





OFFICE LOCATION & ADDRESS



<https://harborexshipping.in>



📍 Shop No: 42, Bachraj Land Mark, Global City, Opp,
Gurukul Wave School, Avenue L, Building No: 03,
Virar West - 401303, Palghar, Maharashtra.



info@harborexshipping.in



+91 9579399136



+91 9579399136



Contact Information:

Email: info@harborexshipping.in
harborexshippingmarineservices@gmail.com

Web: www.harborexshipping.in

Harborex Shipping Marine Services
llp





6.1 COMPANY PROFILES & PROMOTERS

Harborex Shipping & Marine Services LLP. Is in the field of ship management Services since 2017 and incorporated in Oct 2024.

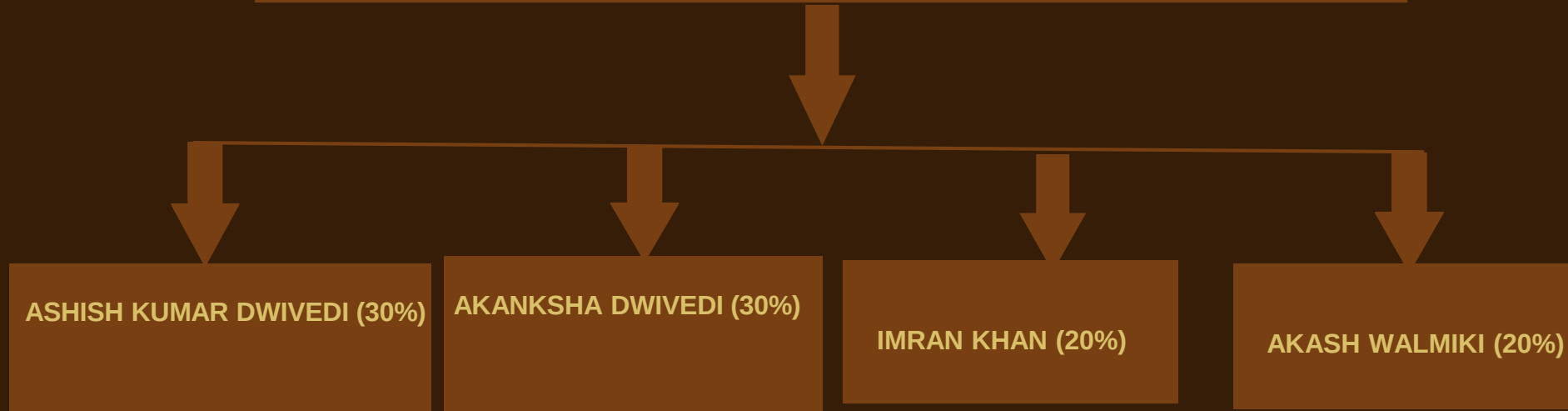
HSMS is always been dedicated towards ensuring quality, which is also reflected in Our success. HSMS provides services with worldwide representation for global Clients and tradition of excellent performance. HSMS strives to provide quality and proficient services to the clients, realizing the needs to have professional services at most effective manner. Our ethos is not only to fulfill The requirement with quality personnel, but also to work in transparency with clients to achieve their objectives through.

With the corporate office at Virar, Palghar, Mumbai, we are in the Marine Industry with a team of Master Mariner, Marine Engineers, Marine Surveyors, Logistics Manager, and Operational Staffs to take care of all ship management services.

