

APPLICATION FOR VISITOR PERMITS

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

Through Manager (Administration)

Dear Sir,

Kindly issue usNos. VISITOR permits for(date) in respect of the undermentioned persons for 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

ALL VISITORS ARE REQUIRED TO TAKE A VISITOR BADGE FROM CISF ENTRY GATE BEFORE ENTRY. ENTRY & EXIT MUST BE THROUGH THE SAME GATE. VISITOR BADGES WILL HAVE TO BE RETURNED AT THE GATE TO CISF DURING EXIT

| Sl. No. | Name of the persons | Nationality* |
|---------|---------------------|--------------|
| | | |

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

Name of the applicant

Address of the applicant

If Registered at HDC :- Mention Registration No.

I/We undertake that I/We

- Shall remain responsible for ensuring collection and deposition of visitor badges from CISF personnel at the gate of entry/exit
- Shall remain responsible for entry and exit from the same gate.

I/We also 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 cart 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 Administration Division

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**