

The Secretary,
Kolkata Port Trust,
15, Strand Road,
Kolkata – 700 001

Dear Sir,

Sub : **Issuance/renewal of Chipping and Painting Licence for the year.....**

We wish to apply for issuance/renewal of Chipping And Painting Licence for the year

2. In this connection we submit the following :-

- (a) Letter No. dated of M/s.
(Steamship Company/Steamer Agent/Charterer of vessel authorized to appoint their own chipping and painting contractor) indicating that they are prepared to enter or have already executed a direct contract with us for chipping and painting work of their vessels. [Please strike out which is not applicable]
- (b) We have in our monthly employment staff and workers who are qualified and fully trained to execute and supervise the work on-board vessels efficiently. A list indicating the names, qualification etc. of our staff is enclosed as Appendix I.
- (c) Letter No. dated of
(Name of bank and branch) indicating our financial ability.
- (d) A list of gears owned by us is enclosed as Appendix II.
- (e) We undertake to produce such gears for inspection by the authorized persons of Kolkata Port Trust.

3. We would now request you to advise us the amount of issuance/renewal fees to be deposited by us for the year, to enable us to pay the same to the Treasury of Kolkata Port Trust.

Encl : As stated

Yours faithfully,

(Authorised signatory of the applicant)