www.deendayalport.gov.in



DEENDAYAL PORT TRUST

ISO 9001: 2008 & 14001 - 2004 Certified Port

Affix Self Signed Pass Port Size Photograph

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

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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.
- Please Wherever applicable. 2)
- 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-attesed photo ID proof duly notarized may be furnished as under:-
 - In case of Individual

Proprietor

In case of Partnership Firm b.

All Partners

In case of Company C.

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 | 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 |
| accepted by Banks | by the Branch Manager of the Bank. d. Any other valid KYC document accepted by Banks |

- 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 / deth / 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.
- 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).
- 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.
- 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 selfattested 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.
- 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 / | 1000.00 | 100.00 |
| Tailoring / Silver / Jewellery | | |
| 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 / | 400.00 | |
| 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

b. In case of Partnership Firm - Any one of the Partners

c. 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 Chandling | 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 Jwellery |
| 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 | articulars of Bus | iness Done Durir | ngto | | |
|------------|--|---|---|---------------------------------|--|--------------|
| Vame c | Name of the Firm | | | | | |
| rade L | rade License No | 1 | | | | |
| 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 |
| | | | | | | |
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| | , | | ¥ | | | |
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| | | | | | | |
| Signature | ле | | | | | |
| 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, | the last financial y lowever, these do | /earto cuments will not be r | required in case of Trade Licer | to be enclosed for ship Chandler, Ship Stores of Trade Licensee carrying out the job of Barb | es arber, |

Hawkers etc.

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