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**MUMBAI PORT TRUST
PORT DEPARTMENT**

**BILLS SECTION
OSC**

REGISTRATION AS SHIPPING AGENTS ✓

Date :-

Submitted to the Deputy Conservator, MbPT

**Through : The Administrative Officer,
Bills Sections.**

**Sub :- Registration with MbPT (Port Department)
as Shipping Agent.**

**Ref :- Shipping Agency's letter No _____
Dated _____**

As per MbPT's requirement following documents have been produced by M/s _____ for registration as Shipping Agent with this department.

- (1) A copy of the application for new registration as Shipping Agents.
- (2) Memorandum of Association or MOU.
- (3) A copy of Bank Guarantee (Rs. 2,00,000) on stamped paper of Rs 100 submitted with the application having received by Dy.Docks Manager, MbPT (Stamped copy).
- (4) A letter showing the authorised signatories of the company. (on the Company's letterhead with the signatories of Directors/Owners).
- (5) An undertaking on the payment of all port/vessel related charges/dues (on Company's letterhead with signatories of the Directors/Owners).
- (6) Form of Undertaking.

Accordingly, M/s _____ have been registered
Shipping Agent with this department under this office reference No. _____
(File No.)

**ADMINISTRATIVE OFFICER
BILLS
OPERATIONS SERVICE CENTRE**

**DEPUTY CONSERVATOR
MUMBAI PORT TRUST**