

**FORM -A**

**MORMUGAO PORT TRUST**  
**TRAFFIC DEPARTMENT**

To,  
The Traffic Manager,  
Mormugao Port Trust.

**APPLICATION FORM FOR THE GRANT/RENEWAL OF STEVEDORING LICENCE**

- 1) Name of the applicant :
- 2) Whether individual, firm or company (Article of partnership/company to be produced) :
- 3) Full Address :
- 4) Year/s for which licence is required :
- 5) Name/s of the Steamship Company/  
Charterer of ship/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. The approximate tonnage for each party is to be indicated.) :
- 6) Previous experience in the field, if any ( The cargo and tonnage stevedored in the previous 3 years to be furnished ) :
- 7) Amount 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 ) :
- 8) Whether the applicant has/is willing to acquire gear for stevedoring the contracted vessel/ cargo ? (List of gear with necessary certificate to be furnished) :

- 9) Whether the applicant has/ is willing to have in his employment adequate staff with experience and conversant with Rules and Regulations  
( A list of the staff and their experience to be furnished) :
- 10) Whether the applicant has cleared all the amounts, if any, on account of transactions he had with the Mormugao Port Trust/ CHLD ? :
- 11) Whether the licence fee and the security deposit has been paid ?  
( The receipt for the payment is to be attached. The licence fee and the deposit will be refunded if licence is not issued/ renewed ). :
- 12) Whether the applicant has deposited a sum of Rs. 5 lakhs in the form of Pay order/ Demand Draft ? :

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

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 Mormugao Port Trust ( Licencing of Stevedores) Regulations, 2010 and to comply with any other conditions made by the Chairman from time to time, if the licence is issued/renewed.

Place:

Signature of Applicant

Date:

N.B. The grant/ renewal of Licence will be entirely at the discretion of the Chairman.

### **DOCUMENTS FOR GRANT OF NEW STEVEDORING LICENCE**

1. Application in Form 'A'
2. Company's Profile, Registration, Experience etc.
3. Copies of Income Tax Returns for the last 3 years.
4. Letter from the steamship company/Charterer of ships/owner of cargo, with whom the contract for handling cargo subsists or is proposed to be entered. Proof of the period of contract covering the licence period and partywise tonnage.
5. Undertaking to handle cargo per year (In metric tonnes)
6. A Certificate from Banker regarding financial standing to meet the obligation to the workers & staff employed on account of wage and compensation under the workmen's compensation.
7. Profile of at least 4 Supervisory Personnel with minimum of 2 years of cargo handling/stowage experience.
8. Undertaking to provide minimum equipments/gears either owned or hired
9. Upon approval, payment of Security Deposit of Rs.500000/-, Licence Fees of Rs.50000/- and Service Tax on Licence Fees @ 12.36%

### **DOCUMENTS FOR RENEWAL OF STEVEDORING LICENCE**

1. Application in Form 'A'
2. Copies of Income Tax Returns for the last 3 years.
3. Undertaking to handle cargo per year (In metric tonnes)
4. A Certificate from Banker regarding financial standing to meet the obligation to the workers & staff employed on account of wage and compensation under the workmen's compensation.
5. Profile of at least 4 Supervisory Personnel with minimum of 2 years of cargo handling/stowage experience.
6. Undertaking to provide minimum equipments/gears either owned or hired
7. NOC from CDC/FA & CAO
8. Safety Performance Proforma for obtaining NOC from Dock Safety
9. Details of Cargo and Ships handled during the previous 3 years
10. Upon approval, Licence Fees of Rs.50000/- and Service Tax on Licence Fees and Late Fees (if any) @ 12.36%