

**MUMBAI PORT AUTHORITY**  
**TRAFFIC DEPARTMENT**  
**ISSUANCE OF VARIOUS DOCK ENTRY PERMITS**

Link for Aadhar Enrollment in Access Control System (ACS) :

<https://acs.mbptedi.gov.in/Login.aspx#!>

Link for Access Control System (ACS) for Registered Port User for issuance of Dock Entry Permit:-

<https://acs.mbptedi.gov.in/Login.aspx#!>

**USER GUIDE FOR ONLINE AADHAR ENROLLMENT**

**STEPS FOR ONLINE AADHAR LINK ON MOBILE/ COMPUTER**

STEP 1: Make ready

- a. your own colour photo & signature in jpeg format in low resolution (Maximum 100 kb)
- b. Original colour AADHAR card front side and back side in pdf format in low size (Maximum 2 Mb)

STEP 2: Visit online website <https://acs.mbptedi.gov.in>

Visit google, search for ACS MBPT and visit the ACS website

STEP 3: Click on.. button "REGISTER YOURSELF"

STEP 4: Enter your AADHAR no., Mobile no, generate OTP, submit OTP and click to Register

- STEP 5:
- a. Fill the form Visitor Information Tab, choose file of your Photo and upload.
  - b. Similarly choose file of Signature and upload,
  - c. Fill the form of Visitor Address tab.
  - d. Fill the form of Document tab, choose file of AADHAR Document & upload

STEP 6: Click on apply and NOTE down your application ID shown on the screen

STEP 7: Visit permit section for the approval of your ONLINE AADHAR and Biometric Authentication in person along with original Aadhar document .

**IMPORTANT INSTRUCTIONS:**

Only original document of AADHAR is mandatory

1. Visitor Information must match with AADHAR Card details
2. Photo and signature must be clear and visible
3. All information furnished must be true.
4. Please Do not check for Apply for vehicles, Apply for Permit & Allow Company Registration.

<b>(I) DAILY DOCK ENTRY PERMIT (INDIVIDUALS) :</b>	
i)	Port Users desirous of seeking Daily Dock Entry Permit shall submit an online application in ACS system. For online application, Aadhar enrolment is necessary giving details of the name, designation, photograph, age of their employee/s and biometrics.
ii)	The authorized signatory of the Port User should submit online applications through signatory logins provided by MbPA
	Stream Approval from DC department is required in case of Jawahar Dweep for Daily , Temporary, Monthly & Yearly permits
iii)	The daily permits shall be issued online on payment of <b>Rs.15.34</b> (including GST) per person.
iv)	Permit for foreign nationals will be issued (Manually) by the Permit Section only after receipt of clearance from immigration cell of seaport branch of yellow gate police station.
v)	Permits for family members of Indian crew shall be issued only on submission of applications by the vessel agent giving details family member and valid shore leave pass of the crew, and such applications shall be endorsed by the Ship Security Officer (SSO) of the Vessel.

<b>(II) TEMPORARY DOCK ENTRY PERMIT :</b>	
i)	Temporary Dock Entry Permit shall be issued to the Port Users on payment of <b>Rs.15.34</b> (including GST) per person per day and validity of such Permits will range from two days to seven days.
ii)	Port Users desirous of having Temporary DEP's shall submit online application in ACS system
iii)	All such applicants shall have Aadhar enrolment for whom Dock Entry Permit is sought.
iv)	Stream Approval from DC department is required in case of Jawahar Dweep for Daily , Temporary, Monthly & Yearly permits

