
	<u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.:QMS - 7.0 Page 1	Subject: Authorized Signatories of Maritime Training Institutes	No.TR/Misc/9(14)/2018
	Training Circular No. 18 of 2018	Date : 06.06.2018

1. The Directorate has developed an online system for registering the MTI profile alongwith the details and scanned copy of signature of the authorized signatory. In order to streamline the process of approvals it is now proposed to amend Section 1.4.5 of the DGS Order No. 05 of 2016 dated 01 November 2016 and Section 1.10 of the DGS Order No. 07 of 2016 dated 17 November 2016 and replace them by the following paragraph.

2. Authorized signatories

2.1. All maritime training institutes must nominate authorized signatories to communicate with the Directorate and its allied offices. The Directorate has developed an online system by way of MTI profile for registering the details and scanned copy of signature of the authorized signatory. The Directorate must be notified by a resolution passed by all trustees or Board of Directors of the registered Section 8 Company or all members of registered society (existing maritime training institutes) if any change is required in the authorized signatory. The change should be notified to the Directorate well in advance indicating the date from which the change will be effective. The e-governance team of the Directorate shall allow the maritime training institute to make the necessary changes in the MTI profile.

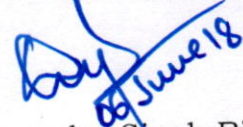

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The certificate issued to a trainee is generally signed by the course In-charge and the Principal or Head of the institute. These two signatories must be authorized signatories and at least one should have an INDoS number. The INDoS number must be mentioned along with name of the signatory.

2.2. No person other than the nominated authorized signatories will be entertained by the Directorate or its allied offices for any purpose relating to the institute. Only the authorized signatories shall sign letters or documents submitted by the institute.

3. This shall enter into force with immediate effect.

4. This issues with the approval of the Director General of Shipping and Secretary to Government of India.



(Deependra Singh Bisen)
Asstt. Director General of Shipping.

To
All DGS approved Maritime Training Institutes.
All MMDs.