**Agency Registration process**

1. **Process and documents requirement for new shipping agency registration. Hard copy of following documents to be submitted to POC.**

* Company’s profile and experience as a Ship Agency.
* Letter from their Principals appointing them as a local agent. This condition will not be insisted upon for the ship agents who have handled at least four ships in the last 2 years at any port in India. However, documentary evidence of handling ships to be furnished by the applicants.
* Registration of newly formed shipping agencies will be reviewed, and registration will be undertaken on case-to-case basis on port management discretion.
* Application for registration on Letter Head. (Page no. 3,4,5)
* Certificate of company, PAN, GST & TAN card.
* Last three years income tax returns copy.
* Power of Attorney in favour of Authorized persons (on Rs.300/- stamp paper), in prescribed format only duly notarised. (Page 6 & 7).
* Memorandum & Articles of association (MOA & AOA)/Partnership Deed/Registration Proof of Proprietary Firm.
* Acceptance of Terms and conditions for registration as a shipping agent on company’s letterhead to be submitted. (Page no 8 & 9)
* New Customer Registration form (Page no.10)
* Address proof of Local and registered office.
* Complete description of staff members (list of authorised persons) such as name, contact no., passport size photo (self-attested & stamped by co.), address and ID proof & designation on company letter head.
* ID proof of Authorized persons/directors/partners/owners/proprietor.
* Registration certificate from “Office of the commissioner of Customs Kochi or CPD Thiruvananthapuram.
* Registration certificate of the Company/Firm
* All the certificates should be in true copy attested by notary.
* Agency to deposit INR 25,000 plus GST as Agency Registration fee (Can be paid online) & Fee Receipts will be furnished by Port
* Registration is valid up to 31st Mar of FY.
* Fast service registration requests (within 2 weeks) will be entertained subject to complete documentation and payment of INR 50,000 plus GST. (valid up to 31st Mar of FY)

All above certified true copies attested by notary should be attached along with the application form and to be submitted to Port operation center-Marine Services for registration. For any queries Email Poc.avppl@adani.com

1. **Renewal Process for Registration**

* Agency can request for renewal one-month prior expiry date of license after paying INR 15,000/- plus GST.
* The license renewed after 30th April till 15th May FY then penalty charges applicable of INR 5,000/- + GST.
* The license cannot be renewed its expiry after FY 15th May. Fresh license for the same shipping agency will be issued after payment of INR 20,000/- + GST (processing fee).
* In case of any changes in management, existing staff or power of attorney, POC to be informed and only amended documents / certificates reflecting the changes to be submitted to POC.
* In case no financial transaction is executed within FY year of registration, license will automatically expire.

1. **Name changes of registered company.**

* POC to be informed and one complete set of fresh documents as per point no.1 to be submitted to POC.

(Inter Office correspondence on white paper; 02 Copies)

Inter office correspondence

Date:

To,

Office in-Charge

The Port Operation center

Marine Department,

Vizhinjam Sea Port, Mulloor P.O,

Vizhinjam, Thiruvananthapuram-695521,

Kerala, India

Sub: Submission of application and registration of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for registration as shipping agent.

Dear Sir,

With reference to the above subject, we have submitted documents of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for registration as shipping Agent duly verify for your further necessary action, please.

Signature

For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Approved by

POC HOD Marine

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

Name & Signature Name & Signature

(On Company Letter-head)

Application for Registration as shipping Agent

ADANI VIZHINJAM PORTS PRIVATE LIMITED

(AVPPL), VIZHINJAM

To

The Chief Executive Officer

Adani Vizhinjam Port Private Limited,

Mulloor P.O,

Vizhinjam, Thiruvananthapuram-695521,

Kerala, 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:

6. Has the applicant/partners has ever been blacklisted/de-listed in the past by any of Adani ports or any other Port / Govt. department / Public Sector undertakings? If yes, details thereof:

(On Company Letter-head)

DECLARATION

1. I/We, hereby declare that the all the information furnished above is true to the best of my/our knowledge and belief.
2. I/We undertake that on being registered as Shipping Agent by AVPPL, I/we shall obtain requisite authorization from vessel owners/operators for acting agent on their behalf.
3. I/We further agree to immediately inform AVPPL of any change in my/our legal status, address, contact nos. and authorized representatives.
4. 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 the Port.
5. I/We have attached the following documents:
6. Photocopy of PAN / TAN Card of the applicant:
7. Certificate of Incorporation/Registration
8. Memorandum & Articles of Association (in case of a Company) or Partnership Deed (In case of a Partnership Firm)
9. Power of Attorney authorizing persons to act on our behalf
10. Copies of documents in support of experience as shipping agents
11. GST Registration Number
12. I/ We hereby agree that on being registered as Shipping-Agent by you, we shall be responsible for payment of Port and other dues, payable Ships-owners/operators represented by us, to you."
13. I/We understand that AVPPL can suspend/terminate the registration if any government authority initiates any proceedings/inquiry/actions/show cause notices or any other similar act (by whatever nomenclature called) and such suspension / termination will remain in force till the government authority finally adjudicates the subject matter controversy, post which AVPPL in its sole discretion can decide to revoke the suspension/termination.

Place: -

Date: - Signature

[Power of Attorney to be duly notarized in favour of Authorized Persons on Rs.300/- Stamp Paper.]

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**

We have applied to M/s Adani Vizhinjam Port Private Limited. (herein after called ‘AVPPL’) for registration as Shipping Agent for purpose of acting on behalf of ships entering AVPPL, Vizhinjam International seaport.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , aged around\_\_\_\_\_\_\_\_ years and presently residing at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 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 AVPPL as a Shipping Agent, to sign contracts/documents undertake necessary obligations so as to discharge our responsibility as a Shipping Agent in AVPPL, Vizhinjam International seaport;
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 AVPPL, Vizhinjam International seaport.

