

MUMBAI PORT TRUST

DOCK ENTRY PERMIT SECTION

No. TM/HI/6-24/1326

of 08-09

DATE: 15.09.12

CIRCULAR

Mumbai & Nhava Sheva Shipping Agents Association (MANSA)
Multimodal Transport Operators of India
Mumbai & Nhava Sheva Container Terminal Operators Association
Container Shipping Lines Association
Bombay Customs House Agents Association (BCHAA)
Indian Merchants Chamber
Bombay Chamber of Commerce and Industry
Federation of Indian Chambers of Commerce & Industry
Maharashtra Rajya Motor Owner's Association, Mumbai – 09
Maharashtra Truck Owner's Association, Mumbai – 09
Mumbai Vahatuk Tempo Mahasangh, Mumbai – 09
Docks Local Transport & Lorry Owner's Association, Mumbai – 09
Maharashtra Rajya Bus, Tempo, Truck Vahatuk Mahasangh, Mumbai - 09
Maharashtra Tank Lorries Owners' Association
Maharashtra Forklift Owners Association
Maharashtra Crane Owners' Association

Dear Sirs,

**SUB: COMPLIANCE OF ISPS REGULATIONS -
INTRODUCTION OF LMV STICKER SYSTEM
FOR DOCK ENTRY TO LIGHT MOTOR VEHICLES,
PRIVATE CARS/PRIVATE TAXIS**

As you are aware that Mumbai Port Trust is ISPS code compliant. The primary objective of the ISPS code is to incorporate security measures with emphasis on identification of the persons/vehicles entering in the Port premises and keeping a proper track of its movements in the docks. At present, vehicle permits valid for 3-months/6 months/1year are issued to local commercial vehicles/equipments on the basis of application made by local transporters. However, at present this system of issuing permits is not extended to Light Motor Vehicles (LMVs) / Private Cars / Private Taxis.

2. With a view to strengthen Port Security measures, in the light of heightened security threats in Mumbai, there is need to identify each vehicle entering the docks, maintain track of its movement in the docks and to ascertain on whose account these LMVs / Private Cars / Private Taxis have entered in the docks. This has also become imperative as on many occasions, these vehicles are parked at various places other than at official parking lots and from security perspective, it is essential to know as to who has brought these vehicles inside docks.

3. It is therefore decided to have stickers for all LMVs/Private Cars/Private Taxis entering the docks. All the Port Users are requested to obtain Stickers for their LMVs/Private Cars/Private Taxis and the same will have to be prominently displayed in the vehicle. Following modalities shall be applicable for issuance of LMV Stickers.

i. REQUISITE DOCUMENTS (FOR NEW / RENEWAL)

- Request letter from the company for issuance /renewal of LMV Sticker.
- Application for LMV Sticker in prescribed Format (Annexure 'A')
- Copy of R.C. Book of the vehicle for which Sticker required.
- Copy of Registration Slip.
- Old Sticker (Old sticker need to be surrendered in case of renewal).

ii. CHARGES

- ₹ 100/- PER ANNUM PER STICKER

iii. PROCEDURE FOR OBTAINING LMV STICKERS

- Port Users desirous of seeking LMV Sticker shall submit the application duly signed by the Authorised Signatory, on the letterhead of their company in the Format at Annexure 'A' furnishing requisite details thereon alongwith relevant documents mentioned above at the following address.
PERMIT SECTION, 1st FLOOR, SHRAMIK BHAVAN, NEAR NEW YELLOW GATE ID, CARNAC BUNDER, P.D'MELLO ROAD, MASJID BUNDER, MUMBAI – 400 009.
- The applicant shall approach to Asstt. Traffic Manager, Permits at above address with the application alongwith relevant documents detailed above for issuance of LMV Sticker and obtain his permission.
- The application if allowed, will be registered inward at the Permit Section.
- Such application will be verified and scrutinized at the Counter specified for issuing LMV Stickers.
- If application and relevant documents found in order, the applicant shall pay requisite Port Trust charges @ ₹ 100/- PER ANNUM PER STICKER.
- On receipt of Chappa, the staff posted at the Counter will issue LMV Sticker to the applicant.

iv. SCOPE OF LMV STICKER SYSTEM

- All registered Port Users are eligible under LMV Sticker System subject to fulfillment of requisite Port Trust formalities.
- LMV Stickers will be valid for a period of one year or till validity of Registration or validity of R.C. Book, whichever is earlier.
- LMV Stickers are renewable after the period of expiry. However, in order to avoid inconvenience to the Port Users, renewal of LMV Sticker will be allowed 03 days prior to expiry of existing LMV Sticker.
- In case of loss of LMV Sticker, the applicant is required to lodge Police Complaint and submit the Certificate issued by the Police Station alongwith application for duplicate LMV Sticker in prescribed Format at **Annexure 'B'** at Permit Section to obtain **DUPLICATE** LMV Sticker after payment of ₹ 50/- per Sticker.
- In the event of wear & tear of LMV Sticker, the applicant is required to surrender such LMV Sticker and can obtain **REPRINT** of such LMV Sticker on payment of requisite P.T. Charges @ ₹ 50/- per sticker on submission of an application in Format at **Annexure 'B'**.

