



**Service Request for
Ship Modification / Conversion / Change of Class Notation / Additional certification**

Tick (✓) as applicable

{	Ship Modification	☐
	Ship Conversions	☐
	Change of Class Notation	☐
	Additional certification	☐

**To
Indian Register of Shipping**

1. We request the management of Indian Register of Shipping to instruct the Society's Surveyors to undertake Survey during Modification / Conversion/ Change of class notation* and issue Certificates for Classification / Statutory* services with appropriate Notation. We agree to provide safe working environment and also agree to give the Surveyors necessary facility, & access to carry out their duties, and where appropriate ensure that all sub-contractors & suppliers of materials, components & equipment provide the same. We agree to pay the established fee or any variation there from which has been duly notified, and in addition any traveling and other expenses and applicable taxes, which may be incurred by the Surveyors in connection with the Survey.
2. We agree to provide all the required information/documents/plans to IRS in soft copy format through the Eplan system to undertake the plan approval, as applicable and also agree to pay applicable plan approval fees as per IRS fee Scale.

1. GENERAL INFORMATION			
Ship Name:		Gross Tonnage:	
IR. No:		Current Flag:	
Address of Owners/Managers*: (*Owners authorization to be obtained)		Contact Person:	
		Phone/ Mobile No:	
		Email ID:	
Name and Address for invoicing:		PAN No:	
		TAN No.:	
		GST No.:	
Details of Shipyard (Proposed where Modifications will be carried out): Address:		Contact Person:	
		Phone/ Mobile No:	
		Email ID:	
Designers: Address:		Contact Person:	
		Phone/ Mobile No:	
		Email ID:	
Sub-Contractor Yard (if any): Address:		Contact Person:	
		Phone/ Mobile No:	
		Email ID:	



2. MODIFICATION / CONVERSION

Contract Date for Conversion / Modification:		Proposed Flag:	
Proposed Date of Commencement:		Proposed Area of Operation:	
Proposed Date of Completion:		Estimated Gross Tonnage:	
Modification to Main Propulsion Arrangement	Yes ☐ No ☐	If Yes , Details:	
Modifications to Electrical Power Plant Arrangement	Yes ☐ No ☐	If Yes , Details:	
Modification to Control Systems	Yes ☐ No ☐	If Yes , Details:	
Desired Class Notation after Modification / Conversion:			

Description of Proposed Modification in Brief:

3. CHANGE OF CLASS NOTATION / ADDITIONAL CERTIFICATION

Desired Change in Class Notation:			
Desired Additional Certification: (Also tick (√) under point no. 4 as applicable)			
Place / Port at which Vessel will be offered for Survey:		Proposed Date of Survey:	

Description in Brief (As Applicable):



4. STATUTORY CERTIFICATION / APPROVAL (After Modification/Conversion or For Additional Certification):

Certificates / Statements of Compliance to be issued with approval of supporting documents on behalf of the Statutory Authority: *[Please tick (✓) as applicable]*

4.1 Conventional Certificate/Code Compliance

LOAD LINE	SOLAS (CARGO)	OTHERS
International Load line ☐		Anti-Fouling System ☐
TONNAGE	Cargo Ship Safety Construction Certificate ☐	Code of safety for Special Purposes Ships (SPS) ☐
International Tonnage Certificate (1969) ☐		HSC Code ☐
Suez Canal Tonnage ☐	Cargo Ship Safety Equipment Certificate ☐	International Bulk Chemicals Code ☐
Panama Canal Tonnage ☐		International Gas Carrier Code ☐
MARPOL	Cargo Ship Safety Radio Certificate ☐	Fishing Vessel Safety (Torremolinos) ☐
MARPOL Annex I ☐		IMSBC Code ☐
MARPOL Annex II ☐	SOLAS (PASSENGER SHIP)	Carriage of Dangerous Goods code (IMDG) ☐
MARPOL Annex IV ☐		MODU Code ☐
MARPOL Annex VI (Air Pollution) [IAPP] ☐	Passenger Ship Safety ☐	Certificate of fitness (LHNS guidelines – OSV) ☐
MARPOL Annex VI – International Energy Efficiency Certificate [IEEC] ☐	Special Trade Passenger Ship ☐	Certificate of fitness (OSV Chemical Code) ☐
		Ballast water management ☐
		DOA (Grain) ☐
		Polar Code ☐

4.2 NON-CONVENTIONAL CERTIFICATE

Cargo Ship Construction Certificate ☐	Sewage Pollution Prevention ☐	Indian Coastal Vessel Safety Certificate (DGS Order 01 of 2014) ☐
Cargo Ship Equipment Certificate ☐	Oil Pollution Prevention ☐	Indian Coastal Vessel Pollution Prevention Certificate (DGS Order 01 of 2014) ☐
Cargo Ship Radio Certificate ☐	Air Pollution Prevention ☐	Indian River Sea Safety Certificate (DGS Order 18 of 2013) ☐
Other Non-Conventional Certificate (if any), Flag Specific Format ☐	Statement of Compliance (DGS Order 08 of 2018) ☐	Type-1 ☐
		Type-2 ☐
		Type-3 ☐
		Type-4 ☐

4.3. APPROVAL OF DOCUMENT(S)

Crew Accommodation Plan /Certificate ☐	Cargo Securing Manual ☐	Garbage Management Plan ☐
ILO133 Crew Accommodation ☐	COLREG Requirements (LSS Plan) ☐	Any Other ☐
ILO 92 Crew Accommodation ☐		•
MS (Crew Accommodation Rules) ☐		•
ILO MLC 2006 ☐		•
National Rules of Flag [] ☐		•

