



TRAFFIC DEPARTMENT

No: TD/TMGEN-74(III)/2013/

2844

Dated, the 19th October, 2020

CIRCULAR

In inviting a reference to the Office Order No. TD/TM/GEN-74(III)/2795 dated 14.10.2020, all the Steamer/Shipping Agents operating at Paradip Port are advised to submit the following documents/registration fee for registration of their Firm on or before 31.10.2020.

- 1 (i) For Private Limited Company: (i) Memorandum of Association and Articles of Association (ii) Copy of the Certificate of Incorporation of the company.
- (ii) For Proprietorship Company: Copies of the documents certified by the Registrar of Firms.
- (iii) For Partnership Firm: Partnership deed and copies of the documents certified by the Registrar of Firms.
- 2) List of Directors/Proprietor/Partners, their address, contact details and specimen signature.
- 3) A copy of the PAN Card.
- 4) A copy of the license issued by Commissionerate of Customs and Central Excise, Central Board of Excise and Customs, Department of Revenue, Ministry of Finance.
- 5) Registration fees of Rs 15,000/- per year or Rs. 45,000/- for a period of three years in the form of Demand Draft drawn in favour of FA & CAO, Paradip Port Trust.
- 6) Power of Attorney in original, appointing personnel to liaise on behalf of the firm with the Port.
- 7) GST Registration Certificate.

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19/10/2020
Traffic Manager
Paradip Port Trust

Copy to:

- (i) All Steamer Agents, Paradip Port.
- (ii) The Secretary, KSAA, Paradip Port.
- (iii) The Deputy Conservator, PPT.
- (iv) The Deputy Commissioner, Customs Division, Paradip for kind information
- (v) All Officers of Traffic Department, PPT.
- (vi) F1 Solutions, Paradip Port.
- (vii) Sri M. Soren, T.F, Traffic Department, PPT.
- (viii) The Sr. Dy. Director, EDP Cell with a request to hoist the same in PPT website.



TRAFFIC DEPARTMENT

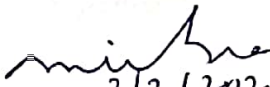
No: TD/TM/GEN-74(III)/221

Dated, the 3rd February, 2021

OFFICE ORDER

The Board of Trustees of PPT vide Resolution No.97/2020-21 in the Meeting No. 4/2020-21 held on 29.01.2021, have approved for replacement of the condition as elaborated in the table below, for the purpose of registration of Steamer/Shipping Agent in case of Proprietorship Firm at Paradip Port w.e.f. 01.10.2020. However, all other documents to be submitted and terms and conditions to be fulfilled as communicated vide Office Order No.TD/TM/GEN-74(III)/2795 dated 14.10.2020 remain unchanged.

| Old Provision | New Provision |
|---|--|
| Proprietorship Company: Copies of the documents certified by the Registrar of Firms | Proprietorship Firm: A copy of notarized affidavit confirming the name and trade of the Proprietorship Firm. |


3/2/2021
Traffic Manager
Paradip Port Trust

Copy to:

- (i) All HoDs, PPT.
- (ii) All Steamer Agents, Paradip Port.
- (iii) The Secretary, KSAA, Paradip Port
- (iv) All officers of Traffic Department, PPT.
- (v) The Sr.Welfare Officer, PPT in compliance to the Board Resolution as above.