

### **Instructions for course uploading on E-Samudra Module (Master Checker)**

Participants, who were not having INDOS when they did their courses at MTI, but have obtained INDOS thereafter, are requested to provide their INDOS numbers and course/certificate details to SCI-MTI for uploading of course details on E-Samudra Module of Directorate General of Shipping.

Please fill out the following Google form with the details of your certificates/courses that are not been uploaded on E-Samudra module yet:

<https://drive.google.com/open?id=1WbqsamcwRZnV5bGvBmKIyOUwJiXYP1EWZvky-RskHLE>

After filling up the Google form, please email the scan copies of your course certificate(s) at [mti@sci.co.in](mailto:mti@sci.co.in), mentioning your name and INDOS number.

Please note that we approach DG Shipping once a week basis to get permission to upload course and certificate details i.e. Tuesday every week.

After sending your details to us, you could check your details on E-samudra module by following instructions:

Go to DG Shipping website -> E-Governance -> Login (User Id is your INDOS no. and Password will be sent to your mobile/email once you register as new user) -> Master Checker -> Training Details

For any other query, please feel free to email us at [mti@sci.co.in](mailto:mti@sci.co.in) or call us at 022 – 2572 6060.