

MUMBAI PORT AUTHORITY

TM/SP/01

SP FOR NEW REGISTRATION

Sr No.	Activities	Time Schedule	Documents	Generated
			Referred	
1	<p>Receipt of application from the Port user on their letter head in format. PERMIT/F001 & application in format Permit/F/002 in triplicate along with basic category wise documents & other documents</p>		<p>A. Documents in prescribed formats</p> <ul style="list-style-type: none"> i. Application to Asstt. Traffic Manager, Permit in format No. Permit/F/001 ii. Form 'D'; in Triplicate in format No. Permit/F/002 iii. Undertaking in format No. Permit/F/003 on Port User's letterhead for good conduct, levy of charges for services shall not be exceeding the rates approved by Competent Authority from time to time as per the provisions of Major Port Authorities Act 2021 and regulation framed thereunder, their employees/ workers are having PF or e-Shram registration and Blacklisting Policy of Traffic Department. iv. Two recommendation letters in Format No. Permit/F/004 on letterhead of Port User registered with MbPA. <p>Note</p> <ul style="list-style-type: none"> i. IN case of application for fresh registration of Custom Broker routed through BCBA, recommendation from BCBA is required in lieu of above recommendations. ii. No recommendation is required for Government Agencies/Unions/Associations. <p>B. Basic Category wise Document/s applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.</p>	

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			<p>C. General documents appertaining to company, applicable to all categories:</p> <ul style="list-style-type: none"> i. PAN/TAN in the name of firm (Proprietor/Partnership/Limited/Pvt Ltd.) ii. Rent Receipt or Notarized Copy of Leave & License Agreement of Receipt of Property Tax or Telephone Bill or Electricity Bill of office premises iii. Memorandum & Articles of Association (for Ltd/Pvt Ltd firms) or Notarized copy of Partnership Deed (for partnership firms) iv. List of employees with names and designations required to visit docks. 	
<p>Note: In case of New Registration in the category of 'Sludge Oil Clearance Contractors, 'Condemned Ship Store Clearance Contractors and 'Others', Bombay Shops and Establishment Certificate or Receipt of Intimation in terms of Section 7 of Maharashtra Government Gazette dated 07.09.2017 or Udyog Aadhar Memorandum or any such document issued by the concerned authority is required to be submitted additionally.</p>				
			<p>D. General documents appertaining to authorized signatory/signatories:</p> <ul style="list-style-type: none"> i. AADHAR of the authorized signatory ii. Copy of Electricity Bill or Telephone Bill or Passport with local address, if address in AADHAR is of outstation. 	
2	Scrutiny of application, documents and submission to Asstt. Manager, Permit in format Permit/F/005	03 days	----	

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3	Verification and submission by Asstt Manager, Permits to Dy Manager, Hamallage in format Permit/F/005	01 day	----	
4	Approval of Deputy Manager, Hamallage to register the Port user with DEP quota	02 days	----	
5	Forwardal of a letter to Yellow Gate Police Station in format No. Permit/F/006 for obtaining antecedents clearance (NOC) for the Port User/Proprietor/ Partners/Company / Directors and Authorised Signatories.	01 day	----	Permit/F/006
6	Issuance of Registration slip in format No. Permit/F/007	01 day	NOC issued by Yellow Gate police Station (YGPS)	Permit/F/007

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* **Basic Categorywise Document/s Applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the Port.**

(i) Vessel Agents / Non-vessel Owning Common Container Carrier (NVOCC) / Multimodal Transport Operator (MTO).

- (a) Copy of letter issued in the name of applicant by Dy. Traffic Manager, OSC stating about receipt of Bank Guarantee, amount of Bank Guarantee, its validity and allotment of Agent Code. (Agent Code for Shipping Agent).
- (b) Copy of Line code allotment letter issued in the name of applicant by Dy. Manager, CFS (for Container Operators).
- (c) In case of MTO, certificate of registration as MTO issued by DG Shipping.

(ii) Custom Broker (CB)

Copy of CB License issued in the name of applicant by Mumbai Customs.

(iii) Importer / Exporter

Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

(iv) Marine Work / Ship Repairer / Chipping & Painting

Copy of permission issued in the name of applicant by the Chief Mechanical Engineer, MbPA.

(v) Transporter / Container Transporter / Cargo or Container Handling Equipment (CHE) Owner

Copies of R.C. Books of two vehicles registered in the name of Proprietor/ Firm/Company (Vehicle should not be more than 8 years old and in case of Cargo/Container Handling Equipments (CHEs), subject to fitness certificate issued by the Competent Authority).

(vi) Surveyor

Copy of valid Surveyor's License issued in the name of applicant by Insurance Regulatory and Development Authority (IRDA).

