

NEW INDIAN CDC APPLICATION GUIDELINES

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

Step 1: Use the link below to access the DGS website using **Mozilla Firefox** 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 next step.



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

The screenshot shows the 'Seafarer Profile' form. The 'Discipline' dropdown menu is set to 'Nautical' and highlighted with a red box. A red line connects this menu item to the next screenshot. The 'Physical Details' section is also highlighted with a red box.

Personal Details	
Indos No.	17ZL0404
First Name*	Lester
Last Name*	Fernandes
Date of Birth*	02/03/1973
Birth State*	MAHARASHTRA
Nationality*	INDIAN
Discipline*	Nautical
Middle Name*	Select
Place of Birth*	Engineering
Birth Country*	INDIA

Address Details	
Present Address*	
1-183 B IT CHAWL MAZGAON	
City*	MUMBAI
Pin*	400010
State*	MAHARASHTRA
Country*	India
Telephone Number	912223730809
Mobile Number	919004873548
Email Id*	lester.fernandes@live.com
Permanent Address*	
1-183 B IT CHAWL MAZGAON	
City*	MUMBAI
Pin*	400010
State*	MAHARASHTRA
Country*	INDIA

Physical Details	
Height (in Cms)*	
Eye Color*	
Identification Mark*	Scars on both hands
Hair Color*	
Complexion*	

Update your Physical Details above

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

Education Level* <Select>
Serial No. of Certificate
PCM Mark(%)
Result(%)Grade*
Name of Institute*
Main Subjects*
Year of Passing (YYYY)*
English Mark(%) Not Required
Name of Board/University*
Institution Address*
Seafarer's Comment
MMO's Comment

Note : 1) Please use the "Add" Button to add the details in the list below.
2) In case of "Senior Secondary School Certificate", PCM and English Mark are compulsory.
3) Any problem during data entry, please feel free to mail egovernance-dgs@nic.in

Add Clear

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.

Education Level* <Select>
Serial No. of Certificate
PCM Mark(%) Not Required
Result(%)Grade*
Name of Institute*
Main Subjects*
Year of Passing (YYYY)*
English Mark(%) Not Required
Name of Board/University*
Institution Address*
Seafarer's Comment
MMO's Comment

Note : 1) Please use the "Add" Button to add the details in the list below.
2) In case of "Senior Secondary School Certificate", PCM and English Mark are compulsory.
3) Any problem during data entry, please feel free to mail egovernance-dgs@nic.in

Add Clear

Update qualifications carefully

S.NO.	Education Level	Main Subject	Year of Passing	Result (%)	
1.	10+2 (HSC/Intermediate/equivalent)	SCIENCE	1991	42	View Edit Delete

Back Next

Note: This completes your Seafarer profile requirement.

**** DO NOT CLICK ON NEXT ****

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

The screenshot shows the DG Shipping website dashboard. The 'Seafarer' section is highlighted with a red box, and the link 'CDC Management & CoC as Cook' is specifically highlighted with a red box. A red line also points to this link from the top of the page. The dashboard includes sections for 'Ships', 'Seafarer', and 'Independent Modules'. A note at the bottom states: 'Note: Modules indicated as "Red" colour are not accessible.'

Step 7: First click on Submit then click on CDC application.

The screenshot shows the 'Submit' page on the DG Shipping website. The 'Submit' button is highlighted with a red box. Below it, the 'Renewal CDC (New)' section is highlighted with a red box. The page shows a form for '1. Personal Details' with fields for Office, Name of the candidate, and Sex. The 'Office' field is set to 'SHIPPING MASTER OFFICE MUMBAI' and the 'Date' is '04-AUG-2017'. The 'Name of the candidate' field is set to 'LESTER SABY FERNADES'. The 'Sex' field is set to 'Male'. A note at the bottom states: 'Note: All fields marked with an (*) asterix are mandatory.'

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

*Fill in **1. Personal Details**

Click to view instruction View Manual

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

Office* Date

Use either of the 3 options closest to your home city (Mumbai, Chennai and Kolkata)

Personal Details

Name of the candidate*

Father's name*

Sex*

Date of birth*

Place of birth*

Nationality*

INDOS No.

Indos Issue Date

Height* (in cms)

Color of eyes*

Color of hair*

Identification Marks*

Note: Above personal details are as per INDOs.
For any modification in details please contact to INDOs Cell prior to submission of online application.

