High Frequency (VHF) * Select
Binocular * Select	Aldis lamp * Select	Rudder angle indicator Select	Other * Select

Particulars Of Communication Equipment

Magnetic Compass * Select	Class B Automatic Identification System (AIS) * Select	Global Positioning System (GPS) * Select	Very High Frequency (VHF) * Select
Binocular * Select	Aldis lamp * Select	Rudder angle indicator Select	Other * Select

Particulars Of Pollution Control Devices

Sewage Treatment And Disposal	Solid Waste Processing And Disposal	Sound Pollution Control	Water Consumption Per Day
Source Of Water	Sewage Tank *		

Particulars Of Crew

Number Of Deck Crew	Number Of Engine Crew	Dead Weight Cargo *
---------------------	-----------------------	---------------------

Item Name	Number	Type	Condition	Location
Escape routes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Galley	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Messroom	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water tanks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heating/cooling/ventilation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Berth/locker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Access to accommodation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lighting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Machinery guards	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Guard rails	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-slip surfaces	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ladders/companionways	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Noise insulation/protection/notices	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foam flotation material: Density	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Equipment

Fire Fighting Item

Accommodation And Safety

Equipment

Fire Fighting Item

Life Saving Equipment

Machinery And Electrical

Navigation Equipment

Document Upload

Builder Certificate

Test Certificate

Statutory Drawings

Upload Drawings

➤ 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 & Brand
 - Type of Engine
 - Year of Build
 - Brake Horsepower(BHP)
- Fill in all mandatory fields
 - Click the “Submit” button, it will redirect to Fee Payment screen

Activity	Amount
Initial Survey	10000.00
CGST @ 9.0%	900.00
SGST @ 9.0%	900.00
Total Payable	11800.00

- Click on Pay Now.
- After successful payment, status will be updated to “Initial Survey Requested”

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Initial Survey Requested Assign Initial Survey

➤ Select “Assign Initial Survey”.

Payment Details

Payment Mode Offline	Payment Amount 3000.0	CGST 0.0	SGST 0.0
IGST 540.0	Payment Date 24-07-2025	Challan Receipt Welcome To TraceNet.pdf	

General Vessel Information

Official Number 300	Name of Vessel Vessel Y	Yard No. 3	Owner Name Owner Vayu
Owner Address Owner Address Mp	Category of Vessel A	Category of Vessel Cargo Cum Passenger	Length 20.0
Breadth 30.0	Depth 40.0	Gross Tonnage 100.0	Net Registered Tonnage 120.0
Draft 10.0	Propulsion Type Hydrogen	Number of Passengers 258	

Source Of Water 6	Sewage Tank 3
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Particulars Of Crew

Number Of Deck Crew 572	Number Of Engine Crew 6	Dead Weight Cargo 20
----------------------------	----------------------------	-------------------------

Accommodation And Safety

Equipment

Fire Fighting Item

Life Saving Equipment

Machinery And Electrical

Navigation Equipment

➤ Click “Assign to Surveyor” button.

IWAI » APPLICATION » INITIAL SURVEY DA VIEW

Select Surveyor *

Select an option

➤ Select Surveyor from dropdown list

- Click on Save button, status will be updated to Surveyor Assigned.

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Assigned	

- Login as Surveyor.
- Navigate to Vessel Registration section on dashboard and select the Application.
- Click on Action icon of selected application.

Vessel Registration Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Surveyor Assigned	⋮
366423	Central/Undertaking/Department	Inland Waterways Authority of India	Vessel AP 1	Uttar Pradesh	Registration	Issue Survey Declaration

- Select “Initial Survey Declaration” to open the Declaration form.

Survey Declaration Issue IWAI » Application » Survey Declaration Issue

Form No. 2
Form of declaration to be issued by the Surveyor
 [see rule 15 (1)]
Declaration of Survey

Ref. No: 770572
Dated: 09 Jan 2025

This is to certify that I have surveyed the Inland Vessel **Lily 10** Official No. **5** in accordance with the Inland Vessel Act, 2021 and the rules made thereunder.

During the survey, the condition of vessel and its equipment was found, as detailed in the Record of vessel Equipment and Vessel Information attached as annexure to this Declaration of Survey

Based on the details contained in the Record of Vessel Equipment and Vessel Information together with the number and qualification of personnel manning the vessel, the vessel is fit for the service stated in the Certificate of Survey, and worthy of the trade or purpose stated therein.

