**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