<b>(III) MONTHLY DOCK ENTRY PERMITS</b>	
Dock Entry Permits for shorter duration i.e. for one month shall be issued as per following procedure.	
<b>A) Fresh Monthly Dock Entry Permit (MDEP):</b>	
i)	Port Users desirous of having fresh monthly dock entry permits for their employees shall submit an online application ., alongwith covering letter duly signed by the authorized signatory, appointment letter of applicant, copy of valid passport or Police NOC issued by Yellow Gate Police Station, copy of registration slip and identity card size coloured photograph.
ii)	On receipt of online application, the Permit clerk will verify details and application will thereafter be processed and approved.
iii)	Stream Approval from Marine department is required in case of Jawahar Dweep for Daily , Temporary, Monthly & Yearly permits
iv)	An amount of Rs. 388.22 (including GST) shall be recovered per person for issue of each MDEP
v)	MDEP shall be issued to the employees of Government/semi Government or Public Sector Organisation, only after certification by the competent authority of their organisation, that the employee is required to visit the docks. Such employees shall be exempted from Police verification, provided photocopy of their office Identity card is submitted.
<b>B) Renewal of Monthly Dock Entry Permit (MDEP):</b>	
i)	Port Users desirous of renewing their MDEP for their employees shall submit an online application. The application can be submitted online alongwith a covering letter duly signed by the authorized signatory, copy of valid passport or Police NOC issued by Yellow Gate Police Station, copy of registration slip.
ii)	On receipt of online application/s, the Permit Section will verify details and application will be processed and approved.
iii)	Stream Approval from Marine department is required in case of Jawahar Dweep for Daily , Temporary, Monthly & Yearly permits
iv)	In cases where five years has not lapsed from the date of issuance of Permits, MDEP will be revalidated for such Port Users for a further period of one month.

v)	An amount of Rs. 388.22/- (including GST) shall be recovered per person for each MDEP .
vi)	Applicants holding valid Indian Passports shall be exempted from police NOC.

**(IV) YEARLY Dock Entry Permits (SMART CARD)**

Dock Entry Permits for longer duration from more than one year or more as applicable shall be issued in the form of Smart Cards. Following procedure shall be followed for issuance of Smart Cards:

**A) Fresh Yearly Dock Entry Permit (SMART CARD) :**

i)	Port Users desirous of having fresh yearly dock entry permits for their employees shall submit an application in duplicate in the format <b>PERMIT/F/009</b> . The application can be submitted in printed format <b>PERMIT/F/009</b> available at the permit section, <b>alongwith covering letter duly signed by the authorized signatory, appointment letter of applicant, copy of valid passport or Police NOC issued by Yellow Gate Police Station, copy of registration slip, Medical certificate (as applicable)</b>
ii)	On receipt of online application/s, the Permit Section will verify details and application will thereafter be processed and approved.
iii)	Stream Approval from Marine department is required in case of Jawahar Dweep for Daily , Temporary, Monthly & Yearly permits
iv)	The applicants Adhar enrolment is mandatory with photograph; fingerprints recorded, and thereafter Smart Card will be issued.
v)	An amount of Rs. 1549.34 (including GST) shall be recovered for issue of each smart card.
vi)	Smart cards shall be issued to the employees of Government/semi Government or Public Sector Organisation, only after certification by the competent authority of their organisation, that the employee is required to visit the docks. Such employees shall be exempted from Police verification, provided photocopy of their office Identity card is submitted.

**B) Renewal of Yearly Dock Entry Permit (SMART CARD):**

i)	Port Users desirous of renewing their <b>existing</b> dock entry permit (SMART CARD) for their employees shall submit an application in duplicate in the format <b>PERMIT/F/012</b> . The application can be submitted on the letterhead of the company in the <b>prescribed</b> format available at the permit section <b>alongwith a covering letter duly signed by the authorized signatory, copy of valid passport or Police NOC issued by Yellow Gate Police Station, copy of registration slip, copy of existing smart card, Medical certificate (as applicable)</b>
ii)	On receipt of online application/s, the Permit Section will verify details and application will be processed and approved.
iii)	Stream Approval from Marine department is required in case of Jawahar Dweep for Daily, Temporary, Monthly & Yearly permits
iv)	In cases where five years has not lapsed from the date of issuance of Permits, Smart Cards will be revalidated for such Port Users for a further period as applicable, but not exceeding 5 years from the date of issuance of Police NOC.
v)	The smart card will then be revalidated for a further period, as applicable, depending on the validity of Police NOC and smart card will then be issued to the applicant.
vi)	An amount of <b>Rs. 1549.34</b> (including GST) will be charged for revalidation of each smart card for recovering the stationery and administrative expenses.
vi)	Applicants holding valid Indian Passports shall be exempted from police <b>NOC</b> .