This declaration of Survey is valid upto sixty days from the date of declaration mentioned above.

Surveyor

Enclosure: Record of Equipment and Vessel Information Annexure to.

Annexure to Form No. 2
Record of Equipment and vessel Information
[see rule 15(3)]

Vessel Details ^

Official Number <input type="text" value="5"/>	Name of Vessel <input type="text" value="Lily 10"/>	Yard No. <input type="text" value="3"/>	Owner Name <input type="text" value="Sh. Naresh"/>
Owner Address <input type="text" value="Noida"/>	Category of Vessel <input type="text" value="A"/>	Category of Vessel * <input type="text" value="Passenger"/>	Year of Build <input type="text" value="2016"/>
Number of Passengers <input type="text" value="6"/>	Length <input type="text" value="30.0"/>	Breadth <input type="text" value="40.0"/>	Depth <input type="text" value="50.0"/>
Gross Tonnage <input type="text" value="70.0"/>	Net Registered Tonnage <input type="text" value="80.0"/>	Draft <input type="text" value="60.0"/>	Propulsion Type <input type="text" value="Hydrogen"/>

Deck And Space ^

Freeboard ^

Particulars Of Hull ^

Deck And Space ^

Deck Name * <input type="text"/>	Space * <input type="text"/>	Number Of Passengers * <input type="text"/>	<input type="button" value="-"/> <input style="background-color: #007bff; color: white; padding: 2px 5px; border: none; border-radius: 3px;" type="button" value="+"/>
-------------------------------------	---------------------------------	--	--

Freeboard ^

Minimum freeboard * <input type="text"/>	Number Of Passengers * <input type="text"/>	Dead Weight tonnage * <input type="text"/>
---	--	---

Particulars Of Communication Equipment ^

Particulars Of Pollution Control Devices ^

Particulars Of Crew ^

Accomodation And Safety ^

Equipment ^

Fire Fighting Item ^

Life Saving Equipment ^

Machinery And Electrical ^

Navigation Equipment ^

Issued at: **on:**

(Signature of authorised official issuing the certificate) (Seal of the issuing Authority)

- Fill in all mandatory fields
- Click the “Submit Survey” Button
- The Application Status will now be updated to “Declaration Completed”.

Vessel Registration Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Declaration Submitted	
366423	Central/Undertaking/Department	Inland Waterways Authority of India	Vessel AP 1	Uttar Pradesh	Registration Certificate Issued	

➤ Now **DA** will login and will navigate to Vessel Registration section on dashboard.

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number Search Clear

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Declaration Submitted	Approve Submitted Declaration

➤ Click on Action Icon and select “Approve Submitted Declaration”.

Vessel Details

Official Number 300	Name of Vessel Vessel Y	Yard No. 3	Owner Name Owner Vayu
Owner Address Owner Address Mp	Category of Vessel A	Type of Vessel * Cargo Cum Passenger	Year of Build 1997
Number of Passengers 258	Length 20.0	Breadth 30.0	Depth 40.0
Gross Tonnage 100.0	Net Registered Tonnage 120.0	Draft 10.0	Propulsion Type Hydrogen

Deck And Space

Freeboard

Particulars Of Hull

Particulars Of Propulsion Of Engines

Accommodation And Safety

Equipment

Fire Fighting Item

Life Saving Equipment

Machinery And Electrical

Navigation Equipment

Issued at: Noida on: 24-07-2025

(Signature of authorised official issuing the certificate) (Seal of the issuing Authority)

Remark *

Accept Clarification

- Fill Mandatory fields
- Click on Accept button to proceed, status will be updated to “Initial Survey Completed”.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Initial Survey 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

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
788558	Individual	John	Lily 10	Uttar Pradesh	Initial Survey Com	Apply for Provisional Certificate of Survey
361890	Individual	John	Lily 1	Uttar Pradesh	Registration Certificate issued	Apply for Certificate of Survey

- Select “Apply for Provisional Certificate of Survey”

Provisional Certificate of Survey IWA | Application > Provisional Certificate of Survey

I

John

From

Goa

To, Designated Authority

Noida

Sir,

Subject: Application for Provisional Certificate of Survey

This has reference to the Declaration of Survey Ref No. 788558 dated 09-01-2025 for the vessel with the Official Number 5.

