# MAR/ F/ 027 AGENCY REGISTRATION FORM

Dear Sir,

Welcome to Adani Hazira Port Private Limited (AHPPL), Hazira. We assure you that we will offer the best of the services.

For registering your good organization as Shipping Agent with Adani Hazira Port Pvt. Ltd., kindly submit the following documents in the same sequence:

|  |  |
| --- | --- |
| **Sr. No.** | **Documents** |
|  | Attested Copy of Agency PAN & TAN |
|  | Notarised Power of attorney (POA) original with photo of authorised person and person who is giving authority (POA model Draft attached) on Rs. 100/- non judicial Stamp paper (to be purchased in the name of agency). Notary Seals to be affixed on all the photos. [Common Seal of the Agency to be affixed in POA in the manner prescribed in Articles of Association (AOA)] |
|  | Application for registration on the letter head of the Agency [ Common Seal of the Agency to be affixed in the manner prescribed in (AOA)] & declaration on non judicial stamp paper of Rs. 100/- (to be purchased in the name of agency) [Common Seal of the Agency to be affixed in the manner prescribed in (AOA)] . |
|  | Certified True copy of the Board Resolution of the Agency, in the manner prescribed in AOA of the agency, authorising the concerned person to issue Power of attorney & authorizing the concerned person to affix the common seal [Common Seal of the Agency to be affixed in the manner prescribed in (AOA)] . |
|  | Attested copy of MOA/ AOA/ Partnership Deed etc (copy to be attested by gazetted officer or notary public) |
|  | Attested copy of Address proof of Local and registered office. |
|  | List of Authorized persons with signature verification, photograph and address details with designation, on Agency’s letter head. |
|  | Attested copy of Proof address, like electricity bill etc. for persons and Directors/owners/partners/proprietor. |
|  | Attested copy of ID proof of Authorized persons/ directors/ partners/ owner/ proprietor |
|  | In case of Chandelling Agent security deposit of Rs. 1.00 Lac. |
|  | In case of Renewal of chandelling agency receipt of security deposit. |
|  | Any other document which may be deemed necessary by AHPPL |
|  | Details of APMS (Adani Port Management System) record |

Also, please provide the following details; which will facilitate us to open a new customer account in Adani Port Management System (APMS):

|  |  |  |
| --- | --- | --- |
| Full Name of the Agency | : |  |
| Full Postal Address (with PINCODE) | : |  |
| **Contact Detail** | : |  |
| 1. Name of Contact person (Office) | : |  |
| 1. Name of Contact person (Operations) | : |  |
| 1. Telephone/Fax / Mobile nos (Office) | : |  |
| 1. Telephone/Fax / Mobile nos (Operations) | : |  |
| 1. Email ids (Office) | : |  |
| 1. Email ids (Operations)\* | : |  |
| PAN (MUST) | : |  |
| TAN (MUST) | : |  |
| Service Tax No. | : |  |
| \*Auto-generated emails from the system will be sent to Operational e-mail id. | | |

Upon submission of above mentioned documents & details, Head (Marine) & Legal Team will scrutinize the documents and if found correct and eligible, will issue a registration certificate, valid for one year which is further renewable on requests.

However, port reserves the right to reject or cancel the application without assigning any reason, whatsoever.

The agent, having registered their name with port will only be permitted to **carry out lawful shipping agency work on behalf of the vessels calling at Adani Hazira Port Pvt. Ltd., subject to strict compliance of AHPPL Safety Rules and all terms and conditions.**

**Thanking You,**

**For Adani Hazira Port Private Limited**

Encl: 1) Application for registering as Shipping Agent

2) Power of Attorney

Note: This application on the letter head of the company

**Application for Registration as Shipping Agent**

**ADANI HAZIRA PORT PRIVATE LIMITED (AHPPL), HAZIRA**

*Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**To**

**The Chief Executive Officer**

**Adani Hazira Port Pvt. Ltd. (AHPPL)**

**Hazira – Surat - Gujarat (India)**

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 Applicant/Shipping Agent):**

**I. Name:**

**II. Address for communication:**

**III. Designation:**

**IV. Direct Telephone No.:**

**V. Mobile No.:**

**VI. E-mail Id:**

1. Has the applicant/partners has ever been black listed/de-listed in the past by Hazira or any other Port / Govt. department / Public Sector undertakings? If yes, details thereof:

**Yours faithfully,**

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert company name )**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature )**

**Name :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Declaration should be on stamp paper of Rs. 100/- (to be purchased in the name of agency).