Passport Details

Valid Passport No.*

Date of issue*

Place of issue*

Activate Windows
Go to Settings to activate Windows.

Fill in all asterisk () details in **2. Address**

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. In case of uploading of Photo and Signature, It is requested that only the photograph or signature may be selected/highlighted and scanned and not the entire page. Online Application will not be processed unless candidate's upload their scanned Photograph and signature as specified. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload his/ her photograph or signature. In case the application submitted has unclear scanned photograph/signature or both, the application may be rejected.
5. Date of upload of documents will be treated as date of submission of application for all purpose for application submitted to Shipping Master Office.

Click to view instruction View Manual

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

2. Address

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

Activate Windows
Go to Settings to activate Windows.

Fill in all asterisk () details in **3. Next-Of-Kin**

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. In case of uploading of Photo and Signature, it is requested that only the photograph or signature may be selected/highlighted and scanned and not the entire page. Online Application will not be processed unless candidate's upload their scanned Photograph and signature as specified. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload his/ her photograph or signature. In case the application submitted has unclear scanned photograph/signature or both, the application may be rejected.
5. Date of upload of documents will be treated as date of submission of application for all purpose for application submitted to Shipping Master Office.

[Click to view instruction](#) [View Manual](#)

3. Next-Of-Kin

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

Name of Next of Kin*	SANDRA FERNANDES
Relationship with Seafarer*	WIFE
House No.*	1-183
Street*	BH CHAVIL LOVE LANE
Village/Post Office/Tehsil*	MAZGAON
District*	MUMBAI
State*	MAHARASHTRA
Phone No. with STD Code *	919004872648
Pin Code*	400010

Activate Windows
Go to Settings to activate Windows.

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

DG Shipping
Directorate General of Shipping, Mumbai

Welcome **ALVIN ROY** (Tuesday 23/01/2015 09:31 AM)

Submit Application: **Others**

Submit Application » CDC Application

1. Personal Details 2. Address **3. STCW Course** 4. Medical Certificate

6. Fee Details 7. Attach Documents

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

STCW Fertilization Course Details

S.No.	Name of course*	Certificate No*	Date of issue*	Name of Institute*
1.	Elementary First Aid	EFAK-0853/2012	28-NOV-2012	Marine Training Academy
2.	Personal Safety & Social Responsibilities	PSRN-7206/2012	24-NOV-2012	Marine Training Academy
3.	Personal Survival Techniques	PSTN-7319/2012	21-NOV-2012	Marine Training Academy
4.	Fire Prevention & Fire Fighting	FFFK-1261/2012	17-NOV-2012	Marine Training Academy
5.	STSDSD Course	GET/STSDSD/27/17	02-DEC-2017	Gurukul Education Trust Maritime Training Institut

Above STCW course details are updated by the respective Training Institutes. If you wish to modify above details please contact the respective Institutes.

Click Continue

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

The screenshot shows the 'CDC Application' form. At the top, there are navigation tabs: '1. Personal Details', '2. Address', '3. Next Of Kin', '4. STCW Course', and '5. Medical Certificate'. The '5. Medical Certificate' tab is highlighted with a red box. Below the tabs, there is a form titled 'Medical Fitness Certificate for Sea service in the prescribed forms prescribed under Annexure IV and V of the Merchant Shipping (Medical Examination) Rules, 2000.' The form contains the following fields:

Name of the Doctor*	DR. CORINNE IDIANI
DCS Approval No. for Doctor*	MHMR/18/2016
Place of Issue of Medical Certificate*	Meribel
Date of Issue of Medical Certificate*	16 Dec 2017
Expiry Date of Medical Certificate*	16 Dec 2019

Below the form, there are two buttons: 'Continue' and 'Reset'. The 'Continue' button is highlighted with a red box, and a red arrow points to it with the text 'Click Continue'.

*Click on **6.Fee Details** then click on Continue.

The screenshot shows the 'CDC Application' form. At the top, there are navigation tabs: '1. Personal Details', '2. Address', '3. Next-Of-Kin', '4. STCW Course', and '5. Medical Certificate'. The '6. Fee Details' tab is highlighted with a red box. Below the tabs, there is a form titled 'Fees Payable'. The form contains the following fields:

Pay Mode	ePayment
Amount	₹ 700

Below the form, there are two buttons: 'Continue' and 'Reset'. The 'Continue' button is highlighted with a red box, and a red arrow points to it with the text 'Click Continue'.

