

# KERALA STATE PORT DEPARTMENT



കേരള സർക്കാർ

Registration of new vessel

Under

## Port info

CENTRALIZED WEB BASED PORT INFORMATION SYSTEM

## USER'S MANUAL

DEVELOPED BY

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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THIS USER'S MANUAL EXPLAINS THE STEPS INVOLVED IN ONLINE REGISTRATION OF NEW VESSEL. THIS DOCUMENT CONTAINS **ALL NECESSARY INFORMATION REGARDING THE MODE OF OPERATION OF PORT INFO PORTAL (CENTRALIZED WEB BASED PORT INFORMATION SYSTEM)**. USER CAN USE THIS DOCUMENT AS A GUIDELINE FOR NEW VESSEL REGISTRATION.

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## Anonyms

**Tonnage:** The size or carrying capacity of a ship measured in tons

**Hull:** the main body of a ship or other vessel, including the bottom, sides, and deck but not the masts, superstructure, rigging, engines, and other fittings

**Bulkhead:** a dividing wall or barrier between separate compartments inside a ship, aircraft, or other vehicle

**Keel laying:** **Laying** the **keel** or **laying** down is the formal recognition of the start of a ship's construction. It is often marked with a ceremony attended by dignitaries from the shipbuilding company and the ultimate owners of the ship.

**Free board marking:** The distance between the waterline and the main deck or weather deck of a ship or between the level of the water and the upper edge of the side of a small boat

**Shell expansion:** A drawing showing the **shell** plating of a **ship** and giving the size, shape, and weight of the plates and their connections

**Propeller:** a mechanical device for propelling a boat or aircraft, consisting of a revolving shaft with two or more broad, angled blades attached to it.

**Shafting:** A system of connected shafts for transmitting motive power in a machine

**Bilge:** The area on the outer surface of a ship's hull where the bottom curves to meet the vertical sides.

**Ballast:** Heavy material, such as gravel, sand, or iron, placed in the bilge of a ship to ensure its stability

**Wheel house:** A part of a boat or ship serving as a shelter for the person at the wheel.

**Navigation:** The process or activity of accurately ascertaining one's position and planning and following a route/the passage of ships

**Deck crew:** The deck crew of a ship is the staff of officers that keeps a ship running smoothly

**Life buoy:** A buoyant support such as a lifebelt for keeping a person afloat in water.

**Fire extinguisher:** A portable device that discharges a jet of water, foam, gas, or other material to extinguish a fire.

## Abbreviations

**CS:** Chief surveyor

**KIV:** Kerala inland vessel

**DOP:** Department of Port

**POR:** Port Of Registry

**RA:** Registering authority

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## Form number and its purpose

FORM No. 1 -Form for expressing the intention to build a new vessel

FORM No 2 -Application for Survey of Inland Vessel

FORM No.3 -Particulars to be furnished for Survey of New Vessel or Vessels which are to be surveyed for the first time

FORM No.4 -Intimation of time, and date of Survey of Vessel

FORM No.5 -Declaration of survey of inland vessels

FORM No.6 -Declaration By Surveyor

FORM No. 7 -Notice to owner that a Certificate of Survey granted under the Inland Vessels Act is ready for delivery.

FORM No.8 –Application for certificate of survey

FORM No.9 - Certificate of Survey

FORM No.10 -Certificate Of Survey

FORM No.11 -Application for change of name of vessel

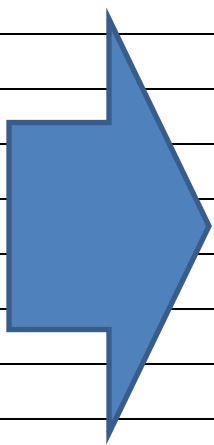
FORM No.12 -Application for registration

FORM No.13 -Appointment of Date and Time of Inspection of the Inland Vessel By the Registering Authority

FORM No.14 -Certificate of Registration Official

FORM No.15 – Book of registration

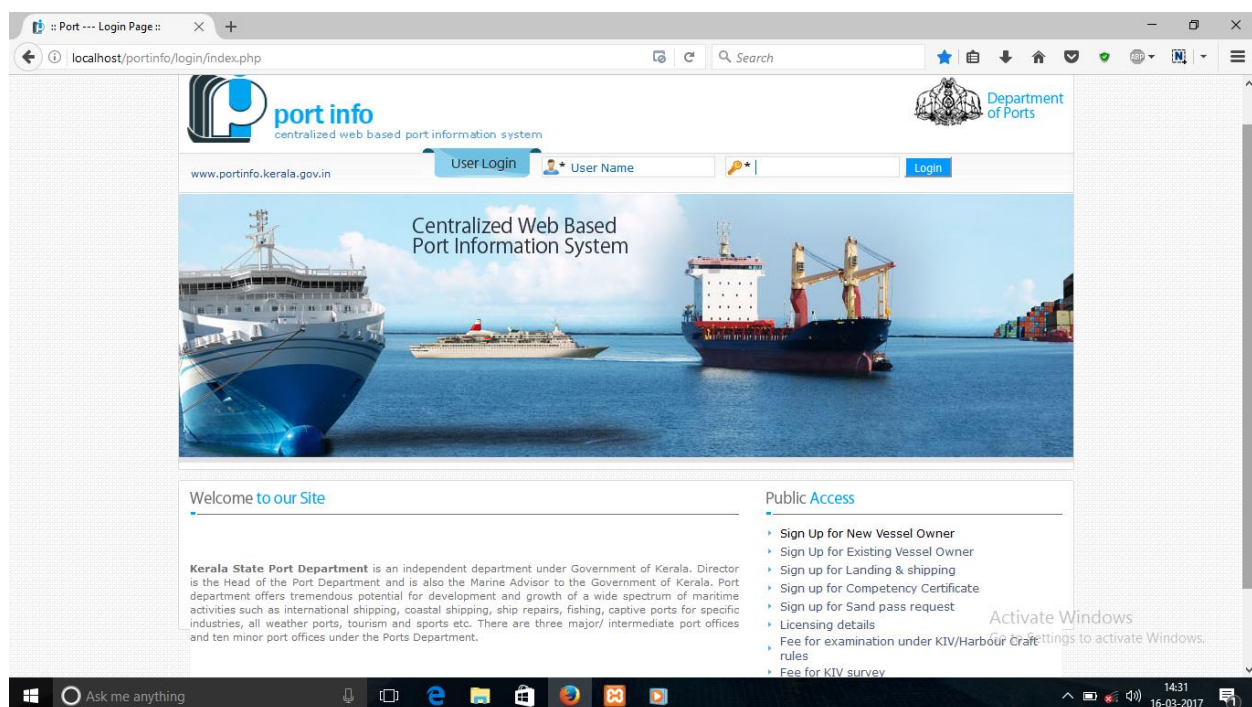
### Application flow in centralized web based port information system

Purpose of application		Authority in action
Appeal		Registering authority
Duplicate certificate		Registering authority
Name change		Chief surveyor
Registration for alteration		Registering authority
Renewal		Port of registry
Survey		Chief surveyor
Transfer of vessel		Registering authority
Vessel registration		Registering authority

## Know your portal

**Centralized Web Based Port Information System (PORT INFO)** is an online portal of **Kerala Port Department** under government of **Kerala**. This is an Integrated Port Operation Management System highly customizable and allows a port to optimize its maritime operational activities related to the flow of vessels in the port service area, integrating all the relevant stakeholders and computer systems. Our tools will give you the outlook and understanding of your port operations necessary to function efficiently, eliminating the number of overlapping processes across your operations. Cut costs, maximize potential, and clear the way for port development with greater efficiency.

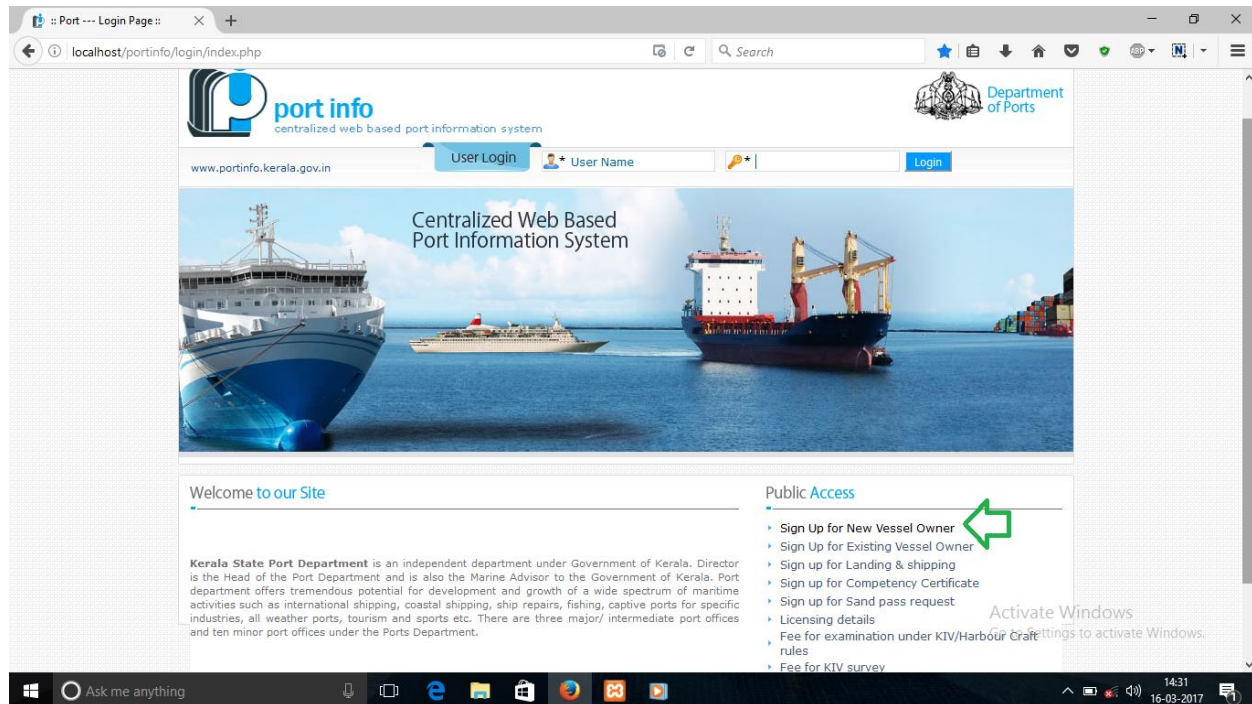
Centralized Web Based Port Information System portal can open through the link [www.portinfo.kerala.gov.in](http://www.portinfo.kerala.gov.in) from web. The link directed to the home page of the portal



At the top of the page **'login menu'** available for user login and the right bottom of the page **'public access'** menu available for various maritime services offered by Kerala port department. **Login option is only enabled for its authorized users.**

## New user registration

New user registration: user clicks on the '[sign up for new vessel owner](#)' button available at the right bottom of the home page.



The link will directed to another pop up page asking various details of vessels owner

The screenshot shows the 'NEW OWNER REGISTRATION' form. The URL is localhost/portinfo/modules/survey/sub/tbl\_surveys/edit.php. The form is titled 'NEW OWNER REGISTRATION' and contains the following fields:

Name of Owner's Representative(If Any)	<input type="text" value="nill"/>	Address of Owner's Representative	<input type="text" value="abc house"/> <input type="text" value="abc street"/> <input type="text" value="abc district"/> <small>No special Characters</small>
Name of Owner *	<input type="text" value="new owner"/>	Address of Owner *	<input type="text" value="abc house"/> <input type="text" value="abc street"/> <input type="text" value="abc district"/> <small>No special Characters</small>
E-mail Id *	<input type="text" value="japkattakkada@gmail.com"/>	Mobile no *	<input type="text" value="9656819486"/>
Desired Username *	<input type="text" value="new user"/>	Name of Vessel	<input type="text" value="abc vessel"/>
Category of Vessel	<input type="text" value="Select"/>	Sub Category of Vessel	<input type="text" value="Select"/>
Length of vessel(In Meters)	<input type="text"/>	Breadth of Vessel(In Meters)	<input type="text"/>
Depth of Vessel(In Meters)	<input type="text"/>	Vesseltype *	<input type="text" value="Select"/>

An 'Activate Windows' watermark is visible in the bottom right corner.

User should furnish all relevant information regarding the owner and vessel

All information with \* (star) mark are mandatory for registration. User should have an active email address and mobile number for completing registration process. Further communication will carry forward through this email ID and mobile number (same email ID and mobile number can be used for another registration)

After furnishing all the information; user should enter **captcha** shown on the bottom of the page and click 'submit' button

Name of Owner's Representative(If Any)	<input type="text" value="nill"/>	Address of Owner's Representative	<input type="text" value="abc house"/> <input type="text" value="abc street"/> <input type="text" value="abc district"/>
Name of Owner *	<input type="text" value="new owner"/>	Address of Owner *	<input type="text" value="abc house"/> <input type="text" value="abc street"/> <input type="text" value="abc district"/>
E-mail Id *	<input type="text" value="japkattakkada@gmail.com"/>	Mobile no *	<input type="text" value="9656819486"/>
Desired Username *	<input type="text" value="new user"/>	Name of Vessel	<input type="text" value="abc vessel"/>
Category of Vessel	<input type="text" value="Private"/>	Sub Category of Vessel	<input type="text" value="Private Purpose"/>
Length of vessel(In Meters)	<input type="text" value="10"/>	Breadth of Vessel(In Meters)	<input type="text" value="5"/>
Depth of Vessel(In Meters)	<input type="text" value="5"/>	Vesseltype *	<input type="text" value="Passenger"/>
Proposed Year of Completion *	<input type="text" value="10"/> <small>Please enter a valid year</small>	Sub Vessel Type	<input type="text" value="Speed Boat"/>
Registration Type *	<input checked="" type="radio"/> New Vessel	Enter the text as shown Below *	<input type="text" value="Stc34"/>

Reset Submit

This will show a system generated message

www.portinfo.kerala.gov.in

port info  
centralized web based port information system

"Centralized Web Based Port Information System"

Back

**Username, Password & Reference Number  
send to your mail id.**

**Keep this details for future references**

[Go to Main Page](#)

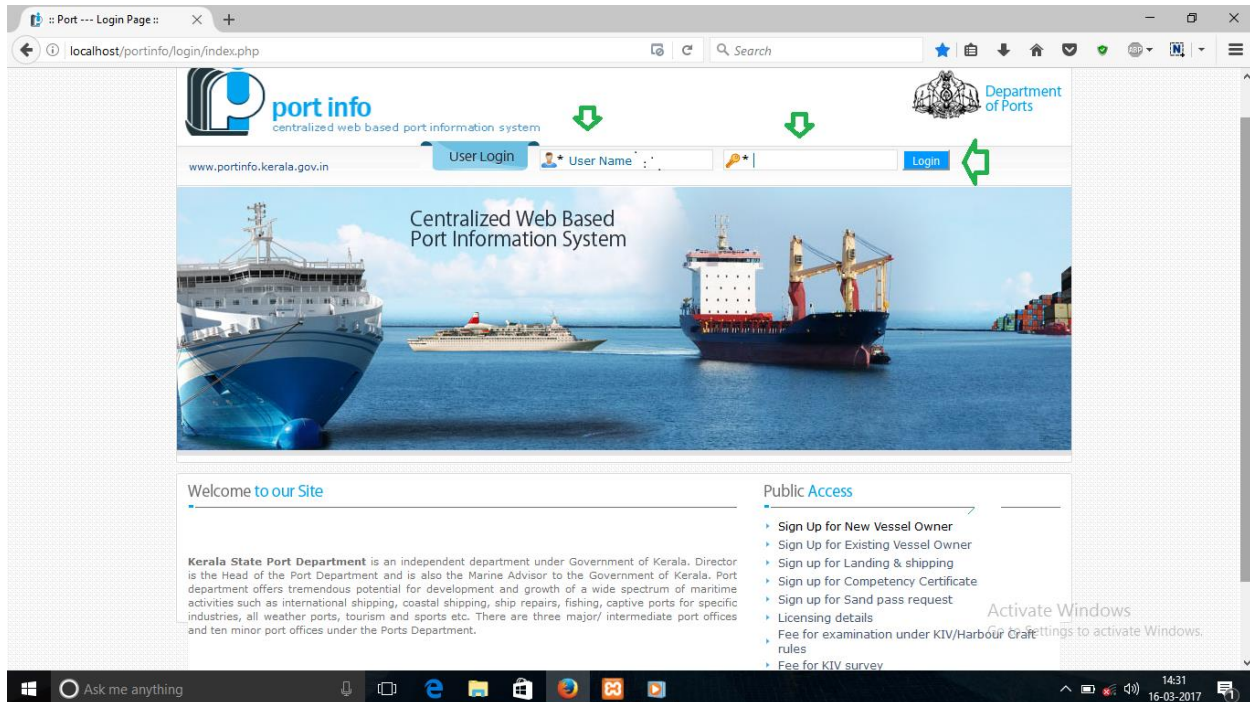
Copyright © CDIT  
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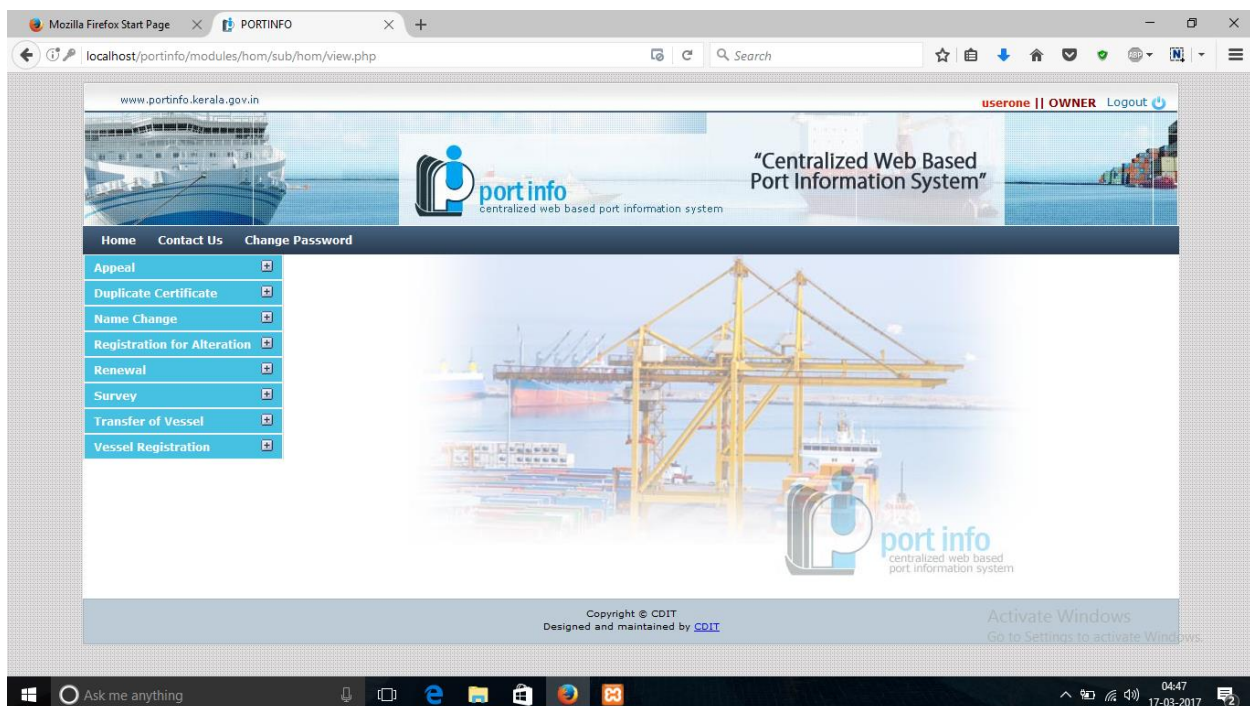
Username, password and reference number will send to the registered email address and mobile number. Using this user name and password user can login to the portal

