

CHECK LIST No.3 – SALE OF INDIAN SHIPS (Page 1 of 3)**CHANGE OF OWNERSHIP**

No.	<i>CASE 1. TO ANOTHER INDIAN OWNER FOR FURTHER PLYING</i>	The under mentioned documents are required	Y/N
1	Notice to DGS <u>and</u> Registrar is required from Buyer and Seller		
2	Copy of ‘ Memorandum of Agreement ’ to buy / sell the vessel		
3	* Original Board Resolution signed by the Company Secretary (or two Directors) to sell the vessel <u>and</u> authorizing a person to sign the ‘Bill of Sale’ is required from Seller		
4	Bill of Sale (Prescribed form is supplied by Registrar - Form No. 8 for Individuals / Joint owners ; Form No. 9 for Company) in Original with common seal is required from Seller		
5	Original Board Resolution signed by the Company Secretary (or two directors) of the buyer company to buy the ship <u>and</u> authorizing a person to sign ‘Declaration of ownership’ is required from Buyer		
6	‘Declaration of ownership’ (in prescribed form) is to be signed by authorised person of Buyer before the Registrar / competent authority authorised by him. The number of shares is to be mentioned clearly (e.g. FULL / 10 of 10 / All Ten etc).		
7	No Objection Certificate (NOC) from Shipping Master is required from Seller (for 200 GT and above. If the NOC is conditional, then an affidavit in stamp paper is to be given by Owner regarding payment of wages to the crew and officers and indemnifying the Registrar of Ships of any liability)		
8	NOC from Seamen’s Provident Fund Commissioner (SPFC) is required from Seller for vessels of 200 GT and above (NOTES : a). IF THE NOC IS CONDITIONAL, then the owner shall give an affidavit indemnifying to the Registrar of any liability and an undertaking that such conditions as mentioned in the NOC would be duly fulfilled by the company. (b). In case of companies which may not be covered under the Articles, a letter from SPFC stating the same shall be obtained)		
9	NOC from Naval Authorities regarding surrender of Naval Documents (for Foreign Going Ships of 500 GT and above)		
10	There should be no outstanding mortgages on the vessel at the time of transfer. (Existing mortgages can be discharged and created afresh in the name of the buyer).		
11	Original Certificate of Registry is required from Seller with the latest change of command endorsed (for endorsing change of ownership)		
12	‘Memorandum and Articles of Association of the Buyer Company (with copy of the ‘Certificate of Incorporation’ of the company, issued by Registrar of Companies as the front page) is to be submitted.		
13	Evidence that the buyer is in receipt of the original Continuous Synopsis Record (CSR) from the seller and the original acknowledgement of such receipt is transmitted to DGS (FOR GT>300)		
14	For tankers : The original Civil Liability Certificate to be surrendered.		
15	Evidence of the last command change duly endorsed by MMD.		
NOTES : a). * Common Seal is <u>not</u> insisted on the board resolution. However, instruments for executing deeds such as Mortgage (Form 11), Power of Attorney, Bill of Sale (see item no. 4 above) etc as applicable shall be affixed with Common Seal. b). If the new owner wishes to keep the Name, Official No., Call Sign and MMSI No. of the vessel, he may inform the Registrar of Ships accordingly. c). Procedures for Change of Name is given in a separate check list no. 10.			

Note: - Photocopy of any documents enclosed / attached as per the checklist should be duly signed and stamped by the company authorised person only. Without aforesaid attestation and stamp no documents shall be accepted by this office.