



COCHIN PORT TRUST
OFFICE OF THE TRAFFIC MANAGER
WILLINGDON ISLAND, COCHIN – 682009
Phone: 0484 2666418; Email : tm@cochinport.gov.in

NO. A4/ACCESS CONTROL/2010 – T

01.02.2010

CIRCULAR

Sub:-Issue of entry permits to Wharf/Port area-Procedures and charges.

Cochin Port is revising the system of issue of entry permits to the Wharf/Port Area with effect from 08.02.2010. The charges applicable for various types of passes are at Appendix-I (2 pages) and the procedures applicable are at Annexures I to VII (8 pages). All the Port Users are required to adhere to the revised system with effect from 08.02.2010 for new passes as well as for renewal.

I. Daily/Weekly Wharf Entry Pass

1. Port Users requiring Daily/weekly Wharf Entry Pass shall apply in the format at Annexure-I.
2. Application for entry permits for foreign nationals shall be submitted in the format at Annexure-II.
3. Passes for family members of Indian crew of ships shall be issued on submission of applications by the vessel agent with details of family members, endorsed by the Master/Ship Security Officer (SSO) of the Vessel and on production of valid shore leave pass of the crew.

II. Temporary Wharf Entry Pass I & II (8 days to 1 month and more than 1 month and upto 3 months)

Port Users requiring Temporary passes beyond Seven days and up to one month and beyond one month and up to three months shall apply in the format at Annexure-III.

III. Wharf Entry Pass (Annual/Triennial)

1. Applicants for wharf entry passes of duration 1 year and up to 3 years shall apply in the format at Annexure-IV.

2. The Applicant for new passes will be required to report to the CISF pass section for taking photographs and for recording fingerprints before biometric cards for entry pass are issued to them.
3. Police Verification Certificate should be enclosed along with the application. For the year 2010 alone, valid passport will be accepted in lieu of Police Verification Certificate in respect of annual passes.

IV. Wharf Entry-cum-License to Transact Business.

1. The authorized signatory of the Custom House Agent shall submit an application in Form A of Cochin Port Trust (Licensing of Clerks, Importers, Shippers and Clearing and Forwarding Agents) Regulations, 1966 along with the application in the format at Annexure-IV. On receipt of the application, the details will be verified by TM's office and the License in Form B of the said regulation, shall be issued by the authorised representative of the Traffic Manager and the application will be forwarded to the Asst. Commandant, CISF pass section.
2. The Applicant for new passes will be required to report to the Pass Section, CISF for taking photographs and for recording fingerprints before biometric cards for entry pass are issued to them.
3. Police Verification Certificate should be enclosed along with the application.

V. Issue of Duplicate card in the event of damage or loss:

In the event of damage or loss of cards, duplicate cards will be issued on submission of an application in the format at Annexure-V and Annexure-VI respectively.

VI. One day visiting pass for school/college students/Institutional Trainees.

The applicants for visiting pass shall apply to the Secretary, CoPT in the letter head of their institution signed by the authorised signatory.

VII. Pass for Private Boat Crew

The applicants shall apply in the format at Annexure-VII.

General Instructions

1. Applications in the prescribed format shall be submitted by the port user to TM's office with supporting documents for verification. On recommendation by the authorised representative of the Traffic Manager, the pass will be issued by the Asst. Commandant, CISF pass section after due verification and ensuring recovery of applicable charges. As regard to the contracts under Marine, Civil Engg and Mechanical Engg. depts, the recommendation will be done by the authorised representative of the concerned department.
2. The Passes are non- transferable.
3. Mere possession of passes does not confer upon the holder(s), any right to enter the wharves/Port area, as the passes shall be used for entry to the wharves only for genuine business transactions substantiated by documentary evidence and to be verified by CISF personnel at the gate.
4. Depending upon the circumstances as well as the conduct of the holder/ organization, the Port may restrict/ regulate the use of any Pass.
5. All the passes are the property of the Port and the Port reserves the right to rescind/ terminate/ seize the pass at any time without further notice.

