

## Directorate General of Shipping, Mumbai

### GENERAL INSTRUCTIONS:

1. Ensure your eligibility as per M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 and Training Examination & Assessment Programme (TEAP) 2015 before filling up the details electronically online.
2. M.S. (Standards of Training, Certification & Watchkeeping for Seafarers) Rules 2014 is available DG Shipping website, please refer to below link  
[http://dgshipping.gov.in/WriteReadData/userfiles/file/Notification\\_stcw2014\\_310714.pdf](http://dgshipping.gov.in/WriteReadData/userfiles/file/Notification_stcw2014_310714.pdf)
3. Training Examination & Assessment Programme (TEAP) 2015 is available DG Shipping website, please refer to below link  
<http://dgshipping.gov.in/writereaddata/ShippingNotices/201505191224526716388TEAPAConsolidatedRev1,May2015-compressed.pdf>
4. The applicants must ensure that they have registered online (at DG Shipping Website [www.dgshipping.gov.in](http://www.dgshipping.gov.in)) their Seafarer's Profile Registration. (See instructions for Seafarer Profile Registration, if not already done)
5. Columns with red asterix (star) mark in the online forms are mandatorily to be filed in.
6. If you are a seafarer and have any more questions which are not listed below then you may send an email to DG Shipping: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in)

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## Frequently Asked Questions

### **Q1. How do I obtain my seafarers profile registered and how do I obtain user Id & password?**

Ans: Visit DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click on E-Governance menu tab, Seafarers Registrations and fill up Indos, date of birth details, personal details along with correct email address and submit. Within 24hours the user Id and password would be emailed by E-Governance to the registered email address.

### **Q2: I have a medical certificate which was issued by the DGS approved doctor prior joining my last ship, which is still valid. Do I have to get another medical certificate?**

Ans: No need to get another new medical certificate for the purpose of making an application if it's valid.

### **Q3: Where do I need to apply to get my CoC and CoP?**

Ans: All CoP are automatically processed online, candidate need not visit DGS / MMD personally. No fees to be paid.

Please visit DG Shipping website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click E-Governance to avail the online services.

Link for online services: <http://220.156.189.33/esamudraUI/logOut.do?method=loadIndexPage>

**Step 1:** Read Training Circular no. 12 of 2019 available at [www.dgshipping.gov.in](http://www.dgshipping.gov.in).

[http://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR\\_Cir\\_No\\_12%20of%202019.pdf](http://www.dgshipping.gov.in/WriteReadData/userfiles/file/TR_Cir_No_12%20of%202019.pdf)

**Step 2:** Login in to seafarer's profile.

**Step 3:** Go to "update seafarer profile".

**Step 4:** Update your latest and active mobile number and email address.

**Step 5:** Go to "Documents" tab & click on "Upload Documents"

**Step 6:** Read carefully the instructions to upload Photo, Signature, CDC, TAR Book & Passport.

**Step 7:** Ensure that **all the documents** are uploaded as per the instructions ((If all documents are not uploaded, system will not process the case further)

**Step 8:** The online system will automatically filter and fetch all the eligible candidates for processing of the relevant certificates. NO application needs to be submitted.

**Step 9:** The candidates will receive a system generated email after successful generation of certificates.

**Step 10:** The certificate will be available in 'Master Checker' of the seafarers profile.

### **Q4: I have followed above process mentioned for CoP, still I haven't received any communication after one week in my inbox profile?**

Ans: All CoP are automatically processed online and CoP, candidate need not visit DGS / MMD personally. You may go inside your online E-Governance module and click the "update seafarer's profile" and click the "**Grievance for CoP**" tab and write your grievance. Grievance would be replied / resolved online by the Directorate.

### **Q5. Do I need to personally visit MMD for collection of my CoC and CoP hard cover?**

Ans: No. The certificate will be available in 'Master Checker' of the seafarers profile, which may be printed and used.

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**Q6: I have done my sea service through non-RPSL agencies. Can you please confirm whether the service performed through such agencies are acceptable for the purpose of revalidation or issuance of CoPs / WKG?**

Ans: No. According to the directives issued by the Directorate General of Shipping, the seafarers should join the ship only through RPSL agencies approved by the DGS. Hence the sea service performed through non-RPSL agencies will not be recognized by the MMD.

**Q7: My CDC or Passport got expired last month. Do I need to apply for renewal? Is it compulsory to have valid CDC or Passport for the purpose of CoP or obtaining any other certificate?**

Ans: No. You need not wait for renewal of CDC or Passport for making an application. However, it is your responsibility to ensure that all the necessary documents such as CDC, Passport are valid prior joining any ship.

**Q8: Is it necessary to update my DG Shipping online profile for making an application? How do I create and update my profile in the DGS website?**

Ans: Yes. According to the Directives of the DG Shipping, it is compulsory for all the seafarers to register with the e-Governance cell of the DG Shipping and update their profile at regular intervals. Please note that the process of registration is very simple.

You need to go to the website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click the 'Seafarers registration' section under the main heading 'E-Governance.' Upon completion of registration, you can update your profile using the simple steps stated in the website.

Please note that the 'Seafarers Registration' process can be completed easily, if you use 'Internet Explorer or Mozilla' browser.