



Government Shipping Office

C.G.O Building No. 01, Agrabad, Chattogram, Bangladesh

User Manual

(Manning Agent)

Table of Contents

Login	4
Dashboard	5
Buy E-Article	9
E-Article List.....	13
Apply Sign on.....	17
Sign on List	22
Apply Sign off	24
Sign off List	24
Logout	25

Welcome to the User Manual for the Government Shipping Office (GSO) ERP System, designed specifically for Manning Agents. This comprehensive guide provides detailed instructions on navigating and utilizing the various functionalities of the software, including user login, dashboard features, purchasing e-articles, managing sign-on and sign-off applications, and updating company profiles. Our aim is to ensure a smooth and efficient process for all your seafarer management operations through this platform.

Login

Software URL: <https://erp.gso.gov.bd/company/web/login.gso>

To log in to the software, open the following URL (<https://erp.gso.gov.bd/company/web/>) in a web browser. You will see a login page.

Support Mobile : 01972 380 821
Support Email : support@techsparkit.com
GSO Email : dsm@gso.gov.bd

Sign-in as Company

Username *

Username cannot be blank.

Password *

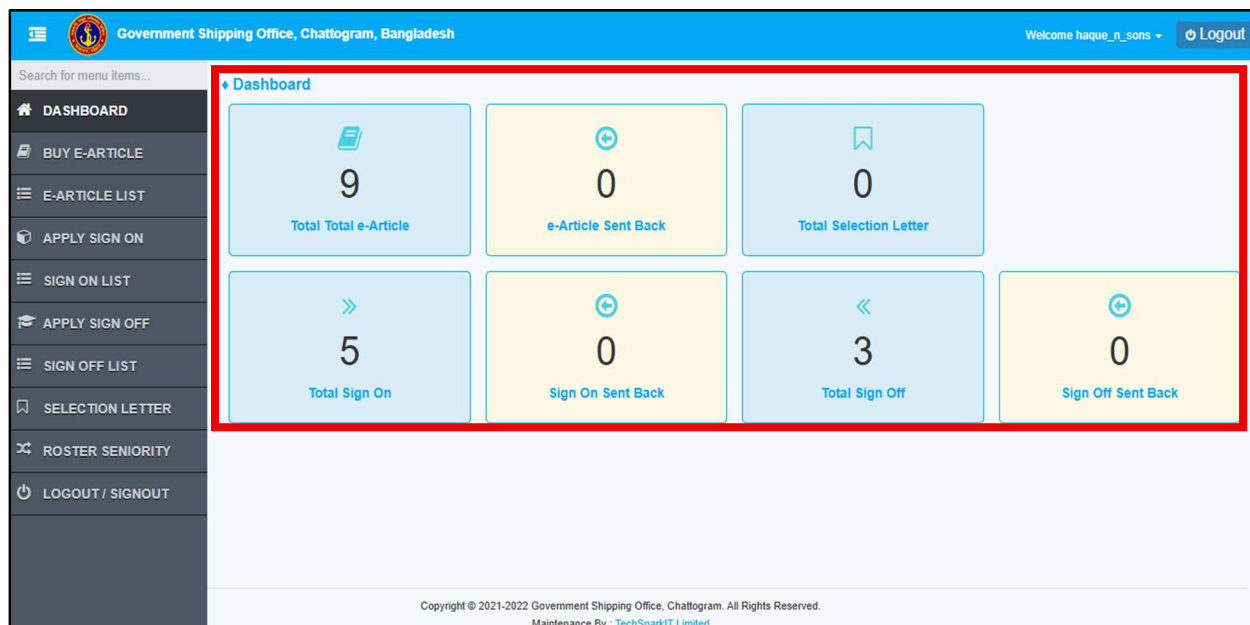
[Sign-in](#)

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Enter your username and password and click the "Sign-in" button to access the software.

Dashboard

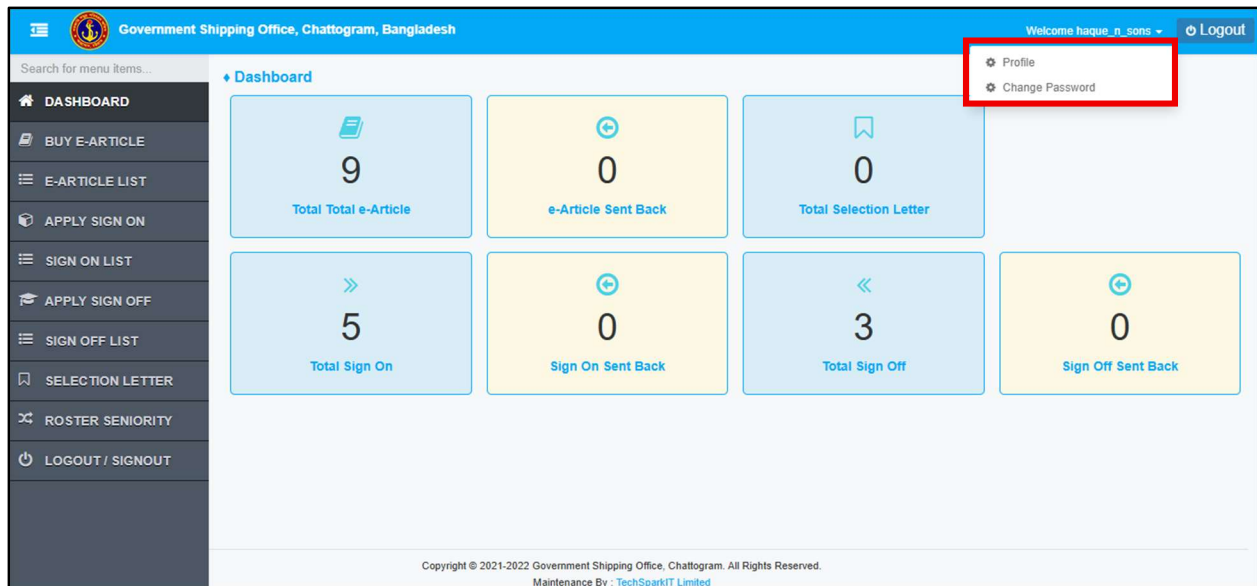
After logging in, there are several options in the dashboard.



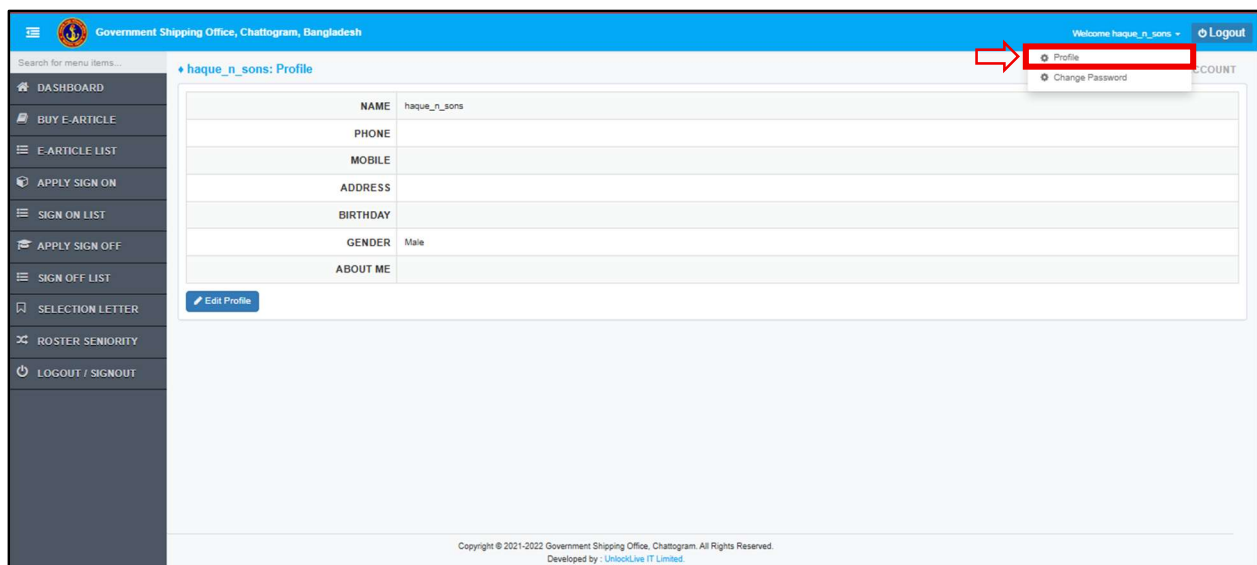
Features that are available in the Dashboard Landing Page are:

- Total e-Article – It will redirect to e-article list
- e-Article Sent Back – It will view the e-articles applications which has been sent back from operator/admin.
- Total Selection Letter – It will redirect to selection letter list.
- Total Sign On – It will redirect to Sign on List.
- Sign On Sent Back - It will view the sign on applications which has been sent back from operator/admin.
- Total Sign Off – It will redirect to Sign off list.
- Sign Off Sent Back - It will view the sign off applications which has been sent back from operator/admin.

Upon login they can also View & Edit company's profile & change password.



By pressing on profile button, you can view your profile.



By clicking on the “Edit Profile” button you can update your profile information.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons
Logout

Search for menu items...

+ haque_n_sons: Update Profile
HOME > HAQUE_N_SONS: UPDATE PROFILE

NAME haque_n_sons
PHONE
MOBILE
ADDRESS
BIRTHDAY
GENDER Male
ABOUT ME

Save Profile

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By pressing “Change Password” button, you can update your password.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons
Logout

Search for menu items...

+ haque_n_sons: Profile

NAME haque_n_sons
PHONE
MOBILE
ADDRESS
BIRTHDAY
GENDER Male
ABOUT ME

Edit Profile

Profile
Change Password

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To change your password, first enter your current password, then set and save your new password. Once completed, a pop-up window will appear to confirm the change.

The screenshot shows a web application interface for the Government Shipping Office, Chattogram, Bangladesh. The top navigation bar is blue and contains the logo, the office name, a user welcome message 'Welcome haque_n_sons', and a 'Logout' button. A left sidebar menu lists various dashboard options. The main content area is titled 'Change Password' and contains a form with the following fields: 'Current Password' (masked with dots), 'EMAIL', 'USERNAME' (pre-filled with 'haque_n_sons'), and 'New Password'. A blue 'Save' button is located at the bottom of the form. A dropdown menu is open next to the user name, showing 'Profile' and 'Change Password' options. The footer contains copyright information for 2021-2022 and credits the development to 'UnlockLive IT Limited'.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons Logout

Search for menu items...

Change Password

Current Password *

EMAIL

USERNAME haque_n_sons

New Password

Save

Profile

Change Password

SSWORD

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Buy E-Article

To purchase an e-Article, fill out the form under the "Buy e-Article" option. If you provide the IMO number, some necessary information will be filled in automatically. You must add the correct information to the remaining empty fields. Finally, click the "Submit" button to save the information you have provided.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons

Logout

Search for menu items...