**Sd/-
TRAFFIC MANAGER**

To

All Port Users

(Annexure – I)

APPLICATION FOR DAILY/WEEKLY PASS
(To be submitted in triplicate on the Port User's letter head)

The Head of the Department concerned (Please specify - TM/CE/CME/DC)*
Cochin Port Trust

Sub : Application for issue of Daily/Weekly Pass.

Kindly issue Wharf Entry Pass to the following personnel of
M/s _____ for _____ (period):

Sl.No	Name	Photo ID**	ID No.	Designation	Age	M/F

** The IDs acceptable are Driving Licence, Passport, PAN card, Electoral ID Card, Central and State Govt. ID Card and should be produced at the gate at the time of entry.

Purpose of Visit : _____

Location of Visit : _____

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in the Port Premises and in the event of misuse of Passes, action as deemed fit including cancellation of registration may be taken by the Port.

Thanking you,

Yours sincerely,

(Name & Signature of Authorised signatory)

Recommended and forwarded to Asst. Commandant, CISF pass section.

Authorised signatory of the concerned department

Received Rs. ____ for ____ persons vide receipt no ____.
Pass section

Verified and Issued
Stamp/Seal of Issuing Authority

**TM shall recommend all normal port related activities including surveys, ship repairs, stores/ water supply etc; CE/CME shall recommend the passes required for contractors engaged in civil/mechanical engineering works. DC shall recommend the passes for staff of hired crafts/ Crew of ships /contract staff engaged on works of port's crafts.*

(Annexure-II)

APPLICATION FOR WHARF ENTRY PERMITS TO FOREIGNERS

(To be submitted in triplicate on the Port User's letter head)

**Traffic Manager
Cochin Port Trust**

1. Full _____ Name
:Mr./Ms._____

2. Nationality _____ :

3. Date of Birth _____ :

4. Parentage _____ :

5. Present Address _____ :

6. Permanent Address _____ :

7. Type of travel documents with _____ :

No., date and place of issue and
its validity if available.

8. Occupation. _____ :

9. Whether previously in India if so, _____ :

Date and place of previous visit.

10. Details of Visa:
Type of visa _____ :

Date of issue _____ :

Date of expiry _____ :

Number of visa _____ :

No. of journey allowed. _____ :

Date of arrival in India and _____ :

Port of Entry _____ :

11. Purpose of visit :

12. Date and duration of visit. :

(Signature of applicant)

(Copy of the Travel Document and Visa shall be attached and original should be produced at the Wharf gate at the time of entry.)

RECOMMENDATIONS AND CERTIFICATE BY THE SPONSORING AGENCY

It is recommended that a temporary pass may be issued to the above applicant for period of _____. I/We accept the responsibility for all official acts of the person in whose favour the pass is issued while within the premises of the Port and on the return of the pass when it is no longer required. I/We also certify that the character and conduct of the person is good to the best of my/our knowledge.

Date:

SIGNATURE

Cochin- _____ NAME OF THE SPONSORING AGENCY

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Asst. Traffic Manager (TM's office)

Received Rs. ____ vide receipt no ____.
Pass section

Verified and Issued
Stamp/Seal of Issuing Authority

(Annexure – III)

APPLICATION FOR TEMPORARY WHARF ENTRY PASS

(For period from 8 days to 1 month and more than 1 month and up to 3 months)

(To be submitted in duplicate on the Port User's letter head)

Date:

The Head of the Department concerned
(Please specify -TM/CE/CME/DC)
Cochin Port Trust

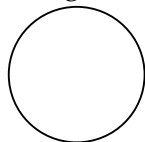
Affix
passport
size
photograph+

Sub: Application for issue of Temporary Wharf Entry Pass

Kindly issue temporary Wharf Entry Pass for a period of _____ days starting from _____ to _____ for the person whose details are given below:

- 1) Full Name : Mr./Ms. _____
- 2) Date of Birth & Age : _____
- 3) Designation : _____
- 4) Name & No. of Photo ID : _____
(Copy of any valid photo ID Card (Driving Licence, Passport, PAN card, Electoral ID Card, Central and State Govt. ID Card) should be enclosed)
- 5) Office Address : _____ Telephone No: _____
- 6) Identification Marks : _____
- 7) Residential Address : _____
- 8) Place of Work(specify) : _____
- 9) Nature of work : _____
- 10) Signature of Pass Holder : _____

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of above person in the Port Premises and in the event of misuse of Passes, action as deemed fit including cancellation of registration can be taken by the Port.



Stamp/Seal of Company
signatory

Name & Signature of Authorised

Recommended and forwarded to Traffic Manager *

Concerned Head of the Department

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Asst. Traffic Manager (TM's office)

** Where the pass is recommended by CE/CME/DC. The CE/CME shall recommend the passes required for contractors engaged in civil/mechanical engineering works. DC shall recommend the passes for staff of hired crafts/ Crew of ships /contract staff engaged on works of port's crafts..*

+ One additional passport size photograph to be attached.

Received Rs.____ vide receipt/
challan no_____.

CAD

Verified and Issued

Issuing Authority

(Annexure – IV)

APPLICATION FOR WHARF ENTRY PASS (BIOMETRIC CARD)

(To be submitted in duplicate on the Port User's letter head)

The Traffic Manager,
Cochin Port Trust.

Sub: Application for issue/renewal of Wharf Entry Pass(Biometric card)
with/without Transaction Licence

Kindly issue Biometric card for the period from _____ to _____ for the
person whose details are given below:

1. (a) Name of the person :Mr/Ms

_____ :
(b) Date of Birth & Age

_____ :
(c) Blood Group

_____ :
(d) Nationality

_____ :
(e) Designation

_____ :
(f) Identification marks

_____ :
(g) Valid ID proof No. &

_____ :

Date of Issue

Copy of any valid photo ID Card (Driving Licence, Passport, PAN card,
Electoral ID card, Central and State Govt. ID Card) should be enclosed.

2.

Permanent Residential Address	Present Residential Address

3. Whether any criminal case pending/:

_____ :
contemplated in any court or convicted
in the past. If so, give details
(Police verification certificate to be enclosed)

4. Whether the person is in possession

_____ of any Wharf Entry Pass and if so,
Pass no and date of expiry.
(Existing pass shall be enclosed)

5. Period for which Pass is required :

6. CoPT Agent Code of the employer.:

7. Customs License No. of the present :

employer and validity.

I/We hereby declare that the information furnished above is true.

(Annexure – IV)

Date: _____

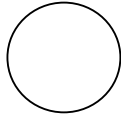
Signature of Applicant :

I/we hereby certify that the applicant is our regular employee and I/We undertake that I/we shall be fully responsible for ensuring good conduct of my/our above employee in the Port premises and agree that in the event of misuse of Wharf Entry Pass in whatsoever manner and form, Co.P.T. Administration is liable to take action as deemed fit, including cancellation of our registration summarily.

I/we further undertake to return the Wharf Entry Pass issued to my employee by Commandant CISF, before the date of expiry of the pass for revalidation if required or for cancellation immediately, if the employee leaves or retires or is removed from the service or transferred to some other work not connected with wharves, and also notify the Commandant, CISF and the Harbour Police Station immediately if the Pass is lost.

Name & Signature of the Authorised Signatory

Date : _____



Stamp/Seal of Company.