(vii) Vessel / Tug / Barge Owner

- (a) Copies of documents certifying the ownership of Vessel/Tug/Barge.
- (b) Copy of letter issued in the name of applicant by Dy. Traffic Manager, OSC stating about receipt of Bank Guarantee, amount of Bank Guarantee, its validity.

(viii) Ship Management

- (a) Notarized copy of Agreement with Vessel Owner / Shipping Agent
- (b) Copy of the Recruitment, Placement Services License, issued in the name of applicant by Director, Seamen's Employment Office.

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- (ix) Ship Chandler - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (x) Ship Store Supplier - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (xi) Dock Merchants – Letter from Bombay Dock Merchants' Association
- (xii) Launch Operator/Owner - Copies of documents certifying the ownership of Launches and permission letter from Dy. Conservator, MbPA
- (xiii) Condemned Ship Stores Clearance Contractor

Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
(Note : In case of New Registration, Traffic Manager's approval is required.)

- (xiv) Sludge Oil Clearance Contractor
 - (a) Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
 - (b) Copy of certificate issued in the name of applicant by Mumbai Customs for clearance of Sludge Oil
 - (c) Copy of Permission issued in the name of applicant by Dy. Conservator, MbPA for clearance of Sludge Oil
 - (d) Copy of Registration certificate issued in the name of applicant by Central Pollution Control Board.
 - (e) Copy of Certificate issued in the name of applicant by Maharashtra Pollution Control Board.

(Note : In case of New Registration, Traffic Manager's approval is required.)

- (xv) Others

A letter from the Applicant regarding activities/work to be carried out in Docks and supporting documents as per business to establish the bonafides of business in the port.

N.B.

- (a) Port User applying for New registration should submit basic documents in original alongwith photocopies thereof to the Registration Clerk who shall compare the photocopies of the basic documents with the originals, put rubber stamp, "compared with original copy" on the photocopies of the basic document and return the originals to the Port User concerned.
- (b) Time schedule will be working days excluding the Saturday, Sunday and Indoor Holiday.
- (c) Time taken by Port User to respond to the query, i.e. from the date such discrepancy / requirements / clarifications are communicated to the Port User to the date of receipt of response, will be excluded while calculating the Time Schedule. The dealing Registration Clerk will keep endorsement in the file about date of intimation of query to the Port User. He will also record the date of response from the Port User.

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TM/SP/02

SP FOR RENEWAL OF REGISTRATION

Sr No.	Activities	Time Schedule	Documents	
			Referred	Generated
1.	Receipt of application from the Port user on their letter head in format Permit/F/001 & application format. Permit /F/002 in duplicate along with basic category wise documents and other documents.		<p>A. Documents in prescribed formats</p> <ul style="list-style-type: none"> i. Application to Asstt. Traffic Manager, Permit in format No. Permit/F/001 ii. Form 'D'; in duplicate in format No. Permit/F/002 iii. Undertaking in format No. Permit/F/003 on Port User's letterhead for good conduct, levy of charges for services shall not be exceeding the rates approved by Competent Authority from time to time as per the provisions of Major Port Authorities Act 2021 and regulation framed thereunder, their employees/ workers are having PF or e-Shram registration and Blacklisting Policy of Traffic Department. iv. Two recommendation letters in Format No. Permit/F/004 on letterhead of Port User registered with MbPA. <p>Note</p> <ul style="list-style-type: none"> i. In case of application for renewal registration of Custom Broker routed through BCBA, recommendation from BCBA is required in lieu of above recommendations. ii. No recommendation is required for Government Agencies/Unions/Associations. <p>B. Basic Category wise Document/s applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.</p>	

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			<p>C. General documents appertaining to authorized signatory/ signatories.</p> <ul style="list-style-type: none"> i. List of employees with names and designations required to visit docks. ii. Documents showing work volume related to category iii. Previous Registration slip. 	
<p>Note: In case of renewal of registration in the category of ‘Sludge Oil clearance contractors’, ‘Condemned ship stores clearance contractors’ and ‘Others’ following additional general documents are required to be submitted.</p> <ul style="list-style-type: none"> 1. PAN/TAN in the name of firm (Proprietor/Partnership/Limited / Pvt Ltd) 2. Bombay Shops & Establishment certificate or receipt of intimation in terms of section 7 of Maharashtra Government Gazette dated 07.09.2017 or Udyog Aadhar Memorandum or any such document issued by concerned authority. 3. Rent receipt or notarized copy of Leave & License Agreement or Receipt of Property Tax or Telephone Bill or Electricity Bill of office premises. 4. Memorandum & Articles of Association (for Ltd/Pvt Ltd firms/ Notarized copy of Partnership Deed (for Partnership Firms) 				
			<p>D. General documents appertaining authorized signatory / signatories.</p> <ul style="list-style-type: none"> i. Aadhar (if not submitted earlier) of the authorized signatory. ii. Copy of Electricity Bill or Telephone Bill or Passport with local address, if address in Aadhar is of outstation. 	
<p>E. In case of any changes in the constitution, address, authorized signatory’s details etc of the firm, it shall be the sole responsibility of the firm to ensure necessary updation in MbPA records by submission of requisite supporting documents</p>				
2	Scrutiny of application documents and submission to Asstt Manager, Permits in format Permit/F/008	02 days	-----	