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 WHEREFOF we have signed this Power of Attorney this\_\_\_\_\_\_\_\_\_ day of, \_\_\_\_\_\_\_\_\_\_.

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

Authorized representative

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

(Designation)

I /We Accept

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

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

Constituted Attorney

Signature of Attorneys attested.

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

(Authorized signatory)

(On Company Letter-head)

**GENERAL TERMS & CONDITIONS**

1. This Registration entitles the Registered Company’s / Firm’s authorized representatives to enter the port’s premises for the purpose of carrying out their professional work. Dock entry permits issued for the purpose shall be used only for valid business in the port as a shipping agent. The Registered Company / Firm and their authorized representatives shall familiarize themselves with the requirements of the ISPS Code.
2. The Registered Company / Firm or their authorized representative shall produce the registration certificate whenever asked to do so by the Port Authorities, Port Security, the State and or Central Government authorities.
3. The Registered Company / Firm shall abide by Adani Vizhinjam Port Rules, Regulations and practices of the port applicable to nature of service being rendered to the vessels calling at the port. The Registered Company / Firm shall abide by the undertakings furnished in the application for Registration. The Registration may be cancelled by AVPPL for any contravention of terms, conditions, undertakings and for any unlawful activity carried out by the Registered Company / Firm or their employees.
4. The Registered Company / Firm shall make advance payment of relevant vessel related port charges in respect of vessels calling at this port under their agency based on pre-assessment advice (PAA) without which services will not be rendered and NOC for issuing the Port Clearance will not be issued for sailing of the vessel (For Shipping agents).
5. The Registered Company / Firm shall maintain a Security Deposit and pay the Registration Fees as fixed from time to time. The Security Deposit will be refunded on written request for cancellation of registration after adjusting any dues payable to the Port. (Shipping agents/Marine Surveyors / Classification Societies / P&I Club and Insurance Surveyors are not required to maintain Security Deposit)
6. Either party can terminate this registration by giving a 30 days’ notice period in writing. However,
7. AVPPL reserves the right to suspend/terminate the registration without any notice for breach of Rules and Regulations of the Port or for act of negligence or any such act which may be detrimental to the reputation of the Port. The security deposit may be forfeited, and registration cancelled / suspended for such acts.
8. AVPPL can suspend/terminate the registration if any government authority initiates any proceedings/inquiry/actions/show cause notices or any other similar act (by whatever nomenclature called) and such suspension / termination will remain in force till the government authority finally adjudicates the subject matter controversy, post which AVPPL in its sole discretion can decide to revoke the suspension/termination.
9. The Registered Company / Firm shall be fully responsible for the safety of their employees, material and works being undertaken by them at ADANI VIZHINJAM PORT PRIVATE LIMITED and indemnify ADANI VIZHINJAM PORT PRIVATELIMITED against any claims / liabilities that may arise out of the above activities. Port shall not be responsible for unlawful action / liabilities arising out of the activities of the Registered Company / Firm and their authorized representatives.
10. The Registered Company / Firm and their authorized representatives are not permitted to carry out any hazardous works in the port premises without obtaining prior approval from the Head – Marine Services / Duty Port Captain DPC).
11. The Registration is not transferable.
12. For Renewal, the Registered Company / Firm shall apply to the port Authority 30 days before the expiry of the registration.
13. The Registered Company / Firm is responsible for coordinating with other Registered Service providers such as Ship’s Agent, C&F Agent, Stevedores, Surveyors, Ship Repairers and Ship Chandlers etc to optimize vessels performance at the port.
14. All authorized personal on behalf of newly registered shipping agency shall be covered under a valid Work insurance policy / Accidental insurance policy. The policy document shall be provided to security dept for issuing gate pass.

For the Co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I / we ....................................... understand above terms and condition and shall be liable to follow all port regulations which are updated from time to time.

Signature.......................................... Date:................................................. Name................................................. Place.................................

Designation.....................................

|  |  |
| --- | --- |
| ADANI VIZHINJAM PORT PRIVATE LIMITED | |
| NEW CUSTOMER REGISTRATION FORM (Marine) | |
| GENERAL DATA | |
| Title (Mrs./ Mr. / M/s.) |  |
| Company Name : |  |
| Address 1 : |  |
| Address 2 : |  |
| Address 3 : |  |
| State : |  |
| District : |  |
| City : |  |
| Postal Code : |  |
| Country : |  |
| Mobile Number : |  |
| Telephone Number: |  |
| Fax Number : |  |
| E-mail Addresses : |  |
| Contact Person : |  |
| TAXATION DATA | |
| GST Number |  |
| PAN Number |  |
| TAN Number |  |
| BANK / PAYMENT TRANSACTION DATA | |
| Bank Name : |  |
| Bank IFSC : |  |
| Bank Account Number : |  |
| Bank Branch : |  |
| Bank Address : |  |
| Bank State : |  |
| Bank City : |  |
| Bank Country : |  |

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| --- |
| Below documents soft copy (Excel format) to be sent on [snehal.pancholi@adani.com](mailto:snehal.pancholi@adani.com) and [poc.avppl@adani.com](mailto:poc.avppl@adani.com) . |
|  |
| 1) GST Registration Certificate |
| 2) PAN Card |
| 3) TAN Registration  4) CIN |
| 5) Cancelled Copy of cheque  6) New Customer Registration form. |
|  |