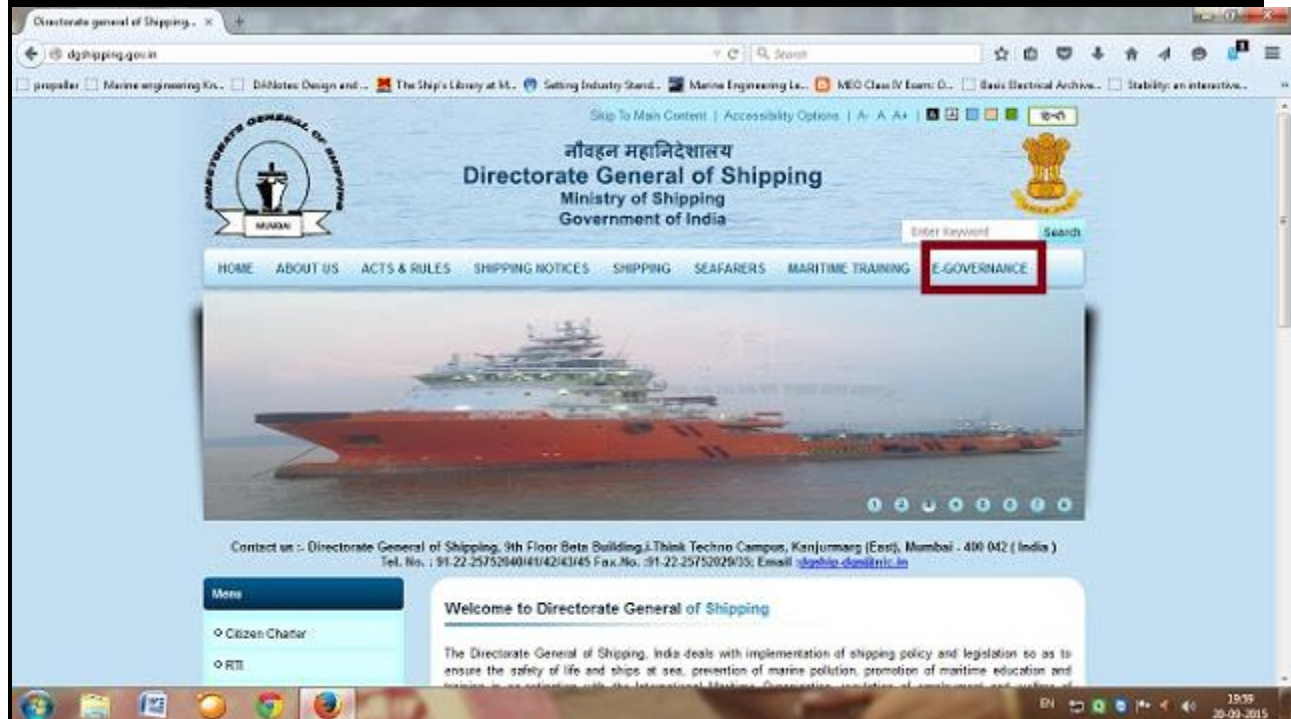
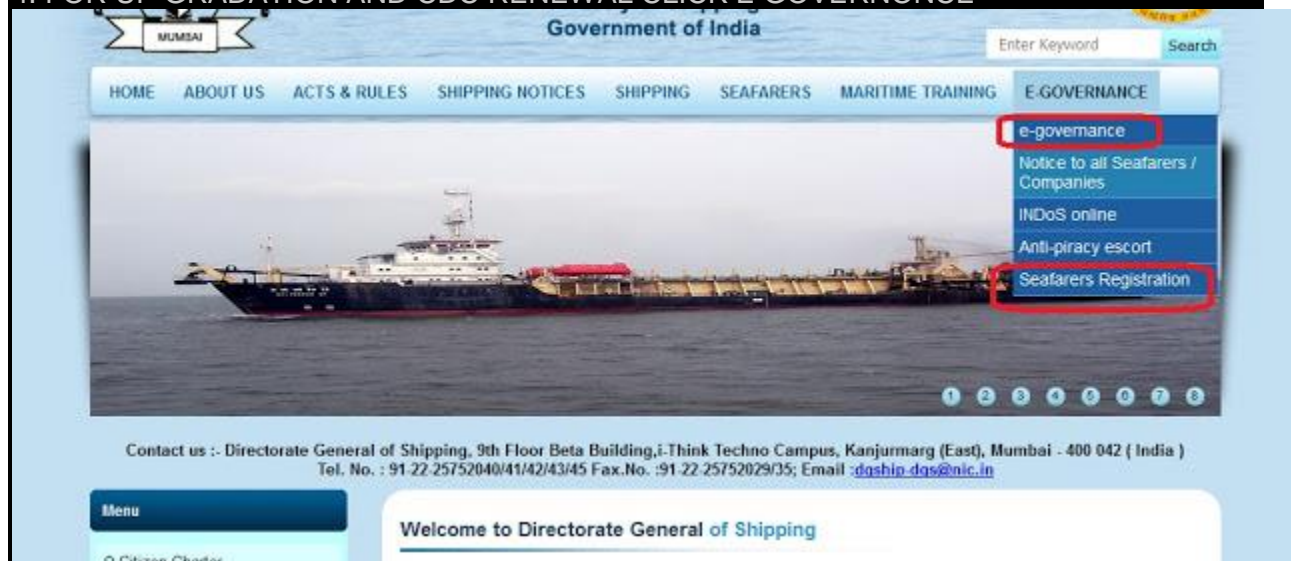