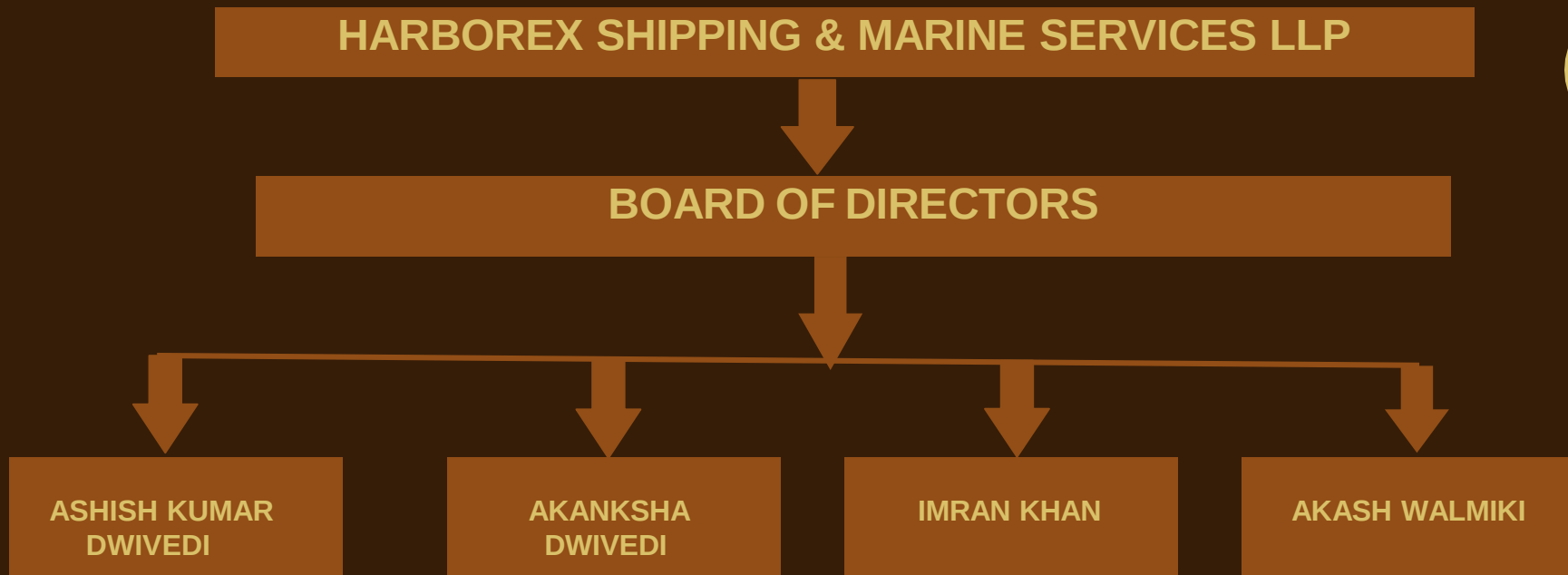


CORPORATE STRUCTURE , OWNERSHIP DETAILS (BACKGROUND OF PROMOTERS AND KEY PERSONNEL)

HARBOREX SHIPPING & MARINE SERVICES LLP



(BACKGROUND OF PROMOTERS AND KEY PERSONNEL)



DIRECTORS

ASHISH KUMAR DWIVEDI

QUALIFICATION

: POST GRADUATION

PROFESSIONAL QUALIFICATION

: 3RD OFFICER HONDURAS COC 7 YEARS

EXPERIENCE

RESPONSIBILITY OF COMPANY

: BUSINESS DEVELOPMENT

AKANKSHA DWIVEDI

QUALIFICATION

: B.A / GRADUATION

RESPONSIBILITY OF COMPANY

: OPERATION DEPARTMENT

IMRAN KHAN

QUALIFICATION

: GRADUATION

RESPONSIBILITY OF COMPANY

: OPERATION DEPARTMENT



AKASH SHIVLAL WALMIKI

QUALIFICATION

: HSC

RESPONSIBILITY OF COMPANY

: OPERATION DEPARTMENT

MANAGEMENT TEAM

MASTER MARINER / CAPT : NINAD SUNIL KENI

MARINE SUPERINTENDENT

EXPERIENCE AS MASTER (INDIAN COC) ON-BOARD MORE THAN 10 YEARS.

TECHNICAL CONSULTANT / SYLVESTER ANDRADE

EXPERIENCE AS CHIEF ENGINEER (INDIAN COC) ON-BOARD ABOUT 7 YEARS.

6.2 BUSINESS PLAN & RECRUITMENT VISION

Vision

To emerge as a global player in shipping industry to provide shipping services with zero injury and damage With Zero Tolerance.