DASHBOARD

BUY E-ARTICLE

E-ARTICLE LIST

APPLY SIGN ON

SIGN ON LIST

APPLY SIGN OFF

SIGN OFF LIST

SELECTION LETTER

ROSTER SENIORITY

LOGOUT / SIGNOUT

e-Articles

Buy e-Articles

HOME > ALL ARTICLES

Ship's Information

IMO Number

Select IMO Number

Ship Type

☐ MV ☐ MT ☐ Barge ☐ Tug ☐ LNG ☐ LPG

Ship Name

Port Of Registry

Flag Of Registry

Gross Tonnage

Net Tonnage

Engine Power (BHP)

Engine Power (KW)

Official No.

Date of Registration

dd-mm-yyyy

No. of Person (as per minimum safe manning)

Registered Owner OR Manager Information's

Owner Name

IMO Number

Mobile

Email

Address

Seafarers Recruitment and Placement of Service Information's

Company Name

M/s. Haque & Sons Ltd.

License No.

MLA-008

Address

Rummana Haque Tower, 1267/A, Goshail Danga, Agrabad C/A, Chittagong, Bangladesh.

Submit

Reset

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Clicking the IMO Number field will reveal a drop-down menu containing a list of available IMO numbers. Upon selecting an IMO number, the ship's details will be automatically generated from the GSO database. The ship type can be modified here, if necessary. The remaining mandatory fields must be filled in manually to submit the application.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons Logout

Search for menu items...

- DASHBOARD
- BUY E-ARTICLE**
- E-ARTICLE LIST
- APPLY SIGN ON
- SIGN ON LIST
- APPLY SIGN OFF
- SIGN OFF LIST
- SELECTION LETTER
- ROSTER SENIORITY
- LOGOUT / SIGNOUT

Ship's Information

IMO Number * 01000300086

Ship Type *

Ship Name * 01000300086

Port Of Registry * 0213306

Flag Of Registry * 1003043

Gross Tonnage * 1003044

Net Tonnage * 1003055

Engine Power (BHP) *

Engine Power (KW) 750 KW

Official No. *

Date of Registration dd-mm-yyyy

No. of Person (as per minimum safe manning) *

After filling up rest of the application form, you have to submit the application.

Registered Owner OR Manager Information's

Owner Name * Md. Kamruzzaman

IMO Number * 76455376

Mobile *

Email *

Address *

Seafarers Recruitment and Placement of Service Information's


Company Name * M/s. Haque & Sons Ltd.

License No. * MLA-008

Address * Rummana Haque Tower, 1267/A, Goshail Danga, Agrabad C/A, Chittagong, Bangladesh.

Submit Reset

After submission, you will have the opportunity to review the application. The payment option is available at the bottom of the page. Please note that the "Article Agreement No:" field will be blank during the review; this number will be generated automatically once the application is approved.


Government Shipping Office, Chattogram, Bangladesh

Welcome haque_s_sons
Logout

Search for menu items...

DASHBOARD
BUY E-ARTICLE
E-ARTICLE LIST
APPLY SIGN ON
SIGN ON LIST
APPLY SIGN OFF
SIGN OFF LIST
SELECTION LETTER
ROSTER SENIORITY
LOGOUT / SIGNOUT

e-Articles
e-Articles Payment

Article's Information
Articles agreement No. :
Official No. :
Year of Articles :
Date of Registration : 01-01-1970


Ship's Information
IMO Number : 01000300086
Ship Name : BARGE SAN HANG BO 211 (Barge)
Port Of Registry : SHANGHAI
Flag Of Registry : LUMUT PERAK, MALAYSIA
Gross Tonnage : 875
Net Tonnage : 2623
Engine Power (BHP) :
Engine Power (KW) : 750 KW


Registered Owner OR Manager Information
Name : Md. Kamruzzaman
IMO Number : 76455376
Mobile :
Email :
Address : Shalgaria


Seafarer's Recruitment and Placement of Service Information
Name : M/s. Haque & Sons Ltd.
License No. : MLA-008
Address : Rummana Haque Tower, 1267/A, Goshali Danga, Agrabad C/A, Chittagong, Bangladesh.

(Payment Information)

e-Article Fees (Tk.)	10.00
Online Charge (Tk.)	0.45
Total :	10.45


shurjoPay.com.bd

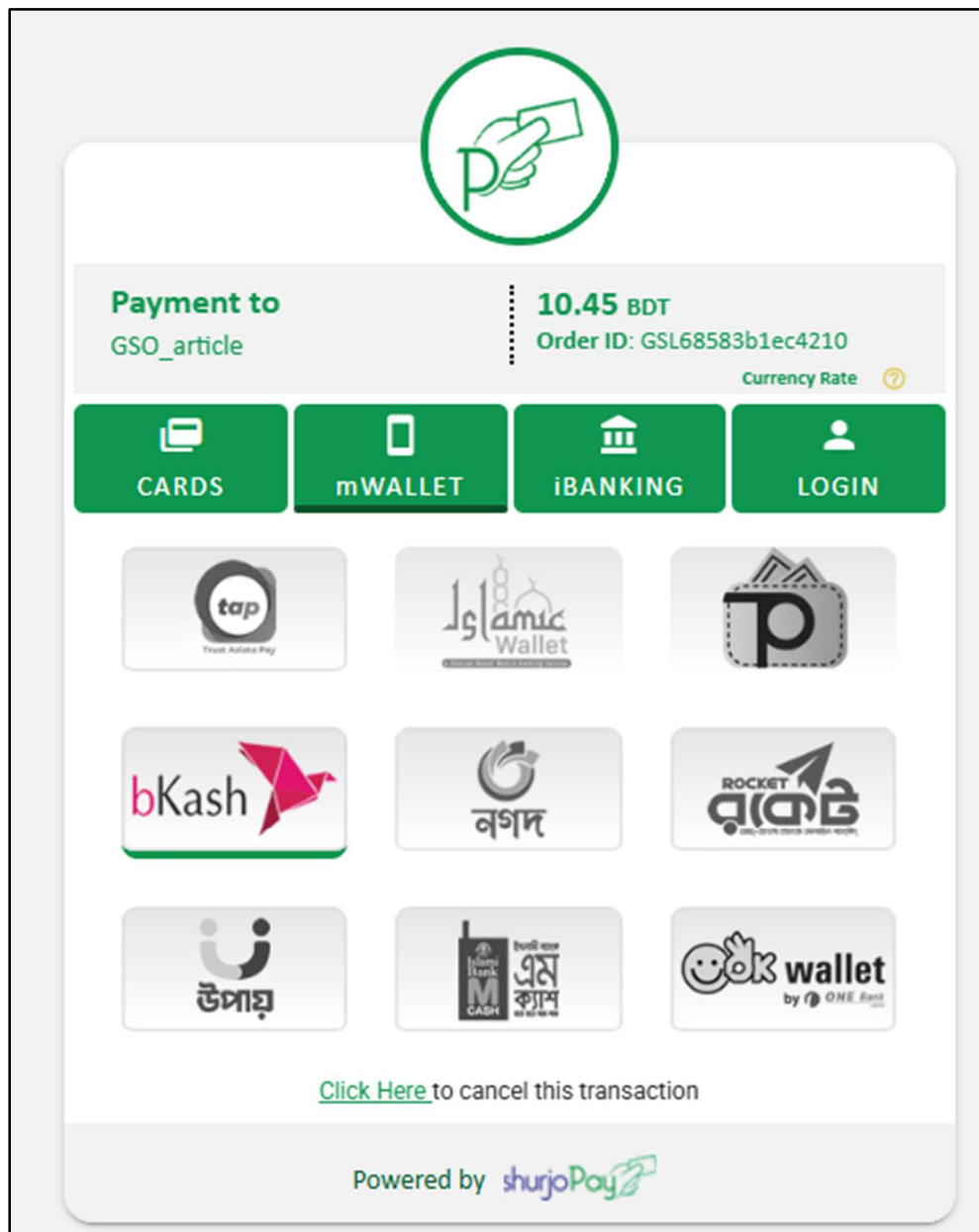




Pay Now
Reset






















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Upon clicking the 'Pay Now' button, you will be redirected to the payment gateway where you can complete the payment using any of the available methods.



E-Article List

After filling out the form from "Buy e-Article," the list of articles will be available in the "e-Article List." You can make an online payment by clicking the "Pay Now" button [if not paid already] and collect the payment slip. After payment, the article will be pending approval from the GSO operator.

Article List											
Showing 1-13 of 13 Items											
SERIAL NO	ARTICLE'S AGREEMENT NO.	OWNER NAME	IMO NUMBER	SHIP NAME	TRANSACTION ID	VALIDATION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSLIP	FORM (3 / 8A)
1	2025/0001	BARGE NORMA V	0213306	BARGE NORMA V	ART2504270352141092	GSL6805fe4f4c062	Paid	Approved			 
2		BARGE LINAU 79	330989	BARGE LINAU 79	ART2506220628087822	GSL685795d9283d1	Not Paid	Under Review			
3	2025/0003	MV. GRAND ROYAL EXPRESS	9254549	MV. GRAND ROYAL EXPRESS	ART2505021201507373	GSL68145foea72bd	Paid	Approved			 
4	2025/0004	BARGE TERAS 281	393071	BARGE TERAS 281			Paid	Approved			 
5	2025/0005	MV. HONG JIA 11	8882036	MV. HONG JIA 11	ART2505040153559135	GSL68171d13e528d	Paid	Approved			 
6		MT GINGA OCELOT	9581423	MT GINGA OCELOT			Not Paid	Under Review			
7		AMARYLLIS	9840491	AMARYLLIS	ART2505141028443123	GSL68241bfc273b1	Not Paid	Under Review			
8	2025/0006	AMARYLLIS	9840491	AMARYLLIS	ART2505141037425964	GSL6850ea0273f41	Paid	Approved			 
9		BARGE AGB-02	1003043	BARGE AGB-02	ART2506171007302593	GSL6850ea0273f41	Paid	Pending for Operator			
10		BARGE SAN HANG BO 211	01000300086	BARGE SAN HANG BO 211			Not Paid	Under Review			
11		MV. HIGHWAY	9158575	MV. HIGHWAY			Not Paid	Under Review			

By clicking on the pdf icon, you can download the payment slip.



