

ISO 9001 : 2008 & 14001 - 2004 Certified Port

**To,
The Traffic Manager,
Deendayal Port Trust**

(Refer Instructions to Application Before filling of Form)

- [illegible]

- Individual ☐ Proprietorship Concern ☐ Partnership Firm ☐
In case of Company :- Private Limited ☐ Public Limited ☐

- | Status of Applicant | Documents Required | Whether attached | | | |
|------------------------|---|------------------|--------------------------|----|--------------------------|
| Proprietorship Concern | Proprietorship Affidavit | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Partnership Firm | Partnership Deed | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Company | Memorandum of Association & Articles of Association | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

- [illegible]

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- Ship Chandling**
Ship Repairs
Bunker Supply
Bond Storage Supply
Under Water Services
Dunnage Supply
Chipping & Painting
Mobile Rekdi
Laundry
Supply of Gangway

[illegible]

Life Saving Equipment
Bonafide Ship Store Supply
Tailoring
Ready made Garments
News Paper
Curlo
Silver / Jewellery
Barber
Water Supply
Electronic Instrument Repairing

[illegible]

NO ☐

10. Whether original NOC from Customs enclosed. YES ☐ NO ☐
(If yes please specify its validity)

11. Whether Business Done Statement Enclosed (in case of renewal only)
(Refer Sr. No. 9 Instructions to Applicant)

NO ☐

12. Recommendation letter from 3(THREE) Steamship Company / Charter of Ship / Owner / Vessel Agents (Refer Sr. No. 10 Instructions to Applicant)

[illegible]

13. Whether copy of PAN allotted by I.T. Department enclosed YES ☐ NO ☐
(Refer Sr. No. 12 Instructions to Applicant)

14. Whether copy of Income Tax Return / Audited Account Report of previous year enclosed
(Refer Sr. No. 11 Instructions to Applicant)

15. Whether VAT Registration Certificate enclosed YES ☐ NO ☐ N/A ☐
(Refer Sr. No. 12 Instructions to Applicant)

16. Whether GST Registration Certificate enclosed (Refer Sr. No. 12 Instructions to Applicant)

17. Indicate the Service for which Registered under GST

18. Whether the applicant has cleared all dues, if any, payable to the Port Trust.
(Refer Sr. No. 17 Instructions to Applicant)

19. Whether the applicant has paid the following (Refer Sr. No. 14 & 15 Instructions to Applicant)

Date _____

[illegible]

(a) FDR No.

[illegible]

(b) Receipt No. (in case of Cash / Cheque / Bankers Cheque)

Date

In case of Cheque / Demand Draft

Cheque / Demand Draft No.

Date

Name of Bank & Branch

20. Whether original police NOC in respect of Proprietor / Partners / Directors / Staff enclosed
(Refer Sr. No. 5 Instructions to Applicant)

YES ☐ NO ☐

21. Whether notarized & Self-attested Photo ID Proof in respect of Proprietor / Partners / Directors / Staff enclosed (Refer Sr. No. 6 Instructions to Applicant)

YES ☐ NO ☐

22. Whether POA in favour of Authorized person to transact with Port, duly notarized enclosed

YES ☐ NO ☐

Please indicate the name of POA Holder

(Refer Sr. No. 13 Instructions to Applicant)

23. Whether notarized true copy of Board Resolution duly signed by atleast 2 Directors in favour of POA holder enclosed YES ☐ NO ☐

24. Whether 2 Passport size Photograph in whose favour License is required enclosed

YES ☐ NO ☐

- I/WE affirm that the particulars given are true to the best of MY/OUR knowledge and belief.
- I/WE agree to furnish any other information / produce any record for inspection as may be required to consider the request for grant of License.
- I/WE agree to abide by the Rules & Regulations of the Port Trust and to comply with the directions made by the Deendayal Port Trust, from time to time, if the License is issued / renewed.
- I/WE hereby undertake to communicate to Traffic Manager, Deendayal Port Trust any change in Director / Managing Directors (in case of a Company) Partner/s (in case of a Partnership Firm) and produce requisite supportive documents for such change.
- I/WE hereby undertake to communicate to the Traffic Manager, Deendayal Port Trust any Change in name / title or constitution of a firm / company. Further, I/WE hereby undertake to furnish a fresh application for the grant of new license and shall abide by the decision of Traffic Manager, Deendayal Port Trust for allowing to carry on business till a decision is accorded on such fresh application.
- I/WE hereby undertake that the Traffic Manager, Deendayal Port Trust reserves the right to reject any application without assigning any reason whatsoever, and the decision shall be binding on me/us.

