

**FORMAT OF APPLICATION FOR ISSUE OF ONE-DAY PERMIT
(ON PORT USERS LETTER HEAD)**

To
**The Asstt. Manager,
Permit Section,
Mumbai Port Trust**

Sub : Request for issuance of One-Day Permit/

Ref : Vessel Name: _____
Location : _____

Kindly issue One-Day Dock Entry Permit to the following personnel of our organization :

	Name	Designation	Age	Sex
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____

Purpose of Visit : _____

Location of Visit : _____

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of above person inside the Port Premises and in the event of misuse of Permits, action as deemed fit including cancellation of registration may be taken by the Port.

Thanking you,

Yours sincerely,

(Name & Signature of Authorised Signatory)

DEP No. : _____

Regn. No. _____

FORMAT FOR TEMPORARY DEP

(To be submitted in Duplicate)

To:
The Asstt. Manager,
Permit Section,
Mumbai Port Trust

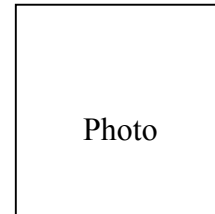
Date:

Sub: Issuance of Temporary Dock Entry Permit

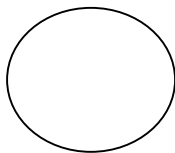
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Kindly issue temporary Dock Entry Permit for period of _____ days starting from _____ to _____ for the person whose details are given below:

- 1) Full Name : _____
- 2) Date of Birth/Age : _____
- 3) Designation : _____
- 4) Nationality : _____
- 5) Identification Marks : _____
- 6) Residential Address : _____
- 7) Place of Work : _____
- 8) Purpose of Work : _____
- 9) Pass-port No. & : _____
Date of Issue : _____
- 10) Signature of Pass Holder : _____



I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of above person inside the Port Premises and in the event of misuse of Permits, action as deemed fit including cancellation of registration can be taken by the Port.

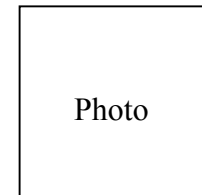


Stamp/Seal of Company

Name & Signature of Authorised Signatory
DEP No. : _____

FORMAT FOR DEP OF LONG DURATION

**Application form for issue/renewal of Dock Entry Permit for individuals.
(To be submitted in duplicate)**



1. (a) Name of the person : Mr./ Miss./ Mrs. _____
(b) Date of Birth & Age : _____
(c) Blood Group : _____
(d) Nationality : _____
(e) Designation : _____
(f) Identification marks : _____
2. (a) Local address : _____
(b) Permanent / Native place address : _____
3. Designation, Name of the Employer and since when working : _____

4. Name of the past employer and the date of leaving company. : _____

5. Registration No. of the present employer and validity. : _____
6. Whether convicted in any criminal case in the past and if so, details thereof. : _____
7. Whether any criminal case pending/ contemplated in any court. If yes, give details : _____

8. Whether the person is in possession of Dock Entry Permit and if so, Permit no and valid date. : _____
9. Period for which DEP is required : _____

10. PAN No. : _____

11. Pass-port No. & Date of Issue : _____

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

Date: _____ Signature of Applicant : _____

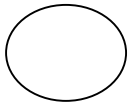
I/we hereby certify that the applicant is our regular employee and I/We undertake that I/we shall be fully responsible for ensuring good conduct of my/our above employee inside the Port premises and agree that in the event of misuse of permanent Dock Entry Permit in whatsoever manner and form, MB.P.T. Administration is liable to take action as deemed fit, including cancellation of our registration summarily.

I/we further undertake to return the Dock Entry Permit issued to my employee by Chief Security Officer, before the date of expiry of the permit for revalidation if required or for cancellation immediately, if the employee leaves or retires or removed from the services or transferred to some other work not connected with Docks and also notify the Chief Security Officer and Yellow Gate Police Station immediately if the Permit is lost.

Name & Signature of the Authorised Signatory

Date : _____

DEP No.: _____



Stamp/Seal of Company.

(for Office use only)

Verified with the original Registration Form

Date of receipt of application :-

Date of issue of DEP :-

Incharge (Permit Section)

Asstt. Manager (Permit Section)

(Annexure – D)

Application for issuance of Duplicate Dock Entry Permit (Loss of DEP)

Date:

Assistant Manager Permit,
Permit Section,
Mumbai Port Trust

Sub: Loss of Dock Entry Permit (Smart Card)

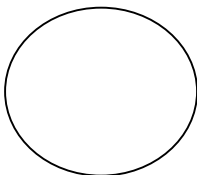
Ref: MbPT Regn. No. _____

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Sir,

Our employee Mr./Miss./Mrs. _____
holding Smart Card No. _____, issued on _____ under MbPT
registration No. _____ has lost his/her Smart Card. A Police Complaint has been
lodged at _____ Police Station on __/__/____ (copy
of the original Police Complaint is enclosed).

Kindly arrange to issue duplicate Smart Card for our employee against payment of
your prescribed charges.



Stamp/Seal of Company

Name & Signature of Authorised Signatory
DEP No. _____

Application for issuance of Duplicate Dock Entry Permit (Damage to DEP)

Date:

Assistant Manager Permit,
Permit Section,
Mumbai Port Trust

Sub: Damage to Dock Entry Permit (Smart Card)

Ref: MbPT Regn. No. _____

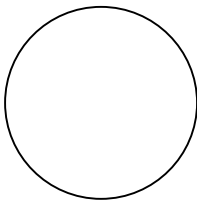
Sir,

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Our employee Mr./Miss./Mrs. _____
holding Smart Card No. _____, issued on _____ under MbPT
registration No. _____ has damaged his Smart Card.

