

APPLICATION FORMAT FOR REGISTRATION

To
Permit Office,
Haldia Dock Complex.

Through Manager (_____) Concerned Division of HDC

Sir,

Please register the undernoted and authorized signatories under Permit Scheme of Haldia Dock Complex for(period) from to

Sl. No.	Name of the firm	Business/purpose at HDC	Address of he firm Telephone, Fax, E-mail

Copy of documentary evidences in support of the above business at HDC is attached.

Required undertaking as at **Appendix-Registration** is enclosed.

Required sample signatures of authorized signatories is enclosed at **Appendix-Signatures**.

Dated :200

Signature with seal of applicant

Appendix-Registration

Undertaking by the firm for registration of authorized signatories

1. We undertake to ensure that all permits/licences issued to us and/or under our sponsorship, shall, on demand by CISF or any KoPT official, be produced for necessary inspection and verification at any time at any point.
2. We also undertake to ensure that no person/vehicle holding permits/licences issued to our firm and/or under our sponsorship, shall allow the said permit/licences to be used by any other person/vehicle. Any permit/licence so allowed to be used shall be liable to be confiscated and the person/vehicle owner concerned whose permit/licence was misused and our firm shall be subjected to appropriate action as deemed fit by Haldia Dock Complex, KoPT including blacklisting.
3. We also undertake that we will not pray for renewal/issuance of those permit, the holders of which, are not required to visit docks. We similarly undertake that we will not pray for issuance/renewal of those vehicle permits, which, are not required to visit docks.
4. We further undertake to surrender all permits/licences for cancellation to the issuing Permit Office, when not renewed, within 7 days from the date of expiry of the validity of the respective permits/licences.
5. We also hold ourselves responsible to guard against mis-use of permits/licences issued to other persons/vehicles/other firms on our recommendation/sponsorship.

6. We are liable to pay any undercharges on account of permit/licences owing to revision of Scale of Rates, revision/imposition of any state and/or Central surcharges, TAMP notification, damage/loss of permit etc. and that, in default the related permit/licence shall stand cancelled and our firm shall be subjected to appropriate action as deemed fit by Haldia dock Complex, KoPT including blacklisting.
7. We also undertake to ensure proper conduct of the persons in favour of whom we would be procuring the permits/licences.
8. In case of breach of any of the above conditions or of any port rule, procedure or any act of the land, the concerned permit/licences and/or any/all permits/licences issued to us shall be liable for immediate cancellation by Haldia Dock Complex, KoPT.
9. We understand that the Haldia Dock Complex, KoPT reserves the right to refuse to grant a permit/Licence and/or to cancel or withdraw a permit already granted at any time, without assigning any reason. The permits/licences so cancelled or withdrawn shall be immediately surrendered to the issuing Permit Office, in default of which, other permits in circulation shall also stand cancelled.
10. We also undertake that breach of any of the above provisions shall without prejudice to the other rights of the Trustees render the person committing such breach, liable to prosecution.

Dated :200

Signature with seal of applicant

Appendix-Signatures

Specimen Signatures of Authorised Signatories

Sl. No.	Particulars	Specimen signatures
Submit 3 signa- ture	Namme Designation Address ----- Telephone Office Seal Fax E-mail	

Date :200

Signature with seal of applicant