## Login to the portal

User can login to the portal with given user name and password



Login page directed to users home page



Left side of the homepage shows [appeal](#) button, [duplicate certificate](#) button, [name change](#) button, [registration for alteration](#) button, [renewal](#) button, [survey](#) button, [transfer of vessel](#) button, and [vessel registration](#) button

## New vessel registration

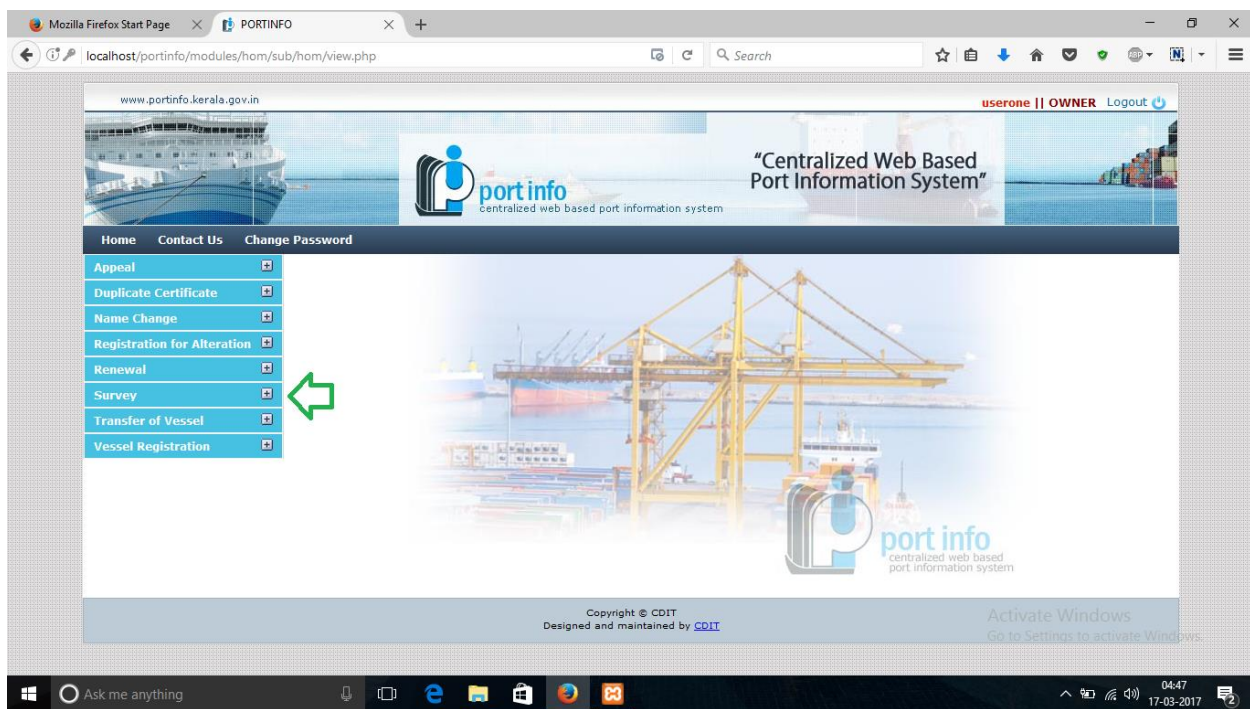
New vessel registration: user must complete the survey form before commencing registration process

## Survey process

The initial survey process consists of an initial survey (inspection) which is undertaken on new vessels, or vessels being used in a manner requiring survey for the first time. Vessels are surveyed for compliance, with applicable National Safety Standards.

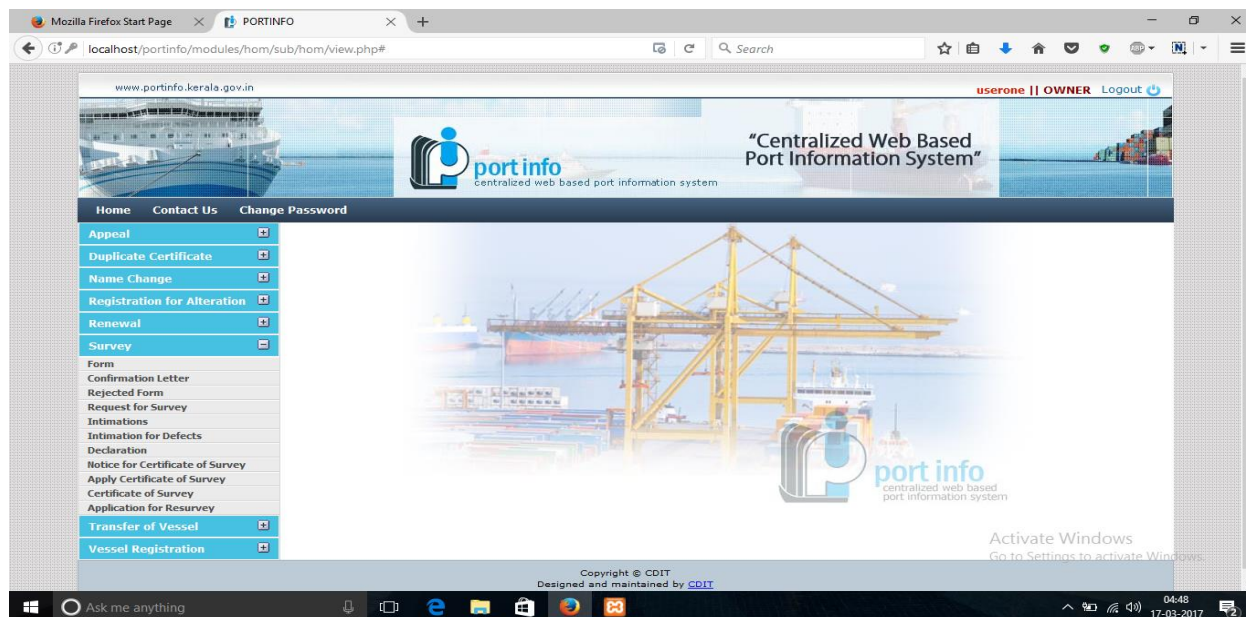
### Survey process –User login (keel lying)

Obtaining survey window user should click on the '[survey](#)' button at the left side of the home page



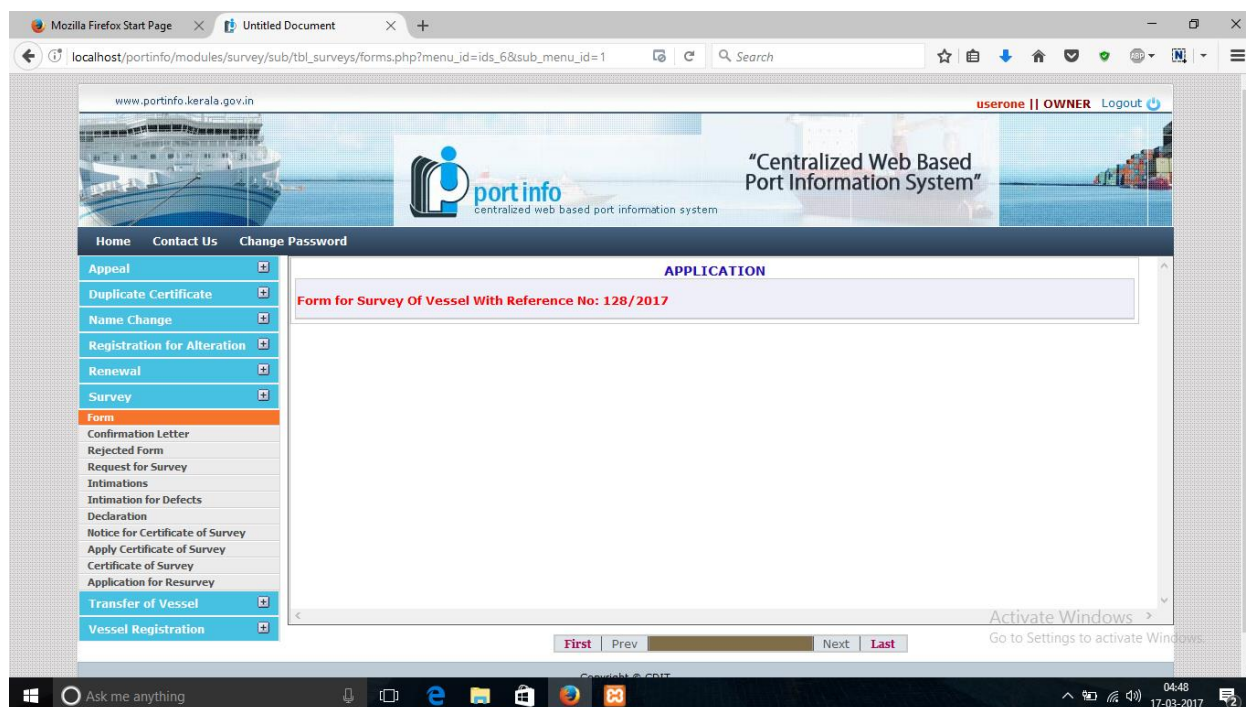
Clicking on the survey button leads to another link





Select **'form'** button from the list shown below **'survey'** button

By clicking **'form'** button will appear another link at the center of the page



The link shows a survey form with reference number, then click on the link (user will get **form 1** for survey)

Home Contact Us Change Password

Appeal Duplicate Certificate Name Change Registration for Alteration Renewal Survey Transfer of Vessel Vessel Registration

**FORM NO:1**

Reference Number 128/2017

Name of Owner's Representative Address of Owner's Representative

Name of Vessel \* Name of Owner \* new owner

Address of Owner \* address E-mail Id \* asapkattakkada@gmail.co

Mobile no \* 9656819486 Desired Username \* userone

Category of Vessel \* Private Sub Category of Vessel Private Purpose

Length of vessel \* 0 Breadth of Vessel \* 0

Depth of Vessel \* 0 Vesseltype \* Passenger

Proposed Year of Completion \* 2017 Sub Vessel Type Speed Boat

Tonnage of vessel \*

**Particulars of Hull**

Activate Windows Go to Settings to activate Windows.

Form 1 consist different parts such as

- Owners details
- Particulars of hull
- Particulars of propulsion of engines
- Particulars of equipment's
- Particulars of fire equipment's
- Payment details
- Supporting document

User should furnish all relevant information available to him and **information with \* (star) marks are mandatory for registration**. After furnishing all information user should select the payment option from the page and upload the supporting documents within the **specified file type and size**.



DD Date \* 10-03-2017 Payable At \* State Bank of Travancor

Bank Details Payable at in favour of \* SURVEYOR Port of Registry \* VIZHINJAM

Select District \* TRIVANDRUM Favour who \* VIZHINJAM

☒ \* General Arrangement plans, structural drawings, freeboard marking, shell expansion, machinery and machinery layout, propeller, shafting, gears and steering plans, pipeline such as bilge and ballast, oil transfer etc

Upload Document Browse... Prospectus-Integrated-MPhilPhD2017.pdf(Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB .)

☒ \* Particulars of wheel house,crew accommodation,passages,galleys, stores/service place etc

Upload Document Browse... ApplicationFormHall-ticketGuidelines\_-MPhilPhD2017.pdf(Try to upload files in jpeg,pdf,doc or docx format with file size less than 200 KB. )

☒ \* Particulars of ventilation/change of air for engine room

Upload Document Browse... ApplicationFormHall-ticketGuidelines\_-MPhilPhD2017.pdf(Try to upload files in jpeg,pdf,doc or docx format with file size less than 200 KB.)

☒ \* Builder's Yard Accreditation Certificate

Upload Document Browse... ApplicationFormHall-ticketGuidelines\_-MPhilPhD2017.pdf(Try to upload files in jpeg,pdf,doc or docx format with file size less than 200 KB.)

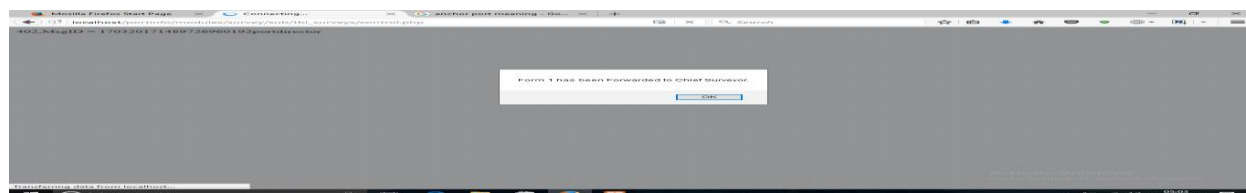
☒ \* Preliminary Stability Calculation

Upload Document Browse... ApplicationFormHall-ticketGuidelines\_-MPhilPhD2017.pdf(Try to upload files in jpeg,pdf,doc or docx format with file size less than 200 KB.)

Preferred Inspection Date \* 18-03-2017

Reset Forward

Select the preferred date and click 'forward' button

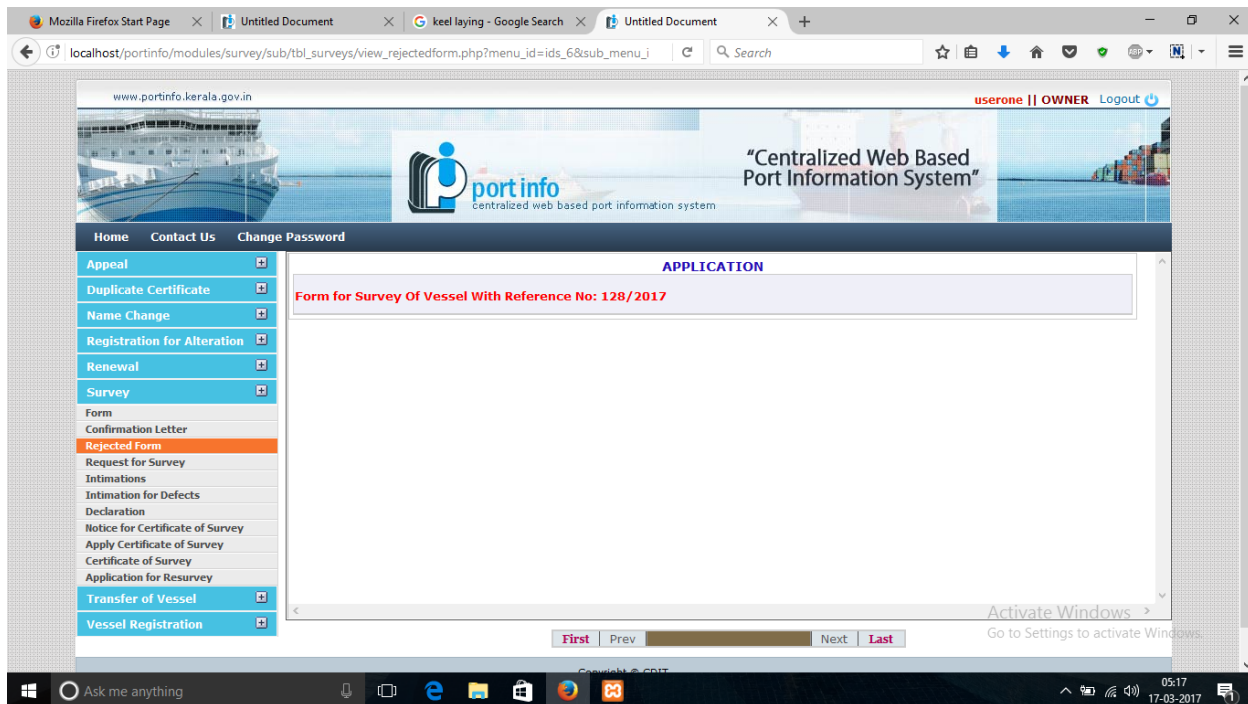


This will show a confirmation message that 'form 1 has been forward to chief surveyor '

**All application submitted for new registration (form 1) will reach the account of chief surveyor.**

## Rejected application will forward to user's account

User can view the rejected application in '**rejected form**' link below '**survey**' button.



