

Code No.: _____

Date of Declaration: _____

To,
The Chief Engineer (HOD Estate)
Mumbai Port Trust.

Sub: Online Self-declaration of actual occupants with details of
The area occupied, existing user and declaration on date
of occupation with relevant documents in support thereof
in respect of Plot/RR No. _____
at _____ Estate

I, the undersigned Mr./Ms _____ Age _____, Indian National, stays at
_____ (Residential Address) is the monthly
tenants/fifteen monthly lessees/obstructionist on Port's record/actual occupants of the Mumbai
Port Trust Premises plot of land Bearing No. _____ CS No. _____ situated at Unit
No. _____ in MCGM _____ Ward. I am aware that above land is owned by Mumbai Port Trust
which is a Public Body under Major Port Trust Act and above plot is given on Lease /Tenancy
basis by MbPT as applicable terms and conditions. I hereby furnish the following information by
way of self-declaration on actual use and occupation of the above Mumbai Port Trust Premises. I
am the member of _____ Association/Co-operative Society registered under
_____.

1. Billing Code No. _____ Unit No. _____
2. Name of the Registered monthly tenants/ _____ :
15 monthly lessees
3. Plot /RR No. _____ :
4. Type of Tenancy Sole/Joint Tenant/Tenancy _____ :
in Common/Other
5. Name and Address of Registered Company _____ :
(If Compartment is in Occupation)
6. Authorised person (Name of the director/Partners/ _____ :
Joint Tenants/ Co-tenant/Co-lessee/Individual)
7. Mobile No. _____ My Email ID _____
8. Aadhar Card No. _____
9. PAN Card No. _____
10. My Business Address is _____
11. Existing use of the Compartment In My Occupation and use, Workshop [] / Office [] /
Warehouse [] / Godown [] / Garage [] / Storage [] / Shop [] / Residential [] / Factory []
/Commercial []/Industrial []/Any other (Specify) _____
12. Type of Building/Structure : Kachha Temporary Shed [] / Semi Pakka Shed [] /
Load Bearing [] / Brick Wall [] / RCC Structure []
13. Carpet Area of the Compartment in My Occupation _____ (in sq.mtr.) _____ Floor,
Mezzanine Floor _____
- a. Length _____ Width _____ & Height _____ of the Compartment. (Sketch Plan in
AutoCAD and pdf is attached)
14. Type of Cargo/Storage Material Used/ Manufacturing Item Details/Industrial Activity

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15. Type of infrastructure available

- a. Water
- b. Toilet
- c. Electricity

16. No. of Employees working : _____

17. No. of Employees residing in the Premises : _____

18. From which locality of Mumbai or which place outside Mumbai the employees are commuting

19. Type of Machineries/Equipment/Plants installed in Premises _____

20. I am in occupation of the premises since dt. _____ year _____.

21. I have/I do not have following permissions from respective Authorities for occupation of the above Premises and to carry out the trading activities in above Mumbai Port Trust Premises.

- a. Approved copies of Building Plans from MbPT No. _____ dt. _____
- b. Approved copies of Building Plans from MCGM No. _____ dt. _____
- c. Permission Letters issued by Mumbai Port Trust/MCGM No. _____ dt. _____
- d. Any other Statutory Authorities' Permission No. _____ dt. _____

22. Documents in support of my occupation ;

Document Name	Yes/No	Document No.	Date
a) Power of Attorney			
b) PAN Card			
c) Aadhar Card			
d) Ration Card / Bank / Post Office Passbook			
e) Passport / Driving License			
f) Sale/ Transfer/ Mobile Antenna Agreement			
g) Registered Rent / Leave and Licence Agreement			
h) Property Tax/Income Tax/Sales Tax/Assessment Order			
i) MCGM Trade / Gumasta Licence			
j) Index II / Copy of Registered Agreement			
k) Receipts of rent paid by the Occupants to MbPT Tenant			
l) MbPT NOC/Terms and Conditions, Charge Certificate etc.			
m) Balance Sheet (if Company)			
n) Sale Agreement (Registered/Unregistered/Notarised)			

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o)	Latest Water/Telephone /Gas Connection Bill for premises address			
p)	Latest Electricity Bill for premises address			

The above details/information furnished by all the undersigned is true to the best of my/our knowledge and belief and in the event, if the said information is found not correct or misleading suppressing material vital facts, I/We understand that my/our rights and entitlement to make application for compromise/settlement and regularisation of Breaches and grant of occupation rights/ lease/ alternate accommodation in rehabilitation scheme as may be permissible as per MbPT's Plan will stand cancelled and all rights forfeited and I/We shall be liable for consequent legal action as provided under the law at any point of time in future at the sole discretion of Mumbai Port Trust. I undertake to provide certified copies of the above documents along with originals for verification as and when required by MbPT.

Date :

Name of the Actual Occupant : _____

Aadhar Card No. : _____

Login Registration : _____