Kindly arrange to issue duplicate Smart Card for our employee against payment of
your prescribed charges. Damaged Smart Card is enclosed for necessary action at your end.

D.A: Smart Card



Stamp/Seal of Company

Name & Signature of Authorised Signatory
DEP No. _____

FORMAT FOR APPLICATION OF VEHICLE PERMIT

Application for issue of a permit for a vehicle to enter the Docks.
(Under the Docks Bye-Law No. 130)

To:
Chief Security Officer,
Mumbai Port Trust.

Date : _____

Sir,

I/We hereby furnish the following details of motor vehicle/cargo handling vehicle/container handling vehicle owned/utilised by us and request that the necessary permit be granted on payment of the prescribed fees.

1. Registration No. of Vehicle : _____
2. Name and address of the Registered Owner : _____
(to be written in capital letters) : _____

3. Registering Authority : _____
4. Date of expiry of Tax Token : _____
5. Description of Vehicle : _____
6. Maker's Name : _____
7. Type of Body whether fitted with trailer : _____
8. Chasis No. : _____
9. No. of Wheels : _____
10. Engine No. : _____
11. Unladen Weight : _____
12. Registered Laden Weight : _____
13. Registration NO. & validity of Port User for whom vehicle is to be Utilised : _____

Yours faithfully,

(Signature of Registered Owner of the Motor Vehicle)

(Name, Signature & DEP No. of Authorised Signatory of Port User for whom Vehicle is to be utilised)

(Annexure – G)

FORMAT FOR APPLICATION OF PRIVATE VEHICLE PERMIT

To:
Chief Security Officer,
Mumbai Port Trust.

Date : _____

Sir,

I/We hereby furnish the following details of our private vehicle owned/utilised by me/our company and request that the necessary permit be granted on payment of the prescribed fees.

1. Registration No. of Vehicle : _____
2. Name and address of the Registered Owner (to be written in capital letters) : _____
: _____
: _____
3. Registering Authority : _____
4. Date of expiry of Tax Token : _____
5. Description of Vehicle : _____
6. Maker's Name : _____
7. Chasis No. : _____
8. Engine No. : _____
9. 2 wheeler/ 4 wheeler : _____
10. MbPT Registration NO. & validity : _____

Yours faithfully,

(Signature of Registered Owner of the Private Vehicle)

(Name, Signature & DEP No. of Authorised Signatory of Port User
requesting for issue of permit)

Application for issuance of Duplicate Vehicle Entry Permit (Loss of Permit)

Date:

Assistant Manager Permit,
Permit Section,
Mumbai Port Trust

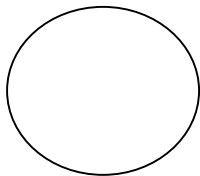
Sub: Loss of Vehicle Permit (Smart Card)

Ref: MbPT Regn. No. _____

Sir,

Vehicle Permit/ Smart Card No. _____
issued on _____ for our Vehicle bearing registration No. _____,
make _____ has been lost. A Police Complaint has been lodged at
_____ Police Station on _____ (copy of the
original Police Complaint is enclosed).

Kindly arrange to issue duplicate Vehicle Permit for our Vehicle against payment of
your prescribed charges.



Stamp/Seal of Company

Name & Signature of Authorised Signatory
DEP No. _____

Application for issuance of Duplicate Vehicle Entry Permit (Damage to Permit)

Date:

Assistant Manager Permit,
Permit Section,
Mumbai Port Trust

Sub: Damage to Vehicle Permit (Smart Card)

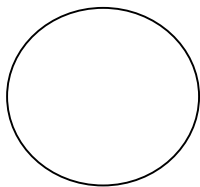
Ref: MbPT Regn. No. _____

Sir,

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Vehicle Permit/ Smart Card No. _____
issued on _____ for our Vehicle bearing registration No. _____, make
_____ has been damaged.

Kindly arrange to issue duplicate Vehicle Permit for our Vehicle against payment of
your prescribed charges. Damaged Smart Card is enclosed for necessary action at your end.



Stamp/Seal of Company

Name & Signature of Authorised Signatory
DEP No. _____

**APPLICATION FOR ISSUANCE OF ONE DAY PERMIT FOR CARGO VEHICLE,
DRIVER & CLEANER**

(To be submitted on MbPT registered Port User's Letter Head)

To:

**Chief Security Officer,
Mumbai Port Trust**

Respected Sir,

Sub : Request for Temporary MbPT Permit

Kindly arrange to issue Temporary Permit for 1 day for our vehicle & driver/cleaner.
The particulars are as follows:

Vehicle Registration No. : _____
Make : _____
Driver Name : _____ Age: _____
License No. : _____
Cleaner Name : _____ Age: _____
Place of Work : _____
Shipping Bill No. /Date : _____
IGM/Item No. & Date : _____
Vessel Name : _____

Thanking you,

Yours faithfully,

(Name & Signature of Authorised Signatory)

DEP No. _____

Regn. No. _____

(Annexure – K)

Application for issuance of One Day Vehicle Permit (4 Wheeler/2 Wheeler)

To:

Chief Security Officer,
Mumbai Port Trust

Sub: Issue of one Day Private Vehicle Permit

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Sir,

Kindly arrange to issue One Day Private Vehicle Permit for my 2/4 Wheeler Vehicle bearing registration No. _____, Make _____ driven by Driver Shri _____, having driving license No. _____ for visiting _____ shed/berth/warehouse/office for Official work.

Name & Signature of DEP holder : _____

DEP No. : _____

Regn. No. : _____