

REQUEST FOR NEW/RENEWAL OF REGISTRATION
(ON COMPANY'S LETTER HEAD)

DATE:

Asstt. Manager, Permits
Mumbai Port Trust

Sir,

Sub : Request for New/Renewal of Registration with
MbPT for issuance of Dock Entry Permits.

We request to kindly register us/ renew our registration for a period of _____ years. Following information is furnished for your perusal.

1. Name of the firm :
Office Address :
Telephone No. :

2. Registration No. :
(In case of renewal)

3. Name and specimen signature
of authorized signatory.

1) _____
Signature

2) _____
Signature

We hereby declare that information furnished above is true. Further, we hereby undertake that we are fully responsible for ensuring good conduct of our employees inside the port premises. We agree that in the event of misuse of Dock Entry Permits in whatsoever manner the Mumbai Port Trust administration shall take action as deemed fit including cancellation of our registration summarily.

We also confirm that, we shall perform our bonafide existing business in the port and possess all relevant documents related to our firm.

Thanking you.

Yours faithfully,

Signature, Name and Designation of Authorized Signatory

MUMBAI PORT TRUST

PERMIT/F/002

Application form. for New/Renewal of Registration with MbPT for issuance of Dock Entry Permits.

(To be submitted in Triplicate (Duplicate for renewal of Registration)
(The Administration reserves the right to refuse New/Renewal of registration or cancel the registration without assigning any reasons thereof.)

1. Name of the firm :
Office address

Tel No.
2. Nature of business and date of its incorporation. :
3. Name of Proprietor/ Partners/ Directors and their full residential addresses/Tel Nos. : I
II
III
IV
V
4. Whether the firm was. earlier registered with Traffic Department, MbPT, if so previous Registration No. :
5. If the firm is a Custom Broker, the Reg. No. with validity period of Custom's license. :
6. PAN/TAN :
7. GSTIN :

8. Whether any of the present Proprietor/Partners/Directors of the firm/company was also the Proprietor/Partners/Directors of any other firm/company which was earlier dissolved or liquidated & if so, whether any Mb.P.T. dues are outstanding against that firm/company.

9. Names of authorized Signatories & their Specimen Signatures along with the Photographs

Names 1) _____
2) _____



Specimen Signatures
1) _____
2) _____

10 Attestation of Signatures by the authorized signatories of recommending firms /companies currently registered with Traffic Department, MbPT with their Reg. No.

I/We hereby declare that the information furnished above is true.

11 Name and Signature of the Partner/Proprietor/Director

For Office Use Only

Date of receipt of application :
Ref. Register no & Page no. :
Date of Registration :

Registration Clerk
(Permit Section)

Asstt. Traffic Manager
Permits

UNDERTAKING
(ON COMPANY'S LETTERHEAD)

Asstt. Manager, Permits
Mumbai Port Trust.

In accordance with sub-section (3) of Section 42 of Major Port Trust Act, 1963, we hereby declare that the levy of charges for services shall not be exceeding the rates approved by TAMP (Tariff Authority for Major Ports).

We undertake that we are fully responsible for ensuring good conduct of our employees inside the port premises. We agree that in the event of misuse of Dock Entry Permit in whatsoever manner Mumbai Port Trust administration shall take action as deemed fit including cancellation of our registration summarily.

We also confirm that we shall perform our bonafide existing business in the port and possess all relevant documents related to our firm/company.

We undertake that in case of any violation, the registration will be liable for cancellation and we will be held responsible for the cost and consequences.

We further confirm that we have read and understood the Blacklisting Policy of Traffic Department, MbPT displayed on the Port's website and we agree to abide by the same.

We also undertake to return the Dock Entry Permits of our employees who will leave/retire/expire/be removed from our firm/company.

Name and Signature of Authorised Signatory

RECOMMENDATION LETTER

ON THE LETTER HEAD OF THE RECOMMENDATORY PORT USER

Asstt. Manager, Permits,
Mumbai Port Trust.

Sir,

Sub : Recommendation for New/Renewal of Registration

Ref : Our MbPT Registration No. _____

We, _____ are registered in Mumbai Port Trust as _____. We are familiar with the below mentioned firm for _____ years and have provided services to them / availed services from them.

M/s. _____

We hereby recommend them for renewal of registration in Mumbai Port Trust as _____.

Thanking you.