GOVERNMENT SHIPPING OFFICE
C.G.O BUILDING NO-1
AGRABAD, CHATTOGRAM
www.gso.gov.bd
(Article Payment Slip)



Article's Information

Articles agreement No. : Official No. : Year of Articles : Date of Registration : 01-01-1970

Ship's Information

IMO Number : 1003043 Ship Name : BARGE AGB-02 (MT) Port Of Registry : BASSETERRE Flag Of Registry : PAYRA
Gross Tonnage : 1094 Net Tonnage : 329 Engine Power (BHP) : Engine Power (KW) :

Registered Owner OR Manager Information

Name : Md. Tuhin Talukdar IMO Number : 1003043 Mobile : 01762435025
Email : Address : West Shewrapara, Mirpur-10, Dhaka-1216

Seafarer's Recruitment and Placement of Service Information

Name : M/s. Haque & Sons Ltd. License No. : MLA-008 Address : Rummana Haque Tower, 1267/A, Goshali Danga, Agrabad C/A, Chittagong, Bangladesh.


Payment Information

Application ID: ART2506171007302593 Transaction ID: GSL6850ea0273f41 Payment Status: **Paid**
Article Fees (Tk.): 10.00 Transaction Date: 06-17-2025 10:09 AM
Online Charge (Tk.): 0.45 Card Type: bKash Card No.: CFH4WWQYZK

Next phase involves a two-step approval process. First, a GSO Operator reviews the application, and then a GSO Admin grants the final approval. If any documents are missing or incorrect, the application may be sent back to the manning agent. When this happens, an **"Update"** button will appear in the e-article application list.

Government Shipping Office, Chattogram, Bangladesh											
Welcome haque_n_soria Logout											
Search for menu items...	SERIAL NO	ARTICLE'S AGREEMENT NO.	OWNER NAME	IMO NUMBER	SHIP NAME	TRANSACTION ID	VALIDATION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSLIP
DASHBOARD								ALL	ALL		FORM (8 / 8A)
BUY E-ARTICLE	1	2025/0001	BARGE NORMA V	0213306	BARGE NORMA V	ART2504270352141092	GSL6800fe4f4c082	Paid	Approved		
E-ARTICLE LIST	2		BARGE LINAU 79	330969	BARGE LINAU 79	ART2506220628087822	GSL6857f0d9283d1	Not Paid	Under Review		Pay Now
APPLY SIGN ON	3	2025/0003	MV. GRAND ROYAL EXPRESS	9254549	MV. GRAND ROYAL EXPRESS	ART2505021201507373	GSL68145f0ea72bd	Paid	Approved		
SIGN ON LIST	4	2025/0004	BARGE TERAS 281	363071	BARGE TERAS 281			Paid	Approved		
APPLY SIGN OFF	5	2025/0005	MV. HONG JIA 11	8682036	MV. HONG JIA 11	ART2505040153556135	GSL68171d13e525d	Paid	Approved		
SIGN OFF LIST	6		MT GINGA OCELOT	9581423	MT GINGA OCELOT			Not Paid	Under Review		Pay Now
SELECTION LETTER	7		AMARYLLIS	9840491	AMARYLLIS	ART2505141028443123	GSL68241bfc273b1	Not Paid	Under Review		Pay Now
ROSTER SENIORITY	8	2025/0006	AMARYLLIS	9840491	AMARYLLIS	ART2505141037425964	GSL68241e16bb6ee	Paid	Approved		
LOGOUT / SIGNOUT	9		BARGE AGB-02	1003043	BARGE AGB-02	ART2506171007302593	GSL6850ea0273f41	Paid	Sent Back	Update Article Official No. Update	
	10		BARGE SAN HANG BO 211	01000300086	BARGE SAN HANG BO 211			Not Paid	Under Review		Pay Now
	11		MV. HIGHWAY	9158575	MV. HIGHWAY			Not Paid	Under Review		Pay Now
	12		MAHMUD HASAN	01000300086	MAHMUD HASAN			Not Paid	Under Review		Pay Now
	13		BARGE SAN HANG BO 211	01000300086	BARGE SAN HANG BO 211	ART2506221119264227	GSL68583b1ec4210	Not Paid	Under Review		Pay Now

By clicking the 'Update' button, you can review the remarks from the operator or admin and then re-submit the application after making the required changes. This allows you to correct the application based on the remarks from the GSO Operator or Admin.

**Government Shipping Office, Chattogram, Bangladesh**

Welcome haque_n_sons [Logout](#)

Search for menu items...

DASHBOARD

BUY E-ARTICLE

E-ARTICLE LIST

APPLY SIGN ON

SIGN ON LIST

APPLY SIGN OFF

SIGN OFF LIST

SELECTION LETTER

ROSTER SENIORITY

LOGOUT / SIGNOUT

e-Articles

HOME > [ALL ARTICLES](#)

Update e-Articles :

Operator's Remarks

Update Article Official No.

Ship's Information

IMO Number

1003043

Ship Type

☐ MV ☒ MT ☐ Barge ☐ Tug ☐ LNG ☐ LPG

Ship Name

BARGE AGB-02

Port Of Registry

BASSETERRE

Flag Of Registry

PAYRA

Gross Tonnage

1094

Net Tonnage

329

Engine Power (BHP)

Engine Power (KW)

Official No.

Date of Registration

dd-mm-yyyy

No. of Person (as per minimum safe manning)

Registered Owner OR Manager Information's

Owner Name

Md. Tuhin Talukdar

IMO Number

1003043

Mobile

01762435025

Email

Address

West Shewrapara, Mirpur-10, Dhaka-1216

Seafarers Recruitment and Placement of Service Information's

Company Name

M/s. Haque & Sons Ltd.

License No.