It is requested that a Provisional Certificate of Survey be issued which is valid for 60 days from the date of issue.

Yours Faithfully,

Signature

- Click the” Save” button to proceed to the Fee Payment screen

Payment

Online Offline

Activity	Amount
Provisional Certificate Survey	10000.00
CGST @ 9.0%	900.00
SGST @ 9.0%	900.00
Total Payable	11800.00

[Back](#) [Pay Now](#)

- User can select Payment mode as Offline also
- Click the “Pay Now” button to complete the payment.
- The Application status will now be updated to “Applied for Provisional Certificate of Survey”

Vessel Registration Survey Approval Certificate Approval

Reference Number [Search](#) [Clear](#)

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

967059	Individual	Test Sep	Shp Megh	Goa	Applied for Provisional Certificate of Survey	
863781	Individual	Test Ship	Ship A	Goa	Registration Completed	

Issue Provisional Certificate of Survey

- Select ” Issue Provisional Certificate of Survey”

Provisional Certificate of Survey Details

Owner Type Individual	Applicant Name vijaoy Assam	Applicant Address demo	Applicant State Assam
Vessel Name Vessel Y	Port of Registry MP-01	Official Number 300	Vessel Registration State Madhya Pradesh
Owner name Owner Vayu	Owner Address Owner Address Mp		

Payment Details

Payment Mode Offline	Amount 1500.0	CGST Amount 0.0	SGST Amount 0.0
IGST Amount 270.0	Transaction Id	Transaction Date 24-07-2025	Transaction Status SUCCESS

Receipt
[Challan Receipt](#)

Survey Number *	Survey Date *	Place of Survey *
<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>
Date of Issue *	Date of Expiry	
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>	

➤ Fill in all mandatory fields

Note - The Date of Expiry will automatically be set to 60 days after the selected Date of Issue.

➤ Click the " Issue Provisional Certificate of Survey" button

➤ The "Generate Certificate" button will now be displayed

Survey Number *	Survey Date *	Place of Survey *
<input type="text" value="23"/>	<input type="text" value="24-07-2025"/>	<input type="text" value="Noida"/>
Date of Issue *	Date of Expiry	
<input type="text" value="25-07-2025"/>	<input type="text" value="25-09-2025"/>	

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

Form No. 4
Provisional Certificate Of Survey
 [see rule 15(4)]
Vessel Category: A
Expiry after: 25 Sep 2025 till Midnight

Provisional Certificate of Survey No. <u>23</u>		Zone of Operation <u>Zone - 1</u>
Date of Issue <u>25 Jul 2025</u>		Date of Expiry <u>25 Sep 2025 till Midnight</u>

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

Name of the Vessel <u>Vessel Y</u>	Official No. <u>300</u>
Port of Registry <u>MP-01</u>	Certificate of Registry No.
Gross Tonnage <u>100.0</u>	Net Tonnage <u>120.0</u>
FreeBoard Assigned <u>2 mm</u> , Loading marks placed on the vessel's side: Yes or No	
Name of the Master	
Master's COC Grade	No. Place of issue
Name of the Engineer or Engine Driver	
Engineer or Engine Driver COC Grade	No. Place of issue
Name and Address of Owner or Agent <u>Owner Vayu</u> <u>Owner Address Mp</u>	
Date of Survey carried out <u>24 Jul 2025</u>	Place of Survey carried out <u>Noida</u>
Keel Laying Date: 31 May 1991	

FLYING LIMITS (as applicable)

- The Application Status will now be updated to “Provisional Certificate Uploaded”.

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
927411	Individual	SBchitra	Chandra	Goa	CMN Issued	
967059	Individual	Test Sep	Shp Megh	Goa	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

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
967059	Individual	Test Sep	Shp Megh	Goa	Provisional Certificate Uploaded	⋮
938912	Individual	Test Sep	dfdf	Goa	Inspection Scheduled From : 07-09-2024 to: 06-09-2024	Apply for Provisional Certificate of Registration

- Select “Apply for Provisional Certificate of Registration”

Provisional Certificate Registration IWA | Application > Provisional Certificate Registration

I, Test Owner , resident of Test Address , being the Owner/Master of an Inland Vessel Shp Megh hereby request that the said vessel be provisionally registered and a provisional certificate of registration be issued at Port A be provisionally registered at Port A .

for the reason: _____

I agree to pay such fees as may be payable under the rules.