PROCEDURES OF ONLINE CDC RENEWAL

- 1.GO TO DG SHIPPING WEBSITE <http://dgshipping.gov.in>
- 2.BEFORE APPLY FOR CDC RENEWAL SEAFARERS PROFILE MUST BE UPDATED
- 2.CLICK E GOVERNANCE TAB AS SHOWING BELOW



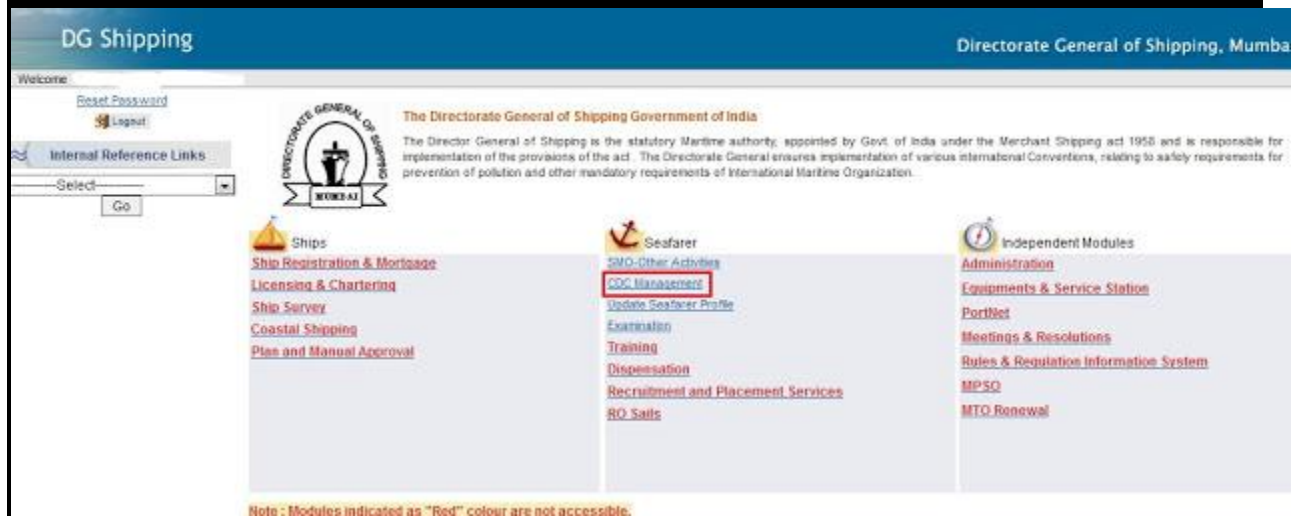
- 3.FOR SEAFARERS PROFIL REGISRATION CLICK ON SEAFARERS REGISTRATION
4. FOR UP GRADATION AND CDC RENEWAL CLICK E GOVERNANCE