MLA-008

Address



















Rummana Haque Tower, 1267/A, Goshali Danga, Agrabad C/A, Chittagong, Bangladesh.

Submit

Reset

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Once final approval is granted, the system will automatically generate the e-article number, Form-8, and Form 8-A.

Government Shipping Office, Chattogram, Bangladesh											
Welcome haque_n_soria - Logout											
Search for menu items...											
Article List											
Showing 1-13 of 13 items											
SERIAL NO	ARTICLE'S AGREEMENT NO.	OWNER NAME	IMO NUMBER	SHIP NAME	TRANSACTION ID	VALIDATION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSLIP	FORM (8 / 8A)
1	2025/0001	BARGE NORMA V	0213306	BARGE NORMA V	ART2504270352141092	GSL680dfe4fc052	Paid	Approved			 
2		BARGE LINAU 79	330989	BARGE LINAU 79	ART2508220828087822	GSL685795d9283d1	Not Paid	Under Review			
3	2025/0003	MV. GRAND ROYAL EXPRESS	9254549	MV. GRAND ROYAL EXPRESS	ART2505021201507373	GSL68145fcea72bd	Paid	Approved			 
4	2025/0004	BARGE TERAS 281	393071	BARGE TERAS 281			Paid	Approved			 
5	2025/0005	MV. HONG JIA 11	8682036	MV. HONG JIA 11	ART2505040153556135	GSL68171d13e526d	Paid	Approved			 
6		MT GINGA OCELOT	9581423	MT GINGA OCELOT			Not Paid	Under Review			
7		AMARYLLIS	9840491	AMARYLLIS	ART2505141028443123	GSL68241bfc273b1	Not Paid	Under Review			
8	2025/0006	AMARYLLIS	9840491	AMARYLLIS	ART2505141037425964	GSL68241e16bb6ee	Paid	Approved			 

Apply Sign on

To apply for Sign On, click the "Apply Sign On" option. A form will appear, where you can select the e-article number from the dropdown menu, and it will be automatically entered into the "Articles of Agreement No." field.

The screenshot displays the 'Apply Sign On' form, which is divided into two main sections: 'Ship's Information' and 'Personal Information'. The 'Ship's Information' section contains several fields, including 'Articles of Agreement No.', 'Opening Date of Article', 'IMO No.', 'Name of Ship', 'Port Of Registry', 'Flag of Ship', 'Gross Tonnage', 'Net Tonnage', and 'Engine Power (KW)'. The 'Articles of Agreement No.' field is a dropdown menu that is currently open, showing a list of options: '2025/0001', '2025/0003', '2025/0004', '2025/0005', and '2025/0006'. The option '2025/0001' is highlighted in blue. A red rectangular box is drawn around the dropdown menu to emphasize it. The 'Personal Information' section contains fields for 'CDC No.', 'Name', 'Father's Name', 'Date of Birth', 'Mobile', 'Place of Birth', 'Passport No.', 'SID', 'CBA Name', and 'Mailing Address'. The form has a light blue header with the 'Sign On' logo and a breadcrumb trail 'HOME > ALL SIGN ON'.

Ship's Information	
Articles of Agreement No.	Select Articles of Agreement No.
Opening Date of Article	
IMO No.	2025/0003
Name of Ship	2025/0004
Port Of Registry	2025/0005
Flag of Ship	2025/0006
Gross Tonnage *	
Net Tonnage *	
Engine Power (KW) *	

Personal Information	
CDC No. *	
Name *	
Father's Name *	
Date of Birth	
Mobile *	
Place of Birth *	
Passport No. *	
SID	
CBA Name	
Mailing Address	

It will also check the validity of the e-article. Upon writing the "CDC NO" in, some required information will be automatically populated.

Government Shipping Office, Chattogram, Bangladesh

Welcome haque_n_sons Logout

Search for menu items...

Sign On

HOME > ALL SIGN ON

Apply Sign On

Ship's Information

Articles of Agreement No. * 2025/0003
 Valid till : 05-02-2026 12:10 PM

Opening Date of Article * 05-02-2025 12:10 PM

IMO No. * 9254549

Name of Ship * MV. GRAND ROYAL EXPRESS

Port Of Registry * CHATTOGRAM

Flag of Ship * BD

Gross Tonnage * 30,000

Net Tonnage * 18,449

Engine Power (KW) *

Engine Power (BHP) *

Registered Owner Name * CROWN CEMENT PLC

Place of Joining *

Expected Date of Joining *

Designation / Rank * Select Designation / Rank

Last rank found from voyage/selection :

Salary *

Advance Against Wages *

Amount of Monthly Allotment *

Personal Information

CDC No. * C/O/13445

Name * MD RIAJUL ISLAM

Father's Name * MD RAFIQUUL ISLAM

Date of Birth * 03-05-2003

Mobile * 01740028343

Place of Birth * MANIKGANJ

Passport No. *

SID *

CEA Name *

Mailing Address * DOKKHIN AG TEGHURI, WARD-02, DARAGRAM-1820, DARAGRAM-1820, MANIKGANJ

Next of Kin with Mobile No. *

CoC No. *

CoC Expire Date *

Don't have a CoC Number ?

Expiry Date of Medical Fitness * 2027-02-21

Sign On Letter by Manning Agent * Choose File No file chosen

Only [pdf] format - (maximum 2MB)

I acknowledge about all information & I will be responsible for providing any wrong information.

Submit Reset

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You must then fill in the remaining empty fields with the necessary information. Finally, clicking the "Submit" button will save your data and forward the application to the Seafarer. You must check the tickmark box before you submit.