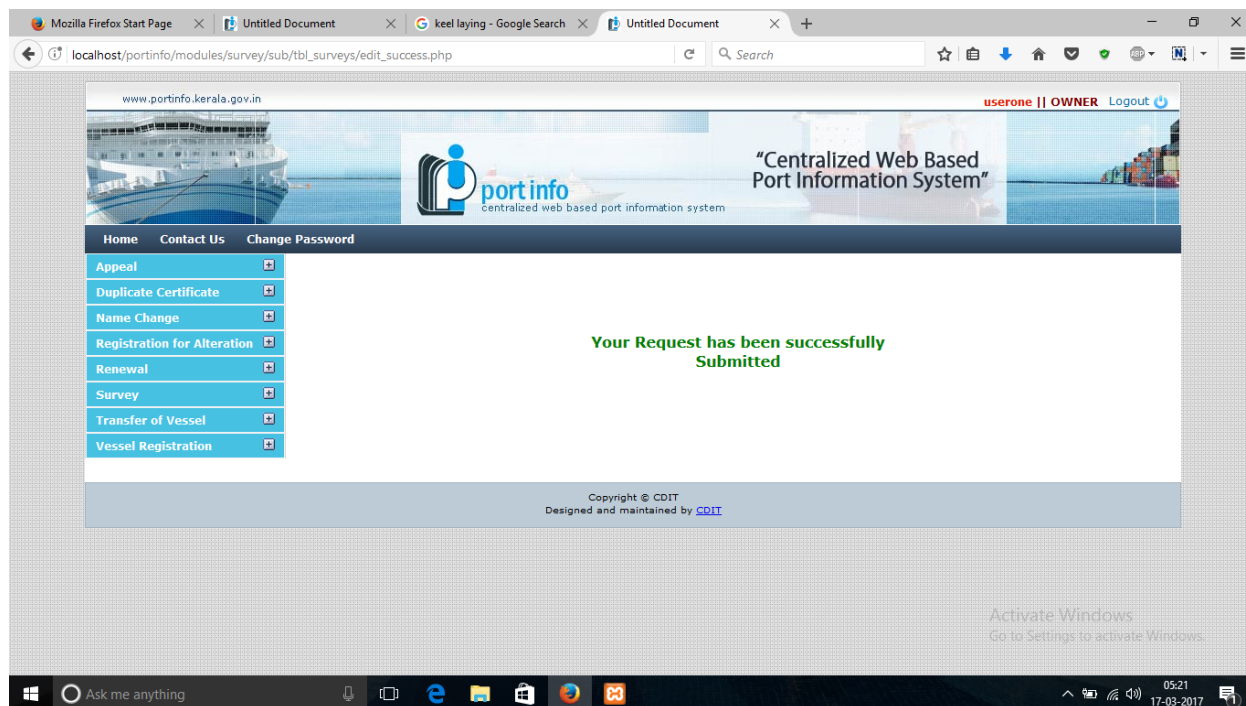
Users select the link available at the center of the page

That will open another pop up window containing **form 1**

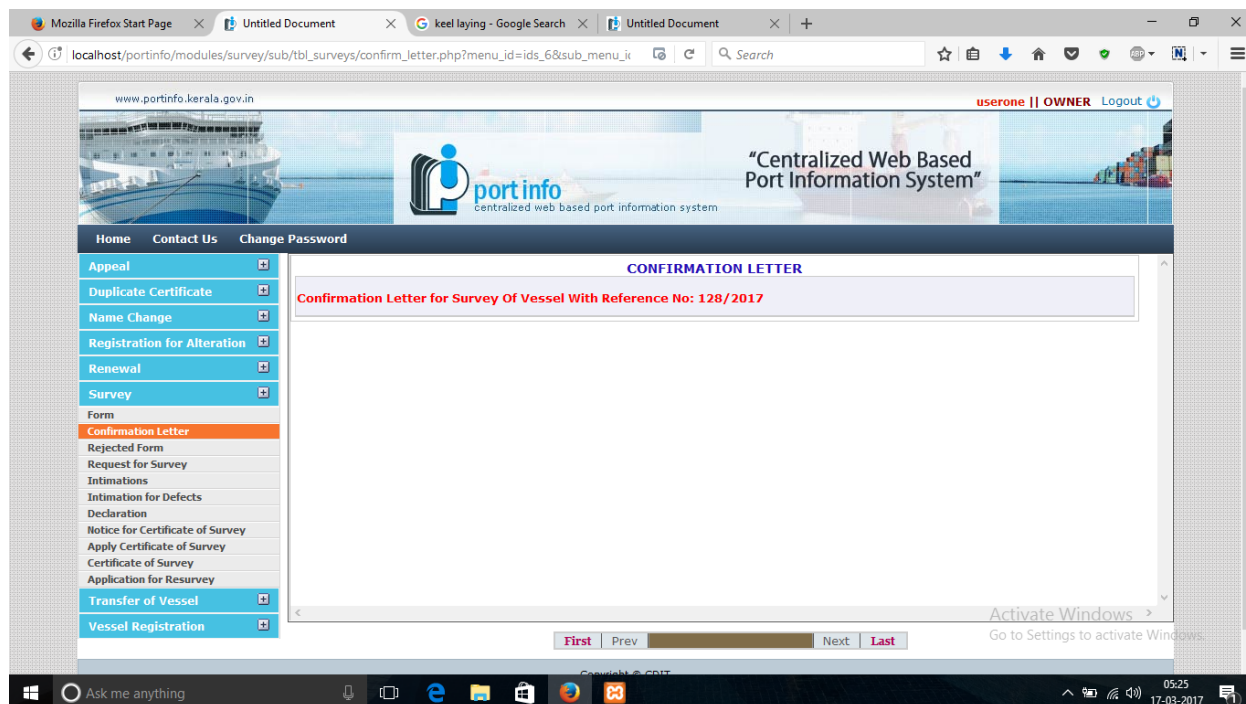
FORM NO: 1			
Survey Activity			
Keel Laying Proposed with in or on 2017-03-19			
Name of Agent (If Any)	<input type="text"/>	Address of Agent	<input type="text"/>
Name of Vessel	<input type="text" value="ABC"/>	Name of Owner	<input type="text" value="new owner"/>
Address of Owner	<input type="text" value="address"/>	E-mail Id	<input type="text" value="asapkattakkada@gmail.co"/>
Mobile no	<input type="text" value="9656819486"/>	Username	<input type="text" value="userone"/>
Category of Vessel	<input type="text" value="Private"/>	Sub Category of Vessel	<input type="text" value="Private Purpose"/>
Length of vessel	<input type="text" value="0"/>	Breadth of Vessel	<input type="text" value="0"/>
Depth of Vessel	<input type="text" value="0"/>	Vesseltype *	<input type="text" value="Passenger"/>
Proposed Year of Completion	<input type="text" value="2017"/>	Sub Vessel Type	<input type="text" value="Speed Boat"/>
Particulars of Hull			
a) Name of Builder of Hull *	<input type="text" value="1"/>	b) Address of Builder of Hull	<input type="text" value="Builder1 Builder1 Builder2"/>

Update the application for rectifying defect, and submit the application to chief surveyor

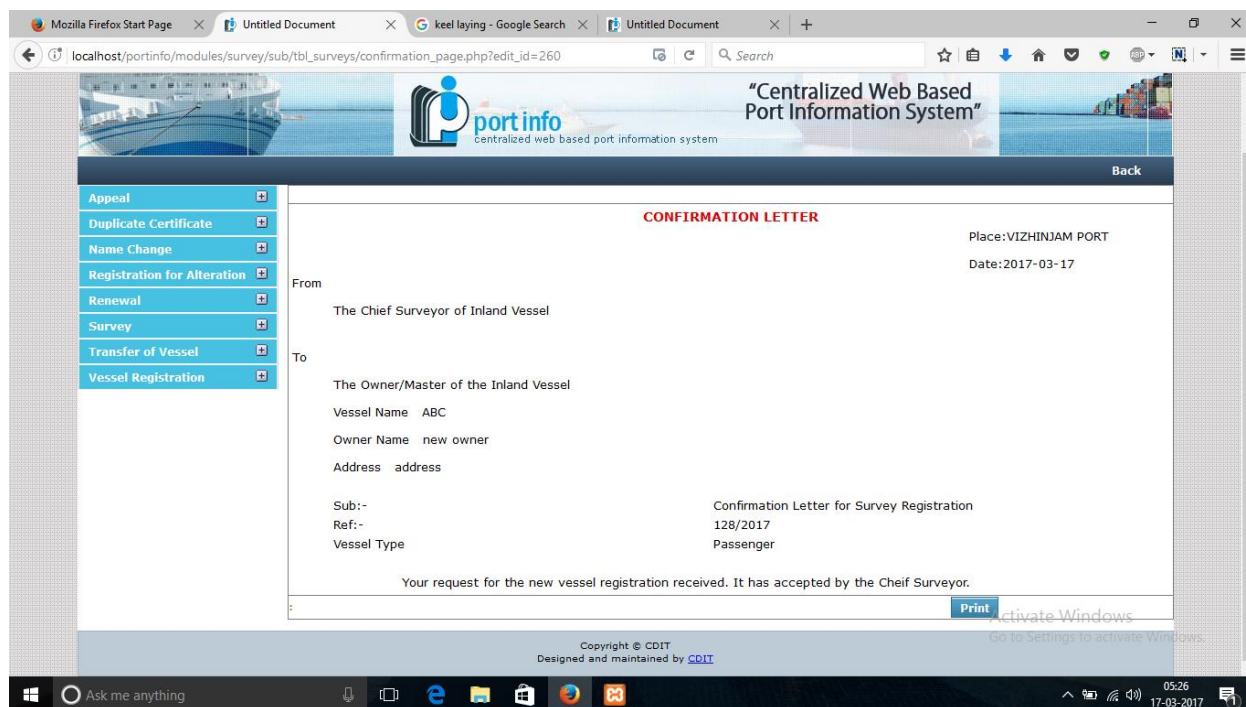
This will show a confirmation message of **'your request has been successfully submitted'**.



All application in **form 1** accepted by surveyor will send a confirmation letter to users account



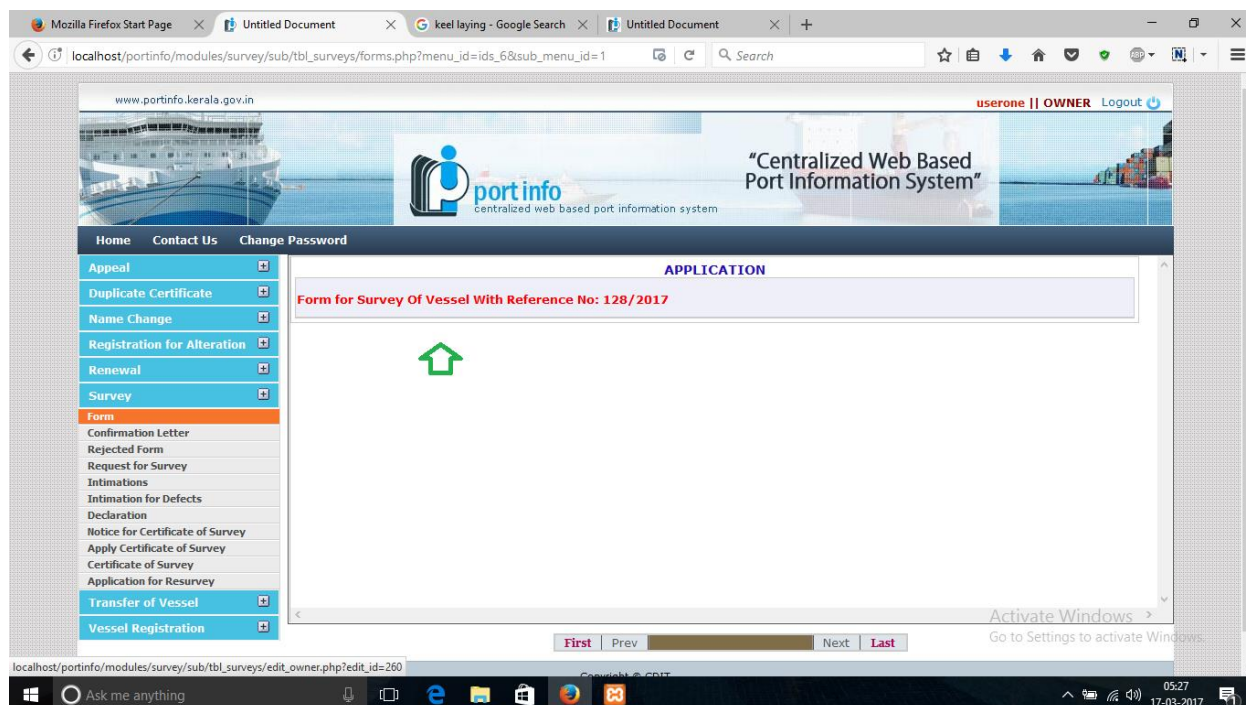
By clicking the link, user can take the print out of confirmation letter



Next: user submit application (**form1**) for hull inspection survey activity

### Survey process –user login (hull inspection)

Click the **form** link available below **survey** button at the login page.



Select the link from the center of the page.



Untitled Document

localhost/portinfo/modules/survey/sub/tbl\_surveys/edit\_owner.php?edit\_id=260

Search

Particulars of pollution control devices

Whether there is Solid waste processing and disposal

Water consumption/day

Payment Type \*

Whether there is Sewage treatment and disposal

Whether there is Sound pollution control

source

General Arrangement plans, structural drawings, freeboard marking, shell expansion, machinery and machinery layout, propeller, shafting, gears and steering plans, pipeline such as bilge and ballast, oil transfer etc

Upload Document

Particulars of wheel house, crew accommodation, passages, galleys, stores/service place etc

Upload Document

Particulars of ventilation/change of air for engine room

Upload Document

Builder's Yard Accreditation Certificate

Upload Document

Preliminary Stability Calculation

Upload Document

Preferred Inspection Date \*

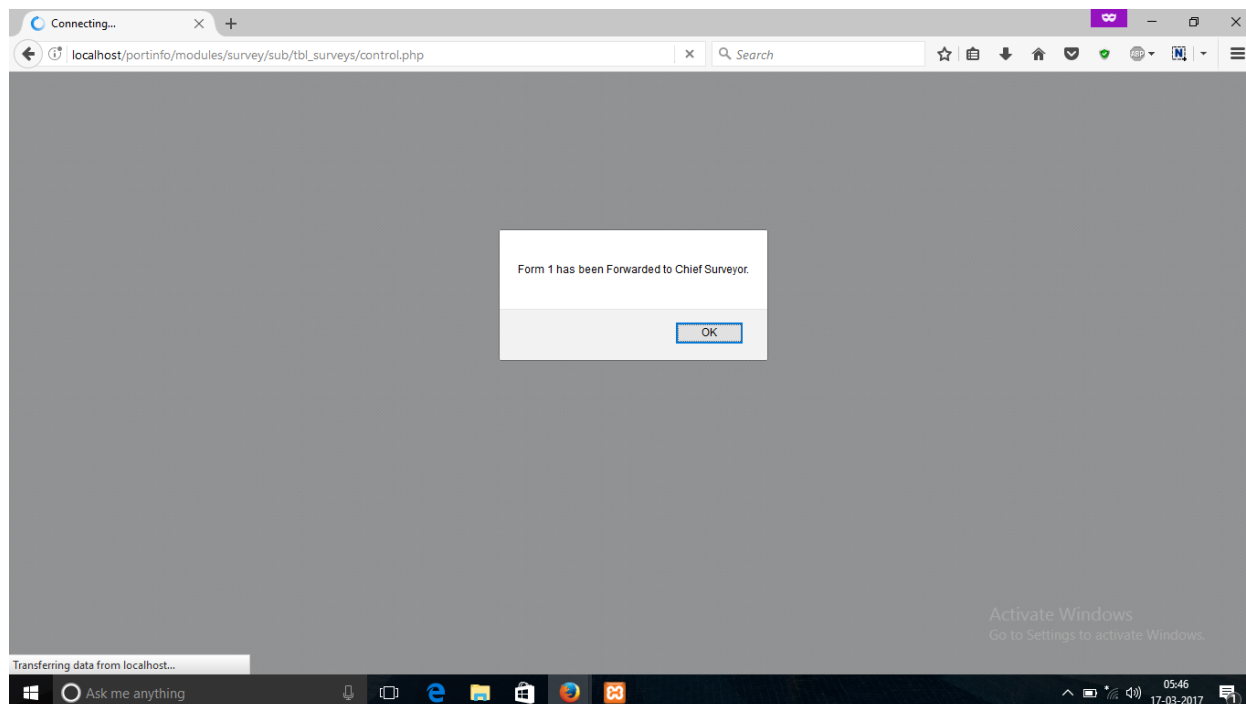
23-03-2017

Reset Forward

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Complete the form, submit payment details and preferred date for inspection, then click **forward** button.

This will show a confirmation message of **form 1 has been forwarded to chief surveyor**

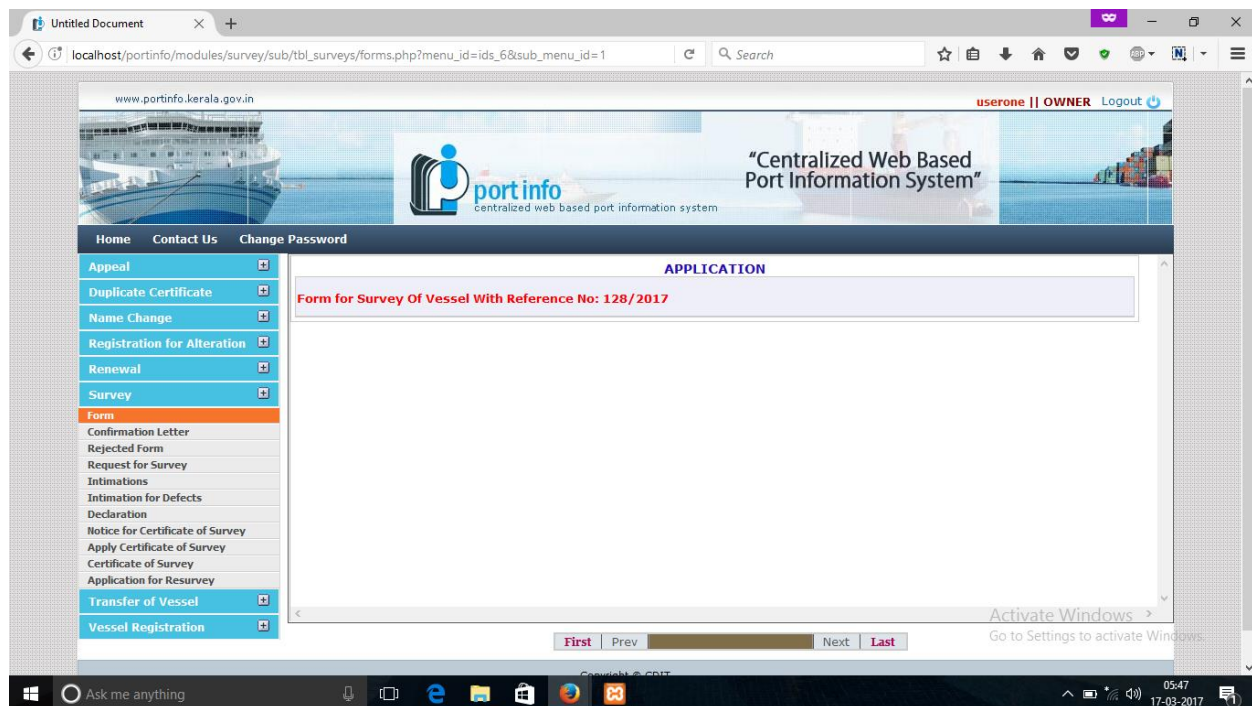


**Form 1** forwarded for hull inspection will reach the account of chief surveyor

**Form 1** accepted by chief surveyor will reach the account of user

User can view the form by clicking the [form link](#) available below [survey](#) button.

