

MUMBAI PORT TRUST

TM/SP/01

SP FOR NEW REGISTRATION

Sr. No.	Activities	Time Schedule	Documents	
			Referred	Generated
1.	Receipt of application from the Port User on their letter head in format <u>Permit/F/001</u> & application in format <u>Permit/F/002</u> in triplicate along with basic category-wise* documents & other documents.		<p>A. Documents in prescribed formats</p> <p>(i) Application to Asstt. Traffic Manager, Permits in format No. Permit/F/001</p> <p>(ii) Form 'D' in Triplicate in format No. Permit/F/002</p> <p>(iii) Undertaking in format No. <u>Permit/F/003</u> on Port User's letterhead for good conduct, levy of charges for services as per TAMP approved rates and Blacklisting Policy of Traffic Department.</p> <p>(iv) Two recommendation letters in format No. <u>Permit/F/004</u> on letterhead of Port User registered with MbPT.</p> <p>(Note :</p> <p>i. In case of application for Fresh Registration of Custom Broker routed through BCBA, recommendation from BCBA is required in lieu of above recommendations.</p> <p>ii. No recommendation is required for Government Agencies / Unions / Associations.)</p> <p>*B. Basic Categoriwise Document/s applicable :</p> <p>Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.</p> <p>C. General documents appertaining to company, applicable to all categories :</p> <p>(i) PAN/TAN in the name of firm (Proprietor/Partnership/Limited/Pvt.Ltd.)</p> <p>(ii) Rent Receipt or Notarized Copy of Leave & License Agreement or Receipt of Property Tax or Telephone Bill or Electricity Bill of</p>	----

MUMBAI PORT TRUST

Sr. No.	Activities	Time Schedule	Documents	
			Referred	Generated
			office premises (iii) Memorandum & Articles of Association (for Ltd./Pvt. Ltd. firms) or Notarized copy of Partnership Deed (for Partnership firms) (iv) List of employees with names and designations required to visit docks	
<p>Note : In case of New Registration in the category of 'Sludge Oil Clearance Contractors', 'Condemned Ship Store Clearance Contractors' and 'others', Bombay Shops and Establishment Certificate or Receipt of Intimation in terms of Section 7 of Maharashtra Government Gazette dated 07.09.2017 or Udyog Aadhar Memorandum or any such document issued by the concerned authority is required to be submitted additionally.</p>				
			<p>D. General documents appertaining to authorized signatory/signatories :</p> <p>i) AADHAR of the authorized signatory</p> <p>ii) Copy of Electricity Bill or Telephone Bill or Passport with local address, if address in AADHAR is of outstation.</p>	
2.	Scrutiny of application, documents and submission to Asstt. Manager, Permits in format <u>Permit/F/005</u> .	05 days	---do---	--
3.	Verification and submission by Asstt. Manager, Permits to Dy. Manager, Hamallage in format <u>Permit/F/005</u>	02 days	---do---	--
4.	Approval of Deputy Manager, Hamallage to register the Port User with DEP quota.	02 days	---do---	--
5.	Forwardal of a letter to Yellow Gate Police Station in format No. <u>Permit/F/006</u> for obtaining antecedents clearance (NOC) for the Port User /Proprietor/ Partners/Company/Directors and Authorised Signatories.	1 day	---	Permit/F/006
6.	Issuance of Registration slip in format No. <u>Permit/F/007</u>	1 day	NOC issued by Yellow Gate Police Station (YGPS).	Permit/F/007

MUMBAI PORT TRUST

*** Basic Categorywise Document/s Applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the Port.**

- (i) Vessel Agents / Non-vessel Owning Common Container Carrier (NVOCC) / Multimodal Transport Operator (MTO).
- (a) Copy of Agency Agreement.
 - (b) Copy of Bank Guarantee of Rs. 5 lakhs in favour of MbPT (for Foreign Vessels), duly certified by Bills Supervisor, MbPT.
 - (c) Copy of Bank Guarantee of Rs. 2 lakhs in favour of MbPT (for Coastal Vessels), duly certified by Bills Supervisor, MbPT.
 - (d) Copy of Agent code allotment letter issued in the name of applicant by Dy. Manager, OSC (for Shipping Agents)
 - (e) Copy of Line code allotment letter issued in the name of applicant by Dy. Manager, CFS (for Container Operators)
- (ii) Custom Broker (CB)
- Copy of CB License issued in the name of applicant by Mumbai Customs.
- (iii) Importer / Exporter
- Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (iv) Marine Work / Ship Repairer / Chipping & Painting
- Copy of permission issued in the name of applicant by the Chief Mechanical Engineer, MbPT.
- (v) Transporter / Container Transporter / Cargo or Container Handling Equipment (CHE) Owner
- Copies of R.C. Books of two vehicles registered in the name of Proprietor/ Firm/Company (Vehicle should not be more than 8 years old and in case of Cargo/Container Handling Equipments (CHEs), subject to fitness certificate issued by the Competent Authority).
- (vi) Surveyor
- Copy of valid Surveyor's License issued in the name of applicant by Insurance Regulatory and Development Authority (IRDA).
- (vii) Vessel / Tug / Barge Owner
- (a) Copies of documents certifying the ownership of Vessel/Tug/Barge.
 - (b) Copy of Bank Guarantee of Rs. 5 lakhs in favour of MbPT (for Foreign Vessels), duly certified by Bills Supervisor, MbPT.
 - (c) Copy of Bank Guarantee of Rs. 2 lakhs in favour of MbPT (for Coastal Vessels), duly certified by Bills Supervisor, MbPT.
- (viii) Ship Management
- (a) Notarized copy of Agreement with Vessel Owner / Shipping Agent

