

**MUMBAI PORT TRUST****PORT DEPARTMENT****SUBMISSION OF REQUISITIONS / DOCUMENTS TO AVAIL PORT TRUST SERVICES****No . DC/C-SH/4336****Date : 1st September 2007**

To,

MANSA / INSA

All Ship Owners

All Shipping Agents

All concerned**C I R C U L A R**

Sub : Submission of Requisitions / Documents
to avail Port Trust Services.

It is observed that in many cases the applications and other documents submitted to Port Department for requisitioning services of Port Trust facilities, are signed by Office/Water Clerks or other office bearers who do not have the technical knowledge of the services required. This may result in complications, in case the information such as draft and other dimensions are declared wrong.

All Port Users are therefore, advised to ensure that all documents submitted to the Port Department are correctly and completely filled and signed by competent authorised signatories. The names of such persons may be intimated to this office.

DEPUTY CONSERVATOR