**C) Issuance of Duplicate Yearly Dock Entry Permit (Smart Card):**

i)	In the event of loss of smart cards, duplicate smart cards will be issued to the port users on submission of an application in format <b>PERMIT/F/012</b> in duplicate and original copy of the Police complaint filed for the loss of Smart Card. An amount of <b>Rs. 1858.50 (inclusive of penal charges Rs 262 plus GST)</b> shall be recovered for issuance of duplicate smart card in lieu of lost smart card.
ii)	In the event of damage to smart cards, duplicate smart cards will be issued to the port users on submission of an application in format <b>PERMIT/F/012</b> in duplicate and damaged Smart Card. An amount of <b>Rs. 1858.50 (inclusive of penal charges Rs 262 plus GST )</b> shall be recovered for issuance of duplicate smart card in lieu of damaged smart card.

(V) VEHICLE PERMIT

A) Long Term Vehicle Permit

- i) Vehicle Permits shall be issued by the Permit Section for all categories of vehicles, which includes Cargo Vehicles, tankers, tempos, Cargo handling vehicles such as Forklift, Mobile Cranes, JCB, Excavator, Container Handling Vehicles such as TLT, Reach Stacker etc.
- ii) Transporters, port users or owners of the vehicles shall furnish Online applications for issuance of Vehicle Permits.
- iii) Following documents along with online application shall be required for issuance of Vehicle Permits depending on the category of vehicle:
- For Trucks / Tempos / Tankers / Container Trailers / Forklifts
- Online Application
  - Copy of the R.C. Book along with original for verification.
  - Copy of Vehicle Insurance Certificate.
  - Letter of recommendation from the Port users for whom Vehicle will be utilised. Such Port Users should be registered with the Port.
  - Copy of Tax payment book.
- For Mobile Cranes / Top Lift Trucks / Reach Stacker
- Online Application
  - Copy of the R.C. Book along with Original for Verification.
  - Certificate from the competent authority in Form IV as prescribed by Government under Dock Workers (Safety, Health and Welfare) Regulations, 1990.
  - Copy of Insurance Certificate.
  - Copy of Tax payment book.
- Following charges (including GST) shall be recovered for issuance of vehicle permits depending on the type of vehicle:
- Cargo trucks : Rs. 1690.94 per quarter  
Duplicate: 211.22
  - Cargo tankers : Rs. Rs. 1690.94 per quarter  
Duplicate: 211.22
  - Container Trailers : Rs. 1690.94 per quarter  
Duplicate: 211.22
  - Fork Lift 20' : Rs. 4225.58 per quarter  
Duplicate: 211.22
  - Fork Lift 40' : Rs. 6338.96 per quarter  
Duplicate: 282.02
  - Mobile Cranes 20' : Rs. 4225.58 per quarter  
Duplicate: 211.22
  - Mobile Cranes 40' : : Rs. 6338.96 per quarter  
Duplicate: 282.02
  - Container Handling Equipments : Rs. 6338.96 per quarter  
Duplicate: 282.02
  - Bulk Handling Equipments (JCB) : Rs. 6338.96 per quarter  
Duplicate: 282.02

B) Issuance of Duplicate Vehicle Permit

In the event of loss of vehicle Permit, the duplicate vehicle permit will be issued to the port users on submission of an application at Permit Section along with original copy of the Police Complaint filed for the loss of Vehicle Permit. An amount of **Rs. 211.22 including GST** (Motor lorries, local chasis, mobile cranes and Forklifts) and **Rs. 282.02 including GST** (Container handling equipment) shall be recovered for issuance of duplicate vehicle permit in lieu of lost vehicle permit.

