



कोलकाता पत्तन न्यास

Kolkata Port Trust Kolkata Dock System Finance Department

No. Fin/ /Cog

Dated: /02/2018

Circular All Concerned

Subject: Trade Circular for Opening of Deposit Account for Liquid Bulk Cargo and POL Related Charges.

In view of the requests received from various port users, importer/exporter and vessel agents, it has been decided that **w.e.f. 01.04.2018** all Liquid Bulk Cargo and POL Related Charges will only be processed through a Deposit Account to be maintained by the Importer/Exporter and /or agents with the Office of Superintendent of Collection.

As such, all Importer/Exporter, and /or agents working at KDS are hereby advised to open Deposit Account at the earliest. The salient features of the scheme of operation of Deposit Account are enumerated below:

1. A Security Deposit of Rs. 20,000/- is required to be maintained with KDS. The said amount may be deposited by way of Bank Draft.
2. No interest shall accrue on the said Security Deposit.
3. A Revolving Account with zero balance will be opened against every Deposit Account holders Importer/Exporter and/or agents on submission of duly filled up 'Customer Registration Form' along with the prescribed documents thereto. Customer Registration Form is available in the Official website for free download and also in the Office of the Superintendent of Collection.
4. The Importer/Exporter, Customs Broker and /or agents shall initially make sufficient adhoc deposit in the Revolving Account to enable timely issuance of Clearance Certificate for loading/discharging of Liquid Bulk Cargo or POL at KDS.

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5. The charges for individual services as rendered or anticipated to be rendered will be blocked in the Revolving Account from time to time out of the adhoc deposit so made. Upon finalization of Liquid Bulk Cargo or POL bill, excess amount so blocked shall be reverted to the Revolving Account which will be freely available for subsequent use by the deposit account holder.
6. In the event the adhoc deposit made and/or amount blocked does not adequately cover the assessment value, the deposit account holder shall further deposit sufficient fund prior to obtaining of Clearance Certificate for loading/discharging of Liquid Bulk Cargo or POL at KDS.
7. If at the time of raising the final Liquid Bulk Cargo or POL bill it is found that the amount blocked is insufficient, in that event, the account holder/ vessel owner/ agent shall make over the deficit immediately or if fund is available in the Revolving Account, the same shall be adjusted accordingly as the case may be.
8. All refund claims will be settled through credit of Revolving Account instead of payment by Bank as is now being done.
9. The Vessel Agents, Importer/Exporter and /or agents are requested to submit 'Customer Registration Form' for receipt of Liquid Bulk Cargo or POL Bills online and ascertaining the balances held by them in the Revolving Account.
10. The details and for any clarification in this regard, the Office of the Superintendent of Collection may be contacted.
11. A list of documents required to be submitted for opening of Deposit Account is attached herewith.

(Madhusudan Ray)
F. A & C.A.O

Kolkata Port Trust

Kolkata Dock System

Finance Department/Collection Office

List of Documents required for Open PDA for Liquid Bulk Cargo (POL) RELATED CHARGES

1. Application for opening of Port Deposit Account (PDA) - address to "The Superintendent of Collection" Kolkata Port Trust.
2. Pay Order / D.D. Rs. 20,000/- as Security Deposit Amount (in favour of KOLKATA PORT TRUST)
3. Copy of Certificate of Incorporation (applicable for Ltd., Pvt. Ltd Company, etc.)
4. Copy of Partnership Deed (applicable for Partnership Firm/company).
5. Copy of Trade license.
6. Copy of Custom Registration Certificate.
7. Copy of Order/Permission/Registration letter issued by Kolkata Port Trust.
8. Copy of PAN Card. (Two copies)
9. Customer Registration Form (Two copies)
10. Power of Attorney, if applicable.
11. Copy of GST Registration Certificate.
12. G-125 Form (copy enclosed)

Steps to download 'Customer Registration Form' (Sr. no. 9)

www.kolkataporttrust.gov.in > Home page > Kolkata Dock System > Other /Misc > Department Specific Form > Department > Traffic > Customer Registration Form.

Instruction:- Customer Registration Form is of 5 pages. It is to be submitted in duplicate along with photocopy of PAN card (duly certified true copy). First 2 pages of the Form should be filled up in original format (any modification or changes in the format will not be accepted). Last 3 pages of the form are to be furnished over the letterhead of the company/firm. On page no. 2, signature of the authorised signatory of the company/firm is to be verified from Bank).

Note: All Xerox copies must be duly attested / Certified as "True Copy".