



# Government Shipping Office

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

## User Manual

(Seafarer)

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

## Login

Software URL: <https://gsoerp.gso.gov.bd/seafarer/web/>

To log in to the software, open the following URL (<https://gsoerp.gso.gov.bd/seafarer/web/>) in a web browser. You will see a login page. Your login credentials will be sent to your mobile phone via message after your passing out from the academy.

Support Mobile : 01972 380 821  
Support Email : [support@techsparkit.com](mailto:support@techsparkit.com)  
GSO Email : [dsm@gso.gov.bd](mailto:dsm@gso.gov.bd)

**Sign-in as Seafarer**

Mobile \*   
Mobile cannot be blank.

Password \*   
Password cannot be blank.

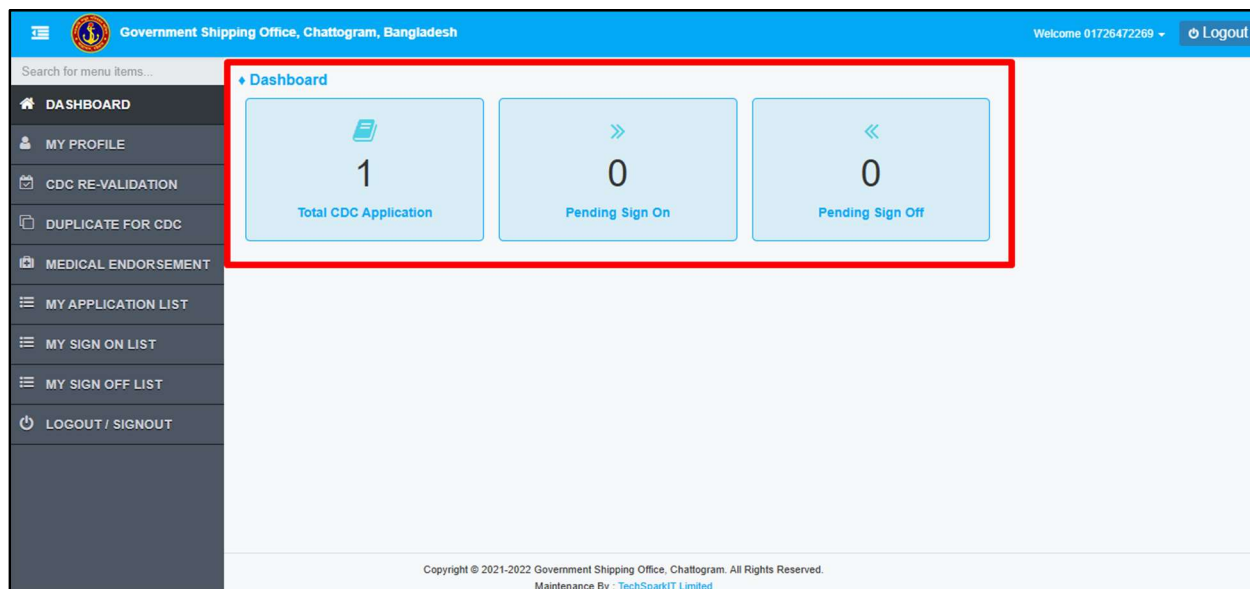
[Sign-in](#) [Forgot your password ?](#)

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

# Dashboard

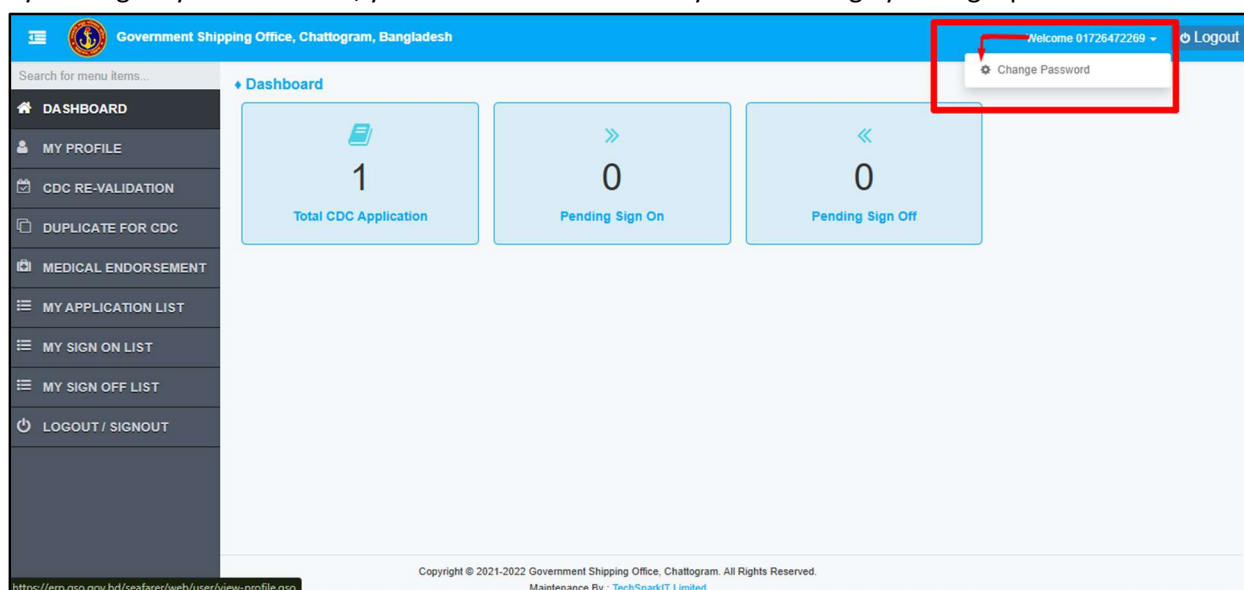
After logging in, there are several options in the dashboard.



Features that are available in the Dashboard Landing Page are:

- Total CDC Application – It will redirect to your application list.
- Pending Sign On – It will redirect to your sign on list.
- Pending Sign Off – It will redirect to your sign off list.

By clicking on your username, you will see a menu where you can change your login password.



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 displays the 'Change Password' interface of the Government Shipping Office, Chattogram, Bangladesh. The page features a blue header with the organization's name and a user welcome message. A left sidebar contains navigation links such as DASHBOARD, MY PROFILE, CDC RE-VALIDATION, and others. The main content area is titled 'Change Password' and contains the following form fields:

- Current Password**: A text input field with masked characters (dots).
- EMAIL**: A text input field containing 'muskanlton1@gmail.com'.
- USERNAME**: A text input field containing '01726472269'.
- New Password**: An empty text input field.

Below the form fields is a blue button with a checkmark icon and the text 'Save', which is highlighted by a red rectangular box. At the bottom of the page, there is a copyright notice: 'Copyright © 2021-2022 Government Shipping Office, Chattogram. All Rights Reserved. Maintenance By: TechSparkIT Limited'.

# My Profile

By clicking on “MY PROFILE,” you can view your profile.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269 Logout

Search for menu items.

