

PROCEDURE / GUIDELINES / SOP FOR DUPLICATE / RENEWAL / REPLACEMENT OF SSB

- Prescribed SSB application form (Rs.50) issued by GSO with following documents is to be filled and submitted by applicant at GSO counter. (one day)
 - 1- Copy of CNIC
 - 2- Copy of Passport
 - 3- Copy of C.O.C
 - 4- Copy of Mandatory courses
 - 5- Copy of SSB
 - 6- Copy of SID card
 - 7- Four Photographs
 - 8- Blank challan Form
 - 9- F.I.R in case of loss of SSB

- The application is checked by staff with records in GSO after which the application is forwarded by DSM and thereafter approved by Shipping Master. (one day)

- Challan for prescribed SSB fee Rs.4000 is issued to seaman for deposit in State Bank of Pakistan. (one day)

- On production of paid copy of challan by seaman his photo is taken and computerized data is compiled. Recent SSB data is printed and provided to the applicant to sign after checking for any error, correction, omission in his particulars. (one day)

- Seaman data is forwarded weekly to National Security Printing Corporation in soft form in USB for printing of SSBs. NSPC takes around 10 working days for SSB printing where after printed SSB are delivered by NSPC to GSO. (Ten days)

- Seaman reports to GSO for putting his thumb impressions in SSB and to put his signature in printed SSB. (one day)

- Particulars of courses / COC, details of pervious voyages, company listing category, ILO endorsement stamp, medical examination are entered in SSB along with entries of duplicate / renewal of SSB is made by staff in SSB register and records in GSO. SSB is signed by Shipping Master where after delivered to the concerned seaman in person. (one day)

PROCEDURE / GUIDELINES / SOP FOR DUPLICATE / RENEWAL / REPLACEMENT OF SID

- Prescribed application form available free online is to be filled and submitted by applicant at GSO counter with following documents. (one day)

- 1- Copy of CNIC
- 2- Copy of Passport
- 3- Copy of SSB
- 4- Original SID card
- 5- Two photographs
- 6- Blank challan Form
- 7- F.I.R in case of loss of SID

- SID application is checked with GSO records and challan for fee Rs. 400 is issued to seaman for deposit in State Bank of Pakistan. On production of paid copy of challan the seaman is issued with GSO advise to NADRA for issuance of SID card. (one day)
- Seaman approaches NADRA office for printing of SID card. NADRA charges Rs. 600 and SID card is printed and handed over to seaman on the same day. (one day)