Mission

We aim to lead, by localizing high quality services to the marine industry alongside international partners. By enhancing expertise and retaining knowledge in industry, our aspiration is to provide competitive and excellent marine services and solutions to all clients, local and international.

BUSINESS OBJECTIVE:

Recruit and place seafarers on ships, ensuring compliance with the Merchant Shipping Act and Maritime Labour Convention.

- Provide employment opportunities for seafarers
- Ensure fair treatment and welfare of seafarers
- Comply with industry regulations and standards



Proposed seafarer strength and segment

Our company will shortlist the best performer cadets, TME and training ratings from recognized Institutes after personnel interview and CES test.

Basis our company advertisement on social media, linkedin, email id etc we have already received skilled and experienced seafarers CV for officers and ratings as detailed below,

Officers : 20+ Ratings : 30+ Trainees/Cadets/TME : 25+

Manning Strategy and Client Base :

Recruitment & Planning

Identifying the crew requirements

Selection of the suitable seafarer from the company pool / Sourcing thru advertisements / Maritime Institutes

Cadet intake program

Training and Development :

Ensuring crew meet mandatory certification as per STCW 2010. Continuous professional development through onboard and shore-based training. Company conducts in house shore based trainings / CBT's to enhance seafarers professional knowledge & current regulations. Preparing officers and ratings for promotion while they are onboard to understudy senior positions.

Retention & Welfare :

We offer best competitive compensations and other benefits

Continuous employment

Client Base : It's an Ownership company manning for our owned vessels.



6.3 OPERATIONAL INFRASTRUCTURE AND STAFFING

OFFICE INFRASTRUCTURE

HARBOREX SHIPPING & MARINE SERVICES LLP.

Office Address :

Shop No: 42, Bachraj Land Mark, Global City, Opp,
Gurukul Wave School, Avenue L, Building No: 03, Virar
West - 401303, Palghar, Maharashtra.
Email: info@harborexshipping.in

GALLERY





HARBOREX SHIPPING & MARINE SERVICES LLP

ASHISH KUMAR DWIVEDI
(DIRECTOR)

AKANSHA DWIVEDI
OPERATION
(DIRECTOR)

IMRAN KHAN
OPERATION
(DIRECTOR)

AKASH WALMIKI
OPERATION
(DIRECTOR)

CAPT. NINAD SUNUIL KENI – DGM
(MANNING AND TRAINING)

CHIEF ENGINEER :
SYLVESTER ANDRADE

SONI CHOURASIYA
ACCOUNTS & ADMIN
TEAM

Technical & Administrative Staff Qualification

Technical staff : Comprise of ex. Chief engineers and Master Mariners with long-term sailing and shore experience. Administrative staff: Well experienced team having long-term experience in manning department.

- Ms. Ashish Kumar Dwivedi -Deputy General Manager (Crew) -Experience in Years-08+ Years.
- Mr. Ninad Sunil Keni-Sr. **Marine Superintendent**(Crewing) -Experience in Years-15+ Years.
- Mr. **Sylvester Andrade** -Sr. Recruitment Officer -Experience in Years-07+ Years.

Crew Management systems and Grievance redressal tool:

Crew database management: Records of seafarers, including certifications, experience, medicals, appraisals, and contracts.

Planning & scheduling : Crew rotation plans, joining/repatriation tracking, and vacation planning.

Compliance monitoring : Alerts for certificate expiries, license renewals, medicals, and training due dates to ensure regulatory compliance (e.g., STCW, MLC, flag state).

Payroll: Management of crew wages, allotments in line with CBA and company policies.



Grievance Redressal Tool :

Company is committed to maintaining a transparent and supportive working environment for its seafarers. Company has implemented a complaint handling procedure to deal with any grievance. Complaint handling procedures are explained to all seafarers prior joining . Complain handling forms are displayed in officers and crew messroom with full contact details. Company is also having a whistle blower policy through which seafarers are encouraged to raise any issues directly to the DPA. Resolution of complaints are handled first onboard by the master and subsequently raised to the concern department / DPA in case complainant is not satisfied.

