

**Extract of the Port regulations for issue of Cargo Handling, Ship Repairing, Chipping & Painting, Ship Chandling and Miscellaneous Trade licences.**

60.(A) Issue of licence to ship repairers, chipping & painters, Ship Chandlers Miscellaneous Traders and agencies engaged in Cargo Handling Operation. No individual or firm engaged in cargo handling, ship Repairing, chipping & painting, ship chandling and miscellaneous Traders shall work within the port premises ( including ware houses and open spaces leased or rented unless they hold a licence issued by the Board or any other officer nominated by the Board.

60 (B)The Board or any officer nominated by the Board for this purpose may at any time cancel any licence issued under regulation 60(A) above or may suspend the same for such period as may be specified for breach of all or any of the provisions of regulations 60(C) and 60(D). The licence so issued may be cancelled or suspended if, after the grant thereof it is discovered that the application for the licence contained by misrepresentation or misstatement of material fact or if the licence has been adjusted insolvent or has gone into liquidation as the case may be or if the licensee or his or her workman cause any damage to Board's property or to any vessels goods cargo or equipment thereof or if the licence or his/her workmen cause any obstruction to any work in the Port. The licence shall also be cancelled on any written complaint by the custom Department for the violation of custom laws by the licence or his/her authorised agent. Provided that no such licence shall be cancelled or suspended until the holder of the licence has been given a reasonable opportunity to show cause why his/her licence should not be cancelled or suspended as the case may be. Provided further that no such opportunity for showing cause need be given when the licence is suspended pending an inquiry against the holder of the licence for contravention of all or any of the terms there of or for contravention of all or any of the Acts, Rules and Regulations or for doing anything for which the licence is liable under this regulation to be cancelled or suspended.

The decision of the Board shall be final and binding and shall not be questioned by any body.

60 (C) (i). Every individual or agency or firm engaged in cargo handling of any nature or performing the work of ship repairing/chipping and painting, ship chandling, tailoring laundry, barber, cobbler and miscellaneous services traders shall apply in the prescribed performa annexed as Appendix "A" (in Port regulations) to the Chairman, Mormugao Port Trust for granting licence for cargo handling operations, ship repairs/ chipping and painting /ship chandling, tailoring, laundry,barber, cobbler and miscellaneous trader service trade in the Port. The proforma application for the issue of such license can be obtained from the Office of the Financial Adviser and Chief Accounts Officer on payment of Rs.5/- for each application.

- ii. Such application shall accompany a 'No Objection Certificate' from customs Authorities (by an officer not below the rank of Asst. Collector) and the applicants will be required to execute an indemnity Bond in the case the Licence is granted to him in favour of the Board for an amount not below Rs. 25,000/ in case of license in respect of ship repairing chipping and painting and ship chandelling. Applications without fulfilling the above requirements will be rejected summarily.
- iii. Such licence issued only enable the licensee or his/her authorised agent to enter the Customs barrier for the purpose of carrying out his/her professional work but does not authorise him/her to board the vessels in the port for his purpose. Permission to Board the vessels should be obtained from the Steamer Agents. The permission from the steamer agent so obtained shall be shown to the security staff for Port by the licensee or his or her authorised agent on each occasion before entering the Port are failing which Security staff shall not permit the licence or his/her agent to enter the Port area. The licence or his or her authorised agent shall also produce his licence whenever he/she is asked for the same by the Port Trust, Customs Central Industrial Security Force and Police authorities. The licence or his/her authorised agent shall abide by the Acts, Rules and regulations of the Custom Authorities and shall ensure that the same are fully complied with before entering and leaving the Port premises for doing

the work for which license has been issued.

