

Letterhead

To
Superintendent (Permit)
Kolkata Port Trust

Sub: Engagement of agency for carrying out of cargo related
work inside the docks.

Dear Sir,

We are engagement in the business of Clearing & Forwarding agency having Registration No.
..... valid up to

We have been engaged by M/s .
address
for carrying out the following work from to

Details of work

1. Import of
2. Export of

As representatives from M/s. want
to supervise loading / unloading/ storage of their cargo, we would therefore request you to issue
Daily / Temporary /Biennial man permits and vehicles permits as per their requisition.

We declared that we remain liable, in all respect, for the personnel so engaged by the
agency and absolve the Board of Trustees for the Port of Kolkata from any claim, compensation
whatsoever arising in the course of or as a result of their engagement within the docks. We further
declare that we will inform you forthwith in case we terminate the services of agency.

.....
(Signature of authorised signatory)

.....
.....
(Full Name & Designation)
(Company Seal)