

MUMBAI PORT TRUST

TRAFFIC DEPARTMENT

List of documents required for registration as Vessel Agent

1. Bank Guarantee of Rs. 2 lacs for foreign vessel and *Rs. 50,000/- for Coastal Vessel (format enclosed) executed by any Mumbai based Branch of any Scheduled Bank (including Nationalised Banks) on a Rs. 100/- Non-Judicial Stamp paper on behalf of your company in favour of the Board of Trustees of the Port of Mumbai covering period for minimum period of 36 months and maximum 48 months. Alongwith the Bank Guarantee and Authorisation letter (format enclosed) issued by the Bank should also be submitted.

2. Notorised copy of Agency Agreement if any between your company and any Foreign Shipping Company. In case there is no such agreement with any other Shipping Company this document is not required.

3. (A) I) Notorised copy of Incorporation Certificate

II) Memorandum of Association & Articles of Association

OR

(B) Partnership Deed OR (C) Proprietor Ship

(Notorised Copy on Rs. 500/- Non Judicial Stamp paper in case of (B) and (C) above)

4. * Coastal License Certificate issued by Director General of Shipping in case of coastal vessel.

5. Undertaking letter.

6. Copy of PAN Card