Complaint Handling Procedure :

Seafarer shall be free to communicate his grievances in writing per below:

Prior joining vessel - Directly to DPA or in his absence to Technical Superintendent.

Shipboard tenure - Directly to Master, who will communicate immediately to DPA.

After Sign Off - Directly to Crew Manager who will communicate same to DPA.

All grievances received will be discussed internally, after collecting relevant information from the Master among the Committee comprising of Crew Manager, Technical Superintendent, Accounts Manager and DPA. The seafarer shall be encouraged to represent his case without any fear and in the friendliest atmosphere. The grievance(s) shall be redressed as swiftly as possible without causing inordinate delay to the seafarer. However, in the event of any unresolved grievance within the timeline mentioned in complaint handling form, the seafarer shall be free and encouraged to report matter to the Director General of Shipping (Mumbai) or / and MI. The company will take a pro-active action of reporting any unresolved grievance to DGS (Mumbai) or / and MI.

6.4 LEGAL AND REGULATORY PREPAREDNESS

KNOWLEDGE OF THE MERCHANT SHIPPING ACT, RPSL RULES , MLC 2006

Govt of India, Ministry of Shipping has introduced Merchant Shipping Bill in 2016 which later called as Merchant Shipping Rules 2016, mainly covers various rules and requirements for Recruitment and Placement for Seafarers.

The MLC, 2006 refers to the Maritime Labour Convention, 2006, adopted by the International Labour Organization (ILO).

It's often called the "Seafarers Bill of Rights "because it sets out minimum working and living standards for all seafarers on ships worldwide – regardless of flag – and ensures fair treatment.

The manning staff time to time undergoes in-house training on RPSL regulations and MLC 2006 requirements to ensure they remain well-informed and up to date with the latest regulatory changes.

Internal Procedures for Contract Signing, Placement, Medical, Insurance

Following the evaluation process in accordance with company policy, we finalize the relief plans and proceed with onboarding new joiners as per the steps below:

1.Candidate Selection :

Selection of suitable candidates is done after detailed discussion and mutual agreement on the terms and conditions of employment, including wages, contract duration, vessel type, and working conditions etc.

2.Document Verification :

All mandatory documents are thoroughly verified, including the Certificate of Competency (COC), Continuous Discharge Certificate (CDC), and other relevant certificates, in accordance with STCW requirements applicable to the specific rank being assigned.

3.Pre-Joining Medical Examination.

The candidate must undergo a pre-joining medical examination through a Directorate General (DG) approved or empanelled medical practitioner, as per DG Shipping guidelines.

4.Pre-Joining Briefing & Contract Signing -SOP.

The selected candidate is called for pre-joining formalities and briefing. Adequate time is given to thoroughly read and understand the terms before signing the contract.

- One signed copy of the contract is provided to the candidate.
- One copy is sent to the Master on board.
- One copy is retained for office records.



CONTRACT TEMPLATE :



+91 95793 99136 +919669670877

Info@harborexshipping.in

harborexshippingmarineservices@gmail.com

Web:harborexshipping.in

CIN NO. : ACJ-7743

SEAFARERS EMPLOYMENT AGREEMENT

BETWEEN

HARBOREX SHIPPING & MARINE SERVICES LLP
on behalf of
MUTLU SHIPPING S.A.
TRUST COMPANY COMPLEX, AJELTAKE ROAD, AJELTAKE ISLAND, MAJURO
MH96960, REPUBLIC OF MARSHALL ISLANDS

AND

Name of Seafarer : _____
Date and Place of Birth : _____ and _____
Passport No. : _____ Date of Expiry: _____ Place of Issue: _____
Capacity / Rank : _____
For Service on board : Type of vessel _____ IMO _____ "Vessel Name" _____
Flag : _____
Contract Period : _____
Commencing from : _____
Port of Engagement : _____

The terms and conditions are as follows:

A)

1. MONTHLY BASIS -Professional Fess / Contract Amount / Wages -

PARTICULARS	AMOUNT (USD)
BASIC	
FIXED LEAVE PAY	
FIXED OVERTIME	
TOTAL	

2. The principal will reimburse against your application of expenses towards joining expenses. In addition to the above, actual visa fees, airport tax and other legal claims (if any) will be reimbursed against the vouchers/actual receipts towards the expenses incurred.

