

## CHECKLIST FOR ENDORSEMENT OF CHANGE IN COMMAND

Sr. No.	Documents required	REMARKS	
		YES	NO
1	Application duly filled in.		
2	Fees Rs. 250/- Bharat Kosh payment receipt.		
3	Copy of Official Log Book Entry w.r.t change of command		
4	Copy of Certificate of Competency for Incoming Master & Outgoing Master		
5	i) Trading Area Worldwide - Copy of previous endorsement of change of command issued by MMD. ii) Trading Area Coastal/NCV/Harbour etc – Copy of confirmation email received from MMD regarding approval of last application of change of command.		

Note:

1) For Trading Area **Worldwide**-The Application to be submitted within one month from handing over / taking over date, failing which penalty will be charged (first day Rs.1000/- on the date of handing over/taking over + remaining days Rs.50/- per day up to the date of submission of application to the registrar + Rs. 250/- for each change of command)

2) Trading Area **Coastal/NCV/Harbour etc** - Application to be submitted within 72 hours from handing over / taking over date as per DG Shipping Order No. 02 of 2016 dated 23.02.2016, failing which penalty will be charged (first day Rs.1000/- on the date of handing over/taking over + remaining days Rs.50/- per day up to the date of submission of application to the registrar + Rs. 250/- for each change of command).

3) The applications should be submitted in soft copy only in single pdf file on email id [regn.mum-mmd@gov.in](mailto:regn.mum-mmd@gov.in)