- iv. The licence shall inform the names and particulars of his/her agents in advance if she/he intends to do the business for which a licence is granted/renewed through them and obtain the specific approval in writing from the Traffic Manager to enter the Port area. No persons who is not approved by the Traffic Manager as authorized Agent or the Licensee and or who fails to produce the identity card on demand shall enter the Port area or do the business.
- v. The licence shall pay an amount of Rs.700/- as non refundable licence fee in respect for licence for cargo handling Rs.575/-ship repairing, Rs. 288/-as non refundable license fee in respect of license for chipping and painting. Rs. 575/- as non refundable licence fee in respect of ship chandelling and Rs. 29/- as non refundable licence fee in respect of miscellaneous trader per annum within 7 days from the date of intimation of the intention to issue/renew the licencee by the Port authorities. The licencee shall also deposit an amount or Rs.1200/- in respect of licencee for cargo handling operation, Rs. 1000/- in respect of licence for ship repairs Rs.500/- in respect of chipping and painting, Rs.250/- in respect of ship chandelling and Rs.50/- in respect of miscellaneous trader as Security Deposit along with the licence fee. The licence fee mentioned above will be for per annum or part thereof. The Security Deposit will be refunded in cases of satisfactory compliance of the terms and conditions of the licence at the termination of the licence in case the same is not renewed.
- vi. The licencee shall submit any information asked for by the Traffic Manager at any time and the manner and form as may be required by the Traffic Manager from time to time.
- vii. The licence shall be terminated summarily without any notice to the licencee and or to the authorised agent of the licencee or his/her authorised agent board or attempts to board any vessel without obtaining prior permission from the concerned Steamer Agent and thereupon the Security Deposit shall stand forfeited.
- viii. The licence may be cancelled or withdrawn by the Board or by any officer appointed by the Board at any time without assigning any reason.
- ix. The licencee engaged in cargo handling work is y authorised to enter the Port premises during the shift hours as notified in the Schedule of Rates in connection with their licence on port working days. The licencee engaged for either than the cargo handling operations are authorized only to enter the port premises of work connected with their licence on port working days between 6.00am and 6.00p.m. and on other days 11.00 a.m. and 1.00 p.m. However the licencee may be permitted at the discretion of the Traffic Manager or any other Officer authorised by him to enter the Port premises for urgent work after the above mentioned period.
- x. The licence shall not be transferable to any body and only the licencee and or his or her authorised agent shall operate on the licence.
- xi. That in the event if it being considered necessary to exclude the public from the whole or in any party of the Harbour premises on any day or portions of the day under emergent circumstances the Traffic Manager may at his discretion which shall be final suspend the licence for such period or periods.
- xii. (a) Such licence issued by the Board is valid for one financial year if the licencee desires to renew the licence he or she shall apply one month before expiry of the licence. If the application for renewal is not received within the stipulated period the licence may be renewed on payment of an Rs. 25/- as late fee, provided the application for renewal together with the receipt in token of payment of the late fees is received by the Port authorities before the actual expiry of the licence and thereafter the late fee payable will be Rs. 50/- per annum thereof . Provided the late fee payable of the miscellaneous traders license shall be Rs. 5/- and Rs. 10/- respectively.  
  
(b) If the licence issued to the licencee is lost a duplicate copy of the licence

will be issued to the licensee at his or her written request and also on payment of Rs. 25/- except in cases of licence for miscellaneous traders in whose case on payment of Rs.5/-

- xiii. If the licensee or his/her authorised agent commits breach of all or any of the terms and conditions of the licence and or the Acts, Rules and Regulations of the Board of Trustees of the Port of Mormugao the licence is liable to be cancelled without assigning any reason or notice and the Security Deposit shall be forfeited either in part or in full at the discretion of the Traffic Manager.
  - xiv. In respect of ship repairing, licence holder should possess atleast two Lloyds Certified welders to attend ship repairing work and the licences shall carry out repairing work as provided for in regulations 26 of these regulations and shall have properly equipped workshop supervision of qualified persons.
- D. All the payments mentioned in these regulations above shall be made to the Financial Advisor & Chief Accounts Officer, Mormugao Port Trust.

**II) Applicant for cargo handling licence has to furnish his application in the prescribed form "A" alongwith the following documents:**

1. Profile of the company (Should accompanied by company's registration, experience in the field etc.)
2. Letter from the steamship company/Charter or ships/owner of cargo, with whom the contract for handling cargo subsists on is proposed to be entered.
3. Certificate from the Bankers towards financial ability (Solvency Certificate)
4. Yearwise cargo & tonnage handled in the previous 3 years (if any).
5. Copies of Income Tax Returns filed for the last 2 years
6. Experience certificates (in other ports etc. (if any) and tonnage handled statement)

Upon approval by Chairman for issuing licence, the below mentioned documents have to be submitted by the applicant.