MUMBAI PORT TRUST

- (b) Copy of the Recruitment, Placement Services License, issued in the name of applicant by Director, Seamen's Employment Office.
- (ix) Ship Chandler - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (x) Ship Store Supplier - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (xi) Dock Merchants – Letter from Bombay Dock Merchants' Association
- (xii) Launch Operator/Owner - Copies of documents certifying the ownership of Launches and permission letter from Dy. Conservator, MbPT
- (xiii) Condemned Ship Stores Clearance Contractor

Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

(Note : In case of New Registration, Traffic Manager's approval is required.)

- (xiv) Sludge Oil Clearance Contractor

- (a) Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (b) Copy of certificate issued in the name of applicant by Mumbai Customs for clearance of Sludge Oil
- (c) Copy of Permission issued in the name of applicant by Dy. Conservator, MbPT for clearance of Sludge Oil
- (d) Copy of Registration certificate issued in the name of applicant by Central Pollution Control Board.
- (e) Copy of Certificate issued in the name of applicant by Maharashtra Pollution Control Board.

(Note : In case of New Registration, Traffic Manager's approval is required.)

- (xv) Others

A letter from the Applicant regarding activities/work to be carried out in Docks and supporting documents as per business to establish the bonafides of business in the port.

N.B.

Port User applying for New registration should submit basic documents in original alongwith photocopies thereof to the Registration Clerk who shall compare the photocopies of the basic documents with the originals, put rubber stamp, "compared with original copy" on the photocopies of the basic document and return the originals to the Port User concerned.

MUMBAI PORT TRUST

TM/SP/02

SP FOR RENEWAL OF REGISTRATION

Sr. No.	Activities	Time schedule	Documents	
			Referred	Generated
1.	Receipt of application from the Port User on their letter head in format <u>Permit/F/001</u> & application format <u>Permit/F/002</u> in duplicate along with basic category-wise* documents & other documents.	--	<p>A. Documents in prescribed formats</p> <p>(i) Application to Asstt. Traffic Manager, Permits in format No. <u>Permit/F/001</u></p> <p>(ii) Form 'D' in Duplicate in format No. <u>Permit/F/002</u></p> <p>(iii) Undertaking in format No. <u>Permit/F/003</u> on Port user's letterhead for good conduct, levy of charges for services as per TAMP approved rates and Blacklisting Policy of Traffic Department.</p> <p>(iv) Two recommendation letters in format No. <u>Permit/F/004</u> on letterhead of Port User registered with MbPT.</p> <p>(Note :</p> <p>i. In case of application for Renewal of Registration of Custom Broker routed through BCBA, recommendation from BCBA is required in lieu of above recommendations.</p> <p>ii. No recommendation is required for Government Agencies / Unions / Associations.)</p> <p>*B. Basic Categoriwise Document/s applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.</p> <p>C. General documents appertaining to company, applicable to all categories :</p> <p>(i) List of employees with names and designations required to visit docks</p> <p>(ii) Documents Showing Work volume related to category</p> <p>(iii) Previous Registration Slip</p>	

MUMBAI PORT TRUST

Note : In case of renewal of registration in the category of sludge oil clearance contractors, condemned ship stores clearance contractors and others, following additional general documents are required to be submitted.