You are therefore requested to direct your members to submit applications for all Light Motor Vehicles (LMVs) / Private Cars / Private Taxis which will be plyed by them in the dock to **SR. ASSTT. TRAFFIC MANAGER, PERMIT SECTION, 1st FLOOR, SHRAMIK BHAVAN, NEAR NEW YELLOW GATE ID, CARNAC BUNDER, P.D'MELLO ROAD, MASJID BUNDER, MUMBAI – 400 009** on or before 30.09.2012.

All Port Users are requested to kindly follow the guidelines explained above and co-operate with the Port Authorities for effective compliance of ISPS Regulations in Mumbai Port.

Yours faithfully,

SD/-
(R.N.SHAIKH)
DY. TRAFFIC MANAGER
HAMALLAGE

ANNEXURE 'A'

**APPLICATION FOR ISSUANCE / RENEWAL OF LMV STICKER
FOR DOCK ENTRY TO LMV / PRIVATE CAR/ PRIVATE TAXI
(ON COMPANY'S LETTERHEAD)**

**ASSTT. TRAFFIC MANAGER
PERMITS
MUMBAI PORT TRUST**

DATE:

SIR,

**SUB: ISSUANCE OF LMV STICKER FOR DOCK ENTRY TO
LIGHT MOTOR VEHICLE/PRIVATE CAR/PRIVATE TAXI**

Kindly issue LMV Sticker to the following Light Vehicle Motor / Private Car / Private Taxi for a period of one year. The requisite details are furnished below for your perusal.

1	PERSONAL DETAILS	a	ATTESTED PHOTOGRAPH OF REGD. OWNER OF THE VEHICLE (AS PER R.C. BOOK)	
		b	NAME AND ADDRESS OF REGISTERED OWNER OF THE VEHICLE (AS PER R.C. BOOK)	
		c	DATE OF BIRTH	
		d	BLOOD GROUP	
		e	DESIGNATION	
		f	LOCAL ADDRESS	
		g	PERMANENT ADDRESS	
2	COMPANY DETAILS	a	NAME OF COMPANY/ORGANISATION	
		b	REGISTRATION NO. & VALIDITY DATE	
		c	CATEGORY	
3	VEHICLE DETAILS AS PER R.C. BOOK	a	VEHICLE'S REGISTRATION NO.	
		b	DESCRIPTION OF VEHICLE	
		c	MAKER'S NAME	
		d	CHASSIS NO.	
4	LMV STICKER DETAILS (IN CASE OF RENEWAL)	a	LMV STICKER NO.	
		b	ISSUED ON	
		c	VALIDITY TILL	
5	SIGNATURE	a	SIGNATURE OF APPLICANT	

I declare that the information furnished above is true. I, hereby undertake full responsibility for ensuring good conduct of above person inside the port premises. I also undertake full responsibility for any criminal liability accruing due to misuse of LMV STICKER by above person. In the event of misuse of LMV Sticker, MbPT administration can take action as deemed fit including cancellation of registration summarily and criminal prosecution.

Thanking you.

Company Stamp/Seal

Name & Signature of Authorised Signatory

ANNEXURE 'B'

**APPLICATION FOR ISSUANCE OF DUPLICATE / REPRINT OF LMV STICKER
FOR DOCK ENTRY TO LMV / PRIVATE CAR/ PRIVATE TAXI
(ON COMPANY'S LETTERHEAD)**

**ASSTT. TRAFFIC MANAGER
PERMITS
MUMBAI PORT TRUST**

DATE:

SIR,

**SUB: ISSUANCE OF DUPLICATE / REPRINT OF LMV STICKER
FOR DOCK ENTRY TO LIGHT MOTOR VEHICLE/PRIVATE
CAR/PRIVATE TAXI**

Kindly issue **DUPLICATE / REPRINTS OF LMV Sticker** to the following Light Vehicle Motor / Private Car / Private Taxi on account of loss / damage / deface of the LMV Sticker already issued. The requisite details are furnished below for your perusal.

1	PERSONAL DETAILS	a	NAME AND ADDRESS OF REGISTERED OWNER OF THE VEHICLE (AS PER R.C. BOOK)	
2	COMPANY DETAILS	a	NAME OF THE COMPANY / ORGANISATION	
		b	REGISTRATION NO. & VALIDITY DATE	
		c	CATEGORY	
3	VEHICLE DETAILS AS PER R.C. BOOK	a	VEHICLE'S REGISTRATION NO.	
		b	DESCRIPTION OF VEHICLE	
		c	MAKER'S NAME	
		d	CHASSIS NO.	
4	DETAILS OF POLICE COMPLAINT (IN CASE OF LOST ONLY)	a	POLICE COMPLAINT NO.	
		b	DATE OF COMPLAINT	
4	LMV STICKER DETAILS	a	LMV STICKER NO.	
		b	ISSUED ON	
		c	VALIDITY DATE	
5	SIGNATURE	a	SIGNATURE OF APPLICANT	

I declare that the information furnished above is true. I, hereby undertake full responsibility for ensuring good conduct of above person inside the port premises. I also undertake full responsibility for any criminal liability accruing due to misuse of LMV STICKER by above person. In the event of misuse of LMV Sticker, MbPT administration can take action as deemed fit including cancellation of registration summarily and criminal prosecution.

Thanking you.

For M/s _____

Company Stamp/Seal

Name & Signature of Authorised Signatory