

INSTRUCTION FOR “ONE DAY SERVICE” FOR NEW CDC FOR THE FIRST TIME

Step 1.

Apply and upload relevant documents through approved Maritime College to the MSS website www.dgshipping.gov.lk

Step 2.

On completion of step 1, **Visit** the Merchant Shipping Secretariat office with originals of all relevant documents.

Step 3.

Duly fill the request form (Available at MSS) for **“One Day Service”** and submit together with relevant documents to the CDC counter **on or before 11.00 am.**

Step 4.

Pay **normal service fee** for CDC issuance (**5000LKR**) using **MSS online system.**

Step 5.

Pay **addition service charge (5000LKR)** for **“One Day Service”** manually to the account number **7040299** at Bank of Ceylon.

Step 6.

Collect your new CDC between **3.00 pm - 4.00 pm** on the same day from the issuing counter.

Note:

- **“One Day Service”** will be available for the **first 05 CDC applicants** of the day.
- CDC request under **normal service** will be issued within **07 working days**, subject to satisfactory online application, submission of all relevant documentation & payment of applicable fee to MSS.

Director General

Merchant Shipping Secretariat