DASHBOARD

MY PROFILE

CDC RE-VALIDATION

DUPLICATE FOR CDC


MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT



GOVERNMENT SHIPPING OFFICE

C.G.O BUILDING NO-1

AGRABAD, CHATTOGRAM


[www.gso.gov.bd](http://www.gso.gov.bd)

(Seafarer Profile)

Academic Information's

CDC No. : C/O/13145	Academy : INTERNATIONAL MARITIME TRAINING ACADEMY (IMTA)	Batch : JMETO (BATCH-03)
Merit Position :	Passing Out Criteria : JR. METO	Rank / Rating : JUNIOR MARINE ELECTRO-TECHNICAL OFFICER (JMETO)

Personal Information's

Name : MD MOHAIMEN	Father's Name : MD BAZLUR RASHID	Mother's Name : MOMOTAZ BEGUM		
Date of Birth : 22 August 1998	Mobile : 01726472269	Email : muskanilton1@gmail.com		
ID Type : Passport	ID Number : A17054504	Height : 163 CM		Color of Eyes : BLACK
Color of Hair : BLACK	Complexion : FAIR	Any Marks? : NIL		Gender : Male, Religion : Islam

Educational Information's

Education	Group	Education Board	Registration No.	Roll No.	Passing Year	GPA	Remarks
SSC/Equivalent/O-LEVEL	General	Technical Education Board	157092	730542	2015	4.15	
BSC/BA/Diploma	ELECTRICAL TECHNOLOGY	BTEB	168802	214570	2020	2.94	

Permanent Address

Village : KALUPARA	Post Office : BALUVORA-6500	Place of Birth : NAOGAON
Thana : NAOGAON SADAR	District : NAOGAON	

Medical Information

Doctor Registration No.	Doctor Name	Hospital Name	Medical Fitness No.	Issue Date	Expire Date
A-55144	Dr. Mir Md. Raihan	Radical Hospitals Limited	04.2024.7922	2024-12-02	2026-12-01

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## Apply for New CDC

Go to the “Apply for New CDC” menu, fill in all the necessary options, and make the payment. After your files are checked by the operator and the admin, your CDC application will be approved, and you will be able to see a CDC number in your profile.

Government Shipping Office, Chattogram, Bangladesh

Welcome 81762947141 Logout

Search for menu items...

DASHBOARD

MY PROFILE

**APPLY FOR NEW CDC**

MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT

Apply for New CDC

HOME > ROSTER > APPLY FOR NEW CDC

EYE TEST ATTACHMENT \*

Choose File

NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

NID/PASSPORT/BIRTH CERTIFICATE \*

Choose File

NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

PASSING OUT CERTIFICATE \*

Choose File

NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

NOC (IF ANY) 

Choose File

NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

DOCTOR \*

Select DoS Approved Doctor

MEDICAL FITNESS NO. \*

ISSUE DATE \*

DD-MM-YYYY

EXPIRE DATE \*

DD-MM-YYYY

MEDICAL ATTACHMENT \*

Choose File

NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

(Payment Information)

CDC Fees (Tk.)	3,000.00
VAT 15% (Tk.)	450.00
Medical Fee (Tk.)	300.00
Online Charge (Tk.)	150.00
Total :	3,900.00

VISA

MasterCard

Apple Pay

Google Pay

UnionPay

BRAC BANK

shurjoPay.com.bd

shurjoPay

feel the magic of your transaction

payPOINT

shurjoRejojo

shurjoBarta

Pay Now

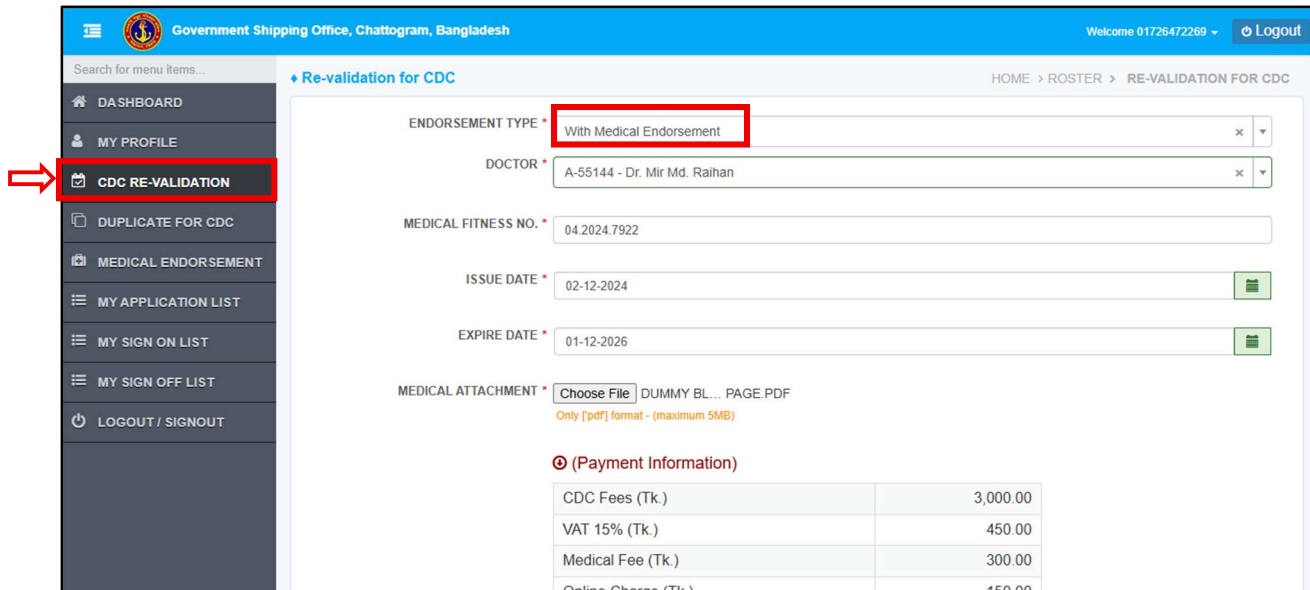
Reset

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## CDC Revalidation

By clicking on “CDC REVALIDATION,” you can apply to revalidate your CDC if it has already expired or is close to the expiry date. You have the option to revalidate either with a medical endorsement or without one. If you choose to revalidate with a medical endorsement, you will need to enter your doctor’s information, medical fitness number, issue date, and expiry date, and you must also attach a scanned copy of your medical fitness certificate as a PDF.



The screenshot shows the 'Re-validation for CDC' form. The 'ENDORSEMENT TYPE' dropdown is set to 'With Medical Endorsement'. The 'DOCTOR' field contains 'A-55144 - Dr. Mir Md. Raihan'. The 'MEDICAL FITNESS NO.' is '04.2024.7922'. The 'ISSUE DATE' is '02-12-2024' and the 'EXPIRE DATE' is '01-12-2026'. The 'MEDICAL ATTACHMENT' section shows a file named 'DUMMY BL... PAGE.PDF'. A red arrow points to the 'CDC RE-VALIDATION' menu item in the left sidebar.

(Payment Information)	
CDC Fees (Tk.)	3,000.00
VAT 15% (Tk.)	450.00
Medical Fee (Tk.)	300.00
Online Charge (Tk.)	150.00

