

Date: 31.03.2021

**Mumbai Port Trust**  
**Estate Division**

**FOR THE INFORMATION OF ALL MBPT TENANTS**  
**/LESSEES/LICENCEES**

In these time of Covid-19 Pandemic situation, delivery of physical copy of bill is not desirable. Therefore, no physical bills are sent to any tenants/lessees/licencees on MbPT's record. However for the convenience of tenant/lessees/licencees the Bill particulars of the letout plots with customer codes, MbPT has displayed the same on its portal at [www.mumbaiport.gov.in](http://www.mumbaiport.gov.in).

MbPT has also made arrangements to receive the online payments through NEFT/RTGS etc. and the particulars of Bank Account and email ID to which the payment particulars need to be mailed have been published on MbPT portal. Bills in PDF format (front side) are also sent to the tenants /lessees/licencees whose email IDs are available or could be procured. All tenants/lessees/licencees are requested to peruse the same on MbPT's website. In order to make the tenants /lessees/licencees aware of the instructions on back side of the Bill, the same are brought out here under

1. THIS IS A BILL and not a RECEIPT.
2. Bills are provisional for rent/compensation subject to revision from 1/10/2012 or from date of expiry or date of termination of lease / tenancy as per Board's policy.
3. In case of "Bill is presented towards compensation for wrongful use and occupation of the premises mentioned herein without prejudice to Notice to Quit/Notice of Forfeiture no. & date mentioned overleaf already served upon you /suit no. mentioned overleaf and presentation of this bill should not be regarded as an assent of the Board of Trustees of the Port of Mumbai to your continuing in possession of the premises and will not be treated as waiver of the Notice to Quit/ Notice of Forfeiture already served/withdrawal of the suit already filed".
4. In case of "bill for compensation is being issued without prejudice to the Board's right to claim and recover further amount by way of difference between the aforesaid compensation and such mesne profits/damages as may be decided by the court in favor of the Board for the wrongful use and occupation of the premises for the abovementioned period".
5. Provision to accept monthly payments of rent/compensation/way leave fee/licence fee/arrears/ any other charges payable to Estate Manager, Mumbai Port Trust, through electronic mode such as NEFT, RTGS, Net Banking etc. You are accordingly requested to avail the said facility for making such payments through electronic mode **and also payment can be directly deposited in any of the branches of State Bank of India into the Account of Estate Manager, Mumbai Port Trust.** The Bank A/c details are as follows:

Bank Account No. - 10996685598

Name of Account - Estate Manager, Mumbai Port Trust

IFSC Code - SBIN0000300

State Bank of India, Mumbai Main Branch,

Mumbai - 400001

**All payments will be accepted without prejudice to MbPT's rights and contention in the matter and on behalf of the registered tenants/lessees/licensee on the records of this Administration.**

All tenants/lessees/licencees are requested to kindly send details of the payments made through email alongwith the bill no., customer code, amount paid, TDS deducted, GSTIN No., PAN No., Unique Transaction No. (UTR No.), transaction id and transaction date etc. for effecting proper accounting to following email ID's

- a) [cash\\_estate@mbptmail.com](mailto:cash_estate@mbptmail.com),
- b) [ab.bhalekar@mumbaiport.gov.in](mailto:ab.bhalekar@mumbaiport.gov.in)
- c) [pa.johnson@mumbaiport.gov.in](mailto:pa.johnson@mumbaiport.gov.in)

Please call on 66564470 /4469 to collect receipt 10 days after date of payment.