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3	Scrutiny and submission by Asstt Manager, Permit to Dy. Manager, Hamallage in format Permit/F/008	01 day	-----	-----
4	Approval of Deputy Manager, Hamallage to renew registration of Port User with DEP quota	02 days	-----	-----
5	Issuance of Slip for renewal of registration in the format Permit/F/007	01 day	-----	Permit/F/007

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* **Basic Categorywise Document/s Applicable : Supporting document/s as per nature of business to establish the bonafides of business to be carried out in the port.**

- (i) Vessel Agents / Non-vessel Owning Common Container Carrier (NVOCC)/ Multimodal Transport Operator (MTO).
- (a) Copy of letter issued in the name of applicant by Dy. Traffic Manager, OSC stating about receipt of Bank Guarantee, amount of Bank Guarantee, its validity and allotment of Agent Code. (Agent Code for Shipping Agent)
 - (b) Copy of Line code allotment letter issued in the name of applicant by Dy. Manager, CFS (for Container Operators)
 - (c) In case of MTO, certificate of registration as MTO issued by DG Shipping.
- (ii) Custom Brokers (CB)
- Copy of valid CB License, issued in the name of applicant by Mumbai Customs.
- (iii) Importer / Exporter
- Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (iv) Marine Work / Ship Repairer / Chipping & Painting
- Copy of permission issued in the name of applicant by Chief Mechanical Engineer, MbPA.
- (v) Transporter / Container Transporter / Cargo or Container Handling Equipment (CHE) Owner
- Copies of R.C. Books of two vehicles registered in the name of Proprietor/ Firm/Company. (Vehicle should not be more than 8 years old and in case of Cargo/Container Handling Equipment's (CHEs), subject to fitness certificate issued by the Competent Authority).
- (vi) Surveyor
- Copy of Valid Surveyor's License issued in the name of applicant by Insurance Regulatory and Development Authority (IRDA).
- (vii) Vessel Owner / Tug / Barge Owner
- (a) Copies of documents certifying the ownership of Vessels/Tug / Barge.
 - (b) Copy of letter issued in the name of applicant by Dy. Traffic Manager, OSC stating about receipt of Bank Guarantee, amount of Bank Guarantee and its validity.
- (viii) Ship Management
- (a) Notarized copy of Agreement with Vessel Owner / Shipping Agent
 - (b) Copy of Recruitment, Placement Services License, issued in the name of applicant by Director, Seamen's Employment Office.

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- (ix) Ship Chandler - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (x) Ship Store Supplier - Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
- (xi) Dock Merchants – Letter from Bombay Dock Merchants' Association
- (xii) Launch Operator/Owner - Copies of documents certifying the ownership of Launches and permission letter from Dy. Conservator, MbPA
- (xiii) Condemned Ship Stores Clearance Contractor

Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India

- (xiv) Sludge Oil Clearance Contractor
 - (a) Copy of Import Export Code (IEC) Certificate issued in the name of applicant by the Ministry of Commerce, Govt. of India
 - (b) Copy of certificate issued in the name of applicant by Mumbai Customs for clearance of Sludge Oil
 - (c) Copy of Permission issued in the name of applicant by Dy. Conservator, MbPA for clearance of Sludge Oil
 - (d) Copy of Registration certificate issued in the name of applicant by Central Pollution Control Board.
 - (e) Copy of Certificate issued in the name of applicant by Maharashtra Pollution Control Board.

- (xv) Others

A letter from the Port User regarding activities/work to be carried out in Docks and supporting documents as per business to establish the bonafides of business in the port.

N.B.

- (a) Port User applying for renewal of registration should submit basic documents in original along with photocopies thereof to the Registration Clerk who shall compare the photocopies of the basic documents with the originals, put rubber stamp, "compared with original copy" on the photocopies of the basic document and return the originals to the Port User concerned.
- (b) Time schedule will be working days excluding the Saturday, Sunday and Indoor Holiday.
- (c) Time taken by Port User to respond to the query, i.e. from the date such discrepancy / requirements / clarifications are communicated to the Port User to the date of receipt of response, will be excluded while calculating the Time Schedule. The dealing Registration Clerk will keep endorsement in the file about date of intimation of query to the Port User. He will also record the date of response from the Port User.