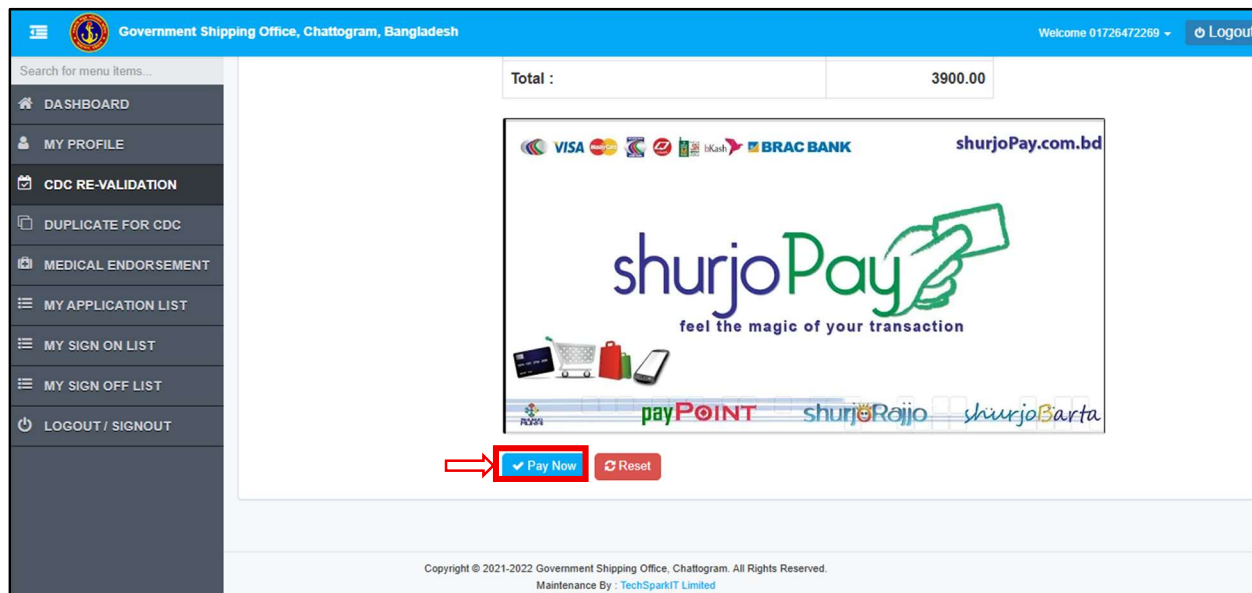
Alternatively, you may apply for revalidation without a medical endorsement, and you can request a medical endorsement letter later at your convenience.



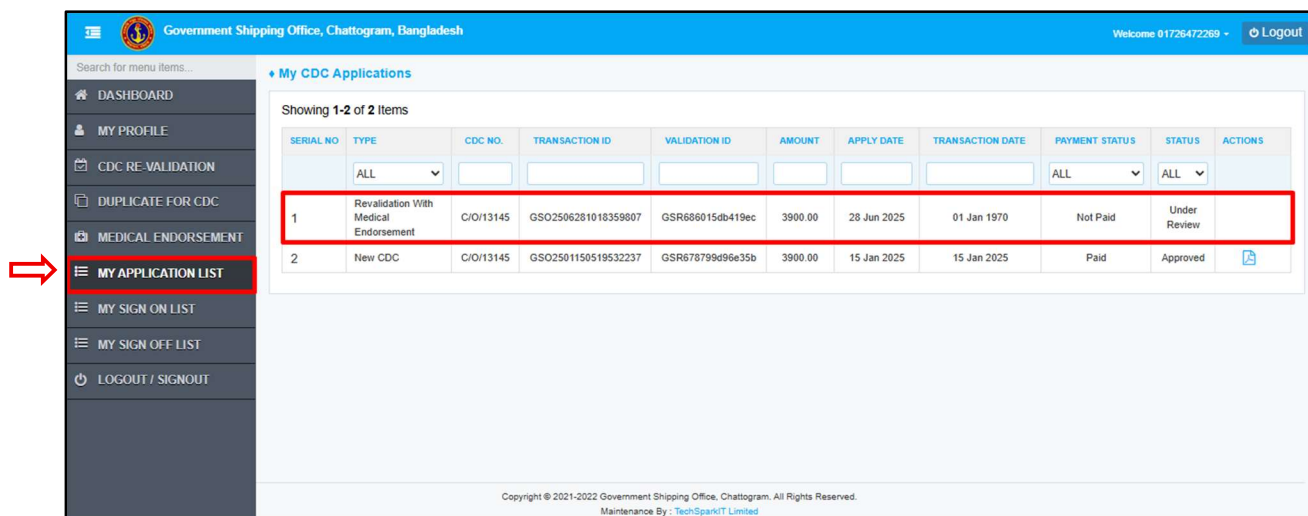
The screenshot shows the 'Re-validation for CDC' form with 'Without Medical Endorsement' selected. The 'ENDORSEMENT TYPE' dropdown is set to 'Without Medical Endorsement'. The 'MEDICAL ATTACHMENT' section is empty. The 'Payment Information' table shows a total of 3600.00 Tk. The bottom of the form features logos for VISA, MasterCard, iKash, and BRAC BANK, along with the shurjoPay logo and the text 'shurjoPay.com.bd' and 'feel the magic of your transaction'.

(Payment Information)	
CDC Fees (Tk.)	3,000.00
VAT 15% (Tk.)	450.00
Medical Fee (Tk.)	0.00
Online Charge (Tk.)	150.00
<b>Total :</b>	<b>3600.00</b>

Now scroll down to the bottom of the page, and you will see a “Pay Now” button to pay the fees for the revalidation application.



Late you can check your application from “MY APPLICATION LIST”



## Duplicate for CDC

When your CDC is damaged or lost you can apply for a Duplicate CDC. For applying you have to upload **Affidavit Attachment, Paper Publication, GD Copy** and all other necessary documents in PDF form. Then you can pay for the application using the payment gateway.

The screenshot shows the 'Duplicate for CDC' application form. On the left, a sidebar menu has 'DUPLICATE FOR CDC' highlighted with a red box and a red arrow pointing to it. The main form area contains several sections:

- AFFIDAVIT ATTACHMENT**: Choose File DUMMY BL... PAGE.PDF (Only [pdf] format - (maximum 5MB))
- PAPER PUBLICATION**: Choose File DUMMY BL... PAGE.PDF (Only [pdf] format - (maximum 5MB))
- GD COPY**: Choose File DUMMY BL... PAGE.PDF (Only [pdf] format - (maximum 5MB))
- ENDORSEMENT TYPE**: With Medical Endorsement (dropdown menu)
- DOCTOR**: Select DoS Approved Doctor (dropdown menu)
- MEDICAL FITNESS NO.**: (text input field)
- ISSUE DATE**: DD-MM-YYYY (date picker)
- EXPIRE DATE**: DD-MM-YYYY (date picker)
- MEDICAL ATTACHMENT**: Choose File DUMMY BL... PAGE.PDF (Only [pdf] format - (maximum 5MB))

Below the form fields is a **(Payment Information)** section with a table:

CDC Fees (Tk.)	5,000.00
VAT 15% (Tk.)	750.00
Medical Fee (Tk.)	300.00
Online Charge (Tk.)	150.00
<b>Total :</b>	<b>6,200.00</b>

Below the table is a ShurjoPay payment gateway banner with logos for VISA, MasterCard, and BRAC BANK. The banner includes the text 'shurjoPay.com.bd' and 'feel the magic of your transaction'. At the bottom of the banner are logos for payPOINT, shurjoRajjo, and shurjoBarta. A red box highlights the 'Pay Now' button, with a red arrow pointing to it. A 'Reset' button is also visible.

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## Medical Endorsement

If you want to add a medical endorsement to your CDC, you can apply using this option.

