

VISAKHAPATNAM PORT AUTHORITY

TRAFFIC DEPARTMENT

**CHECK LIST OF DOCUMENTS / CERTIFICATES TO BE SUBMITTED BY THE STEVEDORE TO
GRANT NEW / RENEWAL OF STEVEDORING LICENCE**

Sl.No.	Document details	Required for New/Renewal
1	Form 'A' along with declaration	Both
2	Partnership deed / Articles of Association if it is a partnership firm	Both
3	Business assurance letters from the Exporters / Importers entrusting the Stevedoring work to the firm (minimum two firms with their IEC photo copies)	Both
4	Particulars of Tonnage handled figures for the last 3 years	For renewal
5	Amount of Financial ability to meet obligations on account of wages, compensation under Workmen's compensation Act, 1923 etc., from a nationalized / Schedule Bank.	Both
6	Latest Income Tax Clearance certificate in respect of the Firm and PAN number.	Both
7	A list of gear with necessary certificate	Both
8	A list of the staff and their experience and conversance with Rule / regulations of Stevedoring work as per new Stevedoring License-2011 (Minimum 4 Supervisors with photos dully attested by Gazetted Officer with Aadhar proof).	Both
9	No dues certificates from VPA, CHD and Stevedores Association	For renewal
10	a) Original Cash Receipt of Rs.3,00,325/- towards Fresh License Fee for 3 years Including (18% GST). b) Original Cash Receipt of Rs.3,96,905/- towards Renewal of License Fee for 3 years Including (18% GST). (c) Original Cash receipt of Rs.5,000/- towards E.M.D. (d) Security Deposit Rs.5,00,000/- (five lakhs)	New Renewal Both New
11	Tonnage handled particulars from Cargo Handling Division (CHD) and VPA Harbour Mobile Cranes (HMC), separately.	For renewal
12	Dock Safety performance report from Asst. Director (Safety)	For renewal
13	Gear Inspection Report	Both
14	Undertaking letter for payment of Royalty	Both
15	All Directors/Partners to paste latest passport size photographs on letter head of the firm dully attested by Gazetted Officer with Aadhar proof and PAN numbers.	Both
16	Firm GST Copy	Both

To
The Traffic Manager,
Visakhapatnam Port Authority,
VISAKHAPATNAM.

APPLICATION FORM FOR THE GRANT / RENEWAL OF STEVEDORING LICENCE

1	Name of the Applicant	
2	Whether individual/firm or Company (Article of partnership deed/company to be produced).	
3	Full Address	
4	Year(s) for which licence is required.	
5	Name(s) of the Steamship Company/ Charterer of Ships/Owner of Cargo with whom the contract for Stevedoring their Vessel/Cargo subsists or is proposed to be entered (proof of contract for the period covered is to be appended and the approximate tonnage for each party is to be indicated).	
6	Previous experience in the case of renewal of licence is to be furnished. (The Cargo and tonnage stevedored in the previous 3 years is to be furnished).	
7	Amount of financial ability to meet obligations on account of wages, compensation under Workmen's Compensation Act 1923 etc. (A Certificate from the Bankers as to the financial ability and Income Tax Clearance Certificate is to be produced).	
8	Whether the applicant is willing to acquire adequate gear for stevedoring the contracted Vessel, Cargo. (List of gear with necessary Certificate is to be furnished).	
9	Whether the applicant has/is willing to have in this employment adequate staff with experience and conversance with Rules/Regulations (A list of the staff and their experience is to be furnished).	
10	Whether the applicant has cleared all the dues, if any, on account of transactions he had with the Visakhapatnam Port Trust and Dock Labour Board/ Visakhapatnam Stevedores Association. (Proof of Clearance Certificate is to be produced).	
11	Whether the Licence fee, the Earnest Money Deposit, a Deposit of Rs. 5.00 Lakh cash (Receipt for the payment is to be attached). (The Licence Fee and the Deposit will be refunded if the licence is not issued/ removed).	