### Survey process – user login (final inspection)



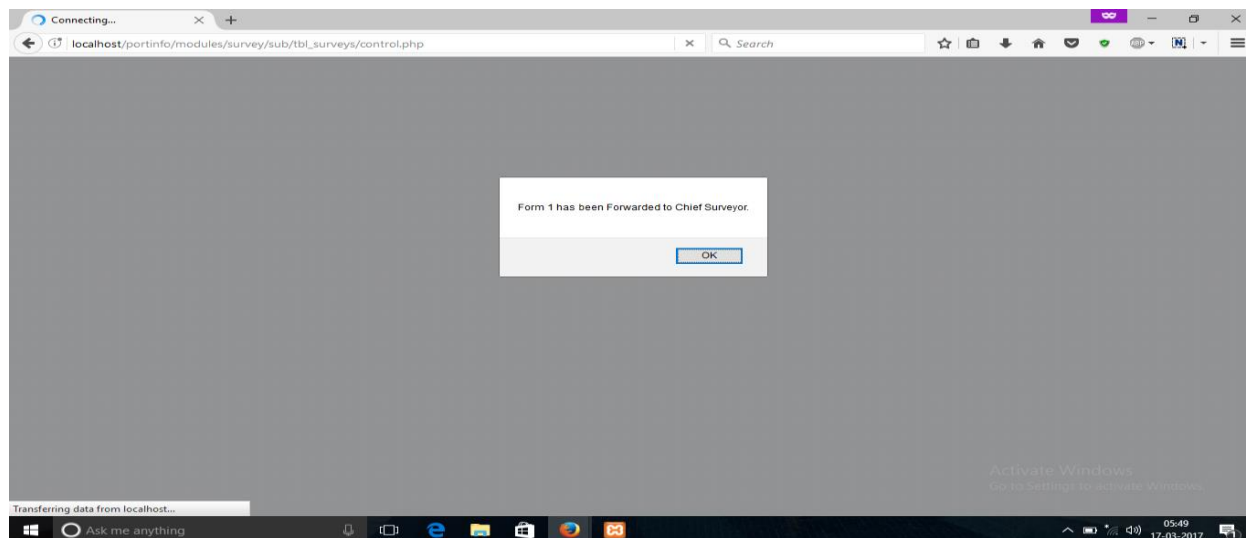
Select the link from the center of the page.

The screenshot shows a web browser window displaying the Port Info system. The URL is localhost/portinfo/modules/survey/sub/tbl\_surveys/edit\_owner.php?edit\_id=260. The form contains several sections for data entry:

- Particulars of pollution control devices**: A text input field.
- Whether there is Solid waste processing and disposal**: Radio buttons for 'Yes' and 'No'.
- Water consumption/day**: A text input field.
- Whether there is Sewage treatment and disposal**: Radio buttons for 'Yes' and 'No'.
- Whether there is Sound pollution control**: Radio buttons for 'Yes' and 'No'.
- source**: A text input field.
- Payment Type \***: A dropdown menu with 'Select' as the current value.
- Upload Document**: A list of documents to be uploaded, each with a checkbox and a file name:
  - ☒ \* General Arrangement plans, structural drawings, freeboard marking, shell expansion, machinery and machinery layout, propeller, shafting, gears and steering plans, pipeline such as bilge and ballast, oil transfer etc
  - ☒ \* 128\_2017\_Prospectus-Integrated-MPhilPhD2017.pdf
  - ☒ \* Particulars of wheel house, crew accommodation, passages, galleys, stores/service place etc
  - ☒ \* 128\_2017\_ApplicationFormHall-ticketGuidelines -MPhilPhD2017.pdf
  - ☒ \* Particulars of ventilation/change of air for engine room
  - ☒ \* 128\_2017\_ApplicationFormHall-ticketGuidelines -MPhilPhD2017.pdf
  - ☒ \* Builder's Yard Accreditation Certificate
  - ☒ \* 128\_2017\_ApplicationFormHall-ticketGuidelines -MPhilPhD2017.pdf
  - ☒ \* Preliminary Stability Calculation
  - ☒ \* 128\_2017\_ApplicationFormHall-ticketGuidelines -MPhilPhD2017.pdf
- Preferred Inspection Date \***: A date picker showing '23-03-2017'.

At the bottom right, there are 'Reset' and 'Forward' buttons. The footer of the page includes 'Copyright © CDIT' and 'Designed and maintained by CDIT'.

Complete the form, submit payment details and preferred date for inspection, then click **forward** button  
This will show confirmation message of **form 1 has been forwarded to chief surveyor**



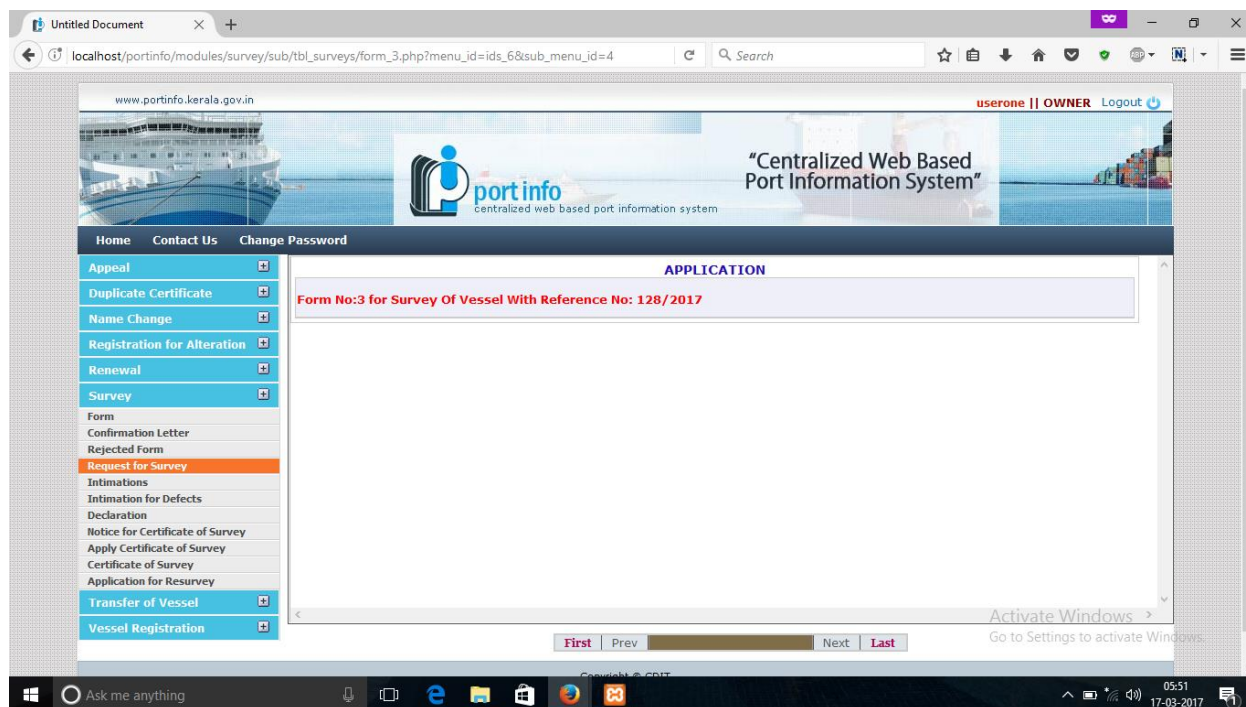
**Form 1** forwarded for final inspection will reach the account of chief surveyor

Application for keel lying and hull inspection will not entertained after the approval of final inspection.

After final inspection; request for survey initiated by user from his login, using **form 3**

**Request for survey –user login**

**Form 3** is available at the **request for survey** link below **survey** button



Click the link available at the center of the page, this will opens another window with **form 3**

DD DETAILS	
DD Amount	750
DD Date *	10-03-2017
DD NO:	145522221
Payable At *	State Bank of Travancor
Bank Details Payable at in favour of *	SURVEYOR
Select District *	TRIVANDRUM
Favour who *	VIZHINJAM
Port of Registry *	Select
Type of Vessel	<input type="radio"/> Inland <input checked="" type="radio"/> New Vessel
<input checked="" type="checkbox"/>	General Arrangement plans, structural drawings, freeboard marking, shell expansion, machinery and machinery layout, propeller, shafting, gears and steering plans, pipeline such as bilge and ballast, oil transfer etc
Upload Document	<a href="#">128_2017_Prospectus-Integrated-MPhilPHD2017.pdf</a>
<input checked="" type="checkbox"/>	Particulars of wheel house, crew accommodation, passages, galleys, stores/service place etc
Upload Document	<a href="#">128_2017_ApplicationFormHall-ticketGuidelines - MPhilPHD2017.pdf</a>
<input checked="" type="checkbox"/>	Particulars of ventilation/change of air for engine room
Upload Document	<a href="#">128_2017_ApplicationFormHall-ticketGuidelines - MPhilPHD2017.pdf</a>
<input checked="" type="checkbox"/>	Builder's Yard Accreditation Certificate
Upload Document	<a href="#">128_2017_ApplicationFormHall-ticketGuidelines - MPhilPHD2017.pdf</a>
<input checked="" type="checkbox"/>	Preliminary Stability Calculation

Furnish all relevant information and upload the supporting documents.

Survey Activity	
Keel Laying	Proposed within on or 2017-03-19
Keel Laying	Proposed within on or 2017-03-19
Hull Inspection	Proposed within on or 2017-03-22
Hull Inspection	Proposed within on or 2017-03-24
Final Inspection	Proposed within on or 2017-03-29

Remarks \*

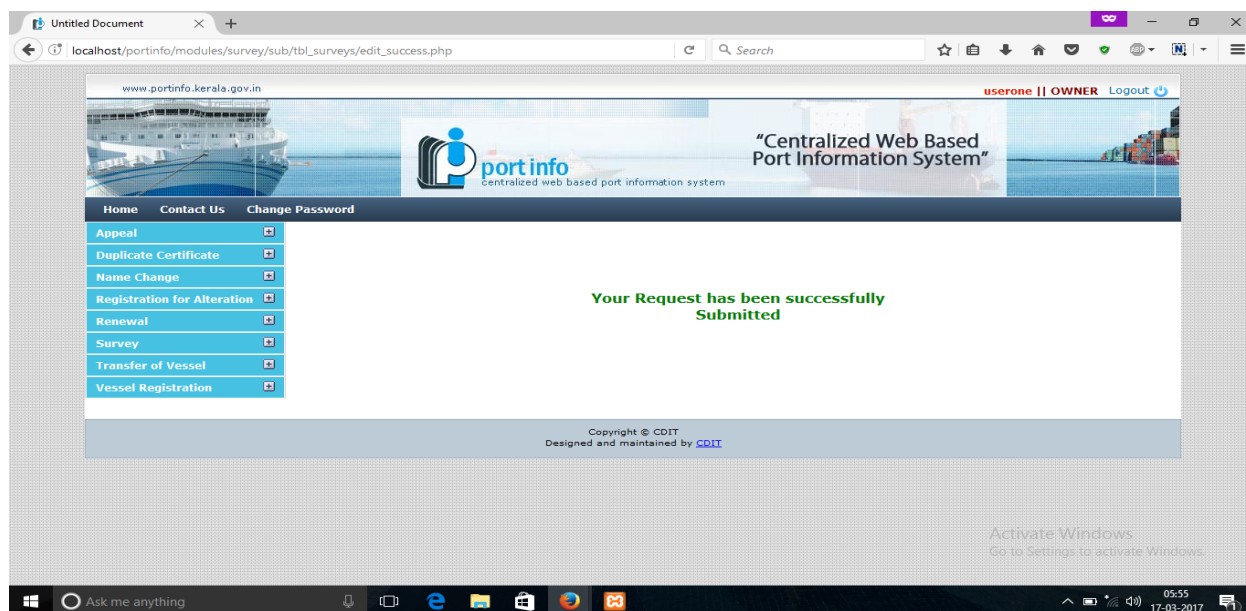
ALL DOCUMENT SUBMITTED

Submit Reset

Enter the remarks, then click submit button at the bottom of the page

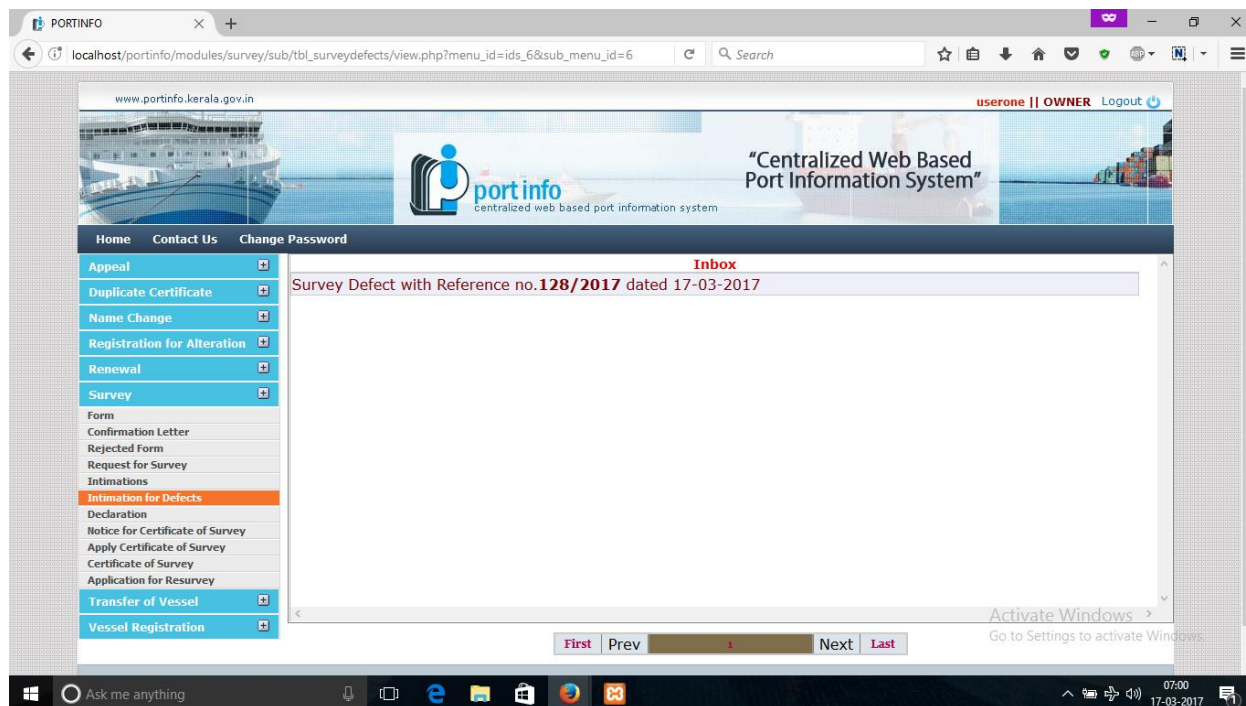
This will show a confirmation message





**All application forwarded for request for survey will reach the account of chief surveyor**

If the survey is free from defect intimation send to the account of user, under the head **intimations** user can view the details. If any defect found in survey it will forward to users account under the head **intimation for defects**



By clicking the survey defect link at the center of the page will open another pop up page.

Untitled Document

localhost/portinfo/modules/survey/sub/tbl\_surveydefects/edit.php?int\_def\_id=5&menu\_id=ids\_6&sub\_n

Search

Home Contact Us Change Password

Appeal  
Duplicate Certificate  
Name Change  
Registration for Alteration  
Renewal  
Survey  
Form  
Confirmation Letter  
Rejected Form  
Request for Survey  
Intimations  
**Intimation for Defects**  
Declaration  
Notice for Certificate of Survey  
Apply Certificate of Survey  
Certificate of Survey  
Application for Resurvey  
Transfer of Vessel  
Vessel Registration

**Defect Details**

Date of Entry	17-03-2017
Reference Number	128/2017
Details of Defects	dsfddf
Defect Noticed by	
Period allotted for clearing the defect	
Direction to Rectify	wrefdfd
Uploaded Document	

**SURVEY SCHEDULE**

Place of Survey	tvm
Date and Time of Survey	30-03-2017 00:00

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Activate Windows  
Go to Settings to activate Windows.

Ask me anything

07:00  
17-03-2017

After rectifying defect, user must forward application to chief surveyor

After completing survey; chief surveyor prepare declaration of inland vessel

All application with survey defect will forward to the account of user under **survey** head **intimation for defect**.

Intimation of defect- user login

PORTINFO

localhost/portinfo/modules/survey/sub/tbl\_surveydefects/view.php?menu\_id=ids\_6&sub\_menu\_id=6

Search

www.portinfo.kerala.gov.in

userone || OWNER Logout

Home Contact Us Change Password

Appeal  
Duplicate Certificate  
Name Change  
Registration for Alteration  
Renewal  
Survey  
Form  
Confirmation Letter  
Rejected Form  
Request for Survey  
Intimations  
**Intimation for Defects**  
Declaration  
Notice for Certificate of Survey  
Apply Certificate of Survey  
Certificate of Survey  
Application for Resurvey  
Transfer of Vessel  
Vessel Registration

**Inbox**

Survey Defect with Reference no. **128/2017** dated 17-03-2017

First Prev Next Last

Activate Windows  
Go to Settings to activate Windows.

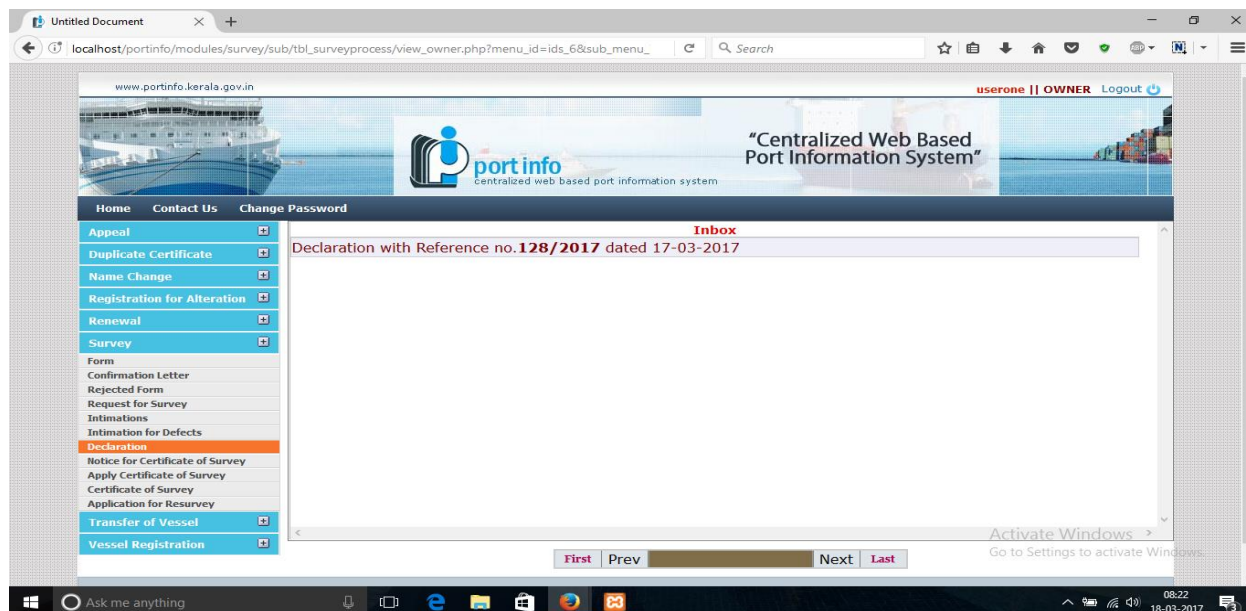
Ask me anything

06:54  
17-03-2017

User can view the defect by clicking **intimation for defect** link under **survey** head.

After rectifying the defect in resurvey; surveyor generate declaration of inland vessel. User can view this declaration in his account under **survey** head as **declaration**.

### Declaration view –user login



By clicking in this link, user can view the declaration

The screenshot shows the 'Declaration' form details for reference number 128/2017. The form is titled 'Declaration' and 'FORM NO:5'. It contains the following information:

Reference Number	128/2017	Name of Inland Vessel	ABC
<b>Particulars of Vessel</b>			
a) Gross Registered tonnage		b) Net Registered Tonnage	
c) Length	0	d) Breadth	0
e) Depth	0	Place of Building	
Date of Building	00-00-0000	Name of Owner	new owner
Address of Owner	address	Phone no of Owner	9656819486
<b>HULL</b>			
a) Length for identification , (State points of measurements)		b) Place of the vessel's last examination in dry dock	
c) Date of the vessel's last examination in dry dock	00-00-0000	d) Condition of the Hull	
<b>MACHINERY</b>			

User can take print out of declaration by clicking **print** button at the bottom of the page



Untitled Document

localhost/portinfo/modules/survey/sub/tbl\_surveyprocess/view\_declaration\_owner.php?ref\_id=128/2017

**Declaration By Surveyor**

I hereby declare as follows, viz.,

(i) That on the **08-03-2017** I have inspected the machinery of the vessel named **ABC** above, and all the equipments are onboard the same.

(ii) That the machinery of the said vessel is in accordance with the foregoing descriptions, sufficient for the service intended, and is good / approved condition.

(iii) That the said machinery will, in my judgment, be sufficient until the **18-03-2017**

(iv) That the equipments are such and in such condition as required by therules and Instructions under the Act 1 of 1917.

(v) That I.C. Engine/Bilge/Pumps were examined by me personally and found in satisfactory operating conditions.

(vi) That the said vessel as regards her machinery is, in my judgment fit to ply as an inland vessel

(vii) That the hull of the said vessel is sufficient for the service intended, and is in good /approved conditions.

(viii) That the hull of the said inland vessel and the equipments will in my judgment, be sufficient until the **20-03-2017**

(ix) That the said vessel is, in my judgment, fit to ply as an inland vessel with the number of passengers stated in the space marked(22) in this form, when there is no encumbrance of the space measure for the passenger accommodation, but is not fit to ply with a greater number of passengers.

(x) That I am satisfied that the fees due have been paid into the treasury.

Date: 17-03-2017

Surveyor

Print

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### Next step

### Surveyor sent **notice for certificate** to user

After receiving the notice for certificate of survey, user applies for the certificate of survey with the chief surveyor from his account using the link; apply **certificate of survey** under the head **survey**.

### Apply for certificate of survey –user login

PORTINFO

localhost/portinfo/modules/survey/sub/tbl\_surveyprocess/apply\_survey.php?menu\_id=ids\_6&sub\_menu

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userone || OWNER Logout

**port info**  
centralized web based port information system

Home Contact Us Change Password

**Inbox**

Application for **ABC** with Reference no.128/2017

Appeal

Duplicate Certificate

Name Change

Registration for Alteration

Renewal

Survey

Form

Confirmation Letter

Rejected Form

Request for Survey

Intimations

Intimation for Defects

Declaration

Notice for Certificate of Survey

**Apply Certificate of Survey**

Certificate of Survey

Application for Resurvey

Transfer of Vessel

Vessel Registration

First Prev Next Last

localhost/portinfo/modules/survey/sub/tbl\_surveyprocess/apply\_survey.php?menu\_id=ids\_6&sub\_menu\_id=9

Click the link available at the center of the page, this will generate **form 8**

PORTINFO

localhost/portinfo/modules/survey/sub/tbl\_surveyprocess/appli\_cert.php?ref\_id=128/2017&ves\_name=

Home Contact Us Change Password

**FORM NO: 8**

APPLICATION FOR CERTIFICATE OF SURVEY

Place: VIZHINJAM PORT  
Date: 18/03/2017

From  
new owner  
address

To  
The Chief Surveyor,  
Department of Ports,  
Kerala.

Sub:- Application for certificate of Survey

Ref:- Declaration of Survey No KIV/SUR/128/2017 dtd 08-03-2017

My vessel named ABC has been surveyed on 08-03-2017 and Declaration of Survey as above has been issued on 17-03-2017.I request that the Certificate of Survey may be issued.

Remarks \*

remark

Reset Sent Application

Enter the remark and forward application by clicking the link **send application**

This will generate a confirmation message of **'The application for certificate has been send successfully.'**

PORTINFO

localhost/portinfo/modules/survey/sub/tbl\_surveyprocess/apply\_survey.php?y=s

www.portinfo.kerala.gov.in

userone || OWNER Logout

port info  
centralized web based port information system

"Centralized Web Based Port Information System"

Home Contact Us Change Password

Appeal  
Duplicate Certificate  
Name Change  
Registration for Alteration  
Renewal  
Survey  
Transfer of Vessel  
Vessel Registration

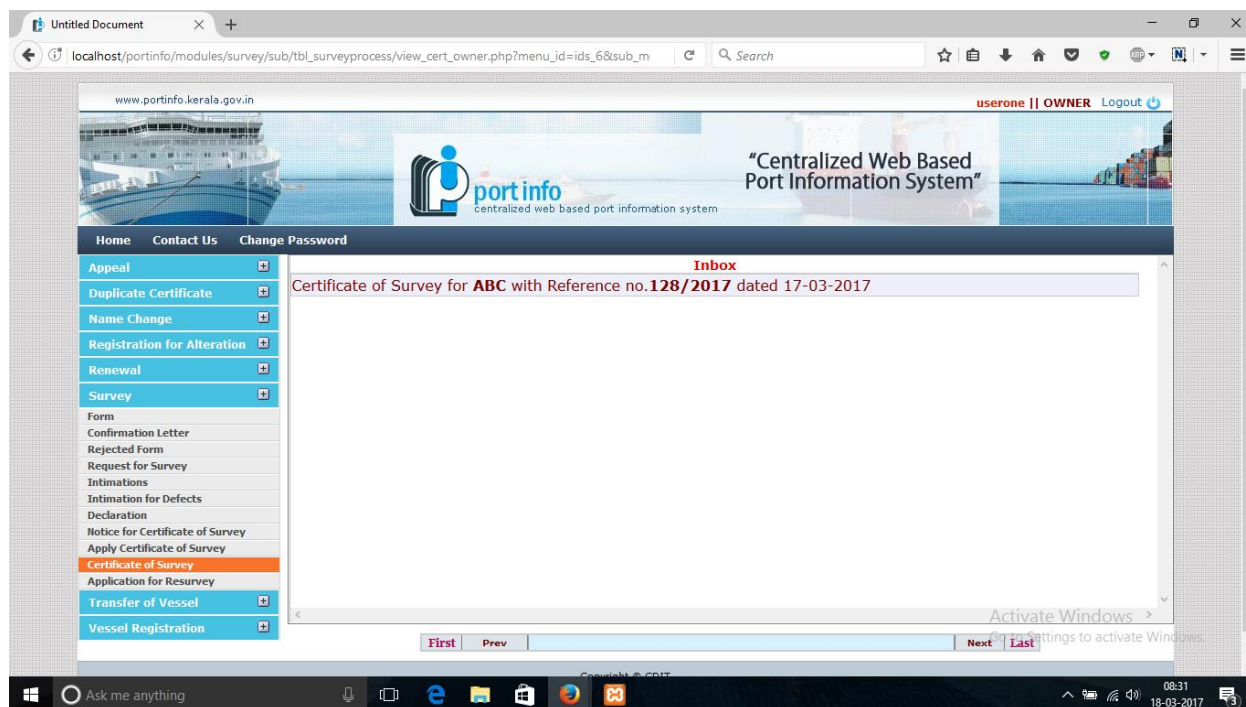
The Application for Certificate has been Sent successfully

OK

Transferring data from localhost...

**Application for certificate of survey reaches the account of chief surveyor**

If chief surveyor generate and the certificate, user can view the certificate of survey by clicking the link **certificate of survey** under the head **survey**.



By clicking the link available at the center of the page, user can view the certificate of survey and take print out.

FORM NO: 9 CERTIFICATE OF SURVEY			
Survey Number	KIV/SUR/128/2017	Official Number	na
Reference Number	128/2017	Name of Inland Vessel	ABC
Gross Registered tonnage		Net Registered Tonnage	
Port of Registry		Name of Owner	new owner
Address of Owner	address	Plying Limits	
Name of Master		Licence No for Master	
Description of Life buoys		Number of Life buoys	0
Passengers :-			
Bilge and Hold pumps		Fire Buckets	
Boats of aggregate capacity		Fire Pumps	0
Capacity of Fire Pumps	0	Fire Hose	0
Fire Sand boxes		No. of portable fire extinguisher	0
Type of portable fire extinguisher		When plying as at A Life buoys; and Buoyancy Apparatus	
When plying as at B Life buoys; and Buoyancy		When plying as at C Life buoys; and Buoyancy	

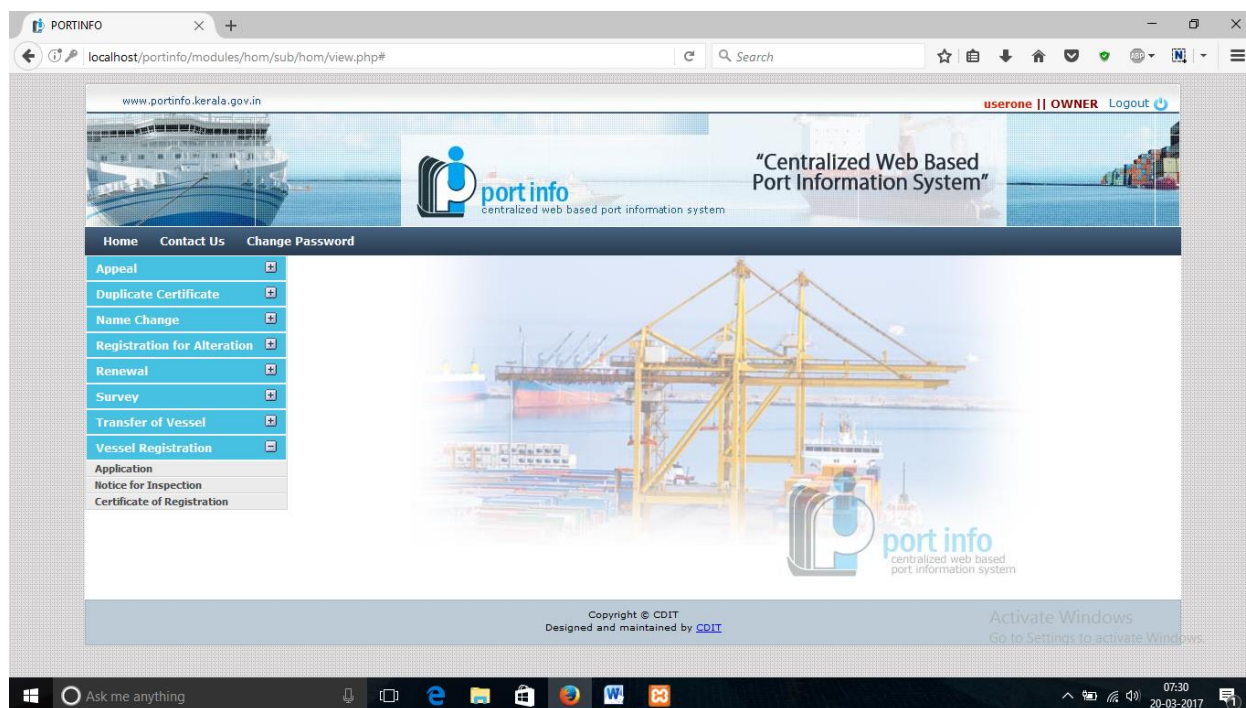


## Vessel registration process

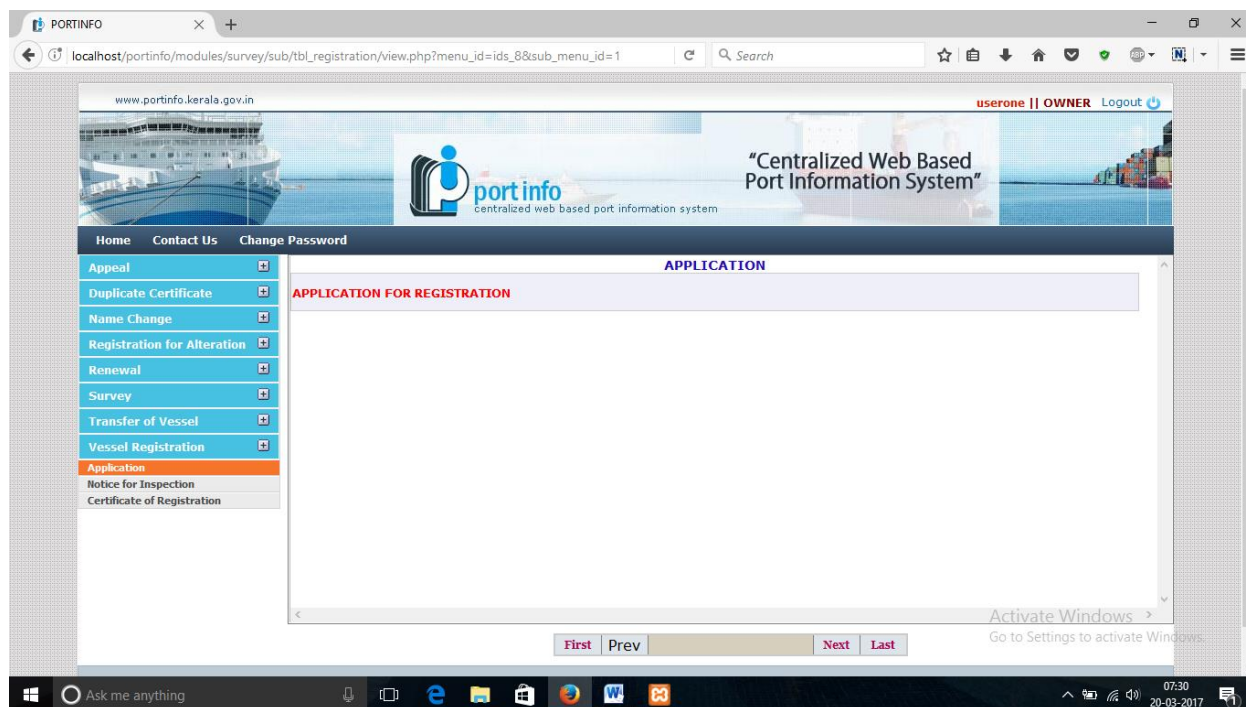
A ship entitled to fly the flag of a country needs to be registered in that country. The object of registration is to ensure that persons who are entitled to the privilege and protection of the Indian flag get them. The registration affords evidence of title off the ship to those who deal with the property in question. It also gives protection to the members of the crew in case of casualties involving injuries and/or loss of life to claim compensation under the provisions of the Indian Acts in Indian courts.

### Vessel registration- user login

Click on the vessel registration button at the left side of the home page.



Select the **application** link below **vessel registration** button.



Click [application for registration](#) link at the center of the page.

The screenshot shows the 'APPLICATION FOR REGISTRATION' form in the PORTINFO web application. The browser address bar displays the URL: `localhost/portinfo/modules/survey/sub/tbl_registration/edit.php?ref_id=128/2017&menu_id=ids_8&sut`. The page header is identical to the previous screenshot. The navigation menu on the left is also identical. The main content area is titled `FORM NO: 12 APPLICATION FOR REGISTRATION`. The form includes the following fields and sections:

- To:** The Registering Authority
- VIZHINIAM** (dropdown menu)
- Kerala.**
- I, new owner being the** `Owner` (dropdown menu) **of an Inland Vessel ABC hereby request that the said vessel be registered at the** `AZHICKAL` (dropdown menu) \*
- I agree to pay such fees as may be leviable under the Rules.**
- Particulars in respect of the said vessel are as under:-**
- Survey Certificate No** `KIV/SUR/128/2017`
- Owner's name** `new owner`
- Address of owner \*** (text area)
- Occupation** (text area)
- Occupation Address \*** (text area)
- Name of Master** (text area)
- Certificate No for Master** (text area)
- Port of Registry If Previously** (text area)

The Windows taskbar at the bottom shows the system clock as 07:31 on 20-03-2017.

Furnish all relevant information and upload the documents, then click [view declaration](#) button at the bottom of the page.



Speed of Engine

Manufacture Name  Address of Manufacture

Year of Manufacture

**DETAILS OF INSURANCE CERTIFICATE**

Name of Insurance Company \*  Insurance Number \*

Insurance Date \*  Date of Expiry of Insurance \*

Payment Type \*

**e-Treasury**

Statement by the owner that the provisions of the Act and these rules have been complied with  No file selected.

Duplicate of the certificate of survey  No file selected.

DD receipt evidencing payment of such fees as specified in the schedule for the registration of the vessel  No file selected.

Copy of the 3rd party insurance certificate of the vessel duly attested  No file selected.

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Declaration form will appear at the bottom of the page

DD receipt evidencing payment of such fees as specified in the schedule for the registration of the vessel  No file selected.

Copy of the 3rd party insurance certificate of the vessel duly attested  No file selected.

**DECLARATION OF OWNERSHIP**

I, new owner subject of  the state of  residing permanently at/  
having principal place of business at address do hereby declare that ABC (name) was built at  in the  
year  and was purchased by me on  for Rupees  and wish to have  
registered it in my name at the port of  and that I am the sole owner of the same. I further declare that  
the vessel is intended to ply in the port of \*

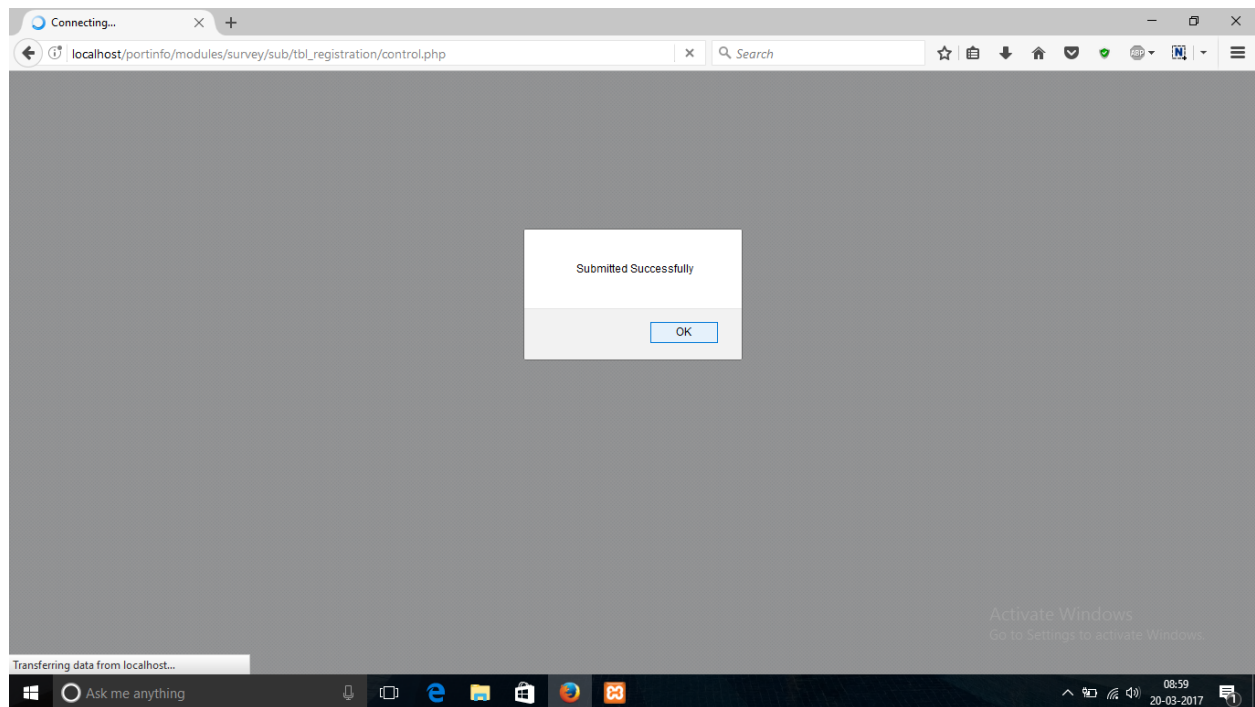
Owner

Declaration of Ownership  No file selected.

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Fill the form and then click **submit** button

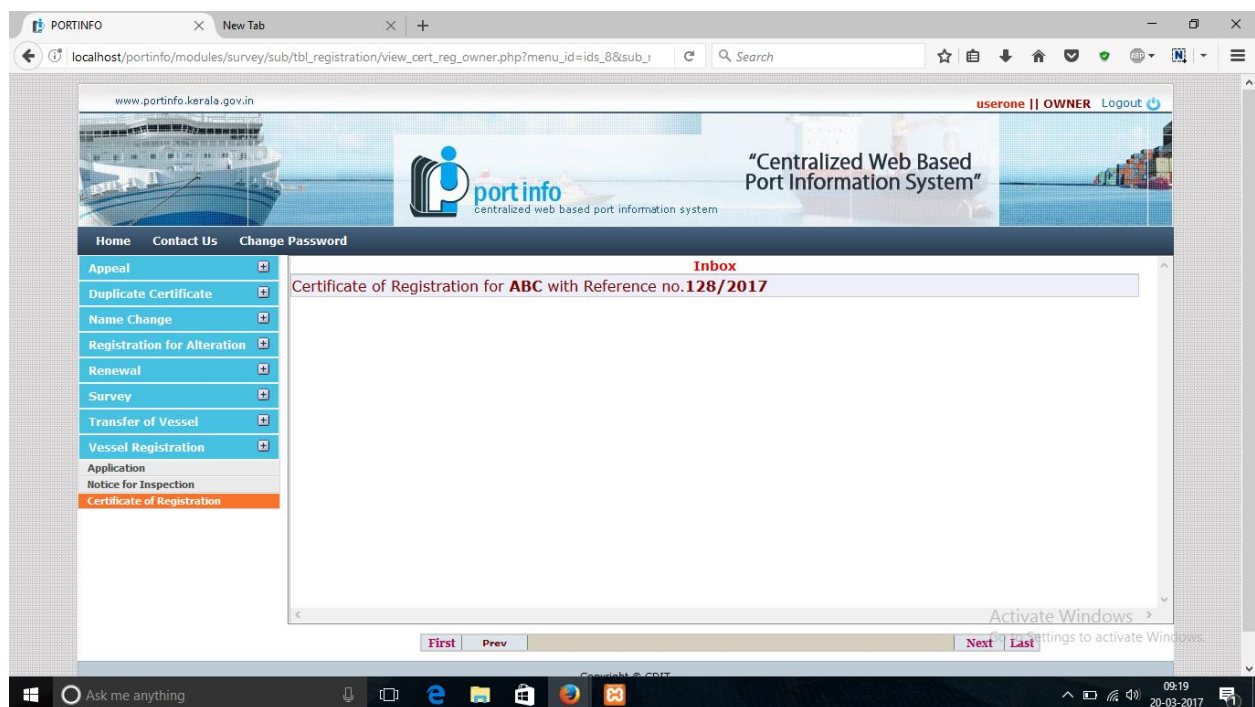
This will show a confirmation message of **submitted successfully**.



**All application of vessel registration will reach the account of registering authority of ports**

If registering authority accept the application of registration, then certificate of registration available at the home page of user under the head **vessel registration**

### **Certificate of registration –user login**



User can view the certificate of registration by clicking the link available at the center of the page.

**FORM NO: 14**

**CERTIFICATE OF REGISTRATION**

Official No **KIV/AZK/PSGR/128/2017** No., Year and Place of Registry.

This is to certify that(registering authority) Registering Authority of **VIZHINJAM** has declared that (Owner) **new owner** subject of the state of **kerala** and the sole owner of (kind of vessel) called(Name of vessel) **ABC** and that the said **ABC** was built at by **Builder1 .Of Builder1 Builder1 Builder1** in the year **2017** The said **ABC** had been duly registered at (place) **VIZHINJAM** under the Inland Vessels Act , 1917. Certified under my hand this day of **20-03-2017**.

Registration Number	KIV/AZK/PSGR/128/2017
No. of sets of Engines	2
No.of shafts	2
Description of Engine	
Name of maker	
Address of maker	address
Nature of fuel used	
Estimated speed of Inland Vessel	12
Total Brake Horse Power	1000
Description of Engine	
Name of maker	
Address of maker	adreeee
Nature of fuel used	
Estimated speed of Inland Vessel	15

Bottom of the page (form14), user can get a link of [view book of registration](#)

Breadth 0

Depth 0

Gross Registered Tonnage

Net Registered Tonnage

No. of Decks

No. of Bulkheads 4

Year of Build 2017

Stern

Material Iron

Registering Authority,  
by Port of VIZHINJAM

Note:- This Certificate of Registration shall be produced for inspection on demand by any authority authorized by the State Government.

1. This certificate shall be surrendered to the Registering Authority if so required by him.
2. While the certificate is in force, the vessel's name and registration mark as painted or otherwise marked in position approved by the Government of Kerala shall not be removed or defaced.
3. In case of any accident occasioning loss of life, or any material damage affecting the river worthiness on efficiency of the vessel, either in the hull or in any part of the machinery, a report by letter, signed by the owner or master of the vessel shall be forwarded to the Registering Authority, Kerala within 24 hours after the happening of the accident, or as soon thereafter as possible.

[View Book of Registration](#)

By clicking in this link; user can view the book of registration

Untitled Document x New Tab x +

localhost/portinfo/modules/survey/sub/tbl\_registration/book\_registration1.php?ref\_id=128/2017

Search

**GOVERNMENT OF KERALA**  
**Ports Department**

FORM NO :15

**BOOK OF REGISTRATION**

Name of the Owner	new owner
Address of Owner	address
Name of Vessel	ABC
Registration Number	KIV/AZK/PSGR/128/2017

**Description of Inland Vessel**

Gross Registered Tonnage	10
Net Registered Tonnage	

**Particulars of Vessels:**

Length overall	0
Breadth	0
Depth	0
Year of Make	2017
Make	Builder1
Hull is of wood ,Steel etc	Iron
<b>Engine:</b>	
No. of sets of Engines	2
Description	

Activate Windows  
Go to Settings to activate Windows.

Ask me anything

09:19  
20-03-2017

---

Untitled Document x New Tab x +

localhost/portinfo/modules/survey/sub/tbl\_registration/book\_registration1.php?ref\_id=128/2017

Search

Type of portable fire Extinguisher	
Number of Chemical Extinguisher	0
Chemical Extinguishers Capacity	0
Passenger capacity in Lower Deck	0
Passenger capacity in Upper Deck	0
When plying as at A Life buoys;and Buoyancy Apparatus	

**Passengers:**

Number of Deck passengers on each deck	When plying by night (smooth & partially smooth water)	When plying by day (smooth & partially smooth water) or in canals bynight and day	When plying by day on voyages which donot last more than6 hours(smooth water only)	Second cabin passengers	Saloon passengers
On a between deck, if any	0	0	0	0	0
On main deck	0	0	0	0	0
On the upper deck or bridge.	0	0	0	0	0
Total	0	0	0	0	0
Total of deck,cabin and Saloon Passengers	0				

Two children above 5 years and under 12 years of age will be reckoned as one passenger.

Encumbrance--If space measured for passenger is encumbered by cattle, cargo or other article, then one passenger is to be deducted from the foregoing table for each.

65 dm^2 of passenger area encumber when plying as A above

50 dm^2 of passenger area encumber when plying as B above

40 dm^2 of passenger area encumber when plying as C above

Plying Limits

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Activate Windows  
Go to Settings to activate Windows.

Ask me anything

09:19  
20-03-2017



## Duplicate certificate

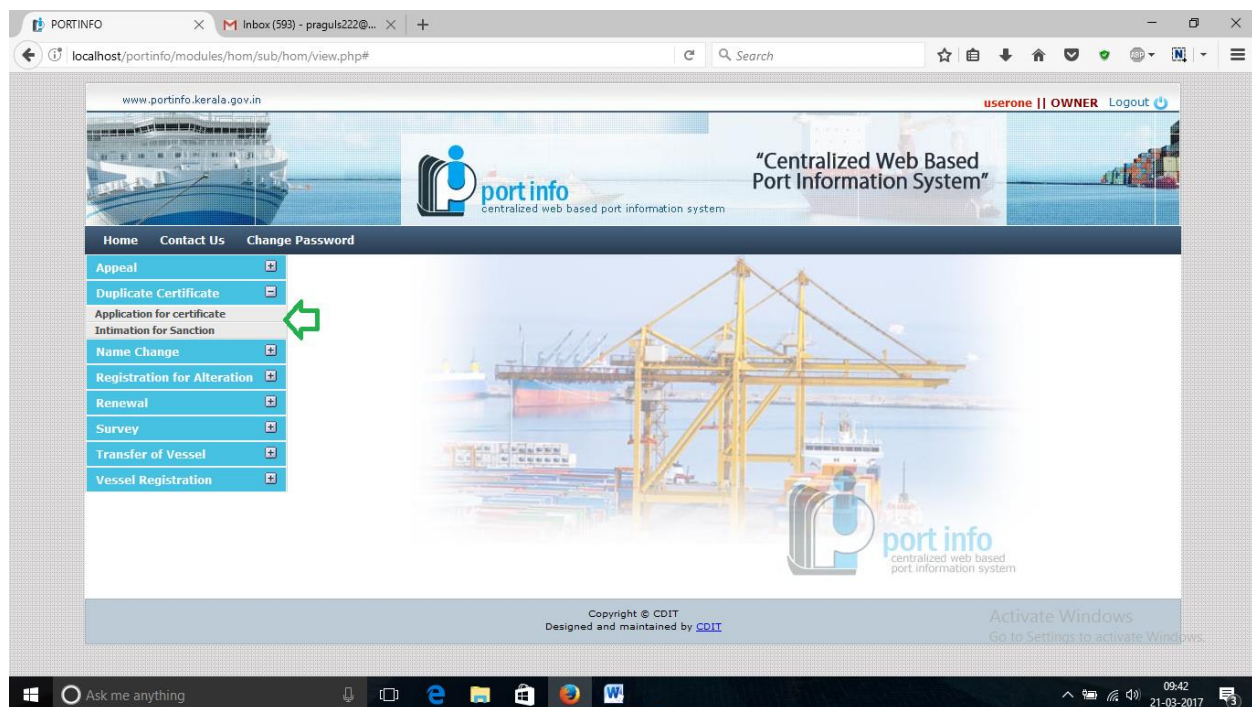
(1) The authority which issued the certificate of registration shall issue a duplicate of the certificate of registration to replace a certificate lost, destroyed or mutilated:

Provided that no such duplicate certificate shall be issued unless,-

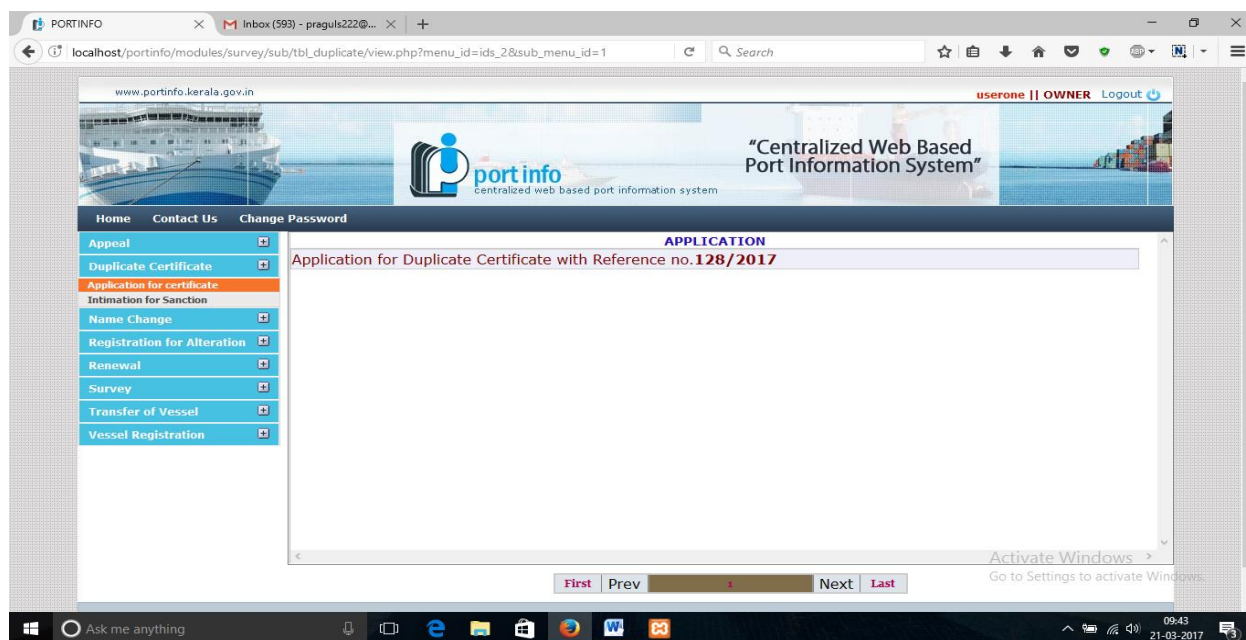
- (a) in the case of a certificate lost, it is proved to the satisfaction of the Registering Authority that all measures possible for tracing out the certificate have been exhausted;
  - (b) in the case of a certificate destroyed, such authority is satisfied after due enquiry that the certificate has actually been destroyed; and
  - (c) in the case of mutilated certificate, the owner delivers up such certificate to such authority.
- (2) Every duplicate of the certificate shall, on the face of it, be stamped with the word 'duplicate' in red ink.
- (3) In the case of a certificate lost if, subsequent to the issue of a duplicate certificate, the original certificate is found, the later shall be delivered up to such authority who shall take such action in respect of the original certificate as he deems fit

### Duplicate certificate –user login

Duplicate certificate facility is enabled at the home page of user.



Click [application for certificate](#) link below duplicate certificate button



Select the link available at the center of the page.

This will open another pop up window

The screenshot shows the "APPLICATION FOR DUPLICATE CERTIFICATE" form. The form is divided into two main sections: "APPLICATION FOR DUPLICATE CERTIFICATE" and "DD DETAILS". The "APPLICATION FOR DUPLICATE CERTIFICATE" section contains the following fields:

Registration No.	KIV/AZK/PSGR/128/2017
Owner Name	new owner
Vessel Name	ABC
Vessel Type	Passenger
Survey No	VZM/SRV/128/2017
Date of Registration	20-03-2017

The "DD DETAILS" section contains the following fields:

DD Amount*	
DD NO: *	
DD Date*	(Date Should be smaller than current date.)
FIR Copy	Browse... No file selected. (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
Old Certificate Copy	Browse... No file selected. (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
DD copy	Browse... No file selected. (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
Justification for Duplicate certificate	

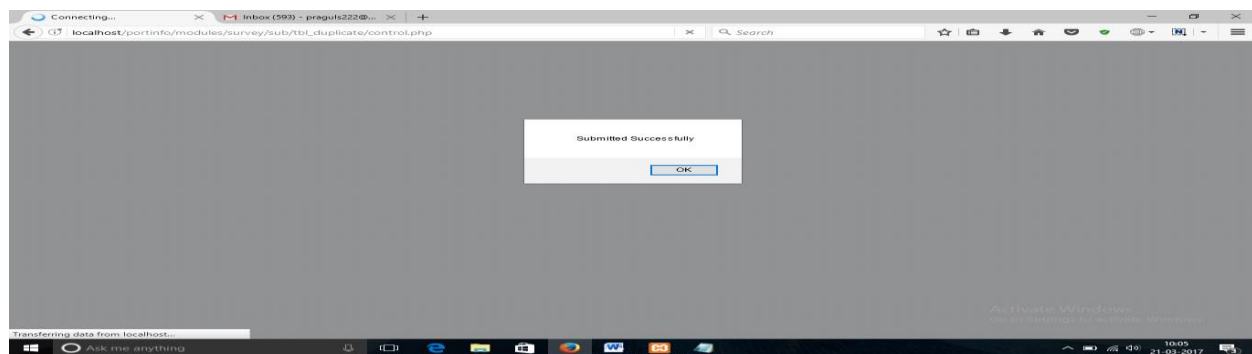
The Windows taskbar at the bottom shows the date as 21-03-2017.

Fill all the details and upload the documents, enter the reason for new application in the last column.

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Click **submit** button at the bottom of the page.

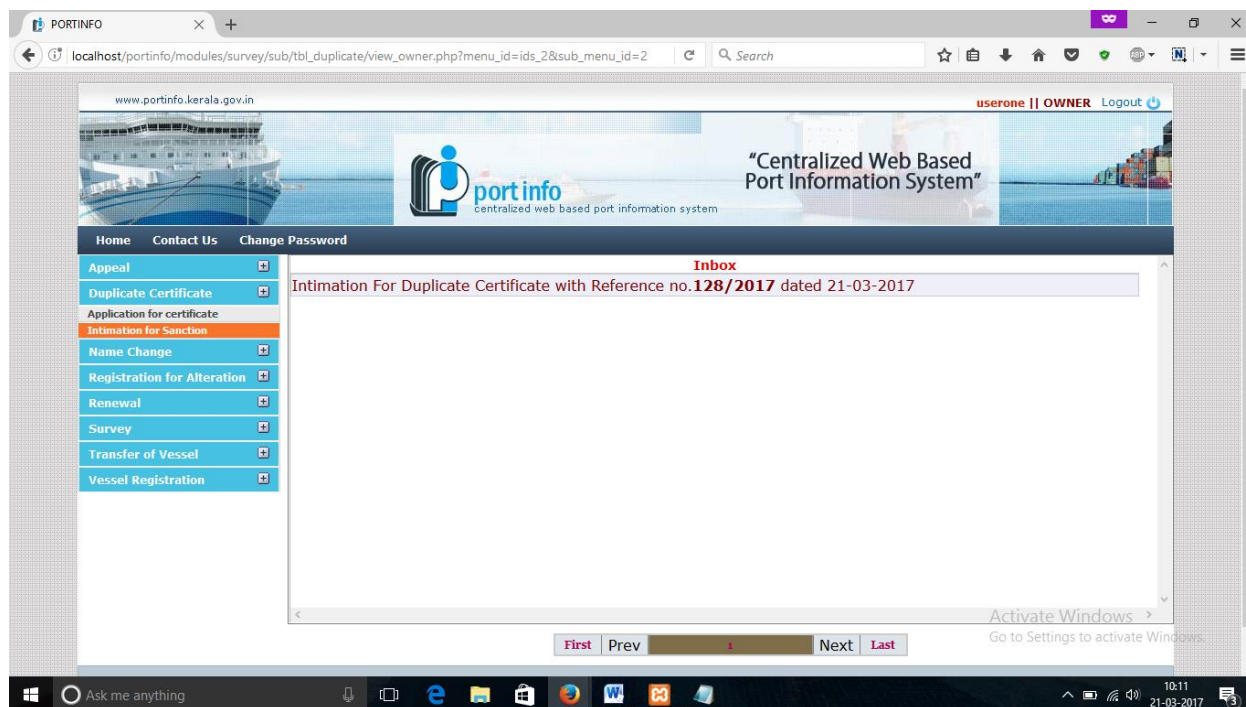
This will show a confirmation message of **submitted successfully**.



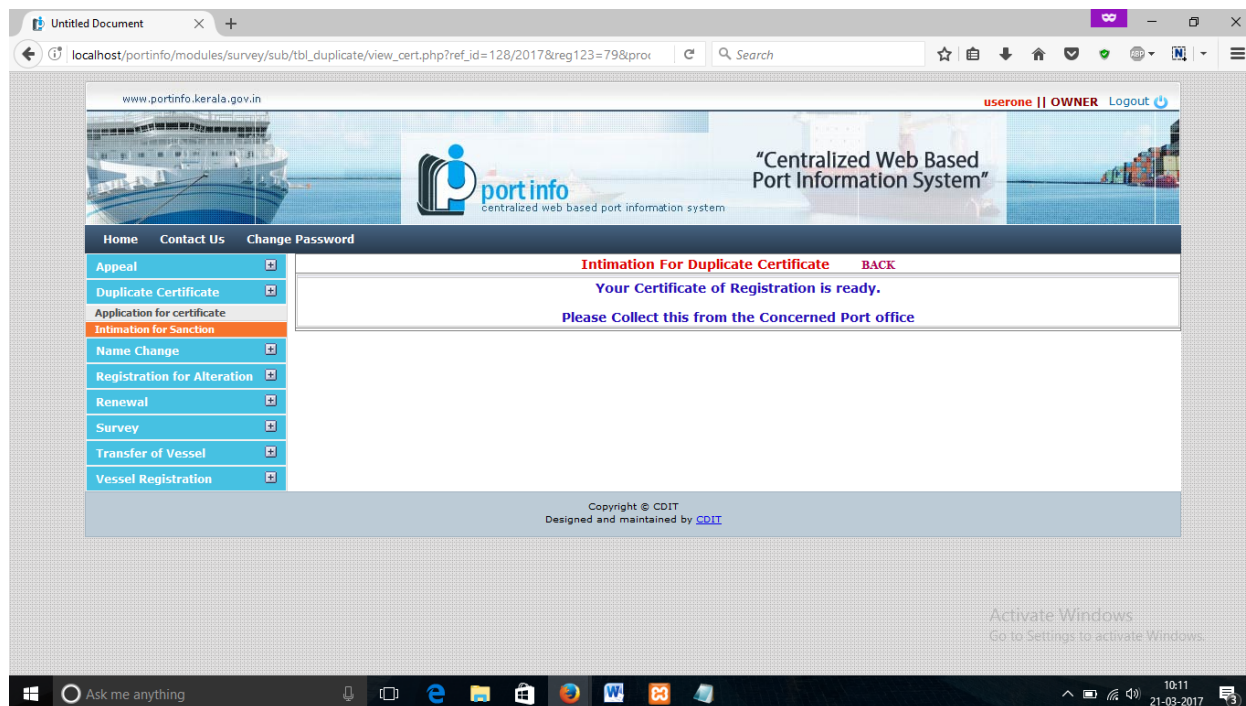
**All application for duplicate certificate will reach the account of registering authority**

If duplicate certificate generated by registering authority, it will send an intimation to the user.

User can view the intimation in his account under the head **duplicate certificate**.



Click on the link available at the center of the page.



This will show message that 'your certificate of registration is ready. Please collect this from the concerned port office.



## Name change process

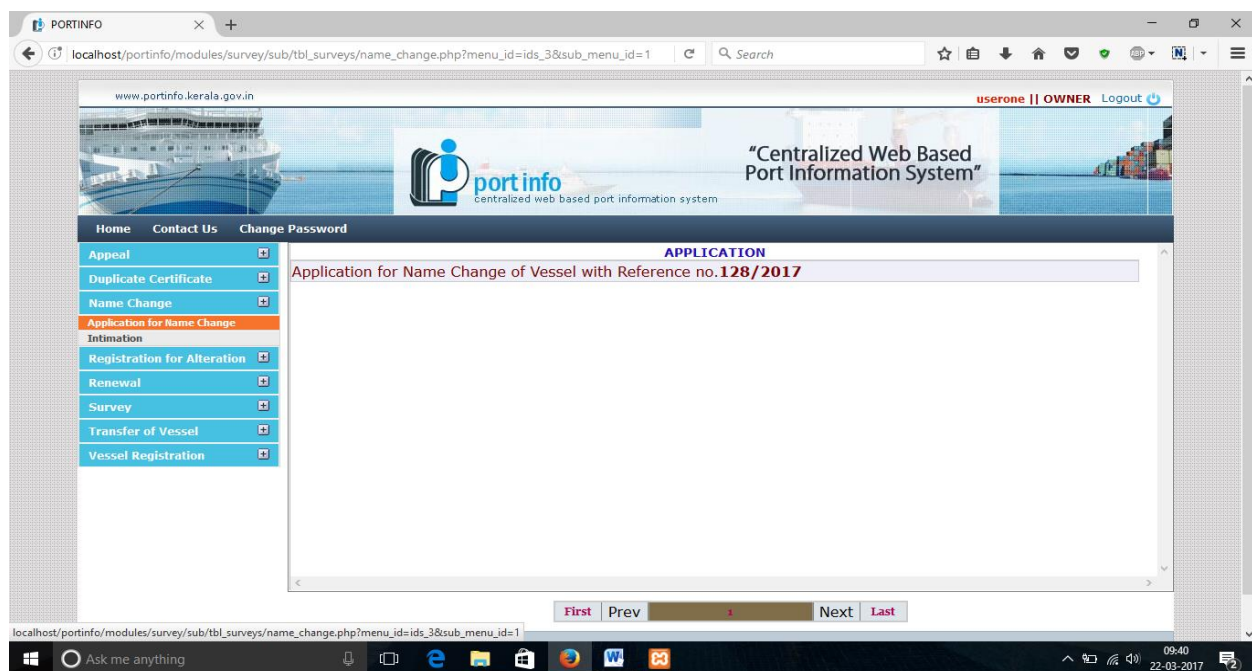
(1) Where a change of name of a vessel in respect of which a certificate of survey had been granted under the Act is required, the owner or master of the vessel shall forward the certificate of survey to the authority who issued the certificate along with an application for change of the name of the vessel entered in the certificate of survey.

(2) Such application shall be in Form No. 11 and shall contain the particulars required therein.

(3) Such officer shall, after due enquiry by himself or through any other officer satisfy that the new name is not allotted to any other vessel and cause such change as is necessary to be effected in the certificate of survey, which shall thereupon be returned to the owner.

### Name change – user login

If the owner wants to change the name of the vessel, he can forward application from his login under the head **name change**



Click the link available at the center of the page, another pop up window will appear

FORM NO: 11 BACK

APPLICATION FOR CHANGE OF NAME OF THE VESSEL

Date: 22/03/2017

From

Certificate of Survey No : KIV/SUR/128/2017

Name : new owner

Vessel Name : ABC

Address : address

To

The Chief Surveyor of Inland Vessels

Sub:- Change the Name of the Vessel

Ref:- 128/2017

I new owner of being the owner /master of Inland Vessel ABC (name) bearing No. 128/2017 hereby request that the name of the vessel may be changed as \* (here enter the new name). The certificate of survey No KIV/SUR/128/2017 dated in original is enclosed herewith for making the change of name.

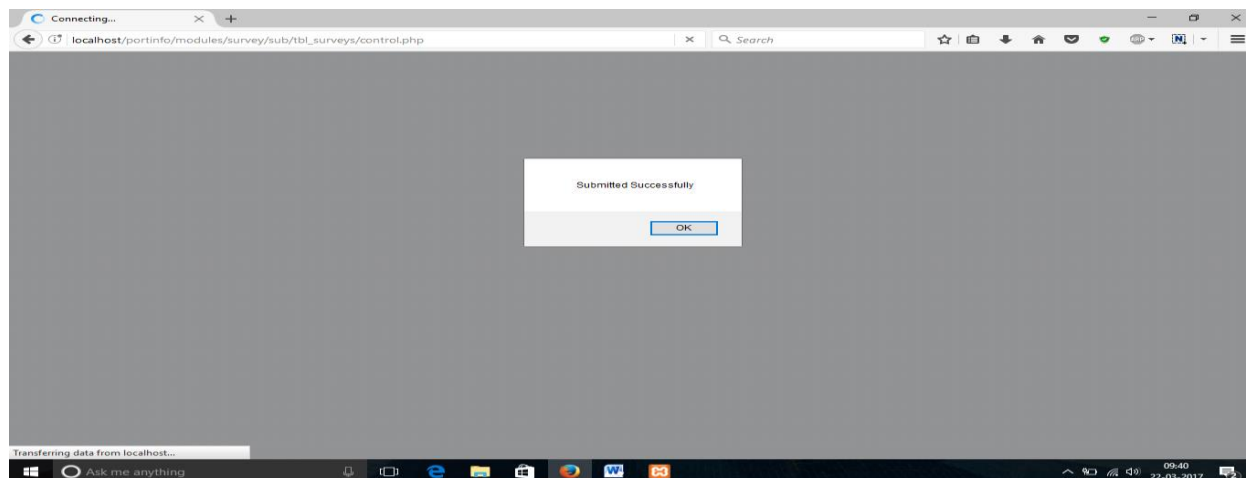
Copy of the certificate of survey Browse... No file selected.

Reset Submit

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Fill the application of name change (**form 11**), with **new name** and upload the **copy of certificate of survey**

Then click submit button at the bottom of the page, this will show a confirmation message of '**submitted successfully**'



All application forwarded for name change will reach the account of chief surveyor.

## Registration for alteration

- (1) No alteration to a vessel shall be made without obtaining sanction from the Registering Authority.
- (2) The report of alteration referred to in sub-section (1) of section 19 J of the Act shall be made by the owner of the vessel within thirty days of the alteration in Form No.18

## Registration for alteration- User login

if the user want to **alter** the vessel with extra equipment's/parts /design/color etc. then user should file an application with registering authority using [registration for alteration](#) button at the left side of the home page.(form 18)

**FORM NO :18** [BACK](#)

**APPLICATION FOR REGISTRATION OF ALTERATION /  
ISSUE OF A FRESH CERTIFICATE OF REGISTRATION**

Registration Number	<input type="text"/>
Vessel Name	<input type="text" value="tesssstttt"/>
Owner Name	<input type="text" value="tesssstttt"/>
Reference Number	<input type="text" value="171/2017"/>
DD Number*	<input type="text" value="756123"/>
Subject	<input type="text" value="Alteration"/>
Reference	<input type="text" value="Nil"/>
DD Amount*	<input type="text" value="3000"/>
DD Date*	<input type="text" value="10-03-2017"/> <small>(DD Date Should be smaller than current Date)</small>
Copy of chalan Receipt*	<input type="button" value="Choose File"/> SIGNALS and SV..solutions.pdf (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
Copy of Certificate of registration*	<input type="button" value="Choose File"/> Application_na_ya_kavitha.pdf (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
Approved Drawings	<input type="button" value="Choose File"/> SIGNALS and SV..solutions.pdf (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)
Priliminary stability Calculation	<input type="button" value="Choose File"/> bsnl je answers.pdf (Try to upload files in jpeg,pdf,doc or docx format with file size less than 2 MB.)

[Reset](#) [Submit](#)

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Designed and maintained by [CDIT](#)

Enter the payment details and all other information related to alteration, upload the copy of supporting document (specified file type and size).

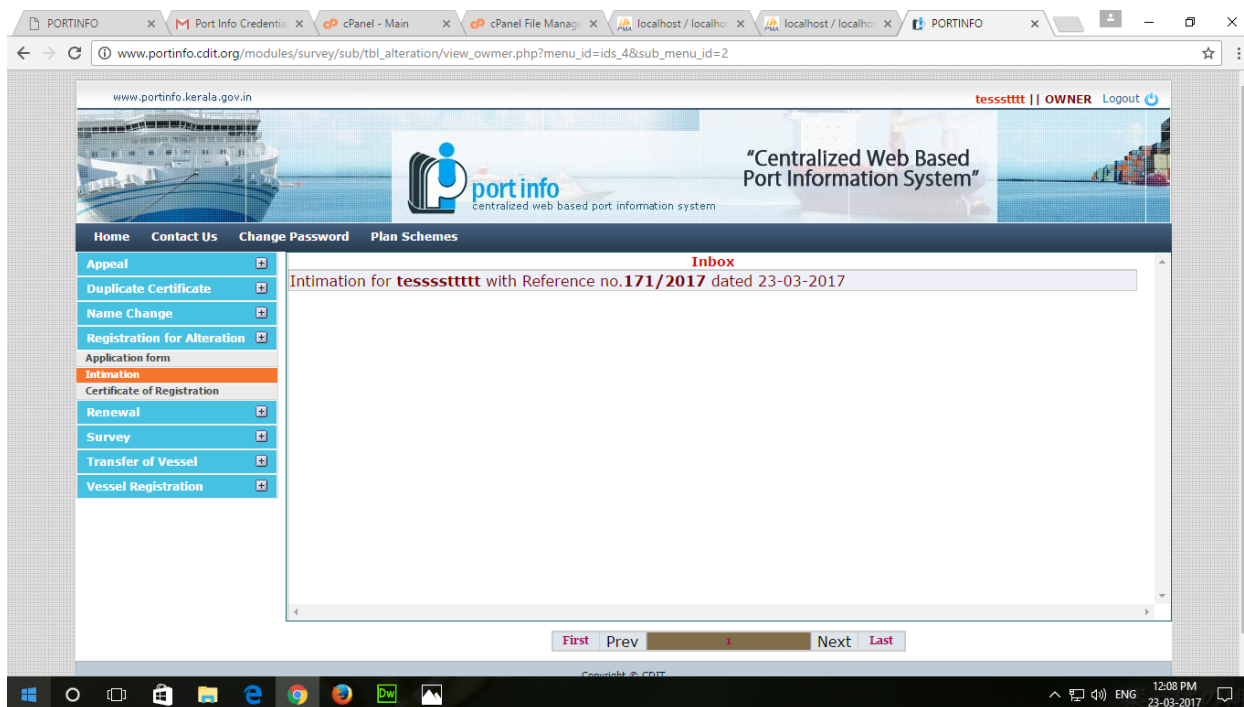
Then click [submit](#) button at the right bottom of the page

**All application for registration for alteration will reach the account of registering authority**

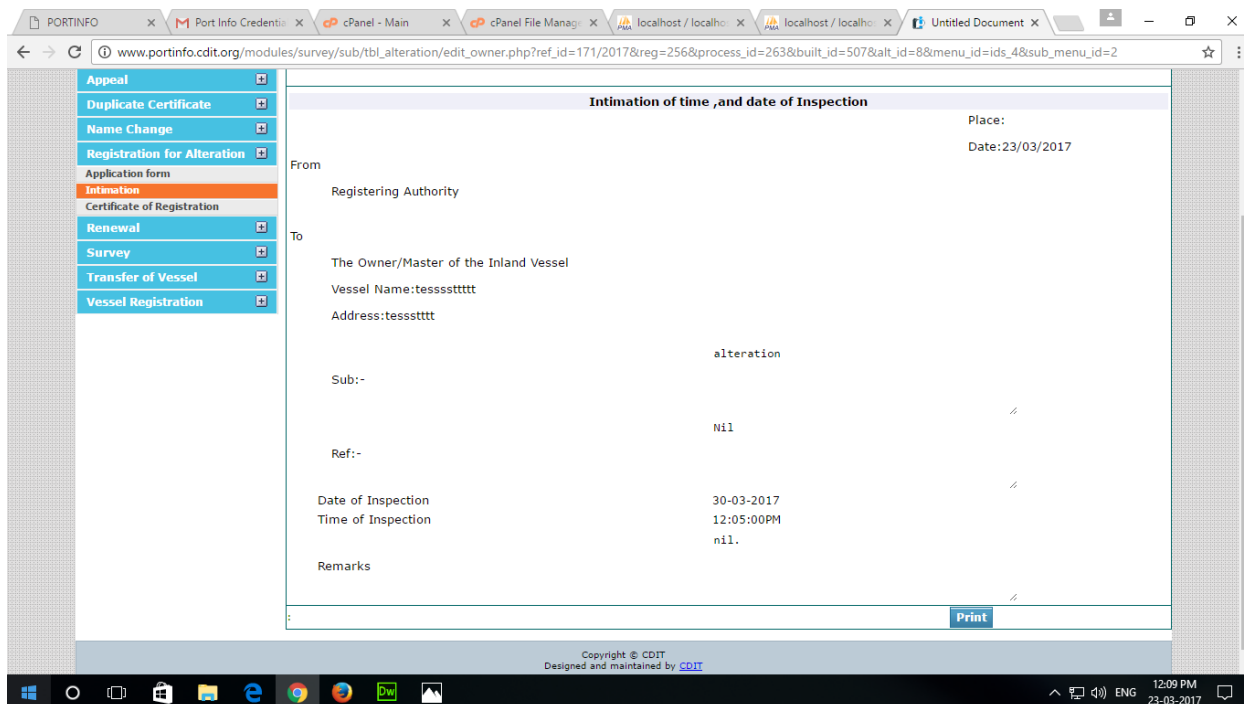
After verification of application registering authority send intimation to user.

**Intimation will reach the account of user**

User can view the intimation at the in his account under the head [registration for alteration](#)



By clicking the link available at the center of the page; user can view the details of intimation.



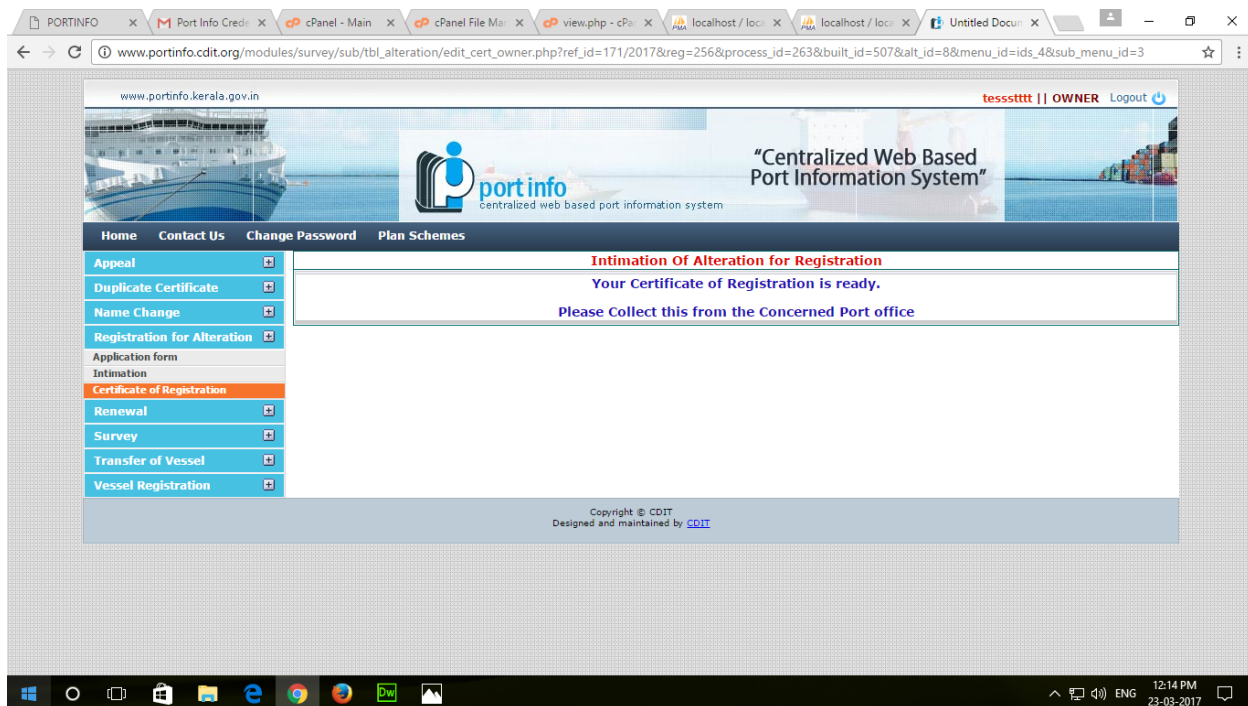
**After the inspection of vessel registering authority enter the details of inspection**

If the registering authority generate certificate of registration, it will send intimation to user's account.

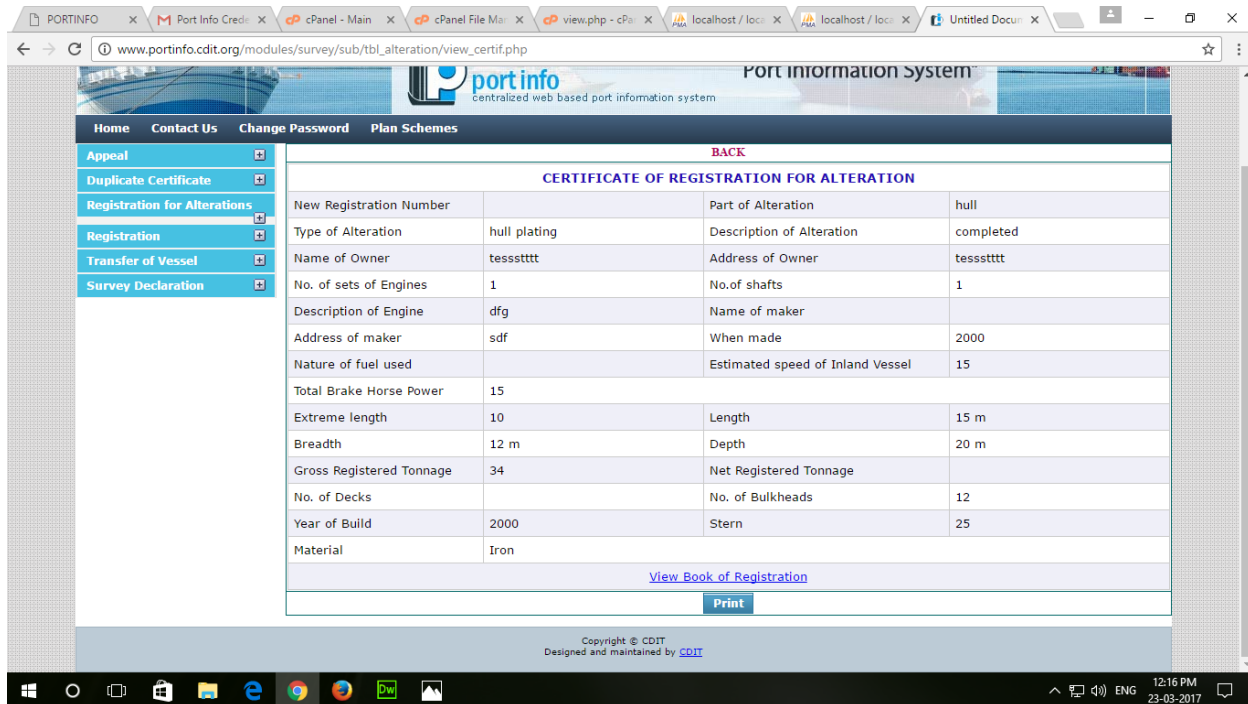
User can view the intimation in his account



re



User can view the certificate of registration by clicking the link [certificate of registration](#) under the head [Registration for alteration](#).



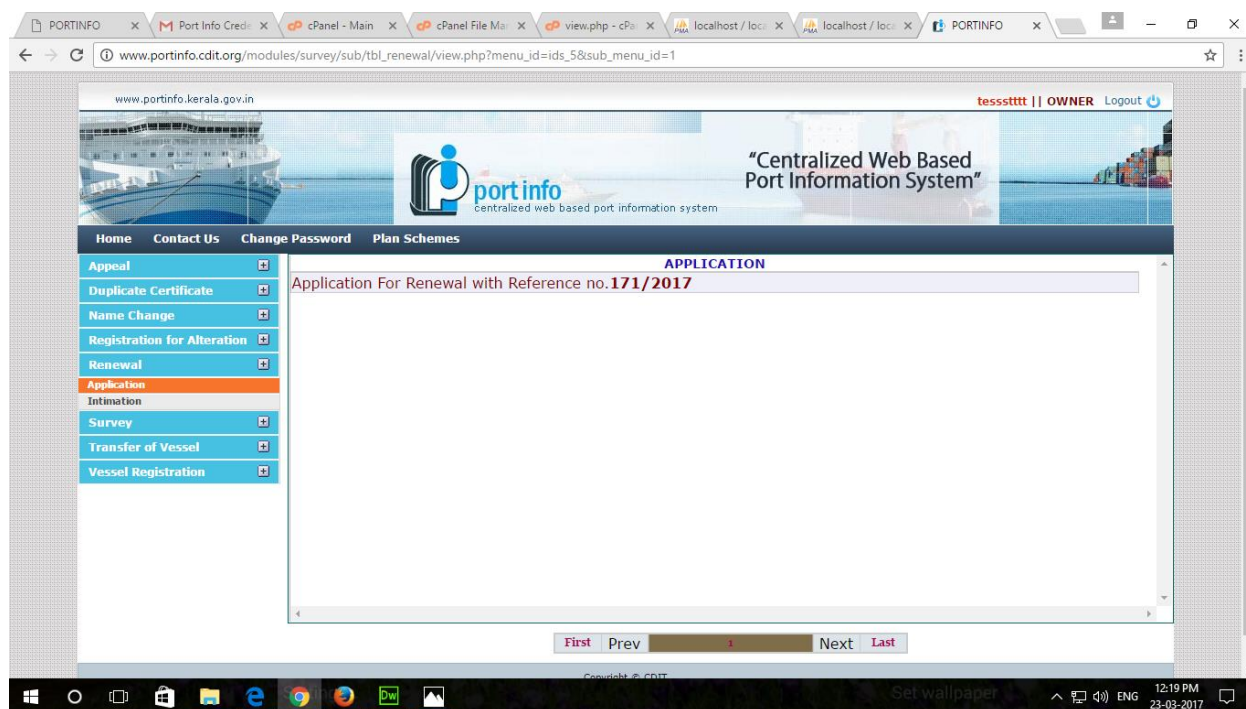
At the bottom of the page user get [view books of certification link](#) by clicking in this link user get a detailed view of books of registration.



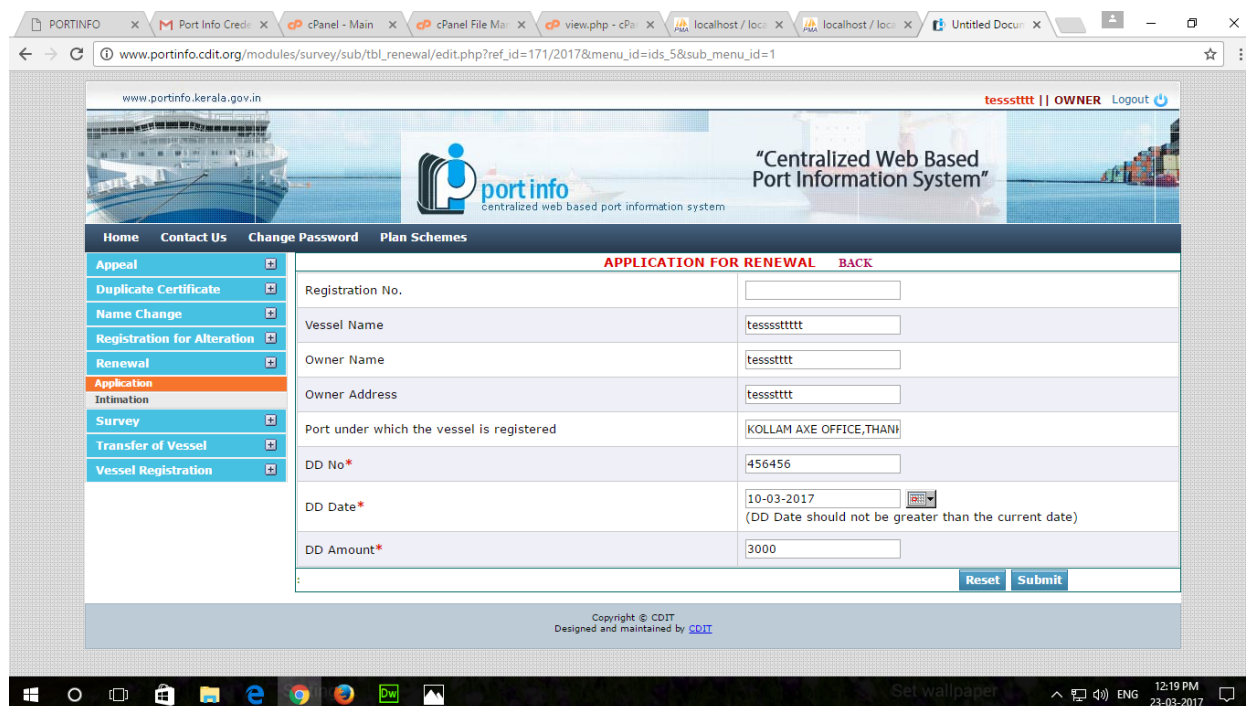
## Renewal

### Renewal – user login

Application for renewal of vessel initiated from user account under the head [renewal](#)

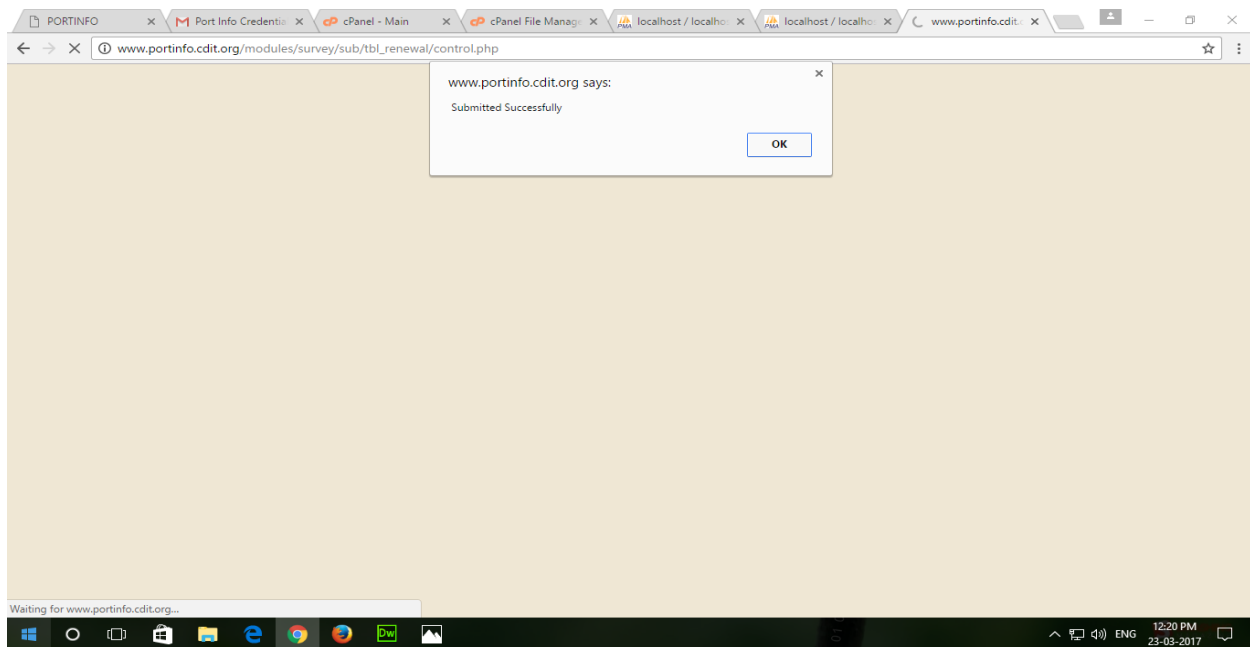


Click the link available at the center of the page.



Enter the port office details and payment details, then click **submit** button

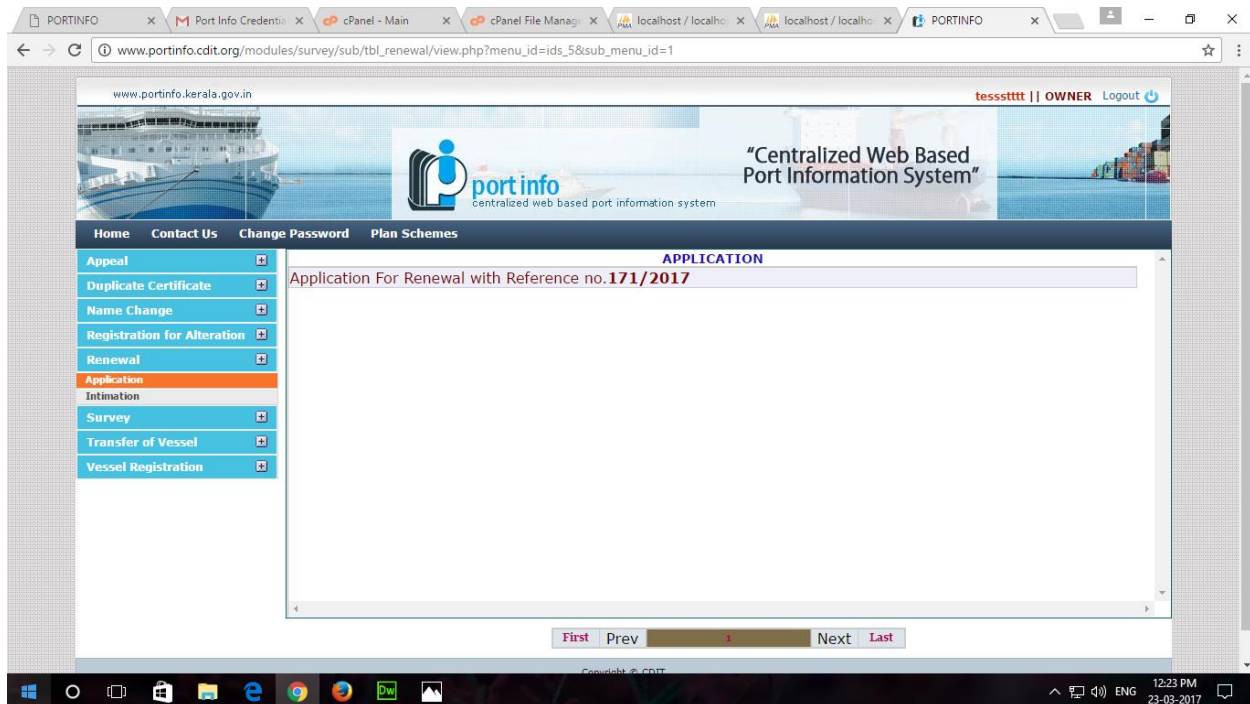
This will show a confirmation of **submitted successfully**



**All application for renewal will reach the account of port of registry**

This will send intimation to user's account

User can view the intimation from his login



Click the link at the center of the page.

User can view intimation message