6. Interest at the rate of 1¼ % per mensem i.e. 15% per annum from the date of this bill shall be charged, if this bill is not paid before 15th day from the date of this bill. This amount will be included in the bill of subsequent months after the payment of the bill/s.
7. Interest shall be charged for complete month only. Broken periods of 15 days shall be ignored and the period thereafter till the end of the month shall be taken as one full month. In case of a bill disputed by the party for the purpose of payment of the interest the prescribed time-limit on the amounts finally adjudged as payable will be reckoned from the date of the original bill in dispute.
8. The amount of Property Taxes, Water Benefit Tax, Sewerage Benefit Tax, Maharashtra State Education Cess and Employment Guarantee Cess, Street Tax and Tree Cess stated in this Bill are provisional and are subject to revision and or variation, depending on the Rateable value of the property that may be fixed by the Municipal Corporation and the percentage by which the above taxes are recoverable. Depending on such revision and/or variation, difference in the amounts will be claimed or refunded as the case may be.
9. The Bills do not include penalty and other charges for breaches (if any from the date of breach).
10. The FSI is provisional and subject to site survey, verification of Architects certificate.
11. Payment remitted against bill rendered as compensation will be treated strictly as compensation only.
12. Payment of Bill may be made by way of Demand Draft/Pay Order/Cheques at the Estate Manager's Cash office, Ground floor, Administrative building, Shoorji Vallabhdas Marg, Mumbai -400001 between 10.30 a.m. to 3.30 p.m. on all working days (except 2nd and 4th Saturdays).
13. Whenever payment of Bills is made by cheques the same should invariably be drawn by the person/persons in whose name/names the tenancy/lease stands. Cheque made out by the person other than the tenant/lessee will be accepted provided they are forwarded with a covering letter signed by the tenant/lessee stating that the Payment is being made for on his behalf. In the case of Joint tenants/lessees, it would suffice if the cheque is drawn by the one of the Joint tenants/lessees provided the party concerned is in a position to operate the bank accounts accordingly. No cheques drawn on a bank whose cheques are not honoured by any Clearing House due to strike of staff or for any other reason will be accepted until the Bank starts transacting normal business.
14. Post-dated Cheques will not be accepted in payment of this Bill.
15. Cheques on up-country Bank will not be accepted unless accompanied by the necessary bank charges and commission.
16. This Department accepts no responsibility for any loss arising from the miscarriage of cheque sent by post.
17. The Bill is sent only as an act of courtesy and this Department is not bound to issue it. Any omission to do so or delay in receipt or non-receipt of the Bill will be no excuse for non-payment of the

Rent/Compensation in time. For similar reasons, non-receipt of the Bills will not be considered as an excuse if interest charged on the outstanding amount.

18. ANY CHANGE IN RESIDENTIAL/OFFICE ADDRESS MAY BE COMMUNICATED TO DEPARTMENT EARLY. REGISTERED LESSEES AND TENANTS CAN OPT TO AVAIL OF THE FACILITY FOR RECEIPT OF BILL BY E-MAIL.
19. In case of demise of the registered tenant/lessee or last surviving tenant/lessee, his/her heirs/legal representatives shall intimate the Estate Manager, without fail immediately the date of the demise and true names and address of all heirs/legal representatives of the deceased.
20. QUOTE CODE NO. & BILL NO. FOR ANY CORRESPONDENCE.
21. Water charges also include meter hire fees, if any.
22. Water Charges are payable as per MCGM rate and Port's Policy revised from time to time. Detail Circulars has been issued in this regards from time to time to all Lessees/Tenants /Copy of which are also available/displayed at the Cash Office, Estate Department.
23. Kindly refer the latest circulars along with its exemption certificate u/s 197 of IT ACT 1961 for the relevant Financial Year and new rates of TDS prescribed as published on MbPT website i.e. <http://www.mumbaiport.gov.in>
24. TDS may be deducted on Rent/Compensation as per the provision of Income Tax Act 1961 as amended from time to time and for which certified copy of Challan/Quarterly Form 16A/TDS Certificate/Yearly Returns should be submitted at the Cash Office of Estate Department immediately.
25. As per the recent directives of the Ministry & in terms of FA&CAO's letter dt. 23.05.2017, no cash payment will be accepted with immediate effect. **In view of Covid-19, lessee/tenants are requested to utilize ONLINE payment facility (Point 5 as mentioned above) instead of payment in the form of Cheque /DD/PO/POS.**
26. The Circular/Warning Public Notice No. EM/ASG/F-308/2506 dt. 11/10/18 is attached with Monthly Bill dt.31/10/2018. Further note that the said Public Notice/Circular is also posted on MbPT website i.e. <http://www.mumbaiport.gov.in> and also published in two Newspapers.

BY ORDER  
ESTATE MANAGER

**E&O.E**