Yours faithfully,

For _____

Name and Signature of the Authorized Signatory

MUMBAI PORT TRUST – HAMALLAGE - PERMIT

PERMIT/F/005A

DOCK ENTRY PERMIT SECTION

SUBMISSION FOR NEW REGISTRATION

SUBMITTED TO
Dy. TRAFFIC MANAGER, HAMALLAGE

DATE:

SUB: NEW REGN. UNDER THE CATEGORY - _____

M/s _____ having nature of business as _____ have requested for **NEW REGISTRATION** with Permit Section for issuance of Dock Entry Permits vide their letter under R.I. No. _____ dated _____.

1. THE COMPANY HAS SUBMITTED THE FOLLOWING DOCUMENTS IN SUPPORT OF THEIR REQUEST.

A. DOCUMENTS IN PRESCRIBED FORMATS:

S.NO.	DOCUMENT TYPE	DETAILS OF DOCUMENTS	ENCLOSED (YES / NO)	PAGE NO.
1	PERMIT/F/001	APPLICATION TO ASSTT. TRAFFIC MANAGER, PERMITS		
2	PERMIT/F/002	FORM 'D' IN TRIPLICATE		
3	PERMIT/F/003	UNDERTAKING FROM APPLICANT COMPANY		
4	PERMIT/F/004	TWO RECOMMENDATION LETTERS FROM REGD. FIRMS		
		1. CATEGORY -		
		2. CATEGORY -		

B. BASIC DOCUMENTS APPLICABLE FOR CATEGORY: _____

S.NO.	DOCUMENT TYPE	ENCLOSED (YES / NO)	PAGE NO.
1	SUPPORTING DOCUMENT/S AS PER NATURE OF BUSINESS TO ESTABLISH THE BONAFIDES OF BUSINESS IN THE PORT.		
	i)		
	ii)		
	iii)		
	iv)		

C. GENERAL DOCUMENTS APPERTAINING TO COMPANY:

S.NO.	DOCUMENT TYPE (PHOTO COPIES)	ENCLOSED (YES / NO)	PAGE NO.
1	PAN / TAN		
2	RENT RECEIPT	OR	
	NOTARISED COPY OF LEAVE & LICENCE AGREEMENT	OR	
	RECIEPT OF PROPERTY TAX	OR	
	TELEPHONE BILL	OR	
	ELECTRICITY BILL OF OFFICE PREMISES		
4	MEMORANDUM OF ASSOCIATION & ARTICLE OF ASSOCIATION OR NOTARISED COPY OF PARTNERSHIP DEED		
5	LIST OF EMPLOYEES WITH NAME & DESIGNATION REQUIRED TO VISIT DOCKS		

D. GENERAL DOCUMENTS APPERTAINING TO AUTHORISED SIGNATORY / SIGNATORIES:

S.NO.	DOCUMENT TYPE (PHOTO COPIES)	A.S - 1	A.S - 2	A.S - 3	A.S - 4
1	AADHAR				
2	TELEPHONE BILL OR ELECTRICITY BILL OR (PASSPORT IF ADDRESS IN AADHAR IS OF OUTSTATION)				

REMARKS:

REGN. CLERK
PERMIT SECTION

ASSTT. TRAFFIC MANAGER
PERMITS

REGISTER AS	
PERIOD	
SMART CARD QUOTA	
MDEP QUOTA	
Dy. TRAFFIC MANAGER, HAMALLAGE	

MUMBAI PORT TRUST – HAMALLAGE - PERMIT

PERMIT/F/005B

DOCK ENTRY PERMIT SECTION

SUBMISSION FOR NEW REGISTRATION

SUBMITTED TO
Dy. TRAFFIC MANAGER, HAMALLAGE

DATE:

SUB: NEW REGN. UNDER THE CATEGORY - OTHERS / CONDEMNED SHIP STORES / SLUDGE OIL CONTRACTORSM/s _____ having nature of business as _____ have requested for **NEW REGISTRATION** with Permit Section for issuance of Dock Entry Permits vide their letter under R.I. No. _____ dated _____.

