

REQUEST FOR NEW/RENEWAL OF REGISTRATION  
(ON COMPANY'S LETTER HEAD)

DATE:

Asstt. Manager, Permits  
Mumbai Port Authority

Sir,

Sub : Request for New/Renewal of Registration with  
MbPA for issuance of Dock Entry Permits.

We request to kindly register us/ renew our registration for a period of \_\_\_\_\_ years. Following information is furnished for your perusal.

1. Name of the firm :  
Office Address :  
Telephone No. :
  
2. Registration No. :  
(In case of renewal)
  
3. Name and specimen signature  
of authorized signatory.

1) \_\_\_\_\_  
Signature

2) \_\_\_\_\_  
Signature

We hereby declare that information furnished above is true. Further, we hereby undertake that we are fully responsible for ensuring good conduct of our employees inside the port premises. We agree that in the event of misuse of Dock Entry Permits in whatsoever manner the Mumbai Port Authority administration shall take action as deemed fit including cancellation of our registration summarily.

We also confirm that, we shall perform our bonafide existing business in the port and possess all relevant documents related to our firm.

Thanking you.

Yours faithfully,

Signature, Name and Designation of Authorized Signatory

**MUMBAI PORT AUTHORITY**

Application form. for New/Renewal of Registration with MbPA for issuance of Dock Entry Permits.

(To be submitted in Triplicate (Duplicate for renewal of Registration)  
(The Administration reserves the right to refuse New/Renewal of registration or cancel the registration without assigning any reasons thereof.)

1. Name of the firm :  
Office address  
  
Tel No.
2. Nature of business and :  
date of its incorporation.
3. Name of Proprietor/ : I  
Partners/ Directors and  
their full residential  
addresses/Tel Nos.  
  
II  
  
III  
  
IV  
  
V
4. Whether the firm was. :  
earlier registered with Traffic  
Department, MbPA, if so  
previous Registration No.
5. If the firm is a Custom :  
Broker, the Reg. No. with  
validity period of  
Custom's license.
6. PAN/TAN :  
:
7. GSTIN :

8. Whether any of the present Proprietor/Partners/Directors of the firm/company was also the Proprietor/Partners/Directors of any other firm/company which was earlier dissolved or liquidated & if so, whether any Mb.P.A. dues are outstanding against that firm/company.

9. Names of authorized Signatories & their Specimen Signatures along with the Photographs

Names 1) \_\_\_\_\_  
2) \_\_\_\_\_



Specimen Signatures  
1) \_\_\_\_\_  
2) \_\_\_\_\_

10 Attestation of Signatures by the authorized signatories of recommending firms /companies currently registered with Traffic Department, MbPA with their Reg. No.

I/We hereby declare that the information furnished above is true.

11 Name and Signature of the Partner/Proprietor/Director

For Office Use Only

Date of receipt of application :  
Ref. Register no & Page no. :  
Date of Registration :

Registration Clerk  
( Permit Section)

Asstt. Traffic Manager  
Permits

**UNDERTAKING  
(ON COMPANY'S LETTERHEAD)**

Sr. Asstt. Traffic Manager, Permit  
Mumbai Port Authority.

We hereby undertake that the levy of charges for services shall not be exceeding the rates approved by Competent Authority from time to time as per the provision of Major Port Authorities Act 2021 and regulations framed thereunder.

We undertake that we are fully responsible for ensuring good conduct of our employees inside the port premises. We agree that in the event of misuse of Dock Entry Permit in whatsoever manner Mumbai Port Authority administration shall take action as deemed fit including cancellation of our registration summarily.

We also confirm that we shall perform our bonafide existing business in the port and possess all relevant documents related to our firm/company.

We undertake that in case of any violation, the registration will be liable for cancellation and we will be held responsible for the cost and consequences.

We undertake that our employees/workers who enters Dock and Outlying Area are having PF/ESIC or e-Shram registration as per guidelines provided on e-Shram Portal, failing which Mumbai Port Authority administration shall take action as deemed fit including cancellation of our registration summarily.

We further confirm that we have read and understood the Blacklisting Policy of Traffic Department, MbPA displayed on the Port's website and we agree to abide by the same.

**We undertake that our Management and employee / DEP holders shall comply to all applicable laws, rules, regulations framed by the authorities and SOPs / Guidelines / Circulars / advisory issued by the MbPA from time to time related to Safety, Health and Welfare for working in Port Premises and to take all necessary measures/precautions to ensure and protect Safety and Health of all persons employed directly or through Agents / Contractors or Sub-Contractor or labours engaged on the works; failing which Mumbai Port Authority administration shall take action as deemed fit including cancellation of our registration summarily.**

We also undertake to return the Dock Entry Permits of our employees who will leave/retire/expire/be removed from our firm/company.

Name and Signature of Authorised Signatory

RECOMMENDATION LETTER

ON THE LETTER HEAD OF THE RECOMMENDATORY PORT USER

Asstt. Manager, Permits,  
Mumbai Port Authority.

Sir,

Sub : Recommendation for New/Renewal of Registration

Ref : Our MbPA Registration No. \_\_\_\_\_

We, \_\_\_\_\_ are  
registered in Mumbai Port Authority as \_\_\_\_\_.  
We are familiar with the below mentioned firm for \_\_\_\_\_ years and  
have provided services to them / availed services from them.

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We hereby recommend them for new / renewal of registration in  
Mumbai Port Authority as \_\_\_\_\_.

Thanking you.

Yours faithfully,

For \_\_\_\_\_

Name and Signature of the Authorized  
Signatory

**PERMIT/F/006**

LETTER TO YELLOW GATE POLICE STATION

From:  
Asstt. Manager, Permits.  
Mumbai Port Authority.

To,  
The Sr. Inspector of Police  
Yellow Gate Police Station.

Sir,

Sub: Request for Registration and  
issue of Smart Card

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M/s \_\_\_\_\_ have made an application to  
this office requesting for Registration with MbPA for issuance of Dock Entry Permits.

A set of said application is forwarded with a request to verify antecedents of the  
firm/individuals referred therein and to issue NOC, if nothing adverse is observed.

DA: As above

Yours faithfully,

ASSTT. MANAGER  
PERMITS

c.c. to Sr./Dy. Traffic Manager, Operation-Docks/C.A./ C.F.S./O.S.C./Bdrs.  
c.c. to Cash Supervisor/Bills Supervisor, Docks.

- for information & with a request to intimate, if any dues are outstanding against  
the port user mentioned herein above within a period of 15 days from receipt  
hereof.



New/Renewal

## MUMBAI PORT AUTHORITY

Ref. No. - \_\_\_\_\_ of 20 - 20 \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### REGISTRATION SLIP FOR ISSUANCE OF DOCK ENTRY PERMIT

COMPANY NAME : \_\_\_\_\_  
CATEGORY : \_\_\_\_\_  
PERMIT QUOTA : Smart Card MONTHLY

REGISTRATION ID :

Validity  
Date :

R.I. NO./ DATE :



CHAPPA NO. :

For Traffic Manager

Note: Registration is granted /renewed subject to following conditions: -

1. This administration reserves the right to issue or cancel the Registration without assigning any reasons.
2. In the event of misuse of Dock Entry Permit, Registration is liable for cancellation.
3. Registration not renewed within 9 months from Validity date, shall be treated as CANCELLED.