**(On Appropriate Letter Head of the Applicant Company)**

Date:

The Chief Executive Officer

The Dhamra Port Company Limited,

HIG-20, BDA Colony,

Jayadev Vihar,

Bhubaneswar – 751 013,

Odisha, India

**Re: Application for Registration as Steamers’ Agent**

**Dear Sir,**

1. **Name of the Applicant (Company/Firm/Individual) :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Address / Registered Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Phone / Fax No.: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **E-mail ID: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Details of Authorized Representative of the Applicant (to sign documents and act on behalf of the Steamers’ Agent):**
6. **Name:**
7. **Address for communication:**
8. **Designation:**
9. **Direct Telephone No.:**
10. **Mobile No.:**
11. **E-mail Id:**
12. Has the applicant/partners has ever been black listed/de-listed in the past by DPCL or any other Port / Government department / Public Sector Undertakings? If yes, details thereof:

**DECLARATION**

**I. I/We, hereby declare that the all the information furnished above is true to the best of my/our knowledge and belief.**

**II. I/We undertake that on being registered as Steamers’ Agent by DPCL, I/we shall obtain requisite authorization from vessel owners/charterers for acting agent on their behalf and will submit copy of the same to DPCL.**

**III. I/We further agree to immediately inform DPCL of any change in my/our legal status, address, contact numbers and authorized representatives.**

**IV. I/We understand that I/we would be allowed to act as Steamers’ Agent only during the validity of the Registration certificate granted to us by DPCL.**

**V. I/**We have attached the following documents:

1. Photocopy of PAN / TAN Card of the applicant;
2. Copy of income tax returns filed by the applicant company for the last 2 years;
3. Certificate of Incorporation/Registration of the applicant company;
4. **Memorandum & Articles of Association (in case of a Company) or Partnership Deed (In case of a Partnership Firm);**
5. **Power of Attorney authorizing persons to act on the applicant company’s behalf;**
6. Copies of documents in support of experience as Steamers’ agents;
7. Permission from customs for attending agency services at Dhamra.

VI. I/ We hereby agree that on being registered as Steamers’ agent by you, we shall be responsible for payment of Port Tariff (mentioned under <http://www.adaniports.com/dhamra-port> ) and other dues to DPCL which will be payable by vessel owners/charterers represented by us.

VII. Upon approval of our application for registered Steamers’ agent of Dhamra Port, we undertake to furnish the following:

1. Agency registration fees of Rs. 40,000/-(Valid for 2 years)

**Place:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sign**