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

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

I agree to abide by the Visakhapatnam Port Authority (Licensing of Stevedores and allied matters) Regulations, 2011 and to comply with the directions made by the Visakhapatnam Port Authority, from time to time, if the license is issued/renewed.

SIGNATURE OF THE APPLICANT

VISAKHAPATNAM

DATE:

DECLARATION

- (1) We declared that we have maintained/would maintain in the Input Output norms of handling different commodities of not less than 50,000 tonnes of cargo in a year or as may be laid down from time to time.
- (2) We declare that we have got the financial standing to meet the obligations to the workers and staff employed on account of wages and compensation under the Workmen's Compensation Act 1923, Payment of Wages Act 1936, Industrial Disputes Act 1947 or any other Law for the time being in force and made a security deposit of Rs. 5.00 Lakh which will be refunded/discharged after the termination/expiry of the license.
- (3) We undertake that we would have in our employment such minimum staff and have in our possession such minimum gear as may be prescribed by the Port for undertaking stevedoring efficiently.
- (4) We undertake that we would provide all facilities that are necessary for the Port Management to have access to our accounts to satisfy itself in that rates charged are competitive and that the terms and conditions of the licenses are being faithfully observed.
- (5) We undertake that we would abide by the provisions mentioned in the Visakhapatnam Port Trust (Licensing of Stevedoring and allied matters) Regulations, 2011 and also any other instructions issued or may be issued by the Port Trust from time to time.

For M/s.

PROFORMA

APPENDIX 'J'

APPLICATION FORM FOR ISSUE / RENEWAL OF LICENSE FOR SHIP REPAIRING
/CHIPPING AND PAINTING

From

To
The Traffic Manager,
Visakhapatnam Port Authority,
Visakhapatnam-530 035.

Dear Sir,

Sub: Grant of Ship repairing/chipping and painting license for one year – Reg.

I/We request you to kindly grant/renew me/us Ship repairing/chipping and Painting license for a period of one year.

I/We hereby agree to abide by the terms and conditions noted overleaf and those mentioned in the Visakhapatnam Port Authority Dock Regulations as revised from time to time.

Necessary Customs clearance, Steamer Agents letter and a "Credibility Certificate" are enclosed.

I/We shall pay necessary charge on hearing from you.

Yours faithfully,

Signature of the Applicant

Encl: As above

Ship Repairing licence Check list

1. Permanent address of the firm, phone Nos, E-mail details etc., with GST copy
2. Registered office address and phone nos.
3. Name and permanent addresses of Directors/partners of the firm along with their assets, permanent place of business
4. Partnership deed/articles of association (attested copy)
5. Details of income tax paid (latest) ward number and circle and PAN numbers of all persons in management as Directors/Partners (attested copy) and Directors/Partners along with passport size photographs dully attested by Gazetted Officer with adhar proof.
6. To paste latest passport size photographs on letterhead of the firm in respect of all personnel working in the firm, dully attested by Gazetted Officer with adhar proof
7. Credibility certificate from any Schedule Bank / Nationalized Bank showing credibility not less than Rs. 25,000/-. In duplicate.
8. No objection certificates from two steamer agents to board the vessels visiting VISAKHAPATNAM PORT AUTHORITY under their agency.(along with copy of Steamer agent licence issued by Customs authority) .
9. Two certificate welders certificates employed in the firm (mechanical works)
10. Details of property equipped work shop in possession of the firm along with the details of qualified Marine Engineer supervising the work ship (Mechanical works)
11. An under taking letter stating that “ To strictly comply with SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY adopted by VPA while carrying out your activities in Visakhapatnam Port Authority”
12. Business proof(renewal)
13. Customs NOC

APPLICATION FORM FOR ISSUE / RENEWAL OF SHIP CHANDLING LICENSE

From

Visakhapatnam,
Dt.