Note : Online payment should be made after application number is generated, Fees once paid will not be refunded.

Click on I agree then click on Generate Application No.

The screenshot shows the DG Shipping application interface. At the top, it says 'DG Shipping' and 'Directorate General of Shipping, Mumbai'. Below that, there's a navigation menu with tabs: 1. Personal Details, 2. Address, 3. Next-Of-Kin, 4. STCW Course, 5. Medical Certificate, 6. Fee Details, and 7. Attach Documents. A note states: 'Note: All fields marked with an (*) asterisk are mandatory.' Below this is a section titled '7 items found, displaying all items.1' with a table of documents to be uploaded:

Sl.No.	Documents to be Uploaded
1	Scan copy of signed online application
2	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%
3	Scanned signature of seafarer
4	Scanned copy of Passport (Pages where personal details, Photo, address details and signature of passport authority are displayed)
5	Scanned copy of 10th Standard Pass Certificate
6	Scanned copy of Medical Fitness Certificate from DGS Approved Doctor (Appendix IV)
7	Scanned copy of permanent address proof (Any one of them Passport, Aadhaar Card, Election Commission Photo ID card, and Permanent Driving License)

Below the table is a 'DECLARATION' section with three numbered points. At the bottom left of the declaration section, there is a checkbox labeled 'I agree' which is checked. At the bottom center, there is a button labeled 'Generate Application No.' and a 'Reset' button.

Click on Pay Now

The screenshot shows the DG Shipping application interface after successful submission. It says 'Your data has been successfully submitted'. Below this is a table with application details:

Application No.	SMO(10)20181108	Applicant's Name	ALVIL ROY
User ID	126.988	Application Name	CDC Application
Office Applied To	Shipping Master Office, Mumbai	Date	23/01/2018 10:42:28 AM
Payment ID	126	Payment Status	Success Pay Now

Below the table, there is a note: 'Note: Online payment can also be made through 'Others > Pay Fees, Upload Document & View Application Status Link''. At the bottom center, there is a 'Feedback' link.

Click on **Continue**.

The screenshot shows the DG Shipping website interface. At the top, it says "DG Shipping" and "Directorate General of Shipping, Mumbai". Below the header, there is a "Payment Details" section with the following information:

Transaction Name : CDC Application
Transaction ID : 642793
Application No. : 330010/2018/1948
Application Date : 23-JAN-2018
Fee (₹) : 700 (Excluding applicable bank processing fee)

Below the table, there is a "Continue" button highlighted with a red box. A red line connects the text "Click on Continue." to this button.

Note
1.) For ePayment Transaction, if amount getting debited from your account and not reflected same against your application, you are requested not to make repeat payment against the same application/Transaction and wait for 3 working days. Please write a mail to sewomahesh.dg@nic.in with the subject line **Online ePayment Issue**, along with Application No., Transaction ID, Date of Payment and Amount paid, if payment details not updated against the same online application no. after 3 working days. 2.) The users are once again advised not to make the multiple ePayment in cases where the amount is debited from the user but the same is not reflecting against the application. However, in such cases where the users still make multiple payments in spite of the instruction mentioned, the user may request for refund of the exact payment made to the concerned "Office applicant" by email along with a copy marked to sewomahesh.dg@nic.in. 3.) The refund in such cases would be processed after the verification of the data received from the bank & if the refund request is found to be correct the bank would be instructed to refund back the amount. 4.) The entire process will be completed in a period of one month. Never the less the users are requested to avoid making multiple payments, thus avoiding the entire process of refund. 5.) In case of refund, the fees will be credited subject to deduction of the processing charges by the Bank.