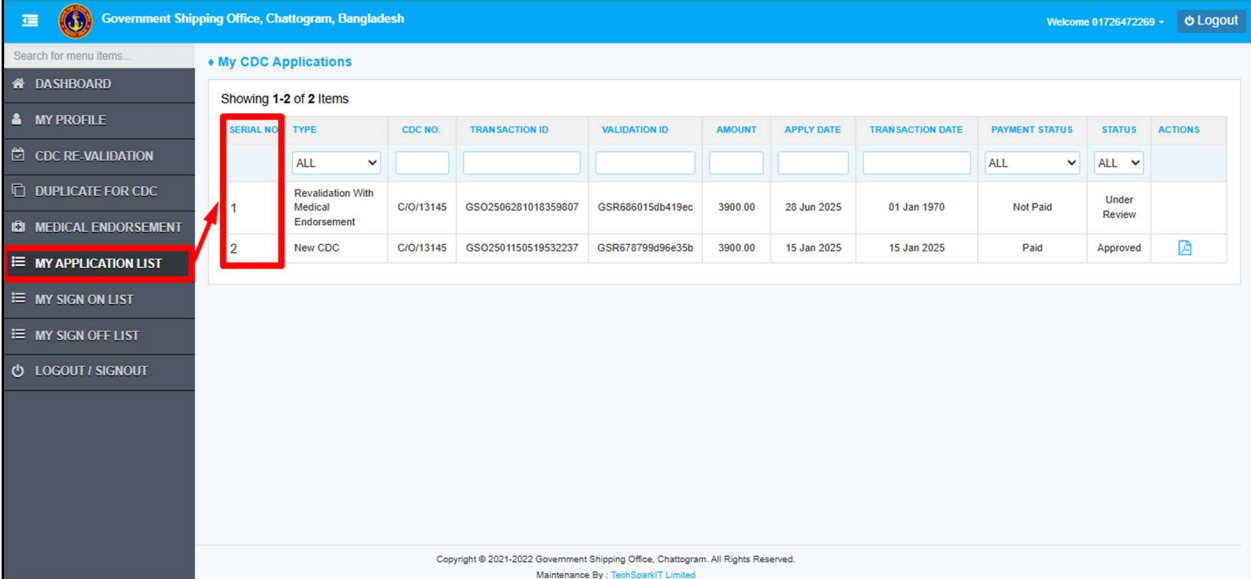
The screenshot shows the 'Medical Endorsement' page of the Government Shipping Office, Chattogram, Bangladesh. The left sidebar contains a menu with the following items: DASHBOARD, MY PROFILE, CDC RE-VALIDATION, DUPLICATE FOR CDC, MEDICAL ENDORSEMENT (highlighted with a red box and an arrow), MY APPLICATION LIST, MY SIGN ON LIST, MY SIGN OFF LIST, and LOGOUT / SIGNOUT. The main content area is titled 'Medical Endorsement' and includes the following fields: DOCTOR (a dropdown menu with 'Select DoS Approved Doctor'), MEDICAL FITNESS NO. (a text input field), ISSUE DATE (a date picker with 'DD-MM-YYYY' format), and EXPIRE DATE (a date picker with 'DD-MM-YYYY' format). Below these fields is a 'MEDICAL ATTACHMENT' section with a 'Choose File' button and a note 'NO FILE CHOSEN' and 'Only [pdf] format - (maximum 5MB)'. A '(Payment Information)' section follows, containing a table with the following data:

Medical Endorsement Fees (Tk.)	300.00
Online Charge (Tk.)	13.50
<b>Total :</b>	<b>313.50</b>

Below the payment table is a large banner for 'shurjoPay' with the tagline 'feel the magic of your transaction'. The banner includes logos for VISA, MasterCard, and BRAC BANK, and the website 'shurjoPay.com.bd'. At the bottom of the banner are logos for 'payPOINT', 'shurjoRajjo', and 'shurjoBarta'. At the bottom of the page, there is a 'Pay Now' button (highlighted with a red box and an arrow) and a 'Reset' button. The footer contains the text: 'Copyright © 2021-2022 Government Shipping Office, Chattogram. All Rights Reserved. Maintenance By : TechSparkIT Limited'.

## Application List

By clicking on “My Application List,” you can view all the applications you have submitted so far.




Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269 - Logout

Search for menu items...

**My CDC Applications**

Showing 1-2 of 2 Items

SERIAL NO.	TYPE	CDC NO.	TRANSACTION ID	VALIDATION ID	AMOUNT	APPLY DATE	TRANSACTION DATE	PAYMENT STATUS	STATUS	ACTIONS
1	Revalidation With Medical Endorsement	C/O/13145	GSO2506281018359807	GSR686015db419ec	3900.00	28 Jun 2025	01 Jan 1970	Not Paid	Under Review	
2	New CDC	C/O/13145	GSO2501150519532237	GSR678799d96e35b	3900.00	15 Jan 2025	15 Jan 2025	Paid	Approved	

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## Sign on

To check Sign On requests, click the "My Sign on List" option. Sign on applications will be sent by the manning agent.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269 - Logout

Search for menu items...

- DASHBOARD
- MY PROFILE
- CDC RE-VALIDATION
- DUPLICATE FOR CDC
- MEDICAL ENDORSEMENT
- MY APPLICATION LIST
- MY SIGN ON LIST**
- MY SIGN OFF LIST
- LOGOUT / SIGNOUT

### Sign On List


Showing 1-2 of 2 Items

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062708413520	Not Paid	Under Review			<a href="#">Details</a>
2	Karnafully Maritime Limited	2025/0002	2125062402045273	Paid	Approved			Accepted

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You can check the sign-on details, such as ship information, place of joining, salary, etc., by clicking on the 'Details' button. You can also choose not to accept the request or send it back to the company for correction of the information. In such cases, you must mention the reason for not accepting or returning the request.

Alternatively, if all information is correct, you can accept the request. You may write any confirmation remarks in the comment section.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269Logout

Search for menu items...

DASHBOARD

MY PROFILE

CDC RE-VALIDATION

DUPLICATE FOR CDC

MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT

Application ID : 2125062708413520

HOME > SIGN ON OFF > ACCEPT SIGN ON

Accept Sign OnBack

Article's Information

Articles agreement No. : 2025/0003	Official No. : 304	Year of Articles : 2025	Date of Registration : 01-01-1970
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Ship's Information

IMO Number : 9254549	Ship Name : MV. GRAND ROYAL EXPRESS (MV)	Port Of Registry : CHATTOGRAM	Flag Of Registry : BD
Gross Tonnage : 30,000	Net Tonnage : 18,449	Engine Power (BHP) : 12713	Engine Power (KW) : 9480

Registered Owner OR Manager Information's

Name : CROWN CEMENT PLC	IMO Number : 9254549	Mobile :
Email :	Address : CROWN CEMENT PLC, WEST MUKTERPUR, MUNSHIGONJ, DHAKA	

Seafarer's Recruitment and Placement of Service Information's

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

CDC No. : C/O/13145	Name : MD MOHAIMEN	Father's Name : MD BAZLUR RASHID	Date of Birth : 08-22-1998
Rank : E/OFF.J.MET.O	Mobile : 01726472269	SID :	CBA Name (If any) :
Passport No. : A1234567	CoC No. : N/A	CoC Expire Date : 11-30-0001	Expiry Date of Medical Fitness : 06-30-2026

Sign On Information

Place of Joining : Singapore	Expected Date of Joining : 06-29-2025	Designation/Rank : E/OFF.J.MET.O	Salary : 3000
Advance Against Wages :	Amount of Monthly Allotment :		

Approval Process

Approve Status

☒ Accepted☐ Not Accepted☐ Sent Back to Company

Comments

Sign On request by : M/s. Haque & Sons Ltd. (27 June, 2025 8:41 AM)

(No comments yet)

SaveCancel

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Upon selecting “Accepted” radio button and write comments you have to click “Save” to accept the Sign On request.

**Government Shipping Office, Chattogram, Bangladesh** | Welcome 01726472269 | Logout

Search for menu items...

- DASHBOARD
- MY PROFILE
- CDC RE-VALIDATION
- DUPLICATE FOR CDC
- MEDICAL ENDORSEMENT
- MY APPLICATION LIST
- MY SIGN ON LIST
- MY SIGN OFF LIST
- LOGOUT / SIGNOUT

**Sign On Information**

Rank : E/OFF.J.MET.O | Mobile : 01726472269 | SID : | CBA Name (If any) :  
 Passport No. : A1234567 | CoC No. : N/A | CoC Expire Date : 11-30-0001 | Expiry Date of Medical Fitness : 06-30-2026

Place of Joining : Singapore | Expected Date of Joining : 06-29-2025 | Designation/Rank : E/OFF.J.MET.O | Salary : 3000  
 Advance Against Wages : | Amount of Monthly Allotment : |

**Approval Process**

Approve Status : ☒ Accepted ☐ Not Accepted  
☐ Sent Back to Company

Comments : I accept to sign on.