Place

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Date

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Signature of Applicant / Proprietor /
Director / Partner by affixing seal of the Company

INSTRUCTIONS TO APPLICANT

- 1) All the details in the application form may be filled in BLOCK LETTERS only.
- 2) Please ✓ Wherever applicable.
- 3) Proprietorship Affidavit duly Notarized may be enclosed in case of Applicant being an Individual.
- 4) In case of a Partnership Firm, Notarized copy of Deed of Partnership and in case of Company Notarized copy of Memorandum of Association and Article of Association may be furnished. The Trade / Service for which the Licence is sought should be listed as one of the objects of the firm in the Memorandum of Association / Partnership Deed.
- 5) Original Police NOC and self-attested photo ID proof duly notarized may be furnished as under :-
 - a. In case of Individual - Proprietor
 - b. In case of Partnership Firm - All Partners
 - c. In case of Company - All Director
- 6) Any of the following documentary proof duly self attested and notarized supporting the Identity of the person and Address of the Company :-

Documents for Photo ID	Documents for address proof
a. Copy of Passport b. Copy of Driving Licence c. Copy of Voter ID d. Any other valid KYC document accepted by Banks	a. Latest Copy of Light Bill / Telephone Bill in the name of firm / proprietor (in case of individual / proprietorship concern). b. Municipality Certificate c. Last 3 month Bank Statement duly attested by the Branch Manager of the Bank. d. Any other valid KYC document accepted by Banks

- 7) The Documents at Sr No. 3, 4, 5 & 6 are required to be submitted only once (not required for renewal) except in the event of change in the constitution of partnership firm / company or in the event of retirement / death / admission of a partner or retirement / admission of a director managing director of the firm.
- 8) Notarized copy of Police NOC in respect of Partners/Director can be submitted subject to production of Original police NOC verification.
- 9) Details of business done in the last year should be duly signed by the Director / Partner / Proprietor by affixing seal of the company in the format enclosed (In case of renewal only).
- 10) The recommendation letter of only those parties shall be accepted who are registered with Deendayal Port Trust.
- 11) Income Tax Returns for last 3 years (In case of fresh application) and 1 year (In case of Renewal) furnished against col. 15 should be certified by a Chartered Accountant.
- 12) Notarized copy of PAN, VAT Registration Certificate and Service Tax Registration shall be furnished along with application form. In the absence of registration of VAT / GST the applicant has to produce a certificate from Chartered Accountant quoting the relevant sections that the annual turnover of the firm does not exceed the minimum threshold prescribed by the VAT / GST authorities for registration. The certificate from CA is to be produced in original with seal & signature and Membership No. of the CA.
- 13) Original Police NOC, Address proof & Photo ID Proof in respect of POA Holders/ Staff duly Notarized and self-attested to be enclosed along with application form for Authorization purpose. Police NOC shall remain valid for three year or as specified in the NOC issued by Police Department. Validity of Police NOC should cover the period for which license is granted.
- 14) In respect of Sr. No. 20, original money receipt in respect of payment of License Fee and Security deposit to be enclosed. In case of submission of Security Deposit in form of FDR, the FDR should be drawn in favour of **Deendayal Port Trust A/c Name of Applicant and should be valid for atleast 1 year from the date of issue** and should be **discharged by affixing revenue stamp on the reverse**. The schedule of fees & deposits in respect of various trades is as under :

