

## Agency Registration process

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

- Application for registration on Letter Head. (Page no. 2)
- Page no. 4 "Office use only" copy must be blank and on plain paper (not on your letter head).
- Certificate of company PAN, GST & TAN card.
- Power of Attorney in favour of Authorized persons (on Rs.100/- stamp paper), in prescribed format only. (Page 5 & 6)
- Memorandum & Articles of association (MOA & AOA)/Partnership Deed/Registration Proof of Proprietary Firm.
- New Customer Registration form (Page no.7)
- 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 along with police verification.
- ID proof of Authorized persons/directors/partners/owners/proprietor.
- NOC from Local Customs Office.
- Registration certificate of the Company/Firm

All above certified true copies should be attached along with application form and to be submitted to Port operation center – Marine Services for registration. Contact no. +91 98258000949. Email [Portopscenter@adani.com](mailto:Portopscenter@adani.com)

### 2. Renewal Process for Registration

- Agency registration is valid for 5 years.
- Agent can request for renewal one month prior expiry date of licence through APMS.
- 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 3 years of registration, licence will automatically expire.
- The license cannot be renewed after its expiry. Fresh license for the same shipping agency will be issued after payment of INR 10,000/- + GST (processing fee).

### 3. Name change of registered company.

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

Reviewed By : Capt Aditya Gaur	Revision no : 00
Approved By : Capt Anubhav Jain	Issue date : 27th Dec 2019

Application for Registration as shipping Agent  
ADANI PORTS AND SPECIAL ECONOMIC ZONE LIMITED  
(APSEZL), MUNDRA

To  
The Chief Executive Officer  
Adani Ports and Special Economic  
Zone Limited (APSEZL),  
Mundra – Kutch - 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 :
6. Has the applicant/partners has ever been black listed/de-listed in the past by Mundra or any other Port / Govt. 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 Shipping Agent by APSEZL, I/we shall obtain requisite authorization from vessel owners/operators for acting agent on their behalf.
- III. I/We further agree to immediately inform APSEZL of any change in my/our legal status, address, contact nos. and authorized representatives.
- IV. 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.
- V. 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
  - 6) GST Registration Number
- vii) 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."

Place: -

Date: -

Signature

(For Office use only)

Recommendations of the Marine Head, APSEZL: -

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(Recommended / not recommended for registration)

Recommendations / Orders of the C.O.O/ C.E.O., APSEZL: -

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For Administrative Office (Marine Section)

Registration No. : - .....

Date of Registration: - .....

Validity Period: - .....

## 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 Ports and Special economic Zone Ltd. (herein after called 'APSEZL') for registration as Shipping Agent for purpose of acting on behalf of ships entering Mundra Port.

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 APSEZL as a Shipping Agent, to sign contracts/documents undertake necessary obligations so as to discharge our responsibility as a Shipping Agent in Mundra Port;
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 APSEZL.

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)

ADANI PORTS AND SPECIAL ECONOMIC ZONE 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 :	

Below documents soft copy (PDF format) to be sent on [ibcmarine@adani.com](mailto:ibcmarine@adani.com) and [portopscenter@adani.com](mailto:portopscenter@adani.com)

- 1) GST Registration Certificate
- 2) PAN Card
- 3) TAN Registration
- 4) Cancelled Copy of cheque
- 5) New Customer Registration form.

Inter office correspondence

Date:

To,  
Office-in-Charge  
The Port Operation center  
Marine Department,  
Adani Ports and SEZ Ltd.  
Mundra.

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.

Approved by  
POC

Approved by  
Legal cell

Approved by  
HOS Marine

Approved by  
HOD Marine

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Name & Signature

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Name & Signature

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Name & Signature