To
The Traffic Manager,
Visakhapatnam Port Authority,
VISAKHAPATNAM.

Sir,

Sub: Grant/Renewal of Shipping/Chandelling License for one year – Reg.

I/We request you to kindly grant/renew/us ship chandelling license for a period of one year.

I/We hereby agree to abide by the terms and conditions noted over leaf and that mentioned in the Visakhapatnam Port Authority Dock Regulations as revised from time to time.

Necessary customs clearance and Steamer Agents letters are enclosed.

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

Thanking you,

Encl:- As above.

Yours faithfully,

(Signature of the Applicant)

Ship Chandelling licence Check list

- 1. Permanent address of the firm, phone Nos, E-mail details etc., with GST Copy**
- 2. Registered office address and phone nos.**
- 3. Name and permanent addresses of Directors/partners of the firm along with their assets, permanent place of business**
- 4. Partnership deed/articles of association (attested copy)**
- 5. Details of income tax paid (latest) ward number and circle and PAN numbers of all persons in management as Directors/Partners (attested copy) and Directors/Partners along with passport size photographs dully attested by Gazetted Officer with adhar proof.**
- 6. To paste latest passport size photographs on letterhead of the firm in respect of all personnel working in the firm, dully attested by Gazetted Officer with adhar proof**
- 7. Credibility certificate from any Schedule Bank / Nationalized Bank showing credibility not less than Rs. 25,000/-. In duplicate.**
- 8. No objection certificates from two steamer agents to board the vessels visiting VISAKHAPATNAM PORT AUTHORITY under their agency. (along with copy of Steamer agent licence issued by Customs authority)**
- 9. An under taking letter stating that “ To strictly comply with SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY adopted by VPA while carrying out your activities in Visakhapatnam Port Authority”**
- 10. License under Food Safety and Standard’s Act’2006**
- 11. Business proof(renewal)**
- 12. Customs NOC**

PROFORMA

APPENDIX 'K'

APPLICATION FORM FOR ISSUE / RENEWAL OF LICENSE FOR TAILOR/LAUNDRY /BARBER
/COBBLER AND MISCELLANIOUS SERVICES

From

To
The Traffic Manager,
Visakhapatnam Port Authority,
Visakhapatnam-530 035.

Dear Sir,

Sub: Grant of Trader license (_____) for one year –reg

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I/We request you to kindly grant/renew me/us Trader license (_____)
license for a period of one year.

I/We hereby agree to abide by the terms and conditions noted overleaf and those mentioned
in the Visakhapatnam Port Authority Dock Regulations as revised from time to time.

Necessary Customs clearance, Steamer Agents letter and a "Credibility Certificate" are
enclosed.

I/We shall pay necessary charge on hearing from you.

Yours faithfully,

Signature of the Applicant

Encl: As above

Trader licence Check list

1. Permanent address of the firm, phone Nos, E-mail details etc.,
2. Registered office address and phone nos. .
3. Name and permanent addresses of Directors/partners of the firm along with their assets, permanent place of business
4. Partnership deed/articles of association (attested copy)
5. Details of income tax paid (latest) ward number and circle and PAN numbers of all persons in management as Directors/Partners (attested copy) and Directors/Partners along with passport size photographs dully attested by Gazetted Officer with adhar proof.
6. To paste latest passport size photographs on letterhead of the firm in respect of all personnel working in the firm, dully attested by Gazetted Officer with adhar proof
7. No objection certificates from two steamer agents to board the vessels visiting VISAKHAPATNAM PORT AUTHORITY under their agency. (along with copy of Steamer agent licence issued by Customs authority)
8. An under taking letter stating that “ To strictly comply with SAFETY, HEALTH, ENVIRONMENT & QUALITY POLICY adopted by VPA while carrying out your activities in Visakhapatnam Port Authority”
9. Business proof(renewal)
10. Customs NOC
11. Certificate of Registration of the firm