

To,
Shipping Agents
APSEZ, Mundra

Date: 16th July 2019

Trade notice: Streamline the Port entry procedure.

1. Port entry procedure for representative of Ship owner, Agent and hired Taxi Drivers by Agent.

- Permanent pass is required for regular shipping agent.
- Shipping agent will raise request for one day pass through VMS for their representatives / taxi drivers. If visitor requires staying in the night then the same has to be informed to POC by mail apart from VMS request. POC will in turn intimate the same to ISCR/SHIFT MANAGER / SEZ PASS section through mail.
- POC will approve request through VMS.
- For the first time entry biometric verification will be done at customer reception centre, SEZ north Gate (Rangoli) or East Gate between 9 am to 6 pm. Biometric verification for a person is required only for the first entry at the Port. For subsequent entries biometric verification is not required provided they have applied for online pass from the same mobile number. If there is more than 1 person in the vehicle who have online pass through VMS and have provided biometrics earlier, it is not required to get down from the vehicle and pass through the security access gate. Person can directly enter the Port after showing online VMS approval to security guard at Security Gate.
- In case port entry is required after 6 PM then POC will intimate to ISCR, Shift Manager and SEZ pass section through mail apart from VMS and Pass can be collected only from DSO Cabin no.1 at SEZ north Gate (Rangoli).
- Entry is restricted to 10 times per month for online pass through VMS for same person.

2. Stay on board :

- No online request is required provided, vessel agent provides Custom and Immigration permission for stay on board or workshop attendance on board. POC will approve the request through email. Marine charges will remain applicable as per the tariff for workshop onboard. SEZ security will provide manual pass of Level 1 as per current practice.

3. Crew change and Shore leave pass formalities:

- Existing process will be followed for sign on, sign off and shore leave pass for crew members. In case if there is any delay at the Security Gate then the vessel agent can contact POC or Security DSO at SEZ / Main Gate. SEZ security will provide manual pass of Level 1 as per current practice.


4. Overlapping of passes:

- If same person wants to visit Tuna and Mundra or vice versa on the same day, then after visiting Tuna Port they have to cancel the Tuna pass through the pass section at Tuna port and then they can apply for Mundra port pass.

5. Temporary pass:

- Temporary Entry Pass will be issued through WMS for a maximum of 7 days if the person is visiting for work purpose. Tariff is reduced from Rs. 300/- to Rs.100/-. Existing process of Security and Safety to be complied by the customer for temporary entry pass.

For, Adani Ports and SEZ Ltd.



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Process flow chart for port entry permission one day pass through Visitor Management system