**DECLARATION**

**I. I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( insert company name ) a Company incorporated under the Companies Act 1956 and having our registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_ , hereby declare that the all the information furnished by us, with regards registration as shipping agent with Adani Hazira Port Private Limited (AHPPL), is true to the best of my/our knowledge and belief.**

**II. I/We undertake that on being registered as Shipping Agent by AHPPL, I/we shall obtain requisite authorization from vessel owners/operators for acting agent on their behalf.**

**III. I/We undertake to furnish a Bank guarantee of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ on being registered as Shipping Agent by AHPPL. I/We further understand that depending on the number of vessels represented by us as Shipping Agent, the amount of Bank Guarantee would be subject to upward revision at the sole discretion of AHPPL and that we would get the bank Guarantee renewed on year to year basis till the validity of registration and provide confirmation to AHPPL at least 21 days in advance before the date of expiry thereof.**

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

**V. I/We understand I/We would be allowed to act as Shipping Agent only during the validity of the Registration certificate granted to us by AHPPL**

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

1. Photocopy of PAN / TAN Card of the applicant:
2. Certificate of Incorporation/Registration
3. **Memorandum & Articles of Association (in case of a Company) or Partnership Deed (In case of a Partnership Firm)**
4. **Power of Attorney authorizing persons to act on our behalf**
5. Copies of documents in support of experience as shipping agents

vii) I/ We hereby agree that on being registered as Shipping-Agent by AHPPL,

we shall be responsible for payment of Port and other dues, payable

Ships-owners/operators represented by us, to AHPPL."

**For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert company name )**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)**

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

**Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: POA to be incorporated with Rs. 100/- stamp paper.

**DRAFT -**

**Power of Attorney**

**KNOW ALL MEN BY THESE PRESENTS THAT** We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Company incorporated under the Companies Act, 1956 and having our registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Hereinafter referred to as “the Company”) send greetings.

**WHEREAS**

1. We have applied to M/s Adani Hazira Port Private Limited (herein after called ‘AHPPL’) for registration as Shipping Agent for purpose of acting on behalf of ships entering AHPPL;
2. It is deemed expedient to authorize some persons to sign documents/ undertake obligations on our behalf in connection with the said registration and our role as Shipping Agent thereafter;

NOW THEREFORE KNOW ALL MEN that the Company do hereby nominate, constitute, empower and appoint Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son of Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, aged around \_\_\_\_\_\_\_ years and presently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ employed with us as \_\_\_\_\_\_\_\_\_\_and, Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son of Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, aged around \_\_\_\_\_\_\_ years and presently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_, employed with us as \_\_\_\_\_\_\_\_\_\_ to be our true and lawful attorney, to do the following acts jointly or severally , in our name and on our behalf :

1. To sign / submit applications /documents necessary for the purpose of registration;
2. On being registered by AHPPL as a Shipping Agent, to sign contracts/documents undertake necessary obligations so as to discharge our responsibility as a Shipping Agent in AHPPL;
3. To provide any information or clarification sought from the Company;
4. To incur liabilities and receive instructions for and on behalf of Company and to do all dealings including in the matter of payment of dues to AHPPL.

AND We the above named Company do hereby agree to ratify all such acts, deeds and things to be done by the said Attorneys as if the same were done by the Company.

IN WITNESS WHEREOF we have signed this Power of Attorney this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_.

For the Co. \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Designation)

I /We Accept

Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Constituted Attorney

Signature of Attorneys attested.

Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Signatory)