1. PAN/TAN in the name of firm (Proprietor/Partnership/Limited/Pvt.Ltd.)
2. Bombay Shops & Establishment certificate or receipt of intimation in terms of section 7 of Maharashtra Government Gazette dated 07.09.2017 or Udyog Aadhar Memorandum or any such document issued by concerned authority
3. Rent receipt or notarized copy of Leave & License Agreement or Receipt of Property Tax or Telephone Bill or Electricity Bill of office premises
4. Memorandum & Articles of Association (for Ltd./Pvt. Ltd. Firms)/Notarized copy of Partnership Deed (for Partnership Firms)

			D. General documents appertaining to authorized signatory/signatories : i) Aadhar (if not submitted earlier) of the authorized signatory ii) copy of Electricity Bill or Telephone Bill or Passport with local address, if address in Aadhar is of outstation	
E. In case of any changes in the constitution, address, authorized signatory's details, etc., of the firm, it shall be the sole responsibility of the firm to ensure necessary updation in MbPT records by submission of requisite supporting documents.				
2.	Scrutiny of application, documents and submission to Asstt. Manager, Permits in format <u>Permit/F/008</u> .	03 days	---do---	
3.	Scrutiny and submission by Asstt. Manager, Permits to Dy. Manager, Hamallage in format <u>Permit/F/008</u> .	02 days	---do---	--
4.	Approval of Deputy Manager, Hamallage to renew registration of Port User with DEP quota.	02 days	---do---	--
5.	Issuance of Slip for renewal of registration in the format <u>Permit/F/007</u>	1 day	-----do-----	Permit/ F/007

*** Basic Categorywise Document/s Applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.**

(i) Vessel Agents / Non-vessel Owning Common Container Carrier (NVOCC)/ Multimodal Transport Operator (MTO).

- (a) Copy of Agency Agreement.
- (b) Copy of Bank Guarantee of Rs. 5 lakhs in favour of MbPT (for Foreign Vessels), duly certified by Bills Supervisor, MbPT.
- (c) Copy of Bank Guarantee of Rs. 2 lakhs in favour of MbPT (for Coastal Vessels), duly certified by Bills Supervisor, MbPT.

MUMBAI PORT TRUST

- (d) Copy of Agent code allotment letter issued in the name of the applicant by Dy. Manager, OSC (for Shipping Agents)
- (e) Copy of Line code allotment letter issued in the name of the applicant by Dy. Manager, CFS (for Container Operators)

- (ii) Custom Brokers (CB)
Copy of valid CB License, issued in the name of applicant by Mumbai Customs.

- (iii) Importer / Exporter
Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

- (iv) Marine Work / Ship Repairer / Chipping & Painting
Copy of permission issued in the name of applicant by Chief Mechanical Engineer, MbPT.

- (v) Transporter / Container Transporter / Cargo or Container Handling Equipment (CHE) Owner
Copies of R.C. Books of two vehicles registered in the name of Proprietor/ Firm/Company. (Vehicle should not be more than 8 years old and in case of Cargo/Container Handling Equipments (CHEs), subject to fitness certificate issued by the Competent Authority).

- (vi) Surveyor
Copy of Valid Surveyor's License issued in the name of applicant by Insurance Regulatory and Development Authority (IRDA).

- (vii) Vessel Owner / Tug / Barge Owner
 - (a) Copies of documents certifying the ownership of Vessels/Tug / Barge.
 - (b) Copy of Bank Guarantee of Rs. 5 lakhs in favour of MbPT (for Foreign Vessels), duly certified by Bills Supervisor, MbPT.
 - (c) Copy of Bank Guarantee of Rs. 2 lakhs in favour of MbPT (for Coastal Vessels), duly certified by Bills Supervisor, MbPT.

- (viii) Ship Management
 - (a) Notarized copy of Agreement with Vessel Owner / Shipping Agent
 - (b) Copy of Recruitment, Placement Services License, issued in the name of applicant by Director, Seamen's Employment Office.

- (ix) Ship Chandler - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

- (x) Ship Store Supplier - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

- (xi) Dock Merchants – Letter from Bombay Dock Merchants' Association

MUMBAI PORT TRUST

(xii) Launch Operator/Owner - Copies of documents certifying the ownership of Launches and permission letter from Dy. Conservator, MbPT

(xiii) Condemned Ship Stores Clearance Contractor

Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

(xiv) Sludge Oil Clearance Contractor

- (a) Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (b) Copy of certificate issued in the name of applicant by Mumbai Customs for clearance of Sludge Oil
- (c) Copy of Permission issued in the name of applicant by Dy. Conservator, MbPT for clearance of Sludge Oil
- (d) Copy of Registration certificate issued in the name of applicant by Central Pollution Control Board.
- (e) Copy of Certificate issued in the name of applicant by Maharashtra Pollution Control Board.

(xv) Others

A letter from the Port User regarding activities/work to be carried out in Docks and supporting documents as per business to establish the bonafides of business in the port.

N.B.

Port User applying for renewal of registration should submit basic documents in original alongwith photocopies thereof to the Registration Clerk who shall compare the photocopies of the basic documents with the originals, put rubber stamp, "compared with original copy" on the photocopies of the basic document and return the originals to the Port User concerned.