NEW INDIAN CDC APPLICATION GUIDELINES

Revised Guidelines as per change in Government policy effective 08/10/2019



SOP

Step 1: Use the link below to access the DGS website using <u>Mozilla Firefox</u> browser only. Use your INDoS number as your User Id. Your password will be your INDoS number followed by the number '1'. (For example, if your INDoS number is : 16ZL1280, then your User id will be 6ZL1280 and Password will be: 16ZL12801) http://220.156.189.33/esamudraUI/well.do?method=loadPage

Step 2: Click on **Update Seafarer Profile** and ensure your seafarer profile is accurately updated before you proceed to the nextstep.



Step 3: Follow the next screen shot and click on <u>Nautical</u> from the drop-down menu. Update your physical details as indicated below.

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Update your Physical Details above



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Step 4: Update <u>Educational Details</u> as indicated below. Select your educational qualification level from the options available in the window. Click on Add when you are done.

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Step 5: After clicking Add, your education details will be updated as shown below. Please confirm all details are accurate before clicking on the **Home** icon. I

Educational Det	ils -> Educational Qualifica	tion				
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Note: This completes your Seafarer profile requirement. ** DO NOT CLICK ON NEXT **



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Step 6: Start your online CDC application by clicking on CDC Management & CoC as Cook.

The Directorate Ge	ineral of Shipping Government of India of Shipping is the statutory Martime authority, appointed by Govt, of provisions of the act. The Directorate General ensures implementation on and other mandatory requirements of International Martime Covarizatio	1 India under the Merchant Shipping act 1955 and is responsible for	Important Links
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Step 7: First click on <u>Submit</u> then click on <u>CDC application</u>.

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Step 8: Click on all the 8 options in the BLUE tabs indicated below and update every required field marked with an asterisk (*)

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Nationality*	INDIAN			
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Height*	173	(in cms)		
Color of eyes*	BROWN			
Color of hair*	BLACK			
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Fill in all asterisk () details in 3. Next-Of-Kin

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Make sure your **STCW Courses** are updated in the DGS website from your maritime training institute. Т

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Upload details of your ILO Medical Certificate (done from any DGS-approved medical center in the Asterisk () sections below.

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Click on <u>I agree</u> then click on <u>Generate Application No</u>.

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7 Scanned copy of	If permanent address proof (Any one of them Passport,Aadhaar Card,Election Commission Photo ID card,and Permanent Driving License)	
CLARATION		
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I hereby declare that	all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been conceated distorted.	
I also affirm and dia	fare that I have not previously been issued with a Continuous Discharge Certificate-cum-Seafarer's identity Document (CDC) and I have not submitted an application for	í -
C to any other Ship	ng Master in India.	
I am aware that, if at	any time, I am found to have concealed/distorted any material information and the Shipping Master has reasons to believe that I have obtained the CDC by presenting to	ilse
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Click on Pay Now

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meltiple payment	a, thus avoiding the entire process of refund. 5.) In case of refund, the fees will be credi	ed subject to deduction of the processing charges by the Bank.

*Online payment can be done by Credit Card or Debit Card. Enter your card details and click on Make Payment.

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Debit Card + ATM PIN Internet Banking Vatet Cash Cards	Card Number Expiration Date CVV/ CVC Month Year Card Holder Name Enter card holder name	Payment Amount E 700.00
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Click on **Print** for your **Payment Details**.

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SOP

Please read the steps below for instructions on the documents required to be uploaded. Make sure all scanned copies of the documents are **CLEAR** and are **SELF ATTESTED (signed by you)** and place the Date next to your signature.

Sr No.	Document	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 (3.5 cm X 3.5 cm) photograph with clear white background face covering 70% (Read Instruction)	Choose File No file chosen	* JPG file only			
3.	Scanned signature of seafarer	Choose File No file chosen	* .JPG file only			
4,	Coloured scanned copy of original Passport (Pages where personal detials, Photo, address details and signature of passport authority are displayed)	Choose File No file chosen	.pdf file Only			
5.	Coloured scanned copy of original Medical Fitness Certificate from DGS Approved Doctor (Appendix IV)	Choose File No file chosen	* .pdf file Only			
6.	Coloured scanned copy of original permanent address proof (Any one of them Passport,Aadhaar Card,Election Commission Photo ID card,and Permanent Driving License)	Choose File No file chosen	* .pdf file Only			
7.	Coloured scanned copy of original pasport of immigration entries relavent to the sea service in international Cruise Ship before 11-Jan-2018	Choose File No file chosen	* .pdf file Only			
8.	Coloured scanned copy of original sea service certificate(s) as worked in international Cruise Ship before 11-Jan-2018	Choose File No file chosen	* .pdf file Only			

If you were hired BEFORE 11-Jan-2018:

- Upload colored scanned copies of original passport pages with immigration entries relevant to the sea service in cruise ship before 11-Jan-2018.
- Upload colored scanned copy of original 'Sea Service Certificate' obtained by working in an international cruise ship before 11-Jan-2018.

If you were hired AFTER 11- Jan-2018:

• Upload a colored scanned copy of your SSC (Secondary School Certificate).

This completes your application process. To view your application status and validity, please click on **Others** as seen on the page below.

							Application Status	6		_		
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Thank You!

New Indian CDC Application Guidelines Updated August 2019