Enclosures:

Certificate Of Provisional Survey *

Choose File No file chosen

Insurance Certificate

Choose File No file chosen

Mortgage Details

Choose File No file chosen

Place: _____

Date: dd-mm-yyyy

Signature of the Owner/Master of the vessel

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

Online
 Offline

Activity	Amount
Provisional Certificate Registration	100.00
CGST @ 9.0%	9.00
SGST @ 9.0%	9.00
Total Payable	118.00

- Click the “Pay Now “button
- After successfully completing the payment, the Application Status will be updated to “Applied for Provisional Certificate of Registration”.

[Vessel Registration](#)
[Survey Approval](#)
[Certificate Approval](#)

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

[User Registration](#)
[Vessel Registration](#)
[Survey Approval](#)
[Certificate Approval](#)

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Applied for Provis of Registration	<input type="button" value="Issue Provisional Certificate of Registration"/>

- Select “Issue Provisional Certificate of Registration”

Provisional Registration Application Details

Owner Type Individual	Applicant Name vijaoy Assam	Applicant Address demo	Applicant State Assam
Vessel Name Vessel Y	Port of Registry MP-01	Official Number 300	Vessel Registration State Madhya Pradesh
Owner name Owner Vayu	Owner Address Owner Address Mp		

Payment Details

Payment Mode Offline	Amount 100.0	CGST Amount 9.0	SGST Amount 9.0
IGST Amount 0.0	Transaction Id	Transaction Date 24-07-2025	Transaction Status SUCCESS

Receipt
Download

Date of Issue *

Date of Expiry *

- 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

Date of Issue *

Date of Expiry *

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

FORM No. 13
PROVISIONAL CERTIFICATE OF REGISTRATION
[see rule 6(4)]
Expiry After: 30 Jan 2025 till Midnight

Issued By: Sunaina DA. Registering Authority

PARTICULARS OF VESSEL

Official Number	Name of the Vessel	Previous Registry Date (if Any)	Previous Registry Port (if Any)	Date Of Registry
666	DeccanShip			30 Dec 2024
Port of Registry	Name of Builders	Address of Builders	Where Built	Propulsion Type
Port-2	Ashok	Noida	USA	Electrical
Material Description	Number of Bulkheads	Numbers of Decks	Stem	Stern
Steel	6	1		
Length of engine -- room (if any)	Length (Meter)	Breadth	Draft (Meter)	Depth (Meter)
	30.0	40.0	70.0	50.0

"Particulars of Propelling Engines" and "Machinery", as supplied by Builders, Owners or Engine Makers

Number of Engines: 0
 Combined Power: 0
 Engine Maker Name: ram
 Engine Maker Address: Gurgaon

- The Application Status will now be updated to “Provisional Certificate Issued”.

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

Vessel Registration **Survey Approval** Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Provisional Certificate Issued	⋮
900353	Individual	vijaoy Assam	Vessel Z	Assam	Initial Survey Complete	Apply for Provisional Certificate of Survey
567261	Individual	vijaoy Assam	Rocky Front	Assam	Initial Survey Complete	Apply for Certificate of Survey

- Select “Apply for Certificate of Survey”

Application for Certificate of Survey IWA | Application - Application for Certificate

To, Designated Authority

Subject: Application for Certificate of Survey

This has reference to the Declaration of Survey Ref No. 487674 dated 10-11-2024 for the vessel with the Official Number: 900 .

It is requested that a Certificate of Survey be issued which is valid for five years from the date of issue.

Yours Faithfully,

Signature

Yours Faithfully,

Signature

- Click the “Save” button. The Fee Payment screen will now be displayed

Online Offline

Activity	Amount
Certificate of Survey	3000.00
IGST @ 18.0%	540.00
Total Payable	3540.00

- Click the “Pay Now” button
- After successfully completing the payment, the application status will now be updated to “Applied for Certificate of Survey”

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
967059	Individual	Test Sep	Shp Megh	Goa	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

967059	Individual	Test Sep	Shp Megh	Goa	Applied for Certificate of Survey	⋮
863781	Individual	Test Ship	Ship A	Goa	Registration Comp	➔ Issue Certificate of Survey