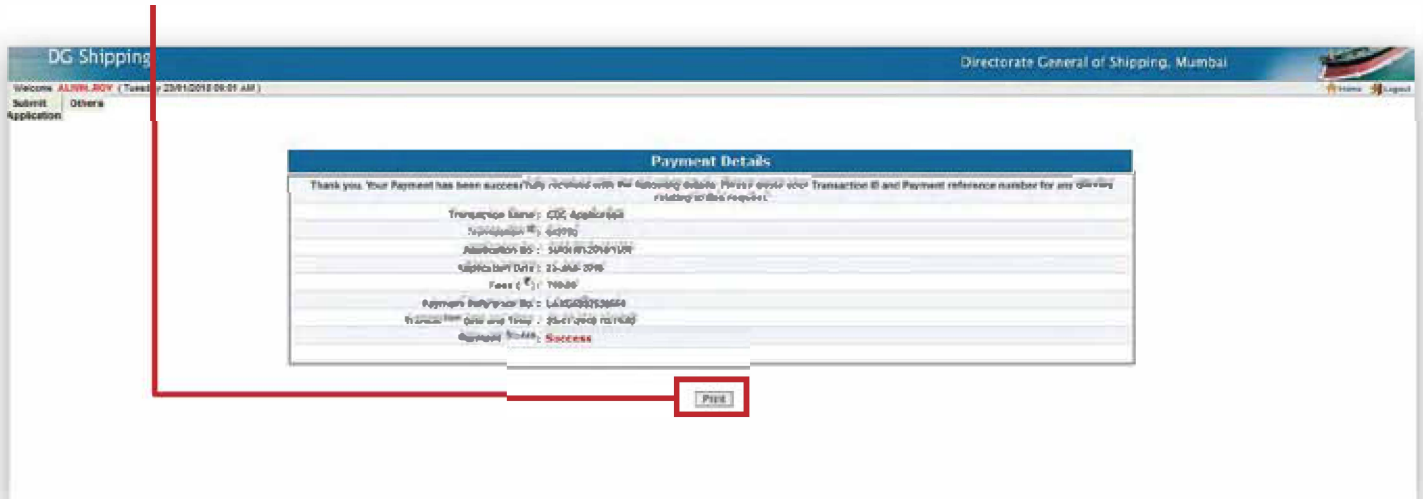
*Online payment can be done by **Credit Card** or **Debit Card**. Enter your card details and click on **Make Payment**.

The screenshot shows the online payment interface. On the left, there is a sidebar with payment options: Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, and Wallet/ Cash Cards. The "Debit Card" option is highlighted with a red box. The main form is titled "Pay using Debit Card" and includes the following fields:

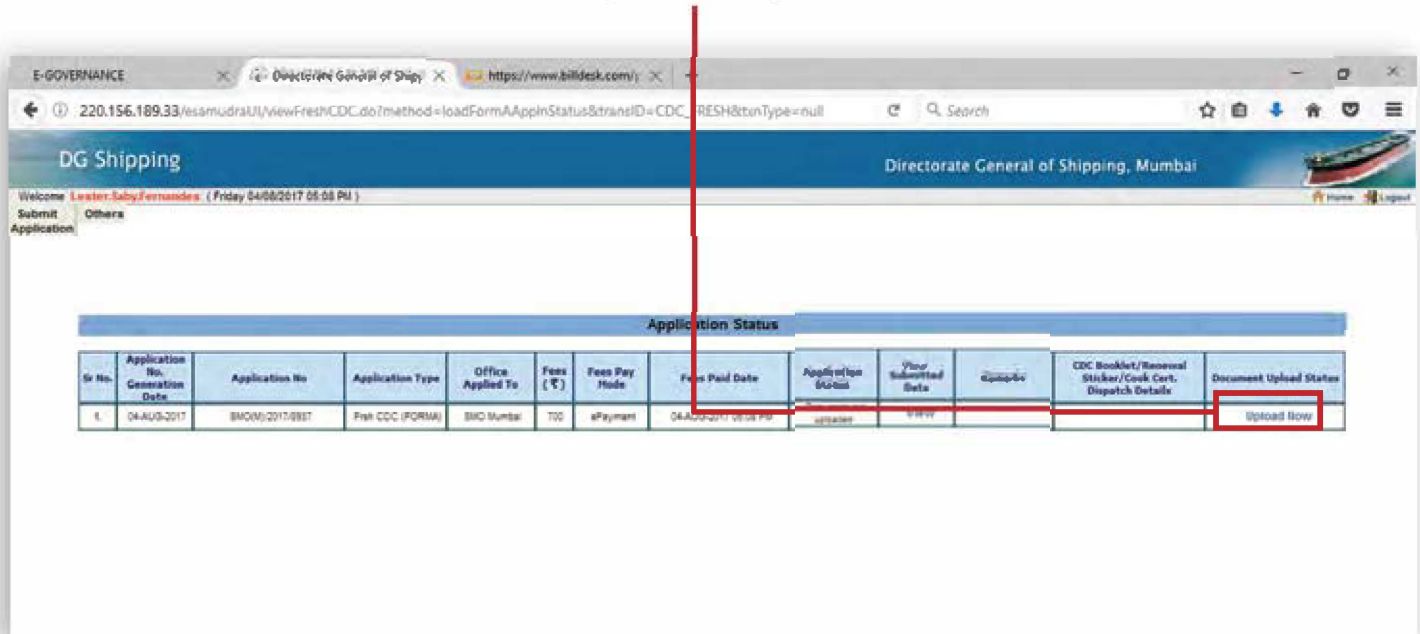
- Card Number:
- Expiration Date:
- CVV/ CVC:
- Card Holder Name:

At the bottom of the form, there is a "Make Payment" button highlighted with a red box. A red line connects the text "*Online payment can be done by Credit Card or Debit Card. Enter your card details and click on Make Payment." to this button. The form also displays the Merchant Name as "Directorate General Of Shipping" and the Payment Amount as "₹ 700.00". Logos for VISA, MasterCard, and RuPay are visible. The BillDesk logo is at the bottom right.

Click on **Print** for your **Payment Details**.



You can now upload your documents by clicking **Upload Now..**



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.

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

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 details, 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 relevant 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

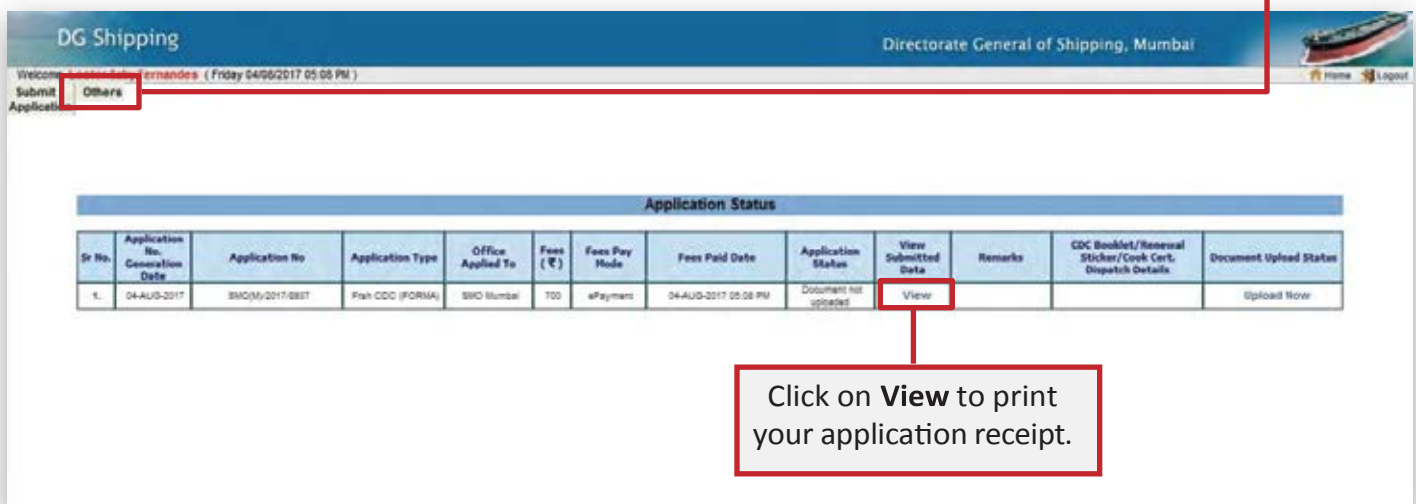
If you were hired BEFORE 11-Jan-2018:

- 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.



DG Shipping Directorate General of Shipping, Mumbai

Welcome **Armando Hernandez** (Friday 04/08/2017 05:08 PM)

Submit Application **Others**

Application Status												
Sr No.	Application No. Generation Date	Application No	Application Type	Office Applied To	Fees (₹)	Fees Pay Mode	Fees Paid Date	Application Status	View Submitted Date	Remarks	CDC Booklet/Personal Sticker/Cook Cert. Dispatch Details	Document Upload Status
1.	04-AUG-2017	8M0M/2017/0827	Fish CDC (FORMA)	SIWO Mumbai	700	ePayment	04-AUG-2017 05:08 PM	Document not uploaded	View			Upload flow

Click on **View** to print your application receipt.

Thank You!

*New Indian CDC Application
Guidelines Updated August 2019*