

PROCEDURES & DOCUMENTS FOR ISSUANCE OF PERMITS AND ENTRY INTO DOCKS:

1. For creating Individual Identity a photo-identity document has to be submitted. Currently, Voter id, Passport and Aadhaar Card are accepted
2. Daily Man Permit is issued to individuals with Individual Identity thus created on the basis of sponsorship by firm having business inside docks.
3. For permits to vehicles/equipment documents required are Blue book, certificate of fitness, tax token, pollution certificate, insurance papers & sponsorship letter by firm who wishes to appoint the vehicle for work inside docks. The validity of the Permit is till the date of validity of Fitness Certificate.
4. Licence holders of KoPT are allowed to procure permits directly from the counter. They are classified as follows:

| Business | Type | Number Of Permits they can procure directly from Counter |
|---|------|--|
| Steamer Agent | ABC | Unlimited |
| Handling Agent, Stevedoring Agent, Port Contractor for Operation and Maintenance, GRSE, Ship Repairer, Ship Chandler, Ship Surveyor | AB | 100 |
| Clearing Agent | CLG | Unlimited |
| All other firms | RA | As required by Order I/D |

5. All commercial entities procuring permits on regular basis need to register at the Central Permit Office and renew their registration every year (01 April to 31 March is the validity of the Registration)
6. Documents required for Registration:
 - a) Trade Licence (Pending submission of valid Trade Licence, the firm has to submit an undertaking that they would submit the same by 30 September of the corresponding year for which registration is being done)

- b) Indian Income Tax Return Acknowledgement
 - c) Licence issued by KoPT in favour of the firm
 - d) Sponsor Letter
 - e) Memorandum Of Articles
 - f) Power Of Attorney
 - g) Partnership Deed
 - h) PAN Card
 - i) List of Authorised signatories
 - j) Identity Proof
 - k) An undertaking on a stamp paper(Rs 50) stating that the firm will be responsible for all activities ,conduct of personnel ,damage to port property inside docks.
7. For Foreign national, Security Control Entry Permit No. with validity has to be provided for securing Permits
8. For charges upto Rs.200/- (Rupees two hundred only) cash is received at the Cash Counter of Central Permit Office. For amounts exceeding that payment has to be made by POS machine(card) or Demand Draft.