- Select “Issue Certificate of Survey”

Certificate of Survey Details

Owner Type Individual	Applicant Name vijaoy Assam	Applicant Address demo	Applicant State Assam
Vessel Name Vessel Y	Port of Registry MP-01	Official Number 300	Vessel Registration State Madhya Pradesh
Owner name Owner Vayu	Owner Address Owner Address Mp		
Payment Details			
Payment Mode Offline	Amount 3000.0	CGST Amount 0.0	SGST Amount 0.0
IGST Amount 540.0	Transaction Id	Transaction Date 24-07-2025	Transaction Status SUCCESS
Receipt Challan Receipt			

- 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 : B

Certificate of Survey No. <u>4</u>	Zone of Operation <u>Zone 2</u>
Date of Issue <u>17-01-2025</u>	Date of Expiry <u>17 Mar 2030</u> till Midnight
This Certificate of Survey has been issued subsequent to Survey carried out of the below detailed inland	
Name of the Vessel <u>DeccanShip</u>	Official No. 666
Port of Registry <u>Port-2</u>	Certificate of Registry No.
Gross Tonnage <u>60.0</u>	Net Tonnage <u>80.0</u>
FreeBoard Assigned <u>3</u> mm, Loading marks placed on the vessel's side: Yes or No	
Name of the Master <u>Atul</u>	
Master's COC Grade	No. <u>AXDE00345255</u> Place of Issue <u>Port-2</u>
Name of the Engineer or Engine Driver	
Engineer or Engine Driver COC Grade	No. Place of issue
Name and Address of Owner or Agent <u>Aman</u>	<u>Karnal</u>
Date of Survey carried out <u>10 Jan 2025</u>	Place of Survey carried out <u>Noida</u>

- The Application Status will now be updated to “Certificate of Survey Issued”.

[User Registration](#) [Vessel Registration](#) [Survey Approval](#) [Certificate Approval](#)

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
<u>899419</u>	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

Vessel Registration Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Certificate of Survey Issued	⋮
900353	Individual	vijaoy Assam	Vessel Z	Assam	Initial Survey on	Apply for Certificate of Registration

- Select “Apply for Certificate of Registration”

I, Aman , resident of Karnal , being the Owner/Master of an Inland Vessel DeccanShip hereby request that the said vessel be registered and a certificate of registration be issued at Port-2 be registered at Port-2 .

for the reason:

Vessel Station License No:

I agree to pay such fees as may be payable under the rules.

Enclosures:

Certificate Of Survey *

No file chosen

Insurance Certificate

No file chosen

Mortgage Details

No file chosen

Place:

Date:

Signature of the Owner/Master of the vessel

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

Online Offline

Activity	Amount
Certificate Of Registration	1200.00
IGST @ 18.0%	216.00
Total Payable	1416.00

- User can select Payment mode “Offline” also

Online Offline

Please Select Challan Receipt *

No file chosen

- Upload the Challan Receipt and click the “Make Payment button
- Once the payment is completed, the Application Status will now be updated to “Applied for Certificate of Registration”.

Vessel Registration Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	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

User Registration **Vessel Registration** Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Applied for Certificate of Registration	<input type="button" value="Issue Certificate of Registration"/>

- Select “Issue Certificate of Registration”

Registration Certificate Details

Owner Type Individual	Applicant Name vijaoy Assam	Applicant Address demo	Applicant State Assam
Vessel Name Vessel Y	Port of Registry MP-01	Official Number 300	Vessel Registration State Madhya Pradesh
Owner name Owner Vayu	Owner Address Owner Address Mp		

Payment Details

Payment Mode Offline	Amount 1200.0	CGST Amount 0.0	SGST Amount 0.0
IGST Amount 216.0	Transaction Id	Transaction Date 25-07-2025	Transaction Status SUCCESS

Receipt
[Download](#)

- 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: Sunaina DA . Registering Authority

Official Number	Name of the Vessel	Port of Registry	Date of Registry	Previous Registry Date (if Any)	
666	DeccanShip	Port-2	30 Dec 2024		
Previous Registry Port (if Any)	Whether Vessel Indian or Foreign Built	Whether self propelled Propulsion Type	Where Built	Name of Builder	
		Electrical	USA	Ashok	
Address of Builders	Numbers of Decks	Stem	Stern	Material	
Noida	1			Steel	
Number of Bulkheads	Length (Meter)	Breadth (Meter)	Draft (Meter)	Depth (Meter)	Length of engine -- room
6	30.0	40.0	70.0	50.0	