- 5.LOGIN BY USING INDOS NUMBER AND PASSWORD



6.FOR UPDATION OF SEAFARERS PROFILE CLICK UPDATE SEAFARER PROFILE
 7.FOR RENEWAL OF CDC CLICK CDC MANAGEMENT
 RENEWAL IS IN STICKER FORM AND REPLACEMENT IS NEW BOOK



8. CLICK ON SUBMIT APPLICATION ON LEFT HAND CORNER
 9.FOR REPLACEMENT OF CDC CLICK ON DOWNLOAD AND DOWNLOAD DECLARATION FORM

Welcome

[Submit Application](#) [Others](#)**Continuous Discharge Certificate : Business Process**

DG Shipping is involved in administration of shipping industry of the country. As shipping has inter-country scope, regulations governing the industry are effected by international laws.

The need for a reliable seafarer database is essential from the point of view of international conventions (STCW Reg. 1/9, ILO Reg. 185). Continuous Discharge Certificate cum seafarers identity documents issued to Indian Seafarer under M.S.(CDC) Rules 2001, as amended provides his identity as well as his date of professional records such as sea service, training and examination particulars.

Declaration / Certificate Forms	Download Forms
Declaration Form for Duplicate / Replacement CDC Application	Download

Please Read Instruction Carefully Before Applying

10. SELECT THE SHIPPING OFFICE OF CDC RENEWAL/REPLACEMENT APPLICATION TO BE SUBMITTED, FILL THE RELEVANT DATA ON THE COLUMN ,
U CAN SUBMIT ANY OF SHIPPING OFFICE FOR RENEWAL AND REPLACEMENT AS OF YOUR CONVENIENT, IRRESPECTIVE OF ISSUING OFFICE

SHIPPING OFFICE ADDRESS**SHIPPING OFFICE MUMBAI**

Shipping Master
Government Shipping Office
Nau Bhavan, 10 R,K, Marg, Mumbai-400 001
Tel No: 022-22697971-72

SHIPPING OFFICE CHENNAI

Shipping Master
Govt. Shipping Office,
Anchorgate Building, 3rd Floor,
P.B.No.5004, Rajaji Salai,
Chennai ?600 001
Tel No: 044-25229674

SHIPPING OFFICE KOLKATA

Shipping Master,
Government Shipping Office
Marine House, Hastings, Kolkata-700 022
Tel No: 033-22230517/527

Instructions

1. Fill the data & Generate Application No.
2. Pay Fees online.
3. Take print out of the application, sign on it and upload along with required documents.
4. Date of upload of documents will be treated as date of submission of application for all purpose for application submitted to S

1. Personal Details

2. Address

3. Fee Details

4. Attach Documents

Note: All fields marked with an (*) asterix are mandatory.

Office

Office*

Date : 20-SEP-2016

Personal Details

Name of the candidate*

Father's name*

Sex*

Date of birth*

Place of birth*

Nationality*

INDO S No.

Indos Issue Date

Height* (in cms)

Color of eyes*

Color of hair*

Identification Marks*

Note: Personal details are as per INDO S.
For any modification in details please contact to INDO S Cell prior to submission of online application.

CDC Details

CDC No.

CDC Issue Date

CDC Expire Date

CDC Issue Place

Passport Details

Valid Passport No.

Date of issue

Place of issue

DG Shipping

Welcome (Sunday 20/09/2015 08:09 PM)

Submit Others

Application

Submit Application » Renewal CDC

Instructions

1. Fill the data & Generate Application No.
2. Pay Fees online.
3. Take print out of the application, sign on it and upload along with required documents.
4. Date of upload of documents will be treated as date of submission of application for all purpose for application submitted to Shipping Master Office

1. Personal Details

2. Address

3. Fee Details

4. Attach Documents

Note: All fields marked with an (*) asterix are mandatory.