1. THE COMPANY HAS SUBMITTED THE FOLLOWING DOCUMENTS IN SUPPORT OF THEIR REQUEST.

A. DOCUMENTS IN PRESCRIBED FORMATS:

S.NO.	DOCUMENT TYPE	DETAILS OF DOCUMENTS	ENCLOSED (YES / NO)	PAGE NO.
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2	PERMIT/F/002	FORM 'D' IN TRIPLICATE		
3	PERMIT/F/003	UNDERTAKING FROM APPLICANT COMPANY		
4	PERMIT/F/004	TWO RECOMMENDATION LETTERS FROM REGD. FIRMS		
		1. CATEGORY -		
		2. CATEGORY -		

B. BASIC DOCUMENTS APPLICABLE FOR CATEGORY: _____

S.NO.	DOCUMENT TYPE	ENCLOSED (YES / NO)	PAGE NO.
1	SUPPORTING DOCUMENT/S AS PER NATURE OF BUSINESS TO ESTABLISH THE BONAFIDES OF BUSINESS IN THE PORT.		
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	(iii)		
	(iv)		
	(v)		

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S.NO.	DOCUMENT TYPE (PHOTO COPIES)	ENCLOSED (YES / NO)	PAGE NO.
1	PAN / TAN		
2	BOMBAY SHOPS & ESTABLISHMENT CERTIFICATE OR RECEIPT OF INTIMATION IN TERMS OF SECTION 7 OF MAHASHTRA GOVT. GAZETTE DT. 07.09.2017 OR UDYOG AADHAR MEMORANDUM / ANY SUCH DOCUMENT ISSUED BY CONCERNED AUTHORITY		
3	RENT RECEIPT OR		
	NOTARISED COPY OF LEAVE & LICENCE AGREEMENT OR		
	RECEIPT OF PROPERTY TAX OR		
	TELEPHONE BILL OR		
	ELECTRICITY BILL OF OFFICE PREMISES		
4	MEMORANDUM OF ASSOCIATION & ARTICLE OF ASSOCIATION OR NOTARISED COPY OF PARTNERSHIP DEED		
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S.NO.	DOCUMENT TYPE	A.S - 1	A.S - 2	A.S - 3	A.S - 4
1	AADHAR				
2	TELEPHONE BILL OR				
	ELECTRICITY BILL OR				
	PASSPORT (IF ADDRESS IN AADHAR IS OF OUTSTATION)				

REMARKS:

REGN. CLERK
PERMIT SECTIONASSTT. TRAFFIC MANAGER
PERMITS

REGISTER AS	
PERIOD	
SMART CARD QUOTA	
MDEP QUOTA	
Dy. TRAFFIC MANAGER, HAMALLAGE	

PERMIT/F/006

LETTER TO YELLOW GATE POLICE STATION

From:
Asstt. Manager, Permits.
Mumbai Port Trust.

To,
The Sr. Inspector of Police
Yellow Gate Police Station.

Sir,

Sub: Request for Registration and
issue of Smart Card

M/s _____ have made an application
to this office requesting for Registration with MbPT for issuance of Dock Entry Permits.

A set of said application is forwarded with a request to verify antecedents of the
firm/individuals referred therein and to issue NOC, if nothing adverse is observed.

DA: As above

Yours faithfully,

ASSTT. MANAGER
PERMITS

c.c. to Sr./Dy. Traffic Manager, Operation-Docks/C.A./ C.F.S./O.S.C./Bdrs.
c.c. to Cash Supervisor/Bills Supervisor, Docks.

- for information & with a request to intimate, if any dues are outstanding against
the port user mentioned herein above within a period of 15 days from receipt
hereof.



New/Renewal

MUMBAI PORT TRUST

Ref. No. - _____ of 20 - 20 _____ Date: _____ Time: _____

REGISTRATION SLIP FOR ISSUANCE OF DOCK ENTRY PERMIT

COMPANY NAME : _____
CATEGORY : _____
PERMIT QUOTA : Smart Card MONTHLY

REGISTRATION ID :

Validity
Date :

R.I. NO./ DATE :



CHAPPA NO. :

For Traffic Manager

Note: Registration is granted /renewed subject to following conditions: -

1. This administration reserves the right to issue or cancel the Registration without assigning any reasons.
2. In the event of misuse of Dock Entry Permit, Registration is liable for cancellation.
3. Registration not renewed within 9 months from Validity date, shall be treated as CANCELLED.

MUMBAI PORT TRUST – HAMALLAGE - PERMIT

PERMIT/F/008A

DOCK ENTRY PERMIT SECTION

SUBMISSION FOR RENEWAL OF REGISTRATION

SUBMITTED TO
Dy. TRAFFIC MANAGER, HAMALLAGE

DATE:

SUB: RENEWAL OF REGN. UNDER THE CATEGORY - _____

M/s _____ have requested for RENEWAL of their registration with Permit

Section vide letter under R.I. No. _____ dated _____.

