

<u>Sl. No.</u>	<u>Documents Required</u>	<u>Time of submission & to whom</u>
1.	Certified copy of Vessel's Ship Registry.	At the time of making advance VRC payment. To Deposit Section.
2.	Certified Copy of Coastal Licence.	After arrival of vessels. To Billing Group.
3.	Certified Copy of Import General Manifest (IGM) for vessels coming in water ballast.	Immediately on arrival of the vessel. To Billing Group.
4.	Copy of International Tonnage Certificate (ITC) for Segregated Water Ballast Tank for tankers but excluding chemical tankers.	Immediately on arrival of the vessel. To Billing Group.
5.	Certified Copies of Statement Of Facts (SOF) of vessel's voyage when engaged in Lighterage Operations while anchored in steam for carrying out loading/unloading of cargo alongwith a statement of barges involved in such lighterage operation.	Latest on the second day after vessel's departure from the port. To Billing Group.
6.	Certified copy of Custom Conversion Certificate if applicable.	Immediately after the vessel is converted from coastal to foreign trade or vice versa. To Billing Group.
7.	Change of Agency's letters from both the agencies concerned mentioning the date and time when one agency relinquishes charge and an acceptance letter from the taking over agency indicating that they are taking over from the time the first agency relinquishes charge. The letter must clearly indicate that the first agency will pay all charges and dues to the Port upto and until the time the second agency takes charge while the second agency must clearly state that they will pay all charges due to the Port from the time they have taken charge.	Immediately after decision is taken by the both parties i.e. before a movement or before sailing of vessel. At Dy. Conservator's office & copy to Billing Group, Bills Section, OSC.
8.	Certified copy of Out Turn Certificate (OTC) issued by the Traffic Department for subsequent discharge of cargo from barges to MbPT wharfs.	Immediately on receipt from the Traffic Department. To Billing Group.