Permanent Address

House No. *

Street *

Village/Post Office *

District *

State *

Pin Code *

Phone No. with STD Code *

Nearest Police Station *

Other Communication details

Email Address *

Mobile No. *

Continue

Reset

DG Shipping

Welcome (Sunday 20/09/2015 08:09 PM)

Submit Others

Application

Submit Application > Renewal CDC

Instructions

1. Fill the data & Generate Application No.
2. Pay Fees online.
3. Take print out of the application, sign on it and upload along with required documents.
4. Date of upload of documents will be treated as date of submission of application for all purpose for application submitted to Shipping Master Office.

1. Personal Details

2. Address

3. Fee Details

4. Attach Documents

Note : All fields marked with an (*) asterisk are mandatory.

Fees Payable

Renewal Certificate will be given in the form of sticker which the CDC holder may affix on 'Additional page for office use' in CDC. Original CDC is NOT to be forwarded to the Shipping Master.

Pay Mode	ePayment
Amount	Rs. 100

Note : Online payment to be made after application no generate, fees once paid will not be refunded.

Continue

11. FOR RENEWAL CDC ORIGINAL CDC SHOULD NOT BE SENT TO THE SHIPPING OFFICE THE RENEWAL IS ON THE FORM OF STICKER WHICH SHOULD AFFIX ON ADDITIONAL PAGE OF CDC
12. CHECK I AGREE COLUMN
13. CLICK ON GENERATE APPLICATION NUMBER
14. AFTER GENERATING APPLICATION NUMBER PAY FEES(100/-RUPEES) ONLINE BY DEBIT/CREDIT/ONLINE BANKING AFTER SUCCESS FULL PAYMENT PRINT OR SAVE THE RECIEPT

DG Shipping

Directorate General of Shipping, Mumbai

Welcome (Wednesday 13/07/2015 03:07 PM)

Submit Others

Application

Documents to upload for SMO/C3/2015/22224563

Note : All fields marked with an (*) asterisk are mandatory.

Applicants are advised to create single PDF file for each of the sections in which they are required to upload multiple documents.

S.No.	Document	Choose File	No file chosen	Select File to Upload
1.	Scan copy of signed online application (* View & Print Application)	Choose File	No file chosen	pdf file only
2.	Passport size (2.8 cm X 3.8 cm) photograph of seafarer (Read Instruction)	Choose File	No file chosen	JPG file only
3.	SCR accepted scanned copy of CDL/STWC and last two pages	Choose File	No file chosen	pdf file only
4.	SCR accepted scan copy of prior or valid citizenship document (Passport or any other document)	Choose File	No file chosen	pdf file only

Note: Document(s) should be well attached.

Instruction for Uploading of Photograph and Separate Images.

For Photograph Image

1. Photograph must be a recent passport size, colour picture.
2. The colour picture must be taken against a light-colored, preferably white, background.
3. The candidate should be wearing regular or thin glasses with a narrow bar.
4. If the picture is taken on a sunny day, the sun should be behind the person getting clicked or in the shade, so that shadows does not appear squaring and there are no harsh shadows.
5. It is very much, secure that's no 'red eyes'.
6. If the person getting clicked wears glasses, it should be ensured that there are no reflections and the spectacles are clearly seen.
7. Caps, hats and dark glasses are not acceptable. However, religious headwear not covering the face, are allowed.
8. Excessive photo wash may be allowed (highlighted) and scanned and not the entire page.

For Signature Image

1. The candidate himself/herself should sign on a white paper with a black ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. Dimensions: 2.5 cm x 3.5 cm (preferred).
4. Excessive signature may be selected (highlighted) and scanned and not the entire page.

The Photograph/Signature will be used in all wherever necessary. Online Application will not be processed unless candidate's upload their scanned Photograph and signature as specified. After uploading the photograph/ signature a candidate should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not successfully upload, the candidate may re-upload the photograph or signature. In case the application for scanned photograph/signature is not, the candidate may re-upload.

Back Upload Fees Forget

DG Shipping Directorate General of Shipping, Mumbai

Welcome
Submit Application Others

Your data has been successfully submitted.