1. NOC from customs authorities from an officer not below the rank of Asst.. Commissioner of customs.
2. Indemnity Bond on Rs. 20/- stamp paper in favour of the Board for an amount not below Rs.25,000/- duly executed and registered before the Notary Public.
3. List of gears alongwith certificates
4. Payment of licence fees of Rs.700/-
5. Payment of Security Deposit of Rs.1200/-

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF CARGO**  
**HANDLING LICENCE**

Application in the prescribed form "A" alongwith the following documents:

1. NOC from customs authorities from an officer not below the rank of Asst. Commissioner of customs.
2. Indemnity Bond on Rs. 20/- stamp paper in favour of the Board for an amount not below Rs.25,000/- duly executed and registered before the Notary Public.
3. Certificate from the Bankers towards financial ability.
4. List of gears.
5. Yearwise cargo & tonnage handled in the previous 3 years.
6. Applicant has to pay non-refundable licence fee of Rs. 700/- per financial year or part thereof.
7. Copies of Income Tax Returns filed for the last 2 year
8. NO Dues Certificate from CDC/FA&CAO
9. NO Dues Certificate from CHLD/MPT
10. Safety Performance Report for obtaining NOC from Dock Safety.

Prescribed application form for issue of Cargo Handling licence

R/TM/08

FORM A

MORMUGAO PORT TRUST

TRAFFIC DEPARTMENT

To,

The Traffic Manager,

Mormugao Port Trust.

Application Form for the Grant/Renewal of Cargo

Handling Licence.

1. Name of the applicant:
2. Whether individual, firm or  
Company
- 3.. Full address:
4. Name/s of the steamship  
Company/charterer or Ships/  
Owner Of the cargo, with whom the  
Contract for handling cargo subsists  
Or is proposed to be entered.
5. Previous experience in the Field, if any:
6. Proof of financial ability to meet  
the Obligations on account of wages,  
Compensation under workmen's  
compensation Act, etc.  
( A Certificate from the Bankers as  
to the Financial ability and income  
Tax Clearance Certificate  
To be produced.)
7. Whether the applicant has/is

willing to acquire adequate gear  
for Cargo handling work ?  
(list of gear with necessary  
certificate to be furnished)

8. Whether applicant has cleared  
all the bill, if any, on account of  
Transaction he/they had with  
Mormugao Port Trust, Cargo  
Handling Labour Dept./MPT  
And the labour engaged directly  
Through the contractor for cargo  
Handling Operations (proof or  
Clearance/certificate to be  
Produced)

9. Whether the licence fee has been  
paid. If so, a receipt should be  
produced.

We affirm that particulars given are true to the best of my  
knowledge and belief.

We agree to furnish any other information/produce and record for  
inspection as may be required, to consider the request for grant of  
licence.

We agree to abide by the Mormugao Port Trust Regulations, and to  
comply with the directions made by the Mormugao Port Trust, from time  
to time, if the licence is issued/renewed.

Signature of the Applicant

Seal:

Name:

Designation:

Place:

Date:

III) Applicant for Ship Repairing licence has to furnish his application in the prescribed form alongwith the following documents:

1. Profile of the company (Should accompanied by company's registration, experience in the field etc.)
2. Steamer Agent's letter authorizing them to carry out work on vessels calling at Port, under their Agency.
3. Small Scale Industries (SSI ) Registration Certificate valid during the licencing period( i.e. 1st April to 31<sup>st</sup> March)
4. Certificate of Ownership of workshop.
5. List of fire fighting equipments with details.
6. Income Tax Returns filed copy of the last 2 years.
7. List of equipments available for carrying out ship repairing work.

Upon approval by Traffic Manager for issuing licence, the below mentioned documents have to be submitted by the applicant.