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

No. of sets of Engines	Description of Engines	Whether Engine Indian/Imported	Engine Make Year	Engine Maker Name
0			2023	ram
Address of Engine Maker	Reciprocating Engines		Rotary Engines	B.H.P Estimated
Gurgaon	No. of Cylinders in each set	Diameter of cylinders	No. of Cylinders in each	258.0
		0		Speed of Vessel
No. of Shafts		Length of Stroke		

- The Application Status will now be updated to “Registration Certificate Issued”.

User Registration [Vessel Registration](#) Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Registration Certificate Issued	:

- Click Action icon

User Registration [Vessel Registration](#) Survey Approval Certificate Approval

Reference Number

Reference Number	Owner Type	Applicant Name	Ship Name	Vessel Registration State	Application Status	Action
899419	Individual	vijaoy Assam	Vessel Y	Madhya Pradesh	Registration Certificate Issued	Book of Registration

- Select “Book of Registration” to view the Vessel Details

Book of Registration IWAI » Application » Book of Registration

Form No. 1
[Rules 5(4) and 5(10)]
Book Of Registration

Registration Number : 666

Name of Vessel : DeccanShip

Port Of Registry : Port-2 **Year Of Registry :** 2025

Name Of the Owner : Aman

Address Of the Owner : Karnal

DESCRIPTION OF INLAND VESSEL

Type of Vessel : Passenger **Category :** B

Year of Make : 2023

No. of cylinders per set : **Diameter of cylinder (in mm) :** 0

Stroke in inches : 0

N.H.P. : **B.H.P./K.W. :** 258.0 **I.H.P. :**

PROPULSION

Propeller Type : Single screw **Speed of Vessel :** 22.45

Propulsion geared or direct driven : **Propulsion type :**

Registering Authority Date : 30 Dec 2024

SUBSEQUENT TO REGISTRATION

Nature and Date of transaction

Number of transaction of transferee or mortgagee or other person acquiring title or power

[GENERATE REPORT](#)

- Click “Generate Report”. The Report will open in a new tab in PDF format for download and use.

Form No. 1
BOOK OF REGISTRATION
[see rule 5(4) AND 5(10)]

Registration Number: 666
Name of Vessel: DeccanShip
Port of Registry: Port-2 Year of Registry: 2025
Name of the Owner: Aman
Address of the Owner: Karnal

DESCRIPTION OF INLAND VESSEL

Type of Vessel: Passenger Category: B
Gross Tonnage: 60.0 Net Tonnage: 80.0

PARTICULARS OF VESSELS

Length Overall: 30.0 Breadth Extreme: 40.0 Depth of underside of deck amid ships, at side: 50.0
Builder Name and Address: Ashok, Noida
Year of Built: 2023
Type of Hull wood, steel, etc.: Steel
Number of Decks: 1 No. of Bulkheads: 6

At the ship owner login, status will be updated to “Book of Registration”

406568	Individual	Ashish Yadav	DeccanShip	Uttar Pradesh	Book Of Registration
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- Click on Reference Number, vessel details will display along with all generated certificates/reports.

Sr. No.	Action Taken On	Action Comment	Certificates
1	10-01-2025 08:50:59	CMN Issued	CARVING MARKING NOTE
2	10-01-2025 09:01:30	Applied for CMN Survey	
3	10-01-2025 09:06:10	CMN Survey Report Uploaded	
4	10-01-2025 09:14:08	Initial Survey Requested	
5	10-01-2025 09:15:51	Initial Survey Completed	
6	10-01-2025 09:25:54	Provisional Certificate Uploaded	PROVISIONAL CERTIFICATE OF SURVEY
7	10-01-2025 09:44:46	Provisional Certificate Issued	PROVISIONAL CERTIFICATE OF REGISTRATION
8	10-01-2025 09:52:58	Certificate of Survey Issued	PERMANENT CERTIFICATE OF SURVEY
9	10-01-2025 10:03:57	Applied for Certificate of Survey	
10	10-01-2025 10:04:51	Registration Certificate Issued	PERMANENT REGISTRATION CERTIFICATE

