

Check list: Annexures to Application for Renewal of Registration issued to “Multimodal Transport Operator (MTO)” :

	Yes	No	N/A
Annex 1: Form III, printout of on-line application with fees INR 10000/- or INR 20000/- as applicable, by a DD/NEFT, in favour of the D. G. Shipping, Mumbai [with the original certificate of registration , DD should be recently drawn with more than two month's validity]].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 2: Few copies of MTD issued after registration as MTO and copies of insurance for MTO liability (previous two).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 3: Certificate from C.A. showing Annual Turnover of the applicant for the preceding three financial years OR subscribed & paid-up share capital / aggregate balance in the capital account along with Income Tax Returns (front page) for the preceding three financial years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 4: Complete audited accounts of the applicant, including auditors report, all schedules and notes to the accounts for the preceding financial year .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 5 & 6: Copies of agency agreements, reflecting multimodal operations , of the applicant with two agents (from two different foreign countries), reflecting the date of such agreement with (visible) signature and stamp AND confirmation of the validity of these agreements from the same foreign agents. The agreements must cover the following: “Applicant should act as a “Principal” for taking charge of goods for exports from India and the foreign counterpart will act as “agent” for multimodal transportation.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 7: Name/s of all the Directors / Partners / Proprietor of the applicant with their contact details in India.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 8: List of offices, with key staff who will be authorised signatories to sign the Multimodal Transport Documents (MTDs) with their names, designation and specimen signature, in original duly authenticated by CEO on letterhead of applicant AND proof of their employment, viz. PF returns OR the Tax Deducted at source on salaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annex 9: An undertaking on the applicant’s letter head with signature of responsible person, to issue MTD for taking charge of goods for exports from India [as prescribed by the DGS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents to be submitted within 30 days, by applicant after receipt of approval with Certificate of Registration (by post/on their given e-mail ID), [failing which, registration will be deemed as invalid]:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Specimen of MTD (in the format to be downloaded from www.dgshipping.gov.in / shipping notices / MTO) with the registration number, name of applicant with full address and the contact details in India (telephone, website, e-mail etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Original Insurance cover for all liabilities as per MMTG Act, 1993. (To be returned by this office after verification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Acceptance of the terms of approval of registration (as given in approval by email).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>