Comments section: Sign On request by : M/s. Haque & Sons Ltd. (27 June, 2025 8:41 AM)  
 (No comments yet)

**Save** **Cancel**

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After clicking on “Save” you can check the application by going to “My Sign on List”

**Government Shipping Office, Chattogram, Bangladesh** | Welcome 01726472269 | Logout

Search for menu items...

- DASHBOARD
- MY PROFILE
- CDC RE-VALIDATION
- DUPLICATE FOR CDC
- MEDICAL ENDORSEMENT
- MY APPLICATION LIST
- MY SIGN ON LIST**
- MY SIGN OFF LIST
- LOGOUT / SIGNOUT

**Sign On List**

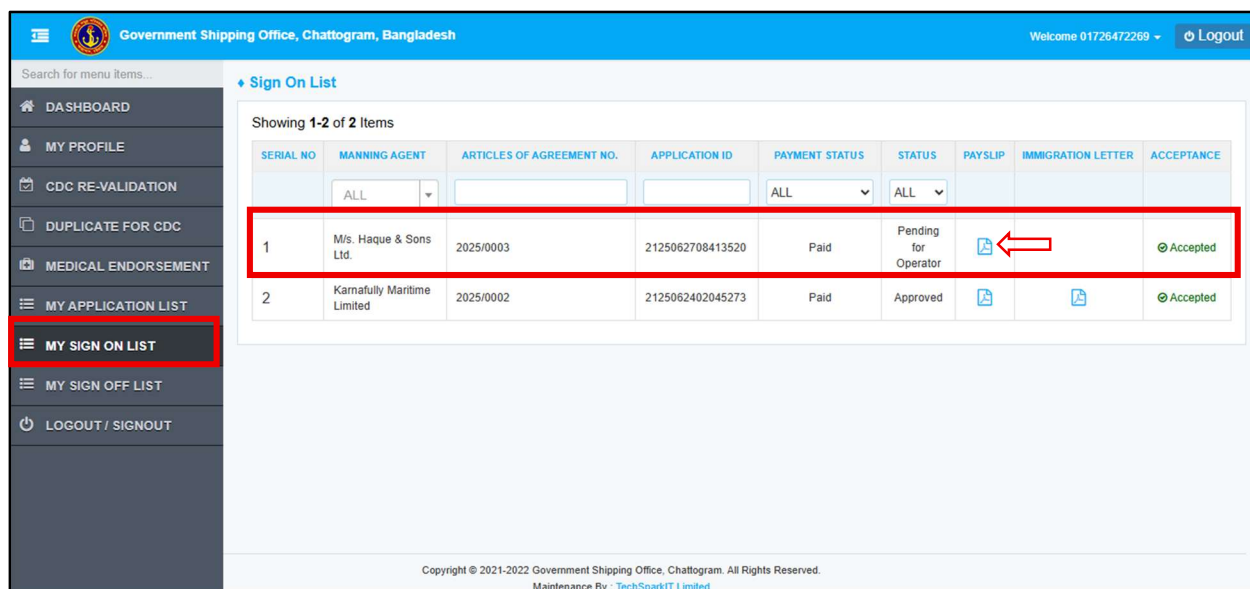
Showing 1-2 of 2 Items

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062708413520	Not Paid	Under Review			Accepted
2	Karnafully Maritime Limited	2025/0002	2125062402045273	Paid	Approved			Accepted

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After the payment is made by the manning agent, you will see the payment status marked as 'Paid' and the application status as 'Pending for Operator.' (Here, 'Operator' refers to the GSO Operator.)



Government Shipping Office, Chattogram, Bangladesh






Welcome 01726472269 Logout

Search for menu items...

- DASHBOARD
- MY PROFILE
- CDC RE-VALIDATION
- DUPLICATE FOR CDC
- MEDICAL ENDORSEMENT
- MY APPLICATION LIST
- MY SIGN ON LIST**
- MY SIGN OFF LIST
- LOGOUT / SIGNOUT

Sign On List

Showing 1-2 of 2 Items

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062708413520	Paid	Pending for Operator			
2	Karnafully Maritime Limited	2025/0002	2125062402045273	Paid	Approved			

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You can also view the pay slip by clicking the PDF button.



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**C.G.O BUILDING NO-1**  
**AGRABAD, CHATTOGRAM**  
[www.gso.gov.bd](http://www.gso.gov.bd)  
**(Sign On Payment Slip)**



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**Article's Information**

Articles agreement No. : 2025/0003	Official No. : 304	Year of Articles : 2025	Date of Registration : 01-01-1970
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**Ship's Information**

IMO Number : 9254549	Ship Name : MV. GRAND ROYAL EXPRESS (MV)	Port Of Registry : CHATTOGRAM	Flag Of Registry : BD
Gross Tonnage : 30,000	Net Tonnage : 18,449	Engine Power (BHP) : 12713	Engine Power (KW) : 9480

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**Registered Owner OR Manager Information's**

Name : CROWN CEMENT PLC	IMO Number : 9254549	Mobile :
Email :	Address : CROWN CEMENT PLC, WEST MUKTERPUR, MUNSHIGONJ, DHAKA	

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**Seafarer's Recruitment and Placement of Service Information's**

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

CDC No. : C/O/13145	Name : MD MOHAIMEN	Father's Name : MD BAZLUR RASHID	Date of Birth : 08-22-1998
Rank : E/OFF.J.MET.O	Mobile : 01726472269	SID :	CBA Name (If any) :
Passport No. : A1234567	CoC No. : N/A	CoC Expire Date : 11-30--0001	Expiry Date of Medical Fitness : 06-30-2026

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**Sign On Information**

Place of Joining : Singapore	Expected Date of Joining : 06-29-2025	Designation/Rank : E/OFF.J.MET.O	Salary : 3000
Advance Against Wages :	Amount of Monthly Allotment :		

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**Payment Information**

Application ID: 2125062708413520	Transaction ID:	Payment Status: <b>Paid</b>
Sign On Fees (Tk.): 0.00	Transaction Date: 01-01-1970 1:00 AM	
Online Charge (Tk.): 0.00	Card Type:	Card No.:

Once the operator reviews the application and forwards it to the next step, the status will be shown as 'Pending for Admin.' (Here, 'Admin' refers to the GSO Admin.)

<

When the admin approves the sign-on request, the application status will be shown as 'Approved.' This will also generate your immigration letter.

The screenshot shows the 'Sign On List' page. The left sidebar contains a menu with options: DASHBOARD, MY PROFILE, CDC RE-VALIDATION, DUPLICATE FOR CDC, MEDICAL ENDORSEMENT, MY APPLICATION LIST, MY SIGN ON LIST, MY SIGN OFF LIST, and LOGOUT / SIGNOUT. The main content area displays a table with 2 items. The first item is highlighted with a red box. The table columns are: SERIAL NO, MANNING AGENT, ARTICLES OF AGREEMENT NO., APPLICATION ID, PAYMENT STATUS, STATUS, PAYSIP, IMMIGRATION LETTER, and ACCEPTANCE.

