

Annexure – 1

1. Process Description for issuance of Registration / Renewal as MTO - online

1.1 On line application for issuance of Registration:

1. Access the home page of DG Shipping web site i.e.
<http://www.dgshipping.com>
2. Click on “e-Samudra” link
3. Select “MTO Registration” from the drop down list (“Internal Reference Links”)
4. Click on “Go” button
5. Click on “MTO Registration Application” link
6. Fill up on-line registration form
7. After approval from DGS officials, User ID and Password will be mailed to applicant automatically.

1.2 On-line application for Renewal of Registration of MTO:

1. Access the home page of DG shipping web site i.e.
<http://www.dgshipping.com>
2. Click on “e-Samudra” link
3. Login with the User ID and password
4. Click on “MTO Renewal” link
5. Fill up on-line form
6. After submission of on-line form, an unique number will be generated for further reference.
7. Submit a print out to DGS.

2. On line help desk will be maintained on all Wednesdays during 3 p.m. to 5 p.m. to facilitate applicants to file application as per above process at 022 – 2261 3651/2/3/4 – Exn. 282/3.
