



FORM "A"

KANDLA PORT TRUST

ISO 9001 : 2008

To,
The Traffic Manager,
Kandla Port Trust.

APPLICATION FORM FOR THE GRANT/ RENEWAL OF STEVEDORING

(Refer Instructions to Applicant before filling of Form)

1. Name of the Applicant

2. Whether individual, firm or Company (Article of Partnership/Company to be produced):-
(Refer Sr. No. 3 & 4 of Instructions to Applicant)
 Individual Firm Company
 Article of Partnership Article of Company

3. Full Address:-

4. Year /s for which Licence is required :-

5. * Name /s of the steamship company Charter of Ships/Owner of cargo with whom the contract for stevedoring their vessel/cargo subsist or is proposal to be entered (proof of contract for the period covered is to be appended. The approximate Tonnage for each party is to be indicated)
(Refer Sr. No. 7 of Instructions to Applicant)

Name/s of Steamship Company /Charter of Ships / Owner	Tonnage in MT

6. * Previous experience in the field (The cargo and tonnage stevedored in two years for renewal to be furnished)

Year	Details of Cargo	Tonnage in MT

7. Proof of financial ability to meet the obligations on account of wages, compensation under Workmen's Compensation Act, etc. (A Certificate from the Bankers as to the financial ability and Income Tax Clearance certificate to be produced) **(Solvency certificate of Rs. 10.00 lacs of Nationalized Bank)**
(Refer Sr. No. 8 of Instructions to Applicant)
 Bankers Certificate Income Tax Returns for last 3 years

8. Whether the applicant has/ is willing is acquire adequate gear for stevedoring the contracted vessel/ cargo (List of gear with necessary certificate to be furnished).
 YES NO
 Whether Certificates enclosed
 YES NO

9. The detail profiles of four supervisory Personnel with two years of cargo handling Experience.
(Refer Sr. No. 9 of Instructions to Applicant)

Name of Supervisory Personnel

Designation

No. of years of experience

10. Whether the applicant has cleared all dues, if any, payable to the Port Trust.
(Refer Sr. No. 14 of Instructions to Applicant)

YES

NO

Not Applicable

11. Whether the applicant has made the following :-
(Refer Sr. No. 10 & 11 of Instructions to Applicant)

License Fee of Rs. 50,000/-

YES

NO

KPT Money Receipt No.

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Date

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Security Deposit of Rs. 5.00 lacs

YES

NO

(a) FDR No.

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Date

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(b) KPT Money Receipt No. (Incase of DD/Cash/Cheque)

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Date

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I affirm that the particulars given are true to the best of my knowledge and belief.

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

I agree to abide by the Kandla Port Trust (Licensing of Stevedores) Regulation, 2010 and to comply with the directions made by the Kandla Port Trust, from time to time, if the License is issued / renewed.

Place

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Date

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Seal and Signature of Applicant

Col. No. 5 & 6 will not be applicable in case of fresh applicant or any applicant under probation.

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 Articles of Association may be furnished.
- 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 Directors

- 6) Any of the following proof duly notarized supporting the Address of the Company:-
 - a. Light Bill in the name of the firm
 - b. Telephone Bill in the name of the firm
 - c. Municipality Certificate
 - d. Bank Statement duly attested by the Branch Manager of the Bank
 - e. Pass Port / Driving License / Voter ID of the Proprietor in case of an Individual Firm.
- 7) In respect of Sr. No. 5, a Notarized Copy of proof of Stevedoring Contract showing approximate tonnage for each party to be enclosed. **(Applicable for renewal only)**
- 8) Income Tax Returns for last 3 years furnished against col. 7 should be certified by a Chartered Accountant.
- 9) Against Sr. No. 9, Original Police NOC, Address Proof & Photo ID Proof in respect of Supervisory Personnel duly notarized and self-attested to be enclosed along with application form.
- 10) In respect of Sr. No. 11, original money receipt in respect of payment of License Fee and Security Deposit to be enclosed. In case of submission of Security Deposit in the form of FDR, the FDR should be drawn in favour of **Kandla Port Trust** and should be valid for atleast 3 years from the date of issue and should be **duly discharged by affixing revenue stamp.**
- 11) Cheques / Demand Draft should be drawn in favour of **Kandla Port Trust payable at Gandhidham.** The cheques and demand draft shall be subject to realization.
- 12) All the pages of the Application Form shall be stamped and signed by the Authorized Signatory as under:-

a. In case of Individual	- Proprietor
b. In case of Partnership Firm	- All Partners
c. In case of Company	- MD / Director / Authorized Signatory

- 13) An undertaking in the format enclosed on non-judicial stamp paper of Rs. 100/- duly signed and notarized and witnessed shall be enclosed with the application.
- 14) The applicant has to produce NO DEMAND CERTIFICATE from all Departments of KPT. Not applicable in case where the applicant is dealing with Kandla Port Trust for the first time.
- 15) The applicant has to produce an evidence that he would maintain the input/output norms for handling different commodities as may be laid down by the Chairman from time to time
- 16) The applicant has to produce gear equipment with necessary annealing and test certificates, for inspection periodically or whenever demanded by the Inspector, Dock Safety or the Traffic Manager as per 6(n) of the Regulations. The proforma for furnishing details for assessing safety performance is enclosed. **(Applicable for renewal only)**
- 17) The applicant has to communicate the change in name, constitution, etc, as per 7(6)(i) & (ii) of the Regulations. The format of undertaking is enclosed.
- 18) Chairman, Kandla Port Trust reserves the right to reject any application without assigning any reason(s) whatsoever.
- 19) In complete application / application not supported by all the requisite documents / fees / deposits are liable to be rejected.
- 20) The fee for prescribed Application Form is Rs. 500/- (non-refundable).
- 21) The vessel owners, vessel operators, steamer agents & importers and exporters would also be eligible for grant of license. The grant of stevedoring license shall be strictly as per

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