



Application for a Pleasure Craft Licence

Private (Local) - Checklist

1) Business Registration/ Shareholding

Individual	- National Identity Card or Copy of Passport
Company	- Certificate of Incorporation - Letter from Company's Secretary certifying shareholding structure as at date of application stating the names and nationalities of directors and shareholders, and respective number of shares. - For first application , updated list of Shareholders and Directors certified by Registrar of Companies and copies of National Identity Card/ Residence Permit/ Occupation Permit (as applicable) of Shareholders and Directors
Société	- Acte de Société or Partnership deed - List of directors and partners of the Partnership, as at date of application specifying their respective names and nationalities and certified by the Managing Director (Gérant)

	Local Construction (New Craft)		Change in Ownership (Craft registered at TA)		In case craft previously registered at other Authorities (Craft NOT registered at TA)
2	Duly filled Application Form + payment of application fee of Rs 1,000 (Note: To specify on application form where craft will be kept)	2	Duly filled Application Form + payment of application fee of Rs 1,000 (Note: To specify on application form where craft will be kept)	2	Duly filled Application Form + payment of application fee of Rs 1,000 (Note: To specify on application form where craft will be kept)
3	Copies of valid Residence/ Occupation permit for Non-citizens (Director/Promoter/ Shareholders/Partners)	3	Copies of valid Residence/ Occupation permit for Non-citizens (Director/Promoter/ Shareholders/ Partners)	3	Copies of valid Residence/ Occupation permit for Non-citizens (Director/Promoter/ Shareholders/ Partners)
4	Builder's certificate specifying name & contact details of builder and details of craft such as length, beam, type, means of propulsion as well as date of construction of craft among others.	4	Registered Sale deed as per format	4	Registered Sale deed as per format or Proof of Ownership (Sworn Affidavit, if necessary) & accompanied by Registered Declaration Form, as per format
		5	Application for survey (form available at TA) + Survey fee as applicable Note: In case the survey of craft of previous owner is valid for a minimum period of three months: i. There will be no need	5	Builder's certificate specifying name & contact details of builder and details of craft such as length, beam, type, means of propulsion as well as date of construction of craft among others.



			for a new survey ii. To submit letter from previous owner informing that the craft had not been subject to any modifications since last survey and all equipment were on board at time of sale		
5	Registered Sale Deed, as per format OR proof of ownership (sworn affidavit, if necessary) and accompanied by Registered Declaration Form as per format.	6	Re: Previous Pleasure Craft: i. Submission of original pleasure craft licence (yellow + grey cards) ii. Submission of original Survey Certificate	6	Copy of boat licence from other authorities wherever applicable and Deregistration Certificate from such authorities.
6	Application for survey (form available at TA) + Survey fee as applicable	7	In case an application is submitted by an Agent/Representative, the identity card of the Agent/ Representative and a letter of authorization are also required.	7	Application for survey (form available at TA) + Survey fee as applicable
7	In case an application is submitted by an Agent/Representative, the identity card of the Agent/ Representative and a letter of authorization are also required.			8	In case an application is submitted by an Agent/Representative, the identity card of the Agent/ Representative and a letter of authorization are also required.

Note: In case craft is to be imported, refer to checklist for imported craft.