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062708413520	Paid	Approved			Accepted
2	Karnafully Maritime Limited	2025/0002	2125062402045273	Paid	Approved			Accepted

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## Sign off

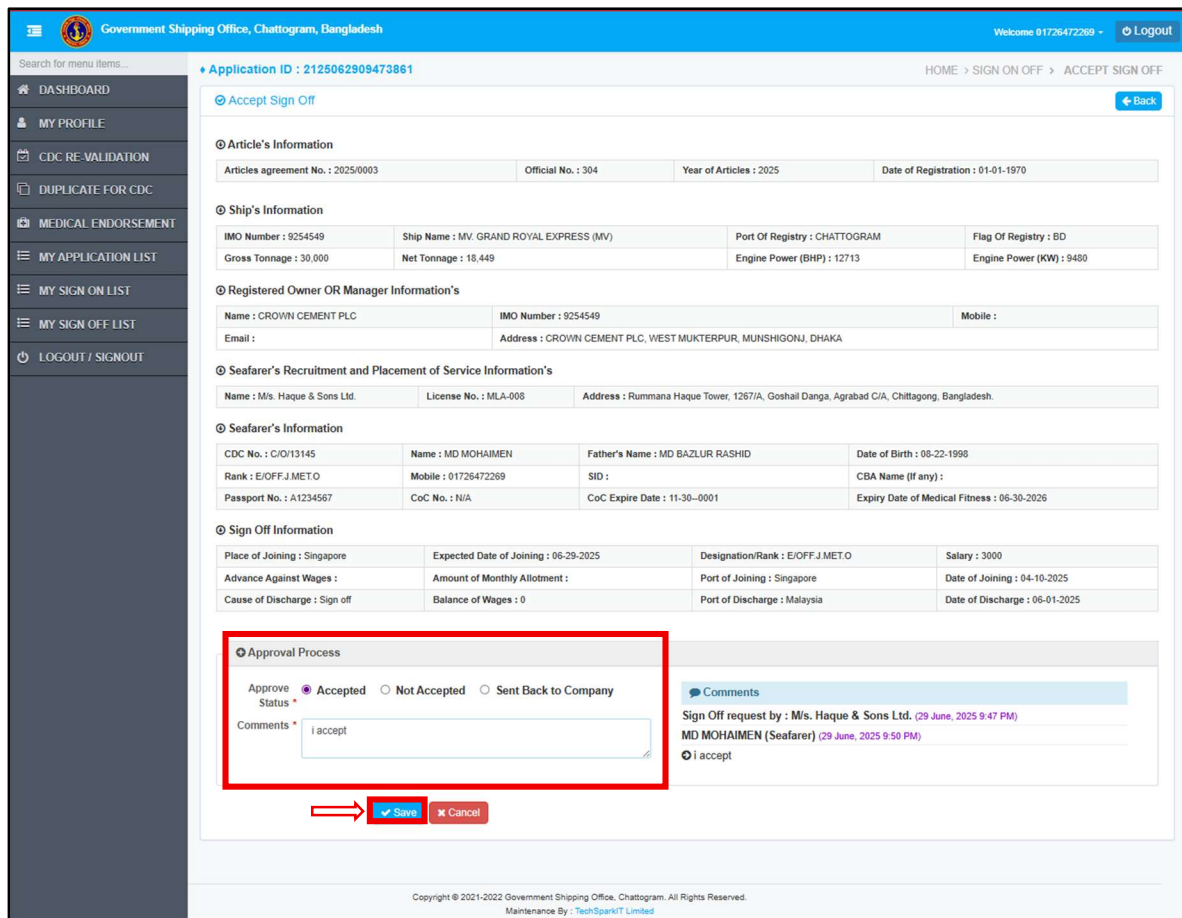
Once the manning agent creates your sign-off application, you will be able to view your sign-off applications in the “My Sign off List.” Here you will able to check details of the sign off application

The screenshot shows the 'My Sign Off List' page. The left sidebar contains a menu with options: DASHBOARD, MY PROFILE, CDC RE-VALIDATION, DUPLICATE FOR CDC, MEDICAL ENDORSEMENT, MY APPLICATION LIST, MY SIGN ON LIST, MY SIGN OFF LIST, and LOGOUT / SIGNOUT. The 'MY SIGN OFF LIST' option is highlighted with a red box and an arrow. The main content area displays a table with 2 items. The first item is highlighted with a red box. The table columns are: SERIAL NO, MANNING AGENT, ARTICLES OF AGREEMENT NO., APPLICATION ID, PAYMENT STATUS, STATUS, PAYSIP, IMMIGRATION LETTER, and ACCEPTANCE.

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062909473861	Not Paid	Under Review			
2	Karnafully Maritime Limited	2025/0002	212506240219504	Paid	Approved			Accepted

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After checking the details, you may accept it, send it back to the company for correction, or reject it.



Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269 Logout

Search for menu items...

Application ID : 2125062909473861

HOME > SIGN ON OFF > ACCEPT SIGN OFF

Accept Sign Off

Article's Information

Articles agreement No. : 2025/0003	Official No. : 304	Year of Articles : 2025	Date of Registration : 01-01-1970
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Ship's Information

IMO Number : 9254549	Ship Name : MV GRAND ROYAL EXPRESS (MV)	Port Of Registry : CHATTOGRAM	Flag Of Registry : BD
Gross Tonnage : 30,000	Net Tonnage : 18,449	Engine Power (BHP) : 12713	Engine Power (KW) : 9480

Registered Owner OR Manager Information's

Name : CROWN CEMENT PLC	IMO Number : 9254549	Mobile :
Email :	Address : CROWN CEMENT PLC, WEST MUKTERPUR, MUNSHIGONJ, DHAKA	

Seafarer's Recruitment and Placement of Service Information's

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

CDC No. : C/O13145	Name : MD MOHAIMEN	Father's Name : MD BAZLUR RASHID	Date of Birth : 08-22-1998
Rank : E/OFF.J.METO	Mobile : 01726472269	SID :	CBA Name (If any) :
Passport No. : A1234567	CoC No. : N/A	CoC Expire Date : 11-30-0001	Expiry Date of Medical Fitness : 06-30-2026

Sign Off Information

Place of Joining : Singapore	Expected Date of Joining : 06-29-2025	Designation/Rank : E/OFF.J.METO	Salary : 3000
Advance Against Wages :	Amount of Monthly Allotment :	Port of Joining : Singapore	Date of Joining : 04-10-2025
Cause of Discharge : Sign off	Balance of Wages : 0	Port of Discharge : Malaysia	Date of Discharge : 06-01-2025

Approval Process

Approve Status \* ☒ Accepted ☐ Not Accepted ☐ Sent Back to Company

Comments \*

Comments

Sign Off request by : M/s. Haque & Sons Ltd. (29 June, 2025 9:47 PM)

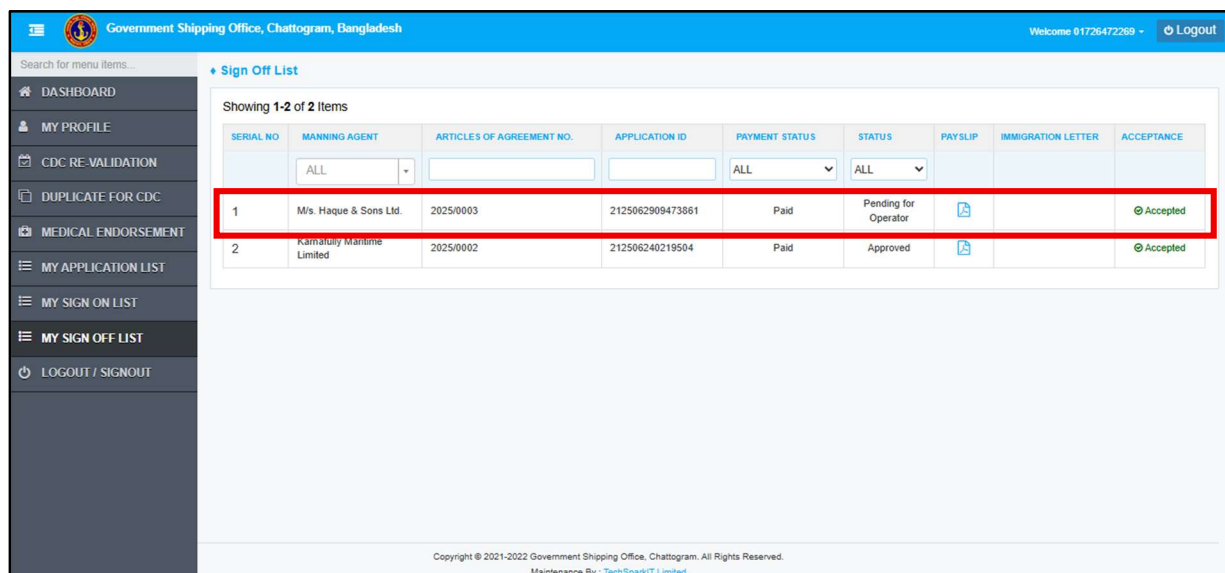
MD MOHAIMEN (Seafarer) (29 June, 2025 9:50 PM)

