

The rules and regulations for issue of Ship Agency Registration as per circular below

MORMUGAO PORT TRUST

TRAFFIC DEPARTMENT

TM/292/98/617

C I R C U L A R

Date: 19.08.1998

SUB: Registration of Ship Agents at Mormugao Port.

The following rules shall apply for registration of ship agents at Mormugao Port with effect from 1<sup>st</sup> September, 1998

1. The applicant shall give a letter from his Principals appointing him as a local agent. This condition will not be insisted upon of the existing ship agents who have handled at least one vessel in the last 2 years.

2. The applicant shall furnish Security Deposit of Rs. 10,000/- (Rupees Ten Thousand Only).

3. The applicant shall pay a one time registration fee of Rs. 5,000/- (Rupees five thousand only). If a ship agent, for some reason, ceases to be registered for sometime and applies for a fresh registration, he has to once again pay the registration fee of Rs. 5,000/-

4. Once registered the ship agent shall handle at lease one ship per year to entitled for renewal of his registration.

5. The applicant shall furnish the names and telephone numbers of his Principal Officers including his representatives who will be attending the berthing meetings. He shall also furnish the address of his local office.

6. The Registration is renewable after every two years.

7. The applicant shall furnish the details of his previous experience in the field of ship agency. He shall furnish the experience of his executives.

8. The registration of any ship agent, who is not fulfilling his obligation towards the Board, (Payment of dues etc.) as a ship agent, is liable to be cancelled as per

the orders of the Chairman during the period of Registration. This will not entitle the ship agent for refund of registration fees.

9. The ship agents shall make pre-payment of Port charges in respect of their vessels calling at this Port on the basis of self assessment.

10. The applicant shall produce Income Tax Clearance Certificate for the previous two years.

11. The ship agents shall furnish the nature and composition of the Firm under which the agency is to be operated with supportive documents.

12. The registration of new ship agents is at the discretion of the Chairman/MPT.

13. All existing ship agents are requested to apply in the prescribed proforma available in the Traffic Manager's Office free of cost and submit their application to the Traffic Manager on or before 31.08.1998.

Sd/-

TRAFFIC MANAGER

Applicant for Ship Agency Registration has to furnish his application in the prescribed form alongwith the following documents:

1. Company's profile ( Should accompanied by company's registration, experience in the field etc.)
2. Letter from principals appointing as them as local agent.
3. Income Tax Returns filed copy for the last two years.

Upon approval by Chairman/MPT for issuing licence, the below mentioned documents have to be submitted by the applicant.

1. Non-Refundable one time registration fees of Rs.5000/-
2. Security Deposit of Rs.10,000/-

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF SHIP AGENCY  
REGISTRATION LICENCE**

Applicant has to furnish his application in the prescribed form 'A' alongwith the following documents:

- 1. No Dues Certificate from C.D.C/ MPT.**
- 2. Income Tax Certificate filed copy for the last 2 years.**

**Prescribed application form for issue of Ship Agency Registration**

To,

The Traffic Manager  
Mormugao Port Trust.

**APPLICATION FORM FOR THE REGISTRATION OF  
SHIP AGENTS/RENEWAL OF REGISTRATION**

1. NAME OF THE APPLICANT
  
2. NATURE & COMPOSITION OF FIRM  
(Supporting documents to be produced  
under with the agency is operated)
  
3. FULL ADDRESS
  
4. NAME & TELEPHONE NUMBERS OF THE :  
PRINCIPAL OFFICERS INCLUDING THE  
REPRESENTATIVES WHO WILL ATTEND  
THE BERTHING MEETING
  
5. NAME OF THE PRINCIPAL/S PROPOSING TO :  
APPOINT/ APPOINT THE APPLICANT AS LOCAL

AGENT

6. DETAILS OF PREVIOUS EXPERIENCE IN THE  
FIELD INCLUDING THE EXPERIENCE OF HIS  
EXESUTIVES

7. DETAILS OF SHIPS HANDLED DURING  
PREVIOUS TWO YEARS.

We affirm that the particulars given above are true to the best of our knowledge and belief.

We agree to furnish any other information/produce any record for inspection as may be required to consider the request for grant of registration.

We agree to abide by the Mormugao Port Regulations and to comply with the directives made by Mormugao Port Trust from time to time if the registration is accepted/renewed.

Seal

Signature of the Applicant  
Name  
Designation

Date :-  
Place :-

Note : Application should contain the following documents.

- 1.Letter from the principals appointing the applicant as local agent in respect of fresh applications.
- 2.Copy of latest Income Tax Returns filed and Pan No.
- 3.No dues certificate from Central Documentation Centre of MPT. (Not applicable in case of fresh applicants).