Key Considerations for Sign-On Application

- Upon selecting an article number from the dropdown menu, its **validity will be checked**.
- A maximum of **50 seafarers** can be signed on under a single article.
- **While a seafarer is afloat (currently employed on a vessel)**, no manning agent, whether the current employer or another, may apply for their sign-on.
- A new sign-on application for a seafarer is only permissible **after they have signed off** from their previous engagement.
- **Simultaneous sign-on applications for the same seafarer by two different companies are prohibited**. Only one company may apply for a seafarer's sign-on at any given time.

For, rating seafarer their selection letter expiry will be checked.

[Apply Sign On](#)

Ship's Information

Articles of Agreement No. *
2025/0003
Valid till : 05-02-2026 12:10 PM

Opening Date of Article *
05-02-2025 12:10 PM

IMO No. *
9254549

Name of Ship
MV. GRAND ROYAL EXPRESS

Port Of Registry *
CHATTOGRAM

Flag of Ship *
BD

Gross Tonnage *
30,000

Net Tonnage *
18,449

Engine Power (KW) *

Personal Information

CDC No. *
T/30738
Selection expired after : 2025-05-24

Name *

Father's Name *

Date of Birth

Mobile *

Place of Birth *

Passport No. *

SID

CBA Name

When a valid CDC is entered, the last voyage rank will appear in a dropdown box, and you'll be able to manually select this information from there.

Engine Power (KW) *	7000	Mailing Address	KUMARPARA, KURIPARA, KURIPARA, TANGAIL
Engine Power (BHP) *	22967BHP	Next of Kin with Mobile No. *	
Registered Owner Name *	CROWN CEMENT PLC	CoC No. *	
Place of Joining *	SINGAPORE	CoC Expire Date *	
Expected Date of Joining *	25-06-2025	<input type="checkbox"/> Don't have a CoC Number ?	
Designation / Rank *	2/A/ENGINEER	Expiry Date of Medical Fitness *	
<div> <i>ⓘ</i> Last rank found from voyage/selection : 2ND .ASST. ENGINEER </div>		Sign On Letter by Manning Agent *	<input type="button" value="Choose File"/> No file chosen <small>Only [pdf] format - (maximum 2MB)</small>
Salary *			
Advance Against Wages			
Amount of Monthly Allotment			

For seafarers possessing a Certificate of Competency (CoC), it is required that their CoC Number be entered into the designated field.

Flag of Ship *	BD	Passport No. *	
Gross Tonnage *	30,000	SID	
Net Tonnage *	18,449	CBA Name	
Engine Power (KW) *	7000	Mailing Address	KUMARPARA, KURIPARA, KURIPARA, TANGAIL
Engine Power (BHP) *	22967BHP	Next of Kin with Mobile No. *	
Registered Owner Name *	CROWN CEMENT PLC	CoC No. *	
Place of Joining *	SINGAPORE	CoC Expire Date *	
Expected Date of Joining *	25-06-2025	<input type="checkbox"/> Don't have a CoC Number ? → Not Ticked	
Designation / Rank *	2/A/ENGINEER	Expiry Date of Medical Fitness *	
<div> <i>ⓘ</i> Last rank found from voyage/selection : 2ND .ASST. ENGINEER </div>		Sign On Letter by Manning Agent *	<input type="button" value="Choose File"/> No file chosen <small>Only [pdf] format - (maximum 2MB)</small>
Salary *			
Advance Against Wages			

For those without a Certificate of Competency (CoC) Number, please check the box labelled "Don't have a CoC Number." This will then disable and hide the CoC input area from your view.

Flag or Ship * BD	SID *
Gross Tonnage * 30,000	CBA Name *
Net Tonnage * 18,449	Mailing Address * KUMARPARA, KURIPARA, KURIPARA, TANGAIL
Engine Power (KW) * 7000	Next of Kin with Mobile No. * <input type="text"/>
Engine Power (BHP) * 22967BHP	<input checked="" type="checkbox"/> Don't have a CoC Number ? → Ticked
Registered Owner Name * CROWN CEMENT PLC	Expiry Date of Medical Fitness * <input type="text"/>
Place of Joining * SINGAPORE	Sign On Letter by Manning Agent * <input type="button" value="Choose File"/> No file chosen
Expected Date of Joining * 25-06-2025	Only [pdf] format - (maximum 2MB)
Designation / Rank * 2/A/ENGINEER	
<i>ⓘ Last rank found from voyage/selection : 2ND .ASST. ENGINEER</i>	
Salary * 	
Advance 	

Once all required information has been entered, you must check the designated tick box before proceeding to submit the application by pressing the "Submit" button.

Place of Joining * SINGAPORE	CoC No. * N/A
Expected Date of Joining * 23-06-2025	CoC Expire Date * 0000-00-00
Designation / Rank * CHIEF ENGINEER	<input checked="" type="checkbox"/> Don't have a CoC Number ?
<i>ⓘ Last rank found from voyage/selection : CHIEF ENGINEER</i>	Expiry Date of Medical Fitness * 2026-06-11
Salary * US\$. 11770.00	Sign On Letter by Manning Agent * <input type="button" value="Choose File"/> dummy blank page.pdf
Advance Against Wages 	Only [pdf] format - (maximum 2MB)
Amount of Monthly Allotment 	
<input checked="" type="checkbox"/> I acknowledge about all information & I will be responsible for providing any wrong information.	
<input checked="" type="button" value="Submit"/> <input type="button" value="Reset"/>	

Sign on List

Once submitted it will appear in Sign on List. The status will be shown as "Pending for seafarer acceptance".

