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मुंबई पोर्ट ट्रस्ट

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 पोर्ट भवन
 शूरजी वल्लभदास मार्ग
 मुंबई -400 001.
 Deputy Conservator's office
 'Port House'
 Shoorji Vallabhdas Marg,
 Mumbai - 400 001.

MUMBAI PORT TRUST

No. DC/B-OSC/CR/BILLING/1101

Date : 03/11/2005

To,

1. The Ship Owners/ Vessel Agents/ Oil Companies.
2. All Public Sector Undertakings/ Govt. Companies.
3. The Secretary General, Mumbai and Nhava Sheva Ships Intermodal Agents Association.
4. The Secretary, Sailing Vessels Association.
5. The Secretary, Inland Vessel and Barge Owners Association.
6. The Secretary, Federation of All India Sailing Vessel Industry Association.
7. The Director Group of Mumbai Barge Owners And Small Ship Owners Association.
8. The Indian Barge Owners Association, Mumbai.

CIRCULAR

**Sub.: Submission of Documents by Ship Owners
 and Shipping Companies required for
 Billing purpose.**

1. It is observed that a number of Ship Owners/Shipping Companies are not adhering to the instructions issued regarding "Submission of documents required for billing purpose" issued by the undersigned from time to time.
2. (a) It is observed that sometimes the copy of Ship's Registry, Coastal Licence Certificate and Conversion Certificate of Foreign/Coastal Trade are submitted after a considerable period on vessel's sailing from the port. This is a hindrance in preparation of bills.
 (b) Some agents, especially those who are discharging/loading cargo in mid-stream, do not submit required documents (i.e. Statement Of Facts) in time which results in delay in rendering bills.
 (c) Presently vessel related bills are rendered within 9 working days. All port users are requested to co-operate and submit following documents so that this port can achieve this target.