



**MUMBAI PORT TRUST**

**PORT DEPARTMENT**

**SUBMISSION OF DOCUMENTS BY SHIP OWNERS AND SHIPPING COMPANIES  
REQUIRED FOR BILLING PURPOSE**

No. DC/B-OSC/CIR/BILLING/(2007)/1161

30.08.2007

- To: 1. All the Ship owners / Vessel Agents / Oil Companies
2. All Public Sector Undertakings/ Govt. Companies
3. The Secretary General, Mumbai and NHAVA Shewa  
Ship Intermodal Agents Association
4. The Secretary, Sailing Vessels Association
5. The Secretary, Inland Vessel and Barge Owners Association
6. The Secretary, Federation of All India Sailing Vessel Indust.Assn.
7. The Director, Group of Mumbai Barge Owner  
and Small Ship Owners Association
8. The Indian Barge Owners Association, Mumbai

**C I R C U L A R**

Dear Sir/s,

Sub: **Submission of documents by Ship Owners**

**and Shipping Companies required for billing  
purpose.**

Kindly refer to the various circulars issued by this department regarding submission of documents required for the purpose of billing. It is observed that in spite of periodical reminders to the trade, majority of the companies are not complying with the instructions issued through the circulars with the result that once the billing is complete and the same are received by the parties, various disputes are raised. Considerable time is spent in attending to the disputes and their rectification and making necessary entries in the Accounting System.

The Billing Section of Port Department is required to raise vessel related bills within 8 working days to adhere to ISO guidelines. In order to raise the bills, it is necessary that all requisite documents are submitted by the Ship Owners/Agents in time.

In view of the above, the Ship Owner/ Agents are advised to submit the documents to the Administrative Officer, Bills, Port Deptt., at Operations Service Centre, as per the schedule given below:

Sr.No	Documents required	Time of submission
1	Self-Certified Copy of Vessels Ship Registry	At the time of advance VRC payment
2	Self-Certified copy of Coastal Licence	-do-
3	Self-Certified copy of International Tonnage Cft. <b>(ITC)</b> in case of Segregated Ballast Tank	-do-
4	Self-certified copy of Change of Agency's letter (from both agencies)	At the time of effecting change
5	Self-Certified Copy of Import General Manifest <b>(IGM)</b> in case of ship with Water Ballast	Latest on the 2 <sup>nd</sup> day after the departure of the vessel from Port

6	Self-Certified copies of Statement of Facts <b>(SOF)</b>	-do-
7	Self-certified copy of Custom Conversion Cft.	-do-
8	Self-Certified copy of Out Turn Certificate <b>(OTC)</b>	-do-

With immediate effect, once the bills are raised, **no cognigance** would be taken of any documents, which are subsequently submitted ( such as ITC, IGM, etc.) unless the bills raised on the basis of initially submitted documents are first fully paid.

Your co-operation is, therefore, earnestly solicited for timely and correct billing.

Yours faithfully,

**(CAPT. M.M. RODRIGUES)**

**DEPUTY CONSERVATOR**