☒ I accept

Save Cancel

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Once you accept the sign-off request, your manning agent will be able to pay for the application. Once paid, the payment status will be shown as "Paid," and the status will show as "Pending for Operator." (Here, 'Operator' refers to the GSO Operator)



Government Shipping Office, Chattogram, Bangladesh

Welcome 01726472269 Logout

Search for menu items...

Sign Off List

Showing 1-2 of 2 Items

SERIAL NO	MANING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062909473861	Paid	Pending for Operator			
2	Karmahalya Maritime Limited	2025/0002	212506240219504	Paid	Approved			

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Once the operator reviews the application and forwards it to the next step, the status will be shown as 'Pending for Admin.' (Here, 'Admin' refers to the GSO Admin.)

The screenshot shows the 'Sign Off List' page of the Government Shipping Office, Chattogram, Bangladesh. The page has a blue header with the logo and 'Welcome 01726472269 - Logout'. A left sidebar contains menu items: DASHBOARD, MY PROFILE, CDC RE-VALIDATION, DUPLICATE FOR CDC, MEDICAL ENDORSEMENT, MY APPLICATION LIST, MY SIGN ON LIST, MY SIGN OFF LIST, and LOGOUT / SIGNOUT. The main content area is titled 'Sign Off List' and shows 'Showing 1-2 of 2 Items'. Below this is a table with columns: SERIAL NO, MANNING AGENT, ARTICLES OF AGREEMENT NO., APPLICATION ID, PAYMENT STATUS, STATUS, PAYSLIP, IMMIGRATION LETTER, and ACCEPTANCE. Two rows are visible. The first row (Serial No 1) is highlighted with a red border and shows 'M/s. Haque & Sons Ltd.', '2025/0003', '2125062909473861', 'Paid', and 'Pending for Admin'. The second row (Serial No 2) shows 'Kamafully Maritime Limited', '2025/0002', '212506240219504', 'Paid', and 'Approved'. Both rows have a green 'Accepted' icon in the 'ACCEPTANCE' column. At the bottom, there is a copyright notice: 'Copyright © 2021-2022 Government Shipping Office, Chattogram. All Rights Reserved. Maintenance By: TechSparkIT Limited'.

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062909473861	Paid	Pending for Admin			Accepted
2	Kamafully Maritime Limited	2025/0002	212506240219504	Paid	Approved			Accepted

Once the admin approves your sign-off request, it will be shown as “Approved,” which will automatically generate the voyage record on the CDC and the ashore record on the roster.

This screenshot shows the same 'Sign Off List' page as the previous one, but the status of the first row (Serial No 1) has changed to 'Approved'. The table now shows 'Approved' instead of 'Pending for Admin' for the first row. The second row remains 'Approved'. The 'ACCEPTANCE' column still shows the green 'Accepted' icon for both rows. The rest of the page layout, including the header, sidebar, and footer, remains the same.

SERIAL NO	MANNING AGENT	ARTICLES OF AGREEMENT NO.	APPLICATION ID	PAYMENT STATUS	STATUS	PAYSLIP	IMMIGRATION LETTER	ACCEPTANCE
1	M/s. Haque & Sons Ltd.	2025/0003	2125062909473861	Paid	Approved			Accepted
2	Kamafully Maritime Limited	2025/0002	212506240219504	Paid	Approved			Accepted

## Roster Profile

The roster profile is only available to Rating CDC holders. It displays the seaman's personal details, roster information, and voyage history.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01518923759 - Logout

Search for menu items...

DASHBOARD

MY PROFILE

CDC RE-VALIDATION

DUPLICATE FOR CDC

MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY ROSTER PROFILE

CHANGE ROSTER


MODIFY RATING

PAYMENT SLIP ROSTER

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT



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[www.gso.gov.bd](http://www.gso.gov.bd)  
(Roster Profile)

Details of the Seaman

Present Roster: COMPANY	Present Rank: OS/SM-2/LASCAR-2	Seniority Position: 36
Registration No.: CDO-5076- 50	CDC No.: T/33792	Name: JONAYED HOSSAIN
Father's Name: MD ALA UDDIN	Mother's Name: JOSNARA BEGUM	Date of Birth: 9 November 1999
Academy: NATIONAL MARITIME INSTITUTE (NMI)	Batch: BATCH-21	

Details of Roster

DATE	PREVIOUS ROSTER	ROSTER CHANGED TO	REMARKS	APPROVED BY
20-11-2011	GENERAL	COMPANY (M/s. Brave Royal Ship Management (BD) Ltd)	MN	ataur


Voyage Information

SRL.	SHIP NAME	IMO NO.	RANK	DATE OF ENGAGEMENT	DATE OF DISCHARGE	MONTHS	DAYS
1	MV. AMMAR	9163465	TR OS	26 Jun 2021	12 Jan 2022	6.7	200
2	ABDULLAH	9132923	O S	29 Apr 2022	08 Nov 2022	6.4	193
3	M.V. KHADEEJAH JAHAN	9159438	O S	17 Jun 2023	25 Feb 2024	8.4	253
4	SAMIR	9317133	O S	05 Nov 2024	19 May 2025	6.5	195
Total :						28	841

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## Change Roster

You can switch from company roster to general roster, or from general to company roster, by applying through the “Change Roster” section. You will need to submit the necessary documents and apply for the roster change. Once your request is approved by the GSO Admin, your roster type will be updated.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01518923759 - Logout

Search for menu items...

DASHBOARD

MY PROFILE

CDC RE-VALIDATION

DUPLICATE FOR CDC

MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY ROSTER PROFILE

**CHANGE ROSTER**

MODIFY RATING

PAYMENT SLIP ROSTER

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT

Change Roster

HOME > ROSTER > CHANGE ROSTER

Review Information's & Proceed

Current Roster Type	COMPANY
Company	M/s. Brave Royal Ship Management (BD) Ltd
CDC	T/33792
Rank	OS/SM-2/LASCAR-2
Academy	NATIONAL MARITIME INSTITUTE (NMI)
Batch	BATCH-21
Merit Position	1
Name	JONAYED HOSSAIN
Father's Name	MD ALA UDDIN
Mother's Name	JOSNARA BEGUM
Date of Birth	09-11-1999
Mobile	01518923759
Village	BASHARAT NAGAR
Post Office	SITAKUNDA
Thana	SITAKUNDA
District	CHATTOTGRAM

Request Roster Type

GENERAL

COMPANY NOC COPY \*

Choose File

NO FILE CHOSEN

Only [pdf] format - (maximum 5MB)

Submit

Reset

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## Modify Rating

To change your rank, you can apply for “Modify Rating.” You will need to select the desired rank from the dropdown menu. Once the request is approved by the admin, your rank will be updated in the roster profile.

Government Shipping Office, Chattogram, Bangladesh

Welcome 01510323759 - Logout

Search for menu items...

