

PROFORMA  
(On Company's Letterhead)

To,  
The Traffic Manager,  
Mumbai Port Authority.

**Sub : Application for permitting erection of temporary shed.**

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Sir,

In terms of policy for erection of temporary shed at Mumbai Port Authority, we request you to permit us to erect temporary shed for storage of cargoes at \_\_\_\_\_.

2. The requisite details for above are as under:
  - (i) Name of our agency -
  - (ii) We are one of the CHB / Importer/Exporter/Vessel Agents or Associations of CGB / Importer /Exporter /Vessel Agents functioning a Mumbai Port.
  - (iii) CHB No./IEC Code (for CHBs, Importers, Exporters) -
  - (iv) Registration No. with MbPA for Dock Entry Permit
  - (v) Details of cargo /vessel agents at MbPA for last 3 years
  - (vi) Location for erection of temporary shed -
  - (vii) Proposed dimensions of shed
  - (viii) Other details, if any.
3. We will provide the shed plan for erection of temporary shed, after site visit with Port Officials.
4. We have read the terms and conditions as noted in the policy for erection of temporary shed at Mumbai Port Authority and agree unequivocally to abide by the same.
5. We also agree to provide additional details in the matter as and when informed by Port.
6. It is requested to process our application for granting permission for erection of temporary shed at \_\_\_\_\_.

Yours faithfully,

(Name & signature)  
**Company Seal**