3. PF, Gratuity, and other relevant deductions will be remitted to relevant offices if applicable.

MUTLU SHIPPING S.A.
Trust Company Complex, Ajeltake Road,
Ajeltake Island, Majuro, Republic of the
Marshall Islands MH 96960



Shop No.42, Bachraj Landmark, Global City, Opp. Gurukul Wave School, Avenue-L,
Building No.03, Vilar W - 401303. PALOHAR, MAHARASHTRA, INDIA

6.5 ETHICAL RECRUITMENT STANDARDS

• ANTI –FRAUD SAFEGUARD , AWARENESS MECHANISMS

Verifying the details of applicants by thorough check of certificates, previous sea service testimonials, passport and CDC for any fraudulent ones using COC checker and with other authorities for foreign COC. The Company plans in advance the replacement of seafarers and keeps records of their performance (refer to Appraisal, Familiarization and Training of Sea Going Staff as per company procedures). The Company endeavours to recruit seafarers who have previous successful history with the Company.

• ZERO TOLERANCE FOR TOUTS OR ILLEGAL AGENTS

The company maintains a zero-tolerance policy towards touters and illegal recruitment agents. Company has its own recruitment department & does not engage any illegal agents for recruitment of seafarers. Company has signed legal agreement with digital platform for obtaining new seafarers CV.

• TRANSPARENCY WITH SEAFARERS AT ALL STAGES

Company maintains full transparency with all seafarers (new or old) at all stages beginning from the pre-selection stage. Even the old hands have been informed well about next joining plan and vessel details, key information related to known upcoming voyages. Also, information related to their rights and duties.

6.6 SEAFARER WELFARE AND RISK MANAGEMENT

• HEALTH COVER , EMERGENCY REPATRIATION PROCEDURES

All seafarers are covered under P&I cover to deal with any medical related issues, additionally company doctor is available 24x7 to support vessel if any medical query. In case Seafarer is required to be repatriated due health emergency, company takes full care from the vessel till arrival back home. Once a medical sign off case is ascertained, P&I and local agent directed to provide all necessary assistance to the seafarer to ensure his safe departure from that country, in advance company doctor prepares to receive seafarer at the airport and basis medical condition further actions will be taken. While arranging all above company keep seafarer family well updated and arranges smooth communication between them.

• COUNSELLING , HELPLINES, ORIENTATION SUPPORT

Company provides all support to seafarer while onboard or on vacation. Even the company appraisal system does encourage seniors to identify any training needs for juniors or any other aspect noted which can be improved through counselling then same to be provided onboard or if any such training which requires shore staff intervention, then same will be discussed during de-briefing. Company also organizes training sessions every quarter to discuss various topics related to SMS, PSC, Right ship, New regulations etc., these sessions also help new seafarers to familiarize themselves with the company procedures.

6.7 CSR AND INDUSTRY CONTRIBUTION

• INITIATIVES FOR EDUCATION, AWARENESS, OR MARITIME WELFARE

- Our company is committed to creating high-quality officers by selecting top ranker cadets and TME annually from best recognized institutions like B.P Marine and CMET for training on company managed vessels.
- We also encourage and support ratings (crew members with potential) to become officers basis there good appraisal report
- We monitor the OnBoard training record books of all trainees prior considering then for promotions.

Focus Areas Education and Training:

- Annual selection and training of cadets, partnering with recognized maritime institutions.
- Employee Development: Support for ratings to progress to officer levels.
Recognition: Highlighting achievements within the workforce as part of CSR and industry engagement.
- This section underlines the company's responsible business practices in the maritime sector, especially regarding the professional growth and welfare of its employees

THANK YOU