MODIFY RATING

HOME > ROSTER > MODIFY RANK

Review Information's & Proceed

Roster Type	COMPANY
Company	M/s. Brave Royal Ship Management (BD) Ltd
CDC	T/33792
Current Rank	OS/SM-2/LASCAR-2
Academy	NATIONAL MARITIME INSTITUTE (NMI)
Batch	BATCH-21
Merit Position	1
Name	JONAYED HOSSAIN
Father's Name	MD ALA UDDIN
Mother's Name	JOSNARA BEGUM
Date of Birth	09-11-
Mobile	015103
Village	BASHA
Post Office	SITAK
Thana	SITAK
District	CHATT

REQUEST FOR RANK \*  
Select RANK

CDC SCAN COPY (PAGE 6-7) \*  
Choose File NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)

TESTIMONIAL / RECOMMENDATION \*  
Choose File NO FILE CHOSEN  
Only [pdf] format - (maximum 5MB)


Submit Reset

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## Roster Payment Slip

You can download your payment slip for by clicking here.

**Government Shipping Office, Chattogram, Bangladesh**Welcome 01518823759 - Logout

Search for menu items...

DASHBOARD

MY PROFILE

CDC RE-VALIDATION

DUPLICATE FOR CDC

MEDICAL ENDORSEMENT

MY APPLICATION LIST

MY ROSTER PROFILE

CHANGE ROSTER

MODIFY RATING

**PAYMENT SLIP ROSTER**

MY SIGN ON LIST

MY SIGN OFF LIST

LOGOUT / SIGNOUT

Dashboard

1  
Total CDC Application

0  
Pending Sign On

0  
Pending Sign Off



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**(Roster Payment Slip)**



**Details of the Seaman**

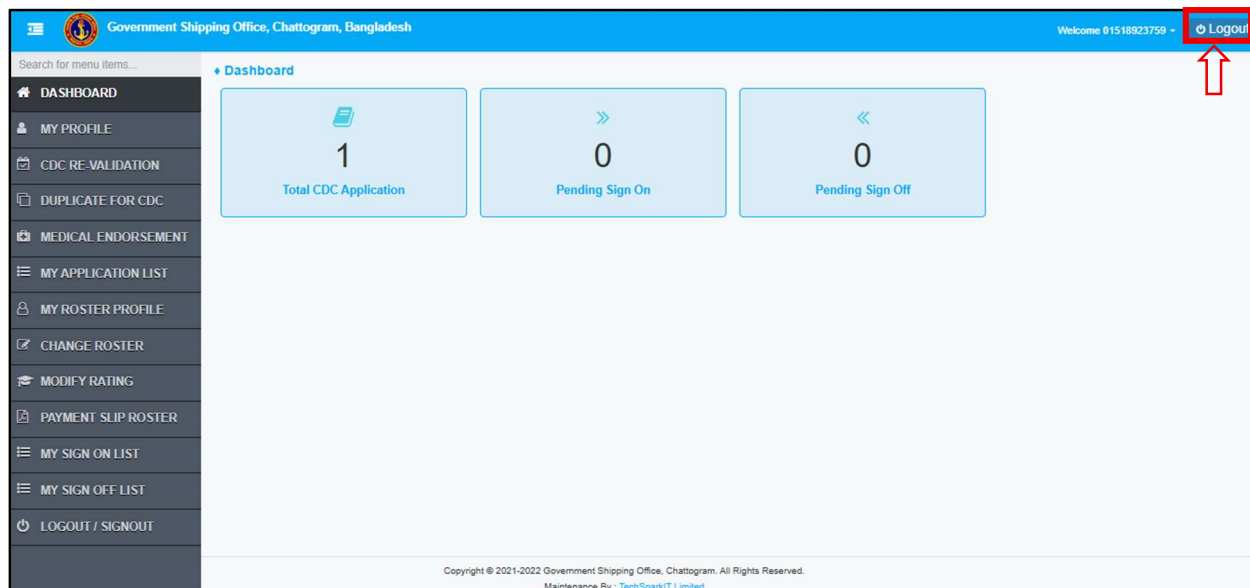
Registration No.: CDO-5076- 50	CDC No.: T/33792	Name: JONAYED HOSSAIN	
Father's Name: MD ALA UDDIN	Mother's Name: JOSNARA BEGUM	Date of Birth: 9 November 1999	
Roster Type: COMPANY	Academy: NATIONAL MARITIME INSTITUTE (NMI)	Batch: BATCH-21	

**Application Information**

Application ID:	Transaction ID:	Payment Date: 01-01-1970 1:00 AM
Card Type:	Card No:	Total Paid (Tk.): 0.00

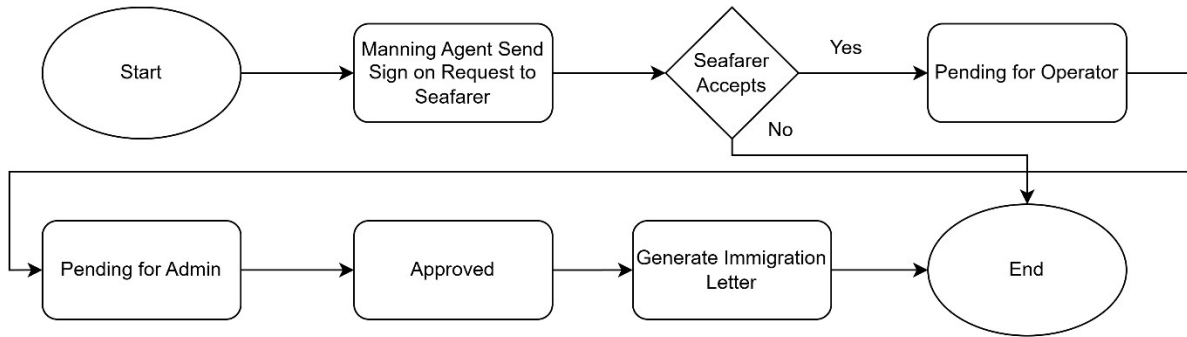
## Logout

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

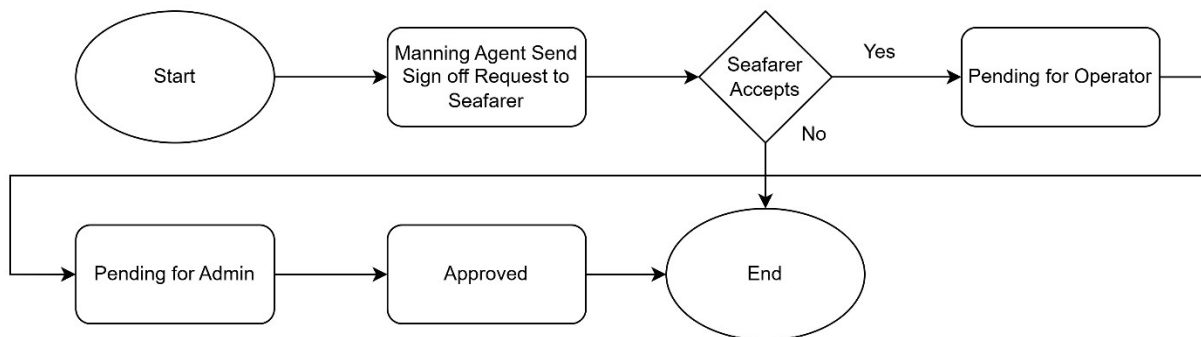


## Workflows in Brief

Flow of Sign on



Flow of Sign off



## Conclusion

**Dear Seafarer,**

Thank you for reading through this manual. For your convenience, you can find tutorials on YouTube. The channel/playlist link is provided below:

If you are still unclear about any procedure or are facing any technical issues, please feel free to email us at **support@techsparkit.com** or call us at **01972 380 821**.