1. NOC from the local customs authorities from an officer not below the rank of Asst. Commissioner of Customs.
2. Indemnity Bond on Rs. 20/- stamp paper in favour of the Board for an amount not below Rs.25,000/- duly executed and registered before the Notary Public.
3. Insurance Policy to cover the liability of the workmen's compensation act for the entire staff engaged the trade.
4. Names of all the staff employed in the trade.
5. The licence holder should possess at least two Lloyds/IRS certified welders to attend ship repairing work.
6. Payment of Licence fees of Rs.575/-
7. Payment of Security Deposit of Rs.1000/-

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF SHIP REPAIRING  
LICENCE**

1. Application in the prescribed form "A" available in our accounts department alongwith the following documents:
2. NOC from the local customs authorities from an officer not below the rank of Asst. Commissioner of customs.
3. Indemnity Bond on Rs. 20/- stamp paper in favour of the Board for an amount not below Rs.25,000/- duly executed and registered before the Notary Public.
4. Steamer Agent's letter authorising them to carry out work on vessels calling at Port, under their Agency.
5. Small Scale Industries (SSI ) Registration Certificate valid during the licencing period( i.e. 1st April to 31<sup>st</sup> March)
6. Insurance Policy to cover the liability of the workmen's compensation act for the entire staff engaged the trade.
7. Names of all the staff employed in the trade.
8. The licence holder should possess at least two Lloyds/IRS certified welders to attend ship repairing work.
9. Certificate of Ownership of workshop.
10. List of fire fighting equipments with details.
11. Income Tax Clearance Certificate
12. List of equipments available for carrying out ship repairing work.
13. Payment of licence fees of Rs.575/-
14. Documentary evidence towards works carried out during the License period.

Prescribed application form for issue of Ship Repairing licence

**MORMUGAO PORT TRUST**

Date: \_\_\_\_\_

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Traffic Manager,

Mormugao Port Trust

Headland Sada

Dear Sir,

**Sub:- Grant of Ship Repairing Licence**

**for the year : \_\_\_\_\_**

I/We request you to kindly grant/renew me/us ship repairing licence for a period of one year.

I/We hereby agree to abide by Mormugao Port regulations as revised from time to time.

Necessary customs clearance and steamer agents letters and other required documents are enclosed herewith.

I/we shall pay necessary charges on hearing from you.

Thanking you,

Yours faithfully,

**Seal**

Signature of Applicant

Name:

Designation:

My/our Permanent Account No.

(Income tax) is

Signature of Applicant

**IV) Applicant for Ship chandling licence has to furnish his application in the prescribed form alongwith the following documents:**

1. Company's profile ( Should accompanied by company's registration, experience in the field etc.)
2. Steamer Agent's letter authorising them to carry out work on vessels calling at Port, under their Agency.
3. Income Tax Returns filed copy of the last 2 years.
4. Sales Tax/Service Tax/VAT Registration.

Upon approval by Traffic Manager for issuing licence, the below mentioned documents have to be submitted by the applicant.

1. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
2. Indemnity Bond on Rs. 20/- stamp paper for Rs. 25,000/- duly attested by Notary public in favour of the Board of Trustees of the Port of Mormugao.
3. Payment of Licence fees of Rs.575/-
4. Payment of Security Deposit of Rs.250/-
5. After licence has been issued the licensee has to obtain a licence from Port Health Organisation.

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF SHIP CHANDLING LICENCE**

1. Application in the prescribed form ( available in cash section.)
2. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
3. Indemnity Bond on Rs. 20/- stamp paper for Rs. 25,000/- duly attested by Notary public in favour of the Board of Trustees of the Port of Mormugao.
4. Steamer/Shipping Agent's letter,
5. To pay licence fee of Rs. 575/-
6. Income Tax Returns filed copy of the last 2 years.
7. SalesTax/Service Tax Registration.
8. Registration of the firm
9. Licence from Port Health Office of Port Health Organization
10. Documentary evidence towards works carried out during the License period.

Prescribed application form for issue of Ship Chandling licence

**MORMUGAO PORT TRUST**

Date: \_\_\_\_\_

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Traffic Manager,  
Mormugao Port Trust  
Headland Sada

Dear Sir,

**Sub:- Grant of ShipChandling Licence**

**for the year : \_\_\_\_\_**

I/We request you to kindly grant/renew me/us ship chandling licence for a period of one year.

I/We hereby agree to abide by Mormugao Port regulations as revised from time to time.

Necessary customs clearance and steamer agents letters and other required documents are enclosed herewith.

I/we shall pay necessary charges on hearing from you.