Application No.		Applicant's Name	
User Id		Application Name	CDC Renewal
Office Applied To		Date	
Fees (Rs.)	100	Payment Status	Not paid Pay Now

Note : Online payment can also be made through ' Others > Pay Fees,Upload Document & View Application Status Link '

- 15. CLICK ON OTHERS TAB
- 16. CLICK ON DROP DOWN TABLE PAY FEES, UPLOAD DOCUMENT & VIEW APPLICATION STATUS YOU CAN PAY FEES FROM HERE ALSO

DG Shipping Directorate General of Shipping, Mumbai

Welcome
Submit Application Others

Pay Fees,Upload Document & View Application Status

Continuous Discharge Certificate : Business Process

DG Shipping is involved in administration of shipping industry of the country. As shipping has inter-country scope, regulations governing the industry are effected by international laws.

The need for a reliable seafarer database is essential from the point of view of International conventions (STCW Reg. 1/9, ILO Reg. 185). Continuous Discharge Certificate cum seafarers identity documents issued to Indian Seafarer under M.S.(CDC) Rules 2001,as amended provides his identity as well as his date of professional records such as sea service, training and examination particulars.

Declaration / Certificate Forms	Download Forms
Declaration Form for Duplicate / Replacement CDC Application	Download

DG Shipping Directorate General of Shipping, Mumbai

Welcome
Submit Application Others

CDC Application Status

Sr No.	Application No. Generation Date	Application No	Application Type	Category	Office Applied To	Fees (Rs.)	Fees Pay Mode	Fees Paid Date	Application Status	View Submitted Data	Remarks	Document Upload Status
1.	28-SEP-2015	SMD/KC091502222522	CDC Renewal		SMD Kolkata	100	ePayment		Click to Pay Now	View		

- Credit Card
- Debit Card
- Debit Card + ATM PIN
- Internet Banking
- Wallet/ Cash Cards

Pay by Credit Card
Pay by AmEx ezeClick

Card Number

Expiration Date

Month

Year

CVV/ CVC

Card Holder Name

Merchant Name

Directorate General Of Shipping

Payment Amount: ₹ 100.00

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DG Shipping

Welcome ()

Submit **Others**

Application

Submit Application » Renewal CDC

Application has been submitted on . XX-XX-XX and Application no : SMO/15683304404

17. AFTER PAYING FEES OTHERS TAB DROP DOWN MENU VIEW APPLICATION STATUS VIEW SUBMITTED DATA COLUMN CLICK ON VIEW AND TAKE PRINTOUT OF APPLICATION , SIGN THE APPLICATION AND SCAN THE APPLICATION
18. CLICK ON DOCUMENT UP LOAD, UPLOAD REQUESTED DOCUMENTS
- a) **SCANNED COPY OF SIGNED APPLICATION**
 - b) **PASSPORT SIZE PHOTO 3.5 X3.5 cm IN WHITE SHIRT**
 - c) **SELF ATTESTED SCANNED COPY OF CDC FIRST AND LAST TWO PAGES**
LAST TWO PAGES MEANS LAST STAMPED TWO PAGES
 - d) **SELF ATTESTED SCAN COPY OF PROOF OF INDIAN CITIZEN SHIP DOCUMENT(PASSPORT OR ANY OTHER DOCUMENT)**
- IF REQUIRED UPLOAD SIGNATURE IN THE SIZE OF 3.5 x 1.5 CM DIMENSION**

Welcome

Submit
Application

CDC Application Status												
Sr No.	Application No. Generation Date	Application No	Application Type	Category	Office Applied To	Fees (Rs.)	Fees Pay Mode	Fees Paid Date	Application Status	View Submitted Data	Remarks	Document Upload Status
1.	28-SEP-2015	SMO/KJ001502222522	CDC Renewal	---	SMO Kskata	100	ePayment	Click to Pay Now	Fee Not Paid	View		

AFTER SUCCESSFUL SUBMISSION CHECK THE APPLICATION STATUS BY CLICKING OTHERS TAB FOR STATUS OF APPLICATION

FOR REPLACEMENT THE FOLLOWING TO BE SENT BY SPEED POST TO CONCERNED SHIPPING MASTER OFFICE

1. SIGNED APPLICATION FORM
2. THE ORIGINAL CDC (WHICH WILL RETURN ALONG WITH NEW CDC BOOKLET)
3. 2.NOS PASSPORT SIZE PHOTOS