Sign On List										
Showing 1-6 of 6 Items										
SERIAL NO	ARTICLES NO.	CDC NO.	NAME	APPLICATION ID	TRANSACTION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSLIP	IMI
	ALL					ALL	ALL			
1	2025/0005	T/35247	SHEIKH MOHAMMAD AZBIR	212505070407411		Not Paid	Under Review		Pay Now	
2	2025/0003	C/O/2432	GOLAM KIBRIA	2125062302121023		Not Paid	Under Review		Pending for seafarer acceptance	
3	2025/0001	C/O/13145	MD MOHAIMEN	2125050312504742		Paid	Approved		Download	
4	2025/0003	C/O/8296	TANVIR AHAMMED KHAN DANY	2125050212343977	GSF68150d5d5c39a	Paid	Approved		Download	
5	2025/0005	C/O/13145	MD MOHAIMEN	2125050402074120	GSF681720e7dde39	Paid	Approved		Download	
6	2025/0006	C/O/3947	JAHIRUL ISLAM CHOWDHURY	2125051411261318	GSF68246b0681344	Paid	Approved		Download	

Upon the seafarer's acceptance of the sign-on request, you will be required to proceed with payment for the application by clicking the "Pay Now" button. Once payment is successfully processed, you will be able to download the payslip. The application will undergo a two-step verification process, leading to its approval.

Once approved, it will generate the Immigration Letter. You can download the Immigration Letter containing QR Code by clicking the PDF icon.

Showing 1-1 of 1 Items										
SERIAL NO	ARTICLES NO.	CDC NO.	NAME	APPLICATION ID	TRANSACTION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSLIP	IMMIGRATION LETTER
	ALL	C/O/8296				ALL	ALL			
1	2025/0003	C/O/8296	TANVIR AHAMMED KHAN DANY	2125050212343977	GSF68150d5d5c39a	Paid	Approved		Download	Download

Preview of the Immigration Letter:



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
GOVERNMENT SHIPPING OFFICE
C.G.O BUILDING NO-1
AGRABAD, CHATTOGRAM
www.gso.gov.bd
(Immigration Letter)



FILE No. :- 405.008.019.00.00.151.2017/

DATE: 22-06-2025

SUB: JOINING SHIP MV. GRAND ROYAL EXPRESS

This is to certify that the following Bangladeshi crew member/members has/have been recruited to join the subject mentioned vessel and his/their particulars are also furnished below for necessary action at your end. The details of candidate as follows:

SL NO	NAME	CDC NO	DATE OF ISSUE	RANK	DATE OF BIRTH	NATIONALITY
01.	TANVIR AHAMMED KHAN DANY	C/O/8296	15-01-2019	E/CADET	06-11-1994	BANGLADESHI

- A. NAME & ADDRESS OF LOCAL RECRUITING AGENT : M/s. Haque & Sons Ltd., MLA-008, Rummana Haque Tower, 1267/A, Goshail Danga, Agrabad C/A, Chittagong, Bangladesh.
- B. PRINCIPAL'S NAME AND ADDRESS : CROWN CEMENT PLC, CROWN CEMENT PLC, WEST MUKTERPUR, MUNSHIGONJ, DHAKA
- C. PLACE OF JOINING: DHAKA
- D. EXPECTED DATE OF JOINING : 02-05-2025
- E. ARTICLE'S OF AGREEMENT NO : 2025/0003

ALL CONCERNED ARE REQUESTED FOR THEIR ASSISTANCE.

DISTRIBUTION FOR NECESSARY ACTION:

1. S.S. IMMIGRATION, SB OFFICE, MALIBAG, DHAKA.
2. OFFICER IN CHARGE (IMMAGRATION) HAZRAT SHAHJALAL INTERNATIONAL AIRPORT, DHAKA.
3. OFFICER IN CHARGE (IMMAGRATION) HAZRAT SHAH AMANAT INTERNATIONAL AIRPORT, CHITTAGONG.



N.B : THIS IS A COMPUTER GENERATED DOCUMENT, NO SIGNATURE IS REQUIRED.

Apply Sign off

To apply for "Sign Off," click the "Apply Sign Off" option. A form will appear. By entering seafarers CDC number in the "CDC No" field on the form, some necessary information will be automatically filled in. Add the necessary information in the remaining empty fields. Finally, forward the application to the Seafarer.

Key Considerations for Sign-On Application

- To initiate a sign-off, a seafarer must have an approved sign-on request.
- If a seafarer is currently under an approved sign-off, they are unable to submit another sign-off request.

Sign off List

After acceptance from seafarer, you will be to pay sign off application from sign off list. Once paid, the application will undergo a two-step verification process, leading to its approval.

SERIAL NO	ARTICLES NO.	CDC NO.	NAME	APPLICATION ID	TRANSACTION ID	PAYMENT STATUS	STATUS	COMMENTS	PAYSIP
1	2025/0003	C/O/8296	TANVIR AHAMMED KHAN DANY	212505031245097	GHGHGHYTYTYT	Paid	Approved		

Upon approval, the following automated actions will occur:

- Data will be automatically entered into the e-Article.
- Automatic addition of the voyage record in the CDC.
- Automatic addition of the 'Ashore' record in the roster.

Logout

The "Logout" option is located in the top-right corner of the interface. By pressing this button, you can log out of the system.