4.4 VOLUNTARY COMPLIANCE [IF ANY]

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We agree to accept the Terms & Conditions indicated herein under:

Signature:

Name:

Date

Designation:

Place:

Stamp:



Terms and Conditions

1. All the applicable requirements of the Rules and Regulations of Indian Register of Shipping (herein referred to as IRS) and Statutory Regulations, as applicable, will be complied with unless specific dispensations are obtained.
2. The date of “contract for modification / Conversion” of a vessel is the date on which the contract to modify/convert the vessel is signed between the owner and the shipbuilder/ repairer.
3. Construction will be carried out using necessary documents duly approved by IRS.
4. IRS approval for all procedures e.g. welding, moulding, NDE etc. requiring pre-qualification for quality assurance will be obtained.
5. No repairs will be carried out without the concurrence of the attending Surveyors.
6. Suppliers of machinery, equipment and components, required to be manufactured / fabricated under IRS inspection as per the Rules & Regulations, will be instructed to manufacture /fabricate and supply the same (prior to installation) under inspection of IRS Surveyors.
7. IRS will be the final authority for interpretation of the appropriate IRS Rules for Classification.
8. The desired notations will form the basis of our evaluation of the ship’s design and construction. However, the assignment of the desired Class Notation to the ship is subject to satisfactory compliance with the appropriate rules and regulations, in both the design and construction of the ships and, therefore, can be finalized only after examination of the specific documents & satisfactory completion of surveys in compliance with the Rules.
9. Classification / Certification may be withheld or, if already granted, may be withdrawn in the event of any non-compliance with the Rules & Regulations, including in the event of non-payment of any fee due to IRS.
10. Whilst Indian Register of Shipping, a Classification Society, along with its subsidiaries and associates (hereinafter referred to as the Society) and its Board/Committees use their best endeavors to ensure that the functions of the Society are properly carried out, in providing services, information or advice neither the Society nor any of its servants or agents warrants the accuracy of any information or advice supplied. Except as set out herein neither the Society nor any of its servants or agents (on behalf of each of whom the Society has agreed this clause) shall be liable for any loss damage or expense whatever sustained by any person due to any act or omission or error of whatsoever nature and however caused of the Society, its servants or agents or due to any inaccuracy of whatsoever nature and howsoever caused in any information or advice given in any way whatsoever by or on behalf of the Society, even if held to amount to a breach of warranty. Nevertheless, if any person uses services of the Society, or relies on any information or advice given by or on behalf of the Society and suffers loss damage or expenses thereby which is proved to have been due to any negligent act omission or error of the Society, its servants or agents or any negligent inaccuracy in information or advice given by or on behalf of the Society then the Society will pay compensation to such person for his proved loss up to but not exceeding the amount of the fee charged by the Society for that particular service, information or advice. Any notice of claim for loss, damage or expense, as referred to above, shall be made in writing to the Society’s Head Office within six months of the date when the service, information or advice was first provided, failing which all the rights to any such claim shall be forfeited and the Society shall be relieved and discharged from all liabilities.
11. IRS renders all its services with complete confidentiality in respect of its clients’ technical and commercial data in totality. Disclosure of all such information is subject to the written consent from the owner of the information, subject to applicable legal and statutory requirements and obligations.
12. The owner / manager confirms that all OEMs, suppliers, subcontractors, yard / repair facilities and service providers appointed, nominated, or engaged by the company for this vessel shall:
 - i. not be subject to sanctions issued by any major jurisdiction including, but not limited to, the United Nations (UN), United States (USA), European Union (EU), and United Kingdom (UK), and
 - ii. not be involved in any activity, trade, or transaction that violates the sanctions regime of the UN, USA, EU, or UK.
13. In the absence of payment allocation instructions or remittance advice from the Customer, the Company reserves the right, at its sole discretion, to apply any payment received, whether in full or in part, towards the Customer's oldest outstanding invoice(s), overdue balance(s), or any other amounts due and payable, in accordance with the Company's payment allocation policy



Additional Terms and Conditions for E-plan approval

1. Plans indicated are electronically published and do not require any signature.
2. A valid login will be considered as acceptance of all the terms and conditions of Indian Register of Shipping. By accepting electronic plan appraisal scheme, the customer agrees that, the plans downloaded would not be tampered with. Any plan found to be tampered intentionally or unintentionally would be considered invalid and any tampering of plans would be considered as breach of contract.
3. The plans last uploaded by IRS (excluding the returned once) in the E-plan will be the valid version for conducting the survey. If the new revision of the plans is submitted to IRS, which is not reviewed, the older reviewed revision (excluding the returned once) will be considered as the final one.
4. By agreeing to Electronic plan approval, the customer agrees to provide a colour print of the approved plan to the attending surveyor well before he begins the survey.
5. IRS would take utmost care in preserving the uploaded data in E-plan website with complete confidentiality in respect of the client's technical and commercial data in totality, subject to legal and statutory obligations and requirements. However, it is the customer's responsibility to preserve the login information for his projects in the website. IRS will not be held responsible for the loss of intellectual property due to any misuse at the customer's end.
6. The plans submitted to the E-plan website would be viewed / downloaded only through the User ID through which the plan is submitted.
7. Upon appraisal of all the plans as stated in this SRF the project would be closed by IRS prior issuance of the invoice. The appraised plan(s) and letter(s) could not be downloaded by the client from the Eplan once the project is closed, if required same can be obtained upon separate request to IRS.