

CHECK LIST OF DOCUMENTS FOR SHIP REPAIRERS - RENEWAL/FRESH

Sr. No.	Description	Yes /No	Pg. No. From _____ To _____	Remarks (verified by officer)
1	Original application letter alongwith Booklet/Format.			
2	Previous/Last year Ship Repair Cft. No.MEED/L/1-D/ _____ date _____			
3	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.			
4	Local Authority Certificate (Viz BMC, MIDC, etc.) for Bombay Shops & Eshtablishment / Factory Licence / Small Scale Industries Unit/Udyog Aadhar (Notarised Copy)			
5	a) <u>For 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) <u>for Fresh</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)			
6	Copy of latest paid bill of existing land line Telephone/Electricity bill.			
7	a) Latest Income Tax Returns filed (Copy of acknowledgement) . b) Copy of PAN card for New applicant.			
8	Copy of proof of registration under GST, etc.			
9	List of the parmanent/ temporary employees (Engineers, staff, supervisors) with their qualifications, age and no. of years of service with the firm alongwith copy of last month wagesheet.			
10	Copy of Accident report that have taken place during the last 2 years while excuting work.			
11	Original Banker's Solvency Certificate in the format enclosed as applicable to the activity applied or in the Bank's format.			
12	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.24500/- registration fee).			
13	E.S.I.C., Workmen Compensation / Employees Insurance Policy			
14	Copy of Dead Stock /Machinery Register maintained with the firm to prove the ownership of equipments, tools, machineries, instruments, etc.			
15	Company website, e-mail ID. & Name, contact nos. etc. of the Authorized representative/signatory.			
16	Print out the format of declaration of Rates applicable in 2021-22 as provided by the Applicant on his Web page/site along with the access code.			
17	Undertaking (page No.29) on firm's letter head duly signed by the authorised signatory of the firms.			
18	Documents of Marine Engineer attached with the firm (for Hull & Stern Gear job applicants)			
19	Details of Electrician/ Wiremen with PWD Licence - Either 1 st Cl. Cft. attached with the firm (for Dry Dock Works)/For Wet Dock Mechanical Works (i.e. Hatch Cover repair) & Electrical Work - 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 i.e. for Hatch 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 Safety 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			