Thanking you,

Yours faithfully,

**Seal**

Signature of Applicant

Name:

Designation:

My/our Permanent Account No.

(Income tax) is

Signature of Applicant

**V) Applicant for Chipping and Painting licence has to furnish his application in the prescribed form alongwith the following documents:**

1. Company's profile ( Should accompanied by company's registration, experience in the field etc.)
2. Steamer Agent's letter authorising them to carry out work on vessels calling at Port, under their Agency.
3. Income Tax Returns filed copy for the last 2 years.

Upon approval by Traffic Manager for issuing licence, the below mentioned documents have to be submitted by the applicant.

1. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
2. Indemnity Bond on Rs. 20/- stamp paper for Rs. 25,000/- duly attested by Notary public in favour of the Board of Trustees of the Port of Mormugao.
3. Payment of Licence fees of Rs.288/-
4. Payment of Security Deposit of Rs.500/-

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF CHIPPING & PAINTING LICENCE**

1. Application in the prescribed form ( available in cash section.)
2. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
3. Indemnity Bond on Rs. 20/- stamp paper for Rs. 25,000/- duly attested by Notary public in favour of the Board of Trustees of the Port of Mormugao.
4. Steamer/Shipping Agent's letter.
5. To pay licence fee of Rs. 288/-
6. Income Tax Returns filed copy for the last 2 years.
7. Registration of the firm
8. Documentary evidence towards works carried out during the License period.

Prescribed application form for issue of Chipping & Painting licence

**MORMUGAO PORT TRUST**

Date: \_\_\_\_\_

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Traffic Manager,

Mormugao Port Trust

Headland Sada

Dear Sir,

**Sub:- Grant of Chipping & Painting Licence**

**for the year : \_\_\_\_\_**

I/We request you to kindly grant/renew me/us Chipping & Painting licence for a period of one year.

I/We hereby agree to abide by Mormugao Port regulations as revised from time to time.

Necessary customs clearance and steamer agents letters and other required documents are enclosed herewith.

I/we shall pay necessary charges on hearing from you.

Thanking you,

Yours faithfully,

**Seal**

Signature of Applicant

Name:

Designation:

My/our Permanent Account No.

(Income tax) is

Signature of Applicant

**VI) Applicant for Miscellaneous Trade licence has to furnish his application in the prescribed form alongwith the following documents:**

- 1 Company's profile ( Should accompanied by company's registration, experience in the field etc.)
- 2 Steamer Agent's letter authorising them to carry out work on vessels calling at Port, under their Agency.
- 3 Income Tax Returns filed copy for the last 2 years.

Upon approval by Traffic Manager for issuing licence, the below mentioned documents have to be submitted by the applicant

1. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
2. Payment of Licence fees of Rs.29/-
3. Payment of Security Deposit of Rs.50/-

**DOCUMENTS TO BE FURNISHED FOR RENEWAL OF MISCELLANEOUS TRADE LICENCE**

1. Application in the prescribed form ( available in cash section.)
2. N.O.C. from Customs Authorities (issued by an officer not below the rank of Asst. Commissioner of Customs.)
3. Steamer/Shipping Agent's letter,
4. To pay licence fee of Rs. 29/-
5. Income Tax Returns filed copy for the last 2 years.
6. Registration of the firm
7. Documentary evidence towards works carried out during the License period.

Prescribed application form for issue of Miscellaneous Trade licence

**MORMUGAO PORT TRUST**

Date: \_\_\_\_\_

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Traffic Manager,

Mormugao Port Trust

Headland Sada

Dear Sir,

**Sub:- Grant of Miscellaneous Trade Licence**

**Viz** \_\_\_\_\_

**for the year :** \_\_\_\_\_

I/We request you to kindly grant/renew me/us Miscellaneous Trade licence for a period of one year.

I/We hereby agree to abide by Mormugao Port regulations as revised from time to time.

Necessary customs clearance and steamer agents letters and other required documents are enclosed herewith.

I/we shall pay necessary charges on hearing from you.

Thanking you,

Yours faithfully,

**Seal**

Signature of Applicant

Name:

Designation:

My/our Permanent Account No.

(Income tax) is

Signature of Applicant

