

**Procedures to make the payment for *Registration and Survey* fees to  
MMD MUMBAI through the NTR Portal**

- Step 1: Open the NTRP site by : <https://bharatkosh.gov.in>
- Step 2: Choose Non-Registered Users. Also can be registered through **log in** by creating ID and Password.
- Step 3: Select Depositors category as Individual or Autonomous body or PSU or Ministry, Department etc.
- Step 4: Search – **Ministry of Shipping** and search **Purpose**.
- Step 5: Select Payment to MMD Mumbai as follows

Purpose	Payment Type	Function Head	
REGISTRATION AND OTHER FEES OF SHIPS PAYABLE TO PAO SHIPPING MUMBAI	PAYMENT TO MMD MUMBAI	10520210200000-REGISTRATION AND OTHER FEES	SHIPPING
SURVEY FEE OF SHIPS PAYABLE TO PAO SHIIPPING MUMBAI	PAYMENT TO MMD MUMBAI	10520210100000-SURVEY FEES	SHIPPING

- Step 6: Click on Active “REGISTRATION AND OTHERS FEES OF SHIPS PAYABLE TO PAO SHIPPING MUMBAI” for registration and “SURVEY FEE OF SHIPS PAYABLE TO PAO SHIPPING MUMBAI” for surveys.
- Payment purpose table will be appeared. Please ensure PAO code is **088400-PAO (Shipping), Mumbai, and DDO CODE 234304- P.O.MMD.MUMBAI**. Fill up the amount and remarks.
- The remarks should be clearly indicated with the name of ship, type of service required as per attached annexure I or II.
- Step 7: Press **ADD** button and go to **Next**.
- Step 8: Fill Depositors details with Name, address, Mobile No. and Email ID. Select type of payment i.e. Online Payment or NEFT/RTGS and Proceed to **Next**.
- Step 9: Personal details will be generated if correct **Confirm** it.
- Step 10: Make the payment by Net-banking, Credit or Debit cards through the Payment Gate.
- Step 11: Upon successful payment the screen will appear.
- Step12: **Generate the Receipt** and take a **Print of it**.
- Step 13: Deposit the Original receipt with application.

## Annexure I Services under **Registration and other fees**

New Registration of Ships
Provisional Registry
Creation of Mortgage
Discharge of Mortgage
Amendment in the Certificate of Registry
Encumbrance Certificate
Change of ownership
Change of command endorsement
Technical Clearance
General Trading Licence
Declaration of Maritime Labour Compliance certificate
International Tonnage Certificate
Safe Manning Document
Civil Liability Certificate
Wreck Removal Insurance Certificate
Certified True copy of Certificates or documents
Transcript of Register
Register search
Issue of MMSI and Call sign for Inland Vessels
Etc....

## Annexure II Services under **survey fees**

SAFCON- Renewal
IOPP- Renewal
SRT- Renewal
SEQ- Intermediate
IMDG
Flag State Implementation Inspection
Port State Control Inspection
SMC Audit
ISPS Audit
MLC Audit- Intermediate
NSPC Inspection
Petroleum Licence Inspection
International Ship Security certificate
Continuous Synopsis Record
Ship Security Plan and Ship Security Assessment Approval
GMDSS Exemption
LSA/FFA/EPIRB/SART Service Station Inspection
Towing Permission
Grain Loading Inspection
Etc....