C) One Day Vehicle Permit

The following procedure will be followed for issuance of one day vehicle permits at the Dock Gates:-

Port Users, normally Custom House Agents (CHA) / Transport & Container operators shall submit online application for issuance of one day vehicle Permit. Details of vehicle, License no., name of driver and cleaner will be checked and one day vehicle permit will be issued on payment of prescribed charges per vehicle.

		Charges Including GST
(i)	Motor lorries (Including Driver & Cleaner)	Rs 87.32
(ii)	Mobile Cranes/ Forklift upto 20 Tonnes (Including Driver & Cleaner)	Rs. 171.10
(iii)	Container Handling Equipments (Including Mobile Cranes/Forklift above 20 Tons) (Including Driver & Cleaner)	Rs. 241.90
(iv)	Buses, Mini Buses / Passenger Van (Including Driver and Cleaner)	Rs. 171.10
(v)	LMV	Rs. 56.64
(vi)	Motor Cycle (Two Wheeler)	Rs. 28.32
(vi)	Taxi	RS. 14.16

**(VI) Dock Entry Permits for Drivers and Cleaners of Vehicles registered with the Port**

i)	For the vehicles, which are registered with the Port, i.e. for which Vehicles Permits are issued, the Dock Entry Permit booklet issued by the Transporters' Association and validated by the Permit Section shall be used for recording the driver's name, license no., driver's signature, cleaner's name and cleaner's signature.
ii)	Booklets issued by the Association shall be submitted to the Permit Section, where the same will be authenticated on payment of <b>Rs. 776.44 including GST &amp; Duplicate Rs 1085.60 including GST</b> , for a period of maximum 30 days.
iii)	Such booklets issued by the Association and authenticated by the Permit Section shall function as Dock Entry Permits for the drivers only, along with the license of the drivers and <b>Identity Cards issued by the respective transporters as per Circular No.6 dated 24.06.2011 issued by Sr. Dy. Traffic Manager, Hamallage.</b>

**NOTE:**

- 1. Authorized signatory of the Port Users shall certify and undertake that they are responsible for the good conduct of their employees/workers inside the Port Premises and in the event of misuse of Dock Entry Permits in whatsoever manner, Mumbai Port Authority shall take action as deemed fit, including cancellation of the registration summarily**
- 2. Penal action as per Blacklisting Policy 2018, which may include cancellation or suspension of permit, will be taken in case of misuse of permits by the port users.**
- 3. Validity of Police NOC expires after 5 years from the date of issue.**
- 4. The drivers and cleaners are expected to be in or near the vehicle and not loiter around. Non compliance of this instructions may lead to cancellation of the vehicle permi**
- 5. The port user should follow all safety rules and regulations failing which action as deemed fit will be taken by MbPA administration.**

Below mentioned process are not available in ACS system. Hence the permits are issued Manually for services as under:

1. Vehicle DEP for two wheeler
2. Parking Pass for Cargo and Container Handling Equipment
3. Foreigner Permit.

#### VEHICLE DEP FOR TWO WHEELER- Documents required and Procedure

1. Application on company letter head
2. RC Book
3. Insurance Copy
4. Company Registration slip
5. Payment of Charges as per S.O.R

#### **FOREIGNER PERMIT PROCEDURE**

1. Application on Company Letterhead (Format No. Permit/F/022).
2. Documents required- Copy of the biodata page of the Passport and Indian Visa along with the page containing arrival stamp of India port to be produced at Immigration along with the application
3. Verification of Registration and validity of the Port user and reference to Immigration branch of Seaport, SIB II for grant of NOC.
4. Receipt of NOC from Immigration branch of Seaport, SIB II, by franking on the application of the port user.
5. Maximum 7 days to be issued. (3 days + 4days Extention)
6. Verification of the signature of the authorized signatory from the computer records, recovery of charges and issuance of Chappa.

