

CHECK LIST OF DOCUMENTS FOR SHIP REPAIRERS - RENEWAL AS WELL AS NEW CASE

Sr. NO	Requirements year Ship Repair Cft. No. _____ date _____	Last	Yes	No	Pg. No. From _____ To _____	Remarks (verified by officer)
1	Original application letter alongwith Booklet/Format.					
2	Constitution of the firm Viz partnership / Ownership / Private Ltd. /Public Ltd. Notarised copy for new applicant OR if there is change from last year for renewal.					
3	Local Authority Certificate (Viz BMC, MIDC,etc.) for Bombay shops & Eshtablishment / Factory Licence / Small Scale Industries Unit/Udyog Aadhar (Notarised Copy)					
4	a) For <u>renewal</u> : Copy of recent Rent receipt/property taxes/Society Maintance etc. (Notarised) AND if there is change in tenancy then a copy of Sale Deed/Leave & Licence Agreement/MOU for Work/Office premises etc. thereof. (Notarised) b) For <u>fresher</u> : Copy of Sale Deed/Leave & Licence Agreement/MOU for Work/Office premises AND Copy of recent Rent receipt/property taxes/Society Maintance etc. thereof. (Notarised)					
5	Copy of recent paid bill of existing land line Electric bill OR Telephone .					
6	a) Latest Income Tax Returns filed (Copy of acknowledgment) . b) Copy of PAN card for New applicant.					
7	Copy of proof of registration under GSTetc.					
8	List of the parmanent/ temporary employees (Engineers, staff, supervisors) with their qualifications, age and no. of years of service with the firm.					
9	Copy of Accident report that have taken place during the last 2 years while excuting the work.					
10	Original Banker's Solvency Certificate in the format enclosed as applicable to the activity applied or in the Bank's format.					
11	Proof for payment of Annual registration fee and Activity fee with the cost of booklet Rs.1155/- in advance.Total amount Rs._____ (Rs._____Activity fee+ Rs. 21560/- registration fee).					
12	Workmen Compensation / Employees Insurance					
13	Copy of Dead Stock /Machinery Register maintained with the firm to prove the ownership of equipments, tools, machineries, instruments etc.					
14	Print out the format of declaration of Rates applicable in 2020-21 as provided by the Applicant in his Web page/site along with the access code.					
15	Company website & Email ID. of the contact / responsible persons.					
16	Undertaking (page No.30) on firm's letter head duly signed by the authorised signatory of the firms.					
17	Name of Authorized representative/ signatory with contactnos. Etc.					
18	Documents of Marine Engineer attached with the firm (for Hull & Stern Gear Licence Holders)					
19	Details of Electrician/ Wiremen with PWD Licence- Either 1st cl. Cft. attached with the firm (for Dry Dock Works) For Wet Dock Mechanical Works (i.e. Huth Cover repair) & Electricl Works-Either 1 st cl./2 nd cl.Cft.holders.					
20	Welder's Qualification / Performance certificate at least 3 welders (for Hull Repairs) and one welder (for Wet Dock Work Permission holders i.e. for Huth cover repair work)					
21	Work carried out details / information during the reckoning period of immediate two years.Relevant copies of invoices / quotation / Bills etc. and work done certificate.					
22	Director General of Shipping (D.G.S.) certificate for Life Saving Appliances (P-7) & Fire Saftey Appliances (P-8) .					
23	Any additional performance /Quality certification documents viz (accreditation from ISO, DGS, IRS, LRS, MMD, IDLR, NSC, MMB etc, etc-desirable).					
24	Indemnity Bond					