1. THE COMPANY DETAILS ARE AS UNDER:

NAME OF COMPANY		CATEGORY			REGN. NO.	VALID TILL
DEP HOLDING	QUOTA	ISSUED	VALID	INVALID	CANCELLED	BAL. QUOTA
SMART CARD						
MDEP						
COMPANY STATUS		PROPRIETORSHIP FIRM	PARTNERSHIP FIRM		PVT./PUBLIC LTD. COMPANY	

2. THE COMPANY HAS SUBMITTED THE FOLLOWING DOCUMENTS IN SUPPORT OF THEIR REQUEST.

A. DOCUMENTS IN PRESCRIBED FORMATS:

S.NO.	DOCUMENT TYPE	DETAILS OF DOCUMENTS	ENCLOSED (YES / NO)	PAGE NO.
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2	PERMIT/F/002	FORM 'D' IN DUPLICATE		
3	PERMIT/F/003	UNDERTAKING FROM APPLICANT COMPANY		
4	PERMIT/F/004	TWO RECOMMENDATION LETTERS FROM REGD. FIRMS		
		1. CATEGORY - 2. CATEGORY -		

B. BASIC DOCUMENTS APPLICABLE FOR CATEGORY:

S.NO.	DOCUMENT TYPE	ENCLOSED (YES / NO)	PAGE NO.
1	SUPPORTING DOCUMENT/S AS PER NATURE OF BUSINESS TO ESTABLISH THE BONAFIDES OF BUSINESS IN THE PORT.		
	i)		
	ii)		
	iii)		
	iv)		
	v)		

C. GENERAL DOCUMENTS APPERTAINING TO COMPANY:

S.NO.	DOCUMENT TYPE	ENCLOSED (YES / NO)	PAGE NO.
1	LIST OF EMPLOYEES WITH NAME & DESIGNATION REQUIRED TO VISIT DOCKS		
2	DOCUMENT SHOWING WORK VOLUME		
3	PREVIOUS REGISTRATION SLIP		

D. GENERAL DOCUMENTS APPERTAINING TO AUTHORISED SIGNATORY / SIGNATORIES:

S.NO.	DOCUMENT TYPE	A.S - 1	A.S - 2	A.S - 3	A.S - 4
1	AADHAR				
2	TELEPHONE BILL OR				
	ELECTRICITY BILL OR				
	PASSPORT (IF ADDRESS IN AADHAR IS OF OUTSTATION)				

REMARKS:

REGN. CLERK
PERMIT SECTION

ASSTT. TRAFFIC MANAGER
PERMITS

RENEWED TILL / VALID TILL	
SMART CARD QUOTA	
MDEP QUOTA	
Dy. TRAFFIC MANAGER, HAMALLAGE	

MUMBAI PORT TRUST – HAMALLAGE - PERMIT

PERMIT/F/008B

DOCK ENTRY PERMIT SECTION

SUBMISSION FOR RENEWAL OF REGISTRATION

SUBMITTED TO
Dy. TRAFFIC MANAGER, HAMALLAGE

DATE:

SUB: RENEWAL OF REGN. UNDER THE CATEGORY - OTHERS / CONDEMNED SHIP STORES / SLUDGE OIL CONTRACTORS

M/s. _____ have requested for RENEWAL of their registration with Permit
Section vide letter under R.I. No. _____ dated _____.

1. THE COMPANY DETAILS ARE AS UNDER:

NAME OF COMPANY			CATEGORY			REGN. NO.	VALID TILL
DEP HOLDING	QUOTA	ISSUED	VALID	INVALID	CANCELLED	BAL. QUOTA	
YDEP							
MDEP							
COMPANY STATUS		PROPRIETORSHIP FIRM	PARTNERSHIP FIRM		PVT/PUBLIC LTD. COMPANY		

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3	RENT RECEIPT	OR	
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	RECEIPT OF PROPERTY TAX	OR	
	TELEPHONE BILL	OR	
	ELECTRICITY BILL OF OFFICE PREMISES		
4	MEMORANDUM OF ASSOCIATION & ARTICLE OF ASSOCIATION OR NOTARISED COPY OF PARTNERSHIP DEED		
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D. GENERAL DOCUMENTS APPERTAINING TO AUTHORISED SIGNATORY / SIGNATORIES:

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1	AADHAR				
2	TELEPHONE BILL OR				
	ELECTRICITY BILL OR				
	PASSPORT (IF ADDRESS IN AADHAR IS OF OUTSTATION)				

REMARKS:

REGN. CLERK
PERMIT SECTION

ASSTT. TRAFFIC MANAGER
PERMITS

RENEWED TILL / VALID TILL	
SMART CARD QUOTA	
MDEP QUOTA	
Dy. TRAFFIC MANAGER, HAMALLAGE	