

**APPLICATION FOR DAILY PERMITS FOR GUESTS OF SHIP PERSONNEL**

To  
**The Officer-in-Charge; Permit Office,  
Haldia Dock Complex.**

**Through Manager ( \_\_\_\_\_ ) Concerned Division of HDC**

Dear Sir,

Kindly issue us .....Nos. permits for **GUESTS OF SHIP PERSONNEL**  
.....(date) in respect of the undermentioned persons of visiting  
.....(area of visit) in connection with  
.....(purpose) :-

**N.B. :- If application is for permits for the next day (i.e. advance requisition), tick ( ) any of the following time spans which best suits your requirement :-**

From 0600 hrs. to 1800 hrs ..... From 1000 hrs to 2200 hrs.....  
From 1400 hrs to 0200 hrs ..... From 1830 hrs to 0630 hrs .....

<b>Sl. No.</b>	<b>Name of the persons</b>	<b>Nationality*</b>	<b>Name of ship personnel to visit</b>	<b>Name of ship</b>

\*(in case of foreigners, legible copies of passport & visa to be attached)

**Name of the applicant** (please tick ( ) whichever applicable)

1. (Master/Chief Officer/Chief Engineer of concerned vessel) or
2. (Responsible officer of concerned Steamer Agent) or
3. Guests of ship personnel

**N.B. :- Guests of ship personnel directly applying shall also submit either of the following :-**

- Letter from crewmember to be visited certifying such guests to be known to him and such letter shall be duly certified by Master / Chief Officer / Chief Engineer of concerned vessel.
- Letter of recommendation from the steamer agent of the concerned ship with undertakings as mentioned in this application form.

**Address of the applicant**

If Registered at HDC :- Mention Registration No. ....

I/We undertake that I/We

- Shall abide by all the rules / regulations of Haldia Dock Complex ; Kolkata Port Trust
- Shall not misuse any permit issued to us and / or to any person sponsored by us.
- Shall remain responsible for any action by those mentioned in this application.
- Shall bear full responsibility for any damage / accident caused by those mentioned in this application.
- Shall bear full responsibility for any consequence arising out of misdeclaration / suppression of facts.

We authorize .....(name) to collect the permits.  
The signature of the above-mentioned authorized personnel is attested below.

(SIGNATURE)  
of persons authorized

**ATTESTED**  
Signature with seal of applicant/  
Authorized signatory for registered firms

Dated : .....200

Signature with seal of applicant/  
Authorised signatory (for registered firms)

**Recommendation of concerned division of HDC**

May please allow on chargeable/free basis

Dated : .....200

Signature with seal of issuing official  
Of the recommending division

**FOR OFFICE USE**

Amount deposited :-

Application Reference No. :-

Permit Nos. issued :-

Signature of official  
Permit Office