#### PARKING PASS- Documents required and Procedure

1. Vehicle Daily Slip (VDS)
2. Valid Vehicle Permit.
3. Application on company letterhead
4. Application for Parking Pass in prescribed format (all details of vehicle)
5. Payment of charges as per SOR.

## DEP FORMATS

	FORMAT NO	DESCRIPTION	LINK (Press Ctrl+Click ) to open link
1	Permit F/001	Application for new, renewal of Registration	<a href="https://drive.google.com/file/d/1tux9vrLsYIs0VQY1asFe515nEnvoad9H/view?usp=drive_link">https://drive.google.com/file/d/1tux9vrLsYIs0VQY1asFe515nEnvoad9H/view?usp=drive_link</a>
2	Permit F/002	Application for new/ renewal Director and signatory	<a href="https://drive.google.com/file/d/1A8ROxxC5nqnuL1rqfleusw3L5XphAzhi/view?usp=sharing">https://drive.google.com/file/d/1A8ROxxC5nqnuL1rqfleusw3L5XphAzhi/view?usp=sharing</a>
3	Permit F/003	Undertaking	<a href="https://drive.google.com/file/d/1IOTF56MXuc00HT-VuAXcsa477nCbrGa5/view?usp=sharing">https://drive.google.com/file/d/1IOTF56MXuc00HT-VuAXcsa477nCbrGa5/view?usp=sharing</a>
4	Permit F/004	Recommendation letter format	<a href="https://drive.google.com/file/d/19VkBETf6bkc9wOJfRd2WoPpNloU8_Lo_/view?usp=sharing">https://drive.google.com/file/d/19VkBETf6bkc9wOJfRd2WoPpNloU8_Lo_/view?usp=sharing</a>
5	Permit F/006	Letter to Yellow Gate Police Station	<a href="https://drive.google.com/file/d/1vGnzegQ2C5K0PeU7F-46XIMCZdwcMp1F/view?usp=sharing">https://drive.google.com/file/d/1vGnzegQ2C5K0PeU7F-46XIMCZdwcMp1F/view?usp=sharing</a>
6	Permit F/007	Registration slip format	<a href="https://drive.google.com/file/d/1Of-UiXY2hzL1JvoQ2z0u0dJajMrIpRoh/view?usp=sharing">https://drive.google.com/file/d/1Of-UiXY2hzL1JvoQ2z0u0dJajMrIpRoh/view?usp=sharing</a>
7	Specimen D	Application for change of authorised signatory introduce additional signatory	<a href="https://drive.google.com/file/d/1ZYdjjG5ZC_RLAdnBzM7bhi7Tz5s4NHpS/view?usp=sharing">https://drive.google.com/file/d/1ZYdjjG5ZC_RLAdnBzM7bhi7Tz5s4NHpS/view?usp=sharing</a>
8	Permit F/009	Smart Card Fresh	<a href="https://drive.google.com/file/d/1pN6hmb1PoEPaWaLX7DfLNbBhVESVlh4r/view?usp=sharing">https://drive.google.com/file/d/1pN6hmb1PoEPaWaLX7DfLNbBhVESVlh4r/view?usp=sharing</a>
9	Permit F/012	Smart Card Renewal	<a href="https://drive.google.com/file/d/1xykJ4M90Kh21yWkxAcJ3bYxPhzYYj3-j/view?usp=sharing">https://drive.google.com/file/d/1xykJ4M90Kh21yWkxAcJ3bYxPhzYYj3-j/view?usp=sharing</a>
10	Permit F/022	Application for Temporary Foreigner Permit	<a href="https://drive.google.com/file/d/1xjkCHhM41aBy0fr60axMwEdLTOyD7SiS/view?usp=sharing">https://drive.google.com/file/d/1xjkCHhM41aBy0fr60axMwEdLTOyD7SiS/view?usp=sharing</a>