

To,
The Chief Engineer (HOD Estate)
Mumbai Port Trust.

Sub: Online Self-declaration of actual occupants with details of
the area occupied, existing user and declaration on date
of occupation with relevant documents in support thereof
in respect of Plot/RR No. _____ at _____
Estate for this office record.

* Billing Code No. _____

I, the undersigned Mr./Ms * _____ Age _____, Indian National,
residing at _____ (Residential Address)
am the monthly tenants/fifteen monthly lessees/obstructionist on Port's record/actual
occupants of the Mumbai Port Trust Premises plot of land Bearing No*. _____ C.S No.
_____ situated at Unit No. _____ in MCGM _____ Ward. I am aware that above land is owned
by Mumbai Port Trust which is a Public Body under Major Port Trust Act and above plot is
given on Lease /Tenancy basis by MbPT to _____ as
per applicable terms and conditions. I hereby furnish the following information by way of self-
declaration on actual use and occupation of the above Mumbai Port Trust Premises. I am the
member of _____ Association/Co-operative Society registered under
_____ which was formed including the actual occupants of the above
Port Trust Premises.

- * 1. Billing Code No. _____ Unit No. _____
- * 2. Name of the Registered monthly tenants/
15 monthly lessees _____ :
- * 3. Plot /RR No. _____ :
- 4 Type of Tenancy Sole/Joint Tenant/Tenancy _____
in Common/Other _____ :
5. Name and Address of Registered Company _____
(If Compartment is in Occupation) _____ :
6. Authorised person (Name of the director/Partners/
Joint Tenants/ Co-tenant/Co-lessee/Individual) _____ :
- * 7. Mobile No. _____ * My Email ID _____
_____ Landline No. _____
- * 8. Aadhar Card No. _____
- * 9. PAN Card No. _____
- * 10. My Business Address is _____

* 11. Existing use of the Compartment In My Occupation and use existing business activity, Workshop [] / Office [] / Warehouse [] / Godown [] / Garage [] / Storage [] / Shop [] / Residential [] / Factory [] / Commercial [] / Industrial [] / Any other (Specify) _____

* 12. Number of years of business at above location _____

* 13 Type of Building/Structure: Kachha Temporary Shed [] / Semi Pakka Shed [] / Load Bearing [] / Brick Wall [] / RCC Structure []

* 14. Carpet Area of the Compartment in My Occupation _____ (in sq.mtr.)
_____ Floor, Mezzanine Floor

a. Length _____ Width _____ & Height _____ of the Compartment.
(Sketch Plan in AutoCAD and pdf is attached)

b. Documents in support of carpet / built-up area in my occupation

- i. Architect Plan with existing user, BUA/Carpet Area.
- ii. MCGM approved building plan &
- iii. Self-attested measurement plan with carpet/built-up area and dimensions

* 15. Type of Cargo/Storage Material Used/ Manufacturing Item Details/Industrial Activity _____

* 16. Type of infrastructure available

- a. Water
- b. Toilet
- c. Electricity

17. No. of Employees working: _____

18. No. of Employees residing in the Premises: _____

19. From which locality of Mumbai or which place outside Mumbai the employees are commuting

20. Type of Machineries/Equipment/Plants installed in Premises

* 21. Documents in support of my occupation at above location I am in occupation of the premises since dt. _____ year _____.

* 22. I have/I do not have following permissions from respective Authorities for occupation of the above Premises and to carry out the trading activities in above Mumbai Port Trust Premises.

- a. Approved copies of Building Plans from MbPT No. _____ dt. _____
- b. Approved copies of Building Plans from MCGM No. _____ dt. _____
- c. Permission Letters issued by Mumbai Port Trust/MCGM No. _____ dt. _____

d. Any other Statutory Authorities' Permission No. _____ dt. _____

* 23. I/we undersigned are voluntarily willing/not willing to change our existing business activities of _____ unconditionally to any other permissible user or other activities as admissible provided under MbPT's new Master Plan/DC Regulations. Preferred new business activity :

1. Offices,
2. Commercial/Retail Shops,
3. Warehouse / Storage / Service Industry,
4. Workshop

* 24. I am in occupation of the premises since dt. _____ year _____.

Document Name	Yes/No	Document No.	Date
a) Power of Attorney			
b) PAN Card			
c) Aadhar Card			
d) Ration Card / Bank / Post Office Passbook/Voter ID			
e) Passport / Driving License			
f) Sale/ Transfer/ Mobile Antenna Agreement			
g) Registered Rent / Leave and Licence Agreement			
h) Property Tax/Income Tax/Sales Tax/Assessment Order/GST Registration			
i) MCGM Trade / Gumasta Licence			
j) Index II / Copy of Registered Agreement			
k) Receipts of rent paid by the Occupants to MbPT Tenant			
l) MbPT NOC/Terms and Conditions, Charge Certificate etc.			
m) Balance Sheet (if Company)			
n) Sale Agreement (Registered/Unregistered/ Notarised)			
o) Latest Water/Telephone/Electricity/Gas Connection Bill for premises address			

* 25. The above details/information furnished by all the undersigned as an actual occupant of the premises are true to the best of my/our knowledge and belief and in the event, if the said information is found incorrect or misleading suppressing material, vital facts, I/We understand that I/We shall be liable for consequent legal action including eviction and prosecution, as provided under the law, at any point of time in future at the sole discretion of Mumbai Port Trust. I undertake to provide certified copies of the above documents or any other documents that may be required by MbPT along with originals for verification as and when required by MbPT. I/We shall further indemnify and hold harmless MbPT, in the event any loss or damage or harm is caused to MbPT due to such incorrect or incomplete information submitted by me. I / We further understand and acknowledge that mere submission of this declaration does not create any right, possessory or otherwise, in my/our favour with regard to above referred Mumbai Port Trust Premises.

Date :

Name of the Actual Occupant : _____

Aadhar Card No. : _____

Login Registration : _____