

Kolkata Port Trust

No: Tfc/S-1785/Exp

Traffic Manager's Office,
Dated 20th July 2011.

All Concerned

Sub: Simplified paperless transaction for opening of exports
of break bulk vessels at Kolkata Dock System.

It has been decided to introduce a procedure of paperless transaction for opening of exports of break bulk vessels at Kolkata Dock System.

Agents of break bulk vessels shall sent the export opening application in electronic form, as per proforma enclosed, through e-mail to openexport@kopt.in. Export of the concerned vessel shall be opened on receipt of the application and after export berth for the vessel has been decided. Applications received through mail shall be attended to during working hours on all weekdays. An electronic mail confirming opening of exports by Port shall be sent to the applicant. The existing procedure of preparation of a hard copy of the export opening application shall be discontinued.

The above procedure shall be effective from 1st August 2011 and all concerned are requested to take note of the above for their guidance and necessary action.



(U. Sinha)
Traffic Manager

Sample Export Opening Application

Name of the company

Address & communication details

APPLICATION FOR OPENING OF EXPORTS

The Deputy Docks Manager KPD/NSD
Kolkata Port Trust

You are requested to open exports for the undernoted vessel as per details given below.

Name of the Vessel	
VCN Number	
Export Rot Number	
Port of Discharge	
Berth/Shed Number	
Date & Time of Opening of Exports	
Date & Time of Closing of Exports	
Expected Time of Arrival of the Vessel	

Serial Number	Description of Cargo	Number of Pkgs	Gross Weight (MT)	Shed/Direct

Authorised Signatory

Mobile number: