

**CHECK LIST OF DOCUMENTS FOR SHIP REPAIR PERMIT -
RENEWAL/FRESH (2025-26)**

Sr No	Description	Yes /No	Pg. Nos. From____ To____	Remarks (verified by officer)
1	Original application letter alongwith Booklet/Format.			
2	Previous/Last year Ship Repair Permit Cft. No.MEED/REGN.2 (SR_PERMIT)/_____ date _____			
3	(a)Proof for payment of Annual registration fee and Activity fee with the cost of booklet Rs.1465/- in advance. Total amount Rs._____ (Rs._____.Activity fee + Rs.32825/- registration fee). (b) Copy of Blank cheque.			
4	Constitution of the firm Viz. Partnership / Ownership / Private Ltd. /Public Ltd. <u>Self Attested copy for new applicant OR if there is change from last year for renewal.</u>			
5	Local Authority Certificate (Viz BMC, MIDC, etc.) for Bombay Shops & Eshtablishment / Factory Licence / Small Scale Industries Unit/Udyog Aadhar (with a undertaking that the submitted certificate is valid on the day of application & changes if any therein will be intimated to MbPA)			
6	a) <u>For renewal</u> : Copy of recently paid Rent receipt/property taxes/Society Maintenance etc.(Self Attested) <u>AND</u> if there is change in tenancy then a copy of Sale Deed/Leave & Licence Agreement/MOU for Work/Office premises etc. thereof. (Self Attested) 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 Maintenance etc. thereof. (Self Attested)			
7	Copy of latest paid bill of existing land line Telephone/Electricity bill.			
8	a) Latest Income Tax Returns filed (Copy of acknowledgement) (ITR for 3 years for FRESH Application. b) Copy of PAN card for New applicant.			
9	Copy of proof of registration under GST, etc.			
10	List of the permanent/ temporary employees (Engineers, staff, supervisors) with their qualifications, age and no. of years of service with the firm alongwith copy of last month wagesheet.			
11	E.S.I.C./Workmen Compensation / Employees Insurance Policy			
12	<u>Original Banker's Solvency Certificate</u> in the format enclosed as applicable to the activity applied or in the Bank's format with a validity period/ date.			
13	Self attested copy of Dead Stock /Machinery Register maintained with the firm to prove the ownership of equipments, tools, machineries, instruments, etc. <u>for Fresh Applicant or incase of any changes from previous year.</u>			
14	Undertaking (page No.28) on firm's letter head duly signed by the authorised signatory of the firms.			
15	Documents of Marine Engineer attached with the firm (for Hull & Stern Gear job applicants)			
16	Work carried out details/information during the reckoning period of immediate two years. Relevant copies of invoices / quotation / Bills etc. and work done certificate.			
17	Director General of Shipping (D.G.S.) certificate for Life Saving Appliances (LSA) & Fire Saftey Appliances (FSA) for applicants applying for LSA/FSA Jobs .			
18	Indemnity Bond			