

To:
Shipping Agents/ Lines,
Chennai.

Circular no: MIDPL/o6/2020

Date: 05 Jun 2020

Subject: Annual Fees for Agency Registration

Dear Sirs,

As we head to make our port operations seamless for our preferred partners we are introducing registration fee for our new and existing partners as per below:

For new Agency Registration:

1. Agents need to deposit INR 15,000 plus GST as Agency Registration fee along with complete documentation. This fee will be applicable with immediate effect. Fee Receipts will be furnished by Port.
2. Fast service registration requests (within 2 weeks prior to vessel ETA) will be entertained subject to complete documentation and payment of INR 20,000 plus GST.
3. Once agency registration process is completed and should there be any changes/amendment in agency details/certification is required (Except Govt. related norms), further INR1,000 plus GST shall be applicable.

S.No.	Procedure	Amount Payable	Valid From	Valid up To
1	First Time Registration	INR 15,000 plus GST	Any Date	31 st Mar of FY
2	Renewal (Per year)	INR 10,000 plus GST	01 st Apr of FY	31 st Mar of FY
3	Fast Service Registration (within 2 weeks Prior to vessel ETA)	INR 20,000 plus GST	Any Date	31 st Mar of FY

For Existing Agency Registration:

1. All Registered Agencies to deposit INR 10,000 plus GST as Agency Registration Fee with immediate effect. No extra documents are required to be furnished while depositing registration fee. Fee Receipts will be furnished by Port. Last Date of Fee Submission will be 30th July'20 failing which existing registration will be considered expired and first time registration process to be initiated again.
2. INR 1,000 plus GST will be payable to carry out any amendment in agency details / certification. (Except Govt. related norms).
3. Option of paying 2 years Fee (INR 20,000 plus GST) is also available for existing agents.
4. Auto reminder mail will be sent on 1st March every year for renewal of agency registration and fees has to be paid by 31st of March every FY. Late renewal fees will be charged if paid between 1st April to 30th May. From 1st June if fees not paid, existing registration will expire and first time registration process will be required to re-register as an agency.

S.No.	Procedure	Amount Payable	Valid From	Valid up To
1	Registration	INR 10,000 plus GST	With Immediate Effect	31 st Mar of FY
2	Renewal (Per year)	INR 10,000 plus GST	01 st Apr of FY	31 st Mar of FY
3	Late Renewal (Per year) Until 30 th May	INR 15,000 plus GST	Any Date	31 st Mar of FY

For Adani Ports and SEZ Ltd.



Capt Sachin Srivastava
PFSO & HOD – Marine services

Capt Sachin Srivastava
DGM, PFSO & Head Marine Services
Marine Infrastructure Developer Pvt Ltd

CC: CEO desk

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