Name of Trade/s	Deposit	Fees
Ship Chandling	2500.00	250.00
Ship Repairs	2500.00	250.00
Bunkers Supply	2500.00	250.00
Bond Storage Supply	2500.00	250.00
Under Water Services	2500.00	250.00
Dunnage Supply	2500.00	250.00
Chipping & Painting	2500.00	250.00
Mobile Hawkers (Rekdi)	2500.00	250.00
Laundry / Novelty / Curio / Tailoring / Silver / Jewellery	1000.00	100.00
Life Saving Equipment	2500.00	250.00
Bonafide Ship Store Supply	2500.00	250.00
Ready Made Garments	2500.00	250.00
Cobblers / Barbers / Radio Repairers / NewsPaper Vendors /	100.00	10.00
Supply of Fresh Water to vessels	2500.00	250.00
Supply of Gangway	2500.00	250.00
Electronics Instruments Repairs	2500.00	250.00

- 15) Cheques / Demand Draft in respect of Licensee should be drawn in favour of Deendayal Port Trust payable at Gandhidham. The cheques and demand draft shall be subject to realization.
- 16) All the Pages of the Application Form shall be stamped and signed by the Authorized Signatory as under :-
- In case of Individual - Proprietor
 - In case of Partnership Firm - Any one of the Partners
 - In case of Company - MD / Director / Authorized Signatory
- 17) The applicant has to produce NO DEMAND CERTIFICATE from all Departments of DPT. Not applicable in case where the applicant is dealing with Deendayal Port Trust for the first time. However, an undertaking stating the firm is not dealing with any other departments of DPT is to be produced on the letterhead of the firm duly signed by the Proprietor / Director / Partner / Authorized Signatory.
- 18) Traffic Manager, Deendayal Port Trust reserves the right to reject any application without assigning any reason whatsoever.
- 19) Incomplete application / Application not supported by all the requisite documents / fees / deposits are liable to be rejected.
- 20) The fee for prescribed Application Form is Nil.
- 21) List of Specific Documents to be attached for various trade /s alongwith the Application Form is as under :-

Name of Trade/s	Specific Documents
Ship Chanding	Copy of Notarized PHO / FSSAI Certificate
Ship Repairs	Biodata of atleast 2 Welders approved by any of the recognized classification Society like IRS / LBS / Lloyds etc. in employment with the Licensee. or Notarized copy of registration Certificate issued by DG Shipping, Mumbai for Ship Repair.
Bunkers Supply	Valid License from DG Shipping, Mumbai for Bunker Supply
Bond Storage Supply	Valid Warehousing License Issued by Commissioner of Customs, Kandla for Bond Supply.
Under Water Services	Approval from any of the classification society like ABS/Bureau Veritas / DNV / MMD / Lloyds and NOC From DC.
Chipping & Painting	Valid IRS Registration Certificate
Life Saving Equipment	MMD Approval In Respect of Life Saving Equipment, Duly Notarized From E: Explosive License : Dy. Chief Controller of Explosive to Fill Compressed Gas in Cylinders : DG Shipping Certificate of Registration as Fire Fighting Appliances Servicing station
Bonafide Ship Store Supply	Copy of Notorized PHO / FSSAI Certificate ;
Gold / Silver / Jewellery	Valid Certificate for Dealing in Gold of Silver for Selling of Silver Jewellery
Supply of Fresh Water to Vessels	Permission from Gujarat Water Supply & Sewage Board. Relevant Govt. Authority / NOC from CE / DC, Notarized PHO / FSSAI Certificate
Supply of Gangway	Gangway inspection reports issued by Safety Officer.

*Signature of Applicant / Proprietor /
Director / Partner by affixing seal of the Company*

**Traffic Department
Shipping Section**

Statement showing the particulars of Business Done During _____ to _____

Name of the Firm _____

Trade License No. _____

Sr. No.	Name of the Shipping Agents whose ships were attended	No. of ships attended	No. of ships on which actual business was done	Amount received (in Rs.)	Nature of work attended	Remarks

Signature

Seal

Note :- Attested copies of Audited Account of the last financial year _____ to _____ to be enclosed for ship Chandler, Ship Stores Exports and other related business. However, these documents will not be required in case of Trade Licensee carrying out the job of Barber, Hawkers etc.