



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.