(for Office use only)

Verified with the original Registration Form

Date of receipt of application :-

Date of issue of wharf entry pass :-

Wharf entry pass No.: _____

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Asst. Traffic Manager (TM's office)

Received Rs.____ vide receipt/challan no _____. CAD

Verified and Issued Issuing Authority
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(Annexure –V)

APPLICATION FOR ISSUE OF DUPLICATE WHARF ENTRY PASS
(DAMAGE)

(To be submitted in duplicate on the Port User's letter head)

Date:

The Traffic Manager,
Cochin Port Trust.

Sub: Application for duplicate pass due to damage to Wharf Entry Pass
(Biometric Card) with/ without Transaction Licence.

Ref: Regn. No. _____
.....

Sir,

Our employee Mr./Ms.

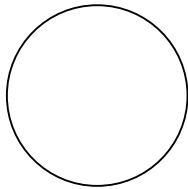
_____ holding Biometric Card No.
_____, issued on _____ under registration No.
_____ has damaged his/her Biometric Card.

Kindly arrange to issue duplicate Biometric Card for our employee
against payment of applicable charges. Damaged Biometric Card is enclosed
for necessary action at your end.

Name & Signature of Authorised

Signatory

Pass No. _____



Stamp/Seal of Company

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Asst. Traffic Manager (TM's office)

Received Rs. ____ vide
receipt/challan no _____.

CAD

Verified and Issued

Issuing Authority

(Annexure – VI)

APPLICATION FOR ISSUE DUPLICATE WHARF ENTRY PASS (LOSS)
(To be submitted in duplicate on the Port User's letter head)

Date:

The Traffic Manager,
Cochin Port Trust.

Sub: Application for duplicate card due to loss of Wharf Entry Pass
(Biometric
Card) with/ without Transaction Licence.

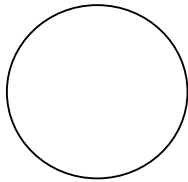
Ref: Reg. No. _____

.....

Sir,

Our _____ employee Mr./Ms.
_____ holding Biometric Card No.
_____, issued on _____ under CoPT registration No.
_____ has lost his/her Biometric Card. A Police Complaint has been
lodged at _____ Police Station on
__/__/____ (copy of the original Police Complaint is enclosed).

Kindly arrange to issue duplicate Biometric Card for our employee
against payment of applicable charges.



Name & Signature of Authorised Signatory
Pass No. _____

Stamp/Seal of Company

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Asst. Traffic Manager (TM's office)

Received Rs.____ vide
receipt/challan no _____.

CAD

Verified and Issued

Issuing Authority

(Annexure – VII)

APPLICATION FOR FOR BOAT CREW PASS
(For period up to 1 year, and to be renewed every quarter)
(To be submitted in duplicate on the Port User’s letter head)

Date:

The Deputy Conservator,
Cochin Port Trust.

Passport
size
photograp
h
to be
affixed*

Sub: Application for issue of yearly pass to Boat Crew.

Kindly issue pass for a period of _____ days starting from
_____ to _____ for the person whose details are given below:

- 1) Full Name : _____
- 2) Date of Birth & Age : _____
- 3) Designation : _____
- 4) Details of certificate : _____

(Copy of the Serang’s certificate, Engine Driver’s Certificate, Crew licence certificate, etc, as the case may be, shall be attached)

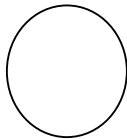
- 4) Company Address : _____
- 5) Identification Marks : _____
- 6) Residential Address : _____
- 7) Name of the Boat &
License No. : _____

8) Signature of Pass Holder: _____

9) Whether any criminal case pending/:

contemplated in any court or convicted
in the past. If so, give details
(Police verification certificate to be enclosed)

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in Port area and in the event of misuse of Pass, action as deemed fit including cancellation of registration can be taken by the Port.



Stamp/Seal of Company _____ Name & Signature of Authorised
signatory

Recommended and forwarded to Asst. Commandant, CISF Pass Section.

Authorised signatory of Deputy Conservator

Received Rs.____ vide receipt/challan no_____ CAD

Verified and Issued Issuing Authority
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* one additional passport size photograph to be attached.