

## ***Permission for Photography/Shooting***

1. Application for Permission for Photography/Video Shooting/Movie Shooting/Documentary Film Shooting/Shooting for Academic Purpose should be made in the Letterhead of the Organisation, Institution, Individual with signature, designation, date and contact details including email-id. Shooting/Photography proposal of students/scholars for academic purpose should be forwarded with the recommendation of the Heads of their Institutions.
2. Applications complete in all respects, as per specimen format given below, should be submitted at least 15 days prior to the proposed date of shooting/photography. (Exceptions may be made in respect of permission to Cargo damage cases).
3. All applications in hard copy, addressed to Secretary (Attention : Dy. Secretary-II), Kolkata Port Trust, 15, Strand Road, Kolkata– 700 001 should be submitted between 0930 hrs and 1700 hrs. at General Administration Department/Central Receipt Section. Alternatively, applications in soft copy may be sent to e-mail id [skaranseth@kolkataporttrust.gov.in](mailto:skaranseth@kolkataporttrust.gov.in) .
4. The following information should essentially be incorporated in the application:-
  - (a) Date, Time and Places/Areas/Locations of shooting/ photography under the territory of Kolkata Port Trust should be clearly mentioned in the application.
  - (b) A copy of PAN Card and GST Registration number, if any.
  - (c) Undertaking to pay charges at rates given below:-

Sl.No	Particulars	Rate
(i)	Shooting movies or taking photographs of / on board a vessel working in Port area or of loading/unloading of cargo by the concerned ship's owner/ agent or the concerned consignee/ consignor	Rs. 200.00 per day or part thereof
(ii)	Shooting movies or taking photographs of any cargo / activity within the docks or of any buildings / other assets of KoPT	Rs. 1000.00 per day or part thereof
(iii)	Shooting movies or taking photographs in the Port area for making documentary films, educational purpose or public service films.	Rs. 1000.00 per day or part thereof
(iv)	Shooting of commercial films within the Port area and / or covering any building / other assets of KoPT.	<p><b>Regional</b> Films/Movies – Rs. 1 lakh per day or part thereof</p> <p><b>Hindi or English</b> Films/Movies - Rs. 5 Lakh per day or part thereof</p>
(v)	Shooting for advertisement or television films within the Port area and/or covering any building/other assets of KoPT.	<p><b>Regional Films</b> Advertisements/Serials : Rs.50,000/- per day or part thereof</p> <p><b>Hindi or English</b> Advertisements/Serials : Rs. 2 Lakh per day or part thereof</p>
(vi)	Shooting movies or taking photographs by Central Government/ State Government (excluding Central/ State PSUs) or Trunk Railways/ Embassies/Consulates/UNO/Press and TV Cameraman for news items only	Free

*N.B.- (i) GST will be leviable in all the above cases at applicable rates.*

*(ii) Payment of admissible charges, all inclusive, as per tariff, will be made by Demand Draft drawn on any Nationalised Bank in favour of Kolkata Port Trust, payable at Kolkata.*

5. Permission, wherever required from Police/Defence/Customs and other Statutory authorities are to be obtained by the applicant and copies attached with the application.
  
6. KoPT reserves the right to allow or refuse the permission for photography/shooting without assigning any reason whatsoever.

**KOLKATA PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT**

**PERMISSION FOR PHOTOGRAPHY**

**Application Form**

The Secretary,  
Kolkata Port Trust  
15, Strand Road,  
Kolkata 700 001.

1.	Name and address of the applicant	:	
2.	Name of contact person	:	
3.	Contact Telephone No.	:	
4.	Email ID/Fax No.	:	
5.	PAN of the Organisation/Institution/Individual seeking permission	:	
6.	GST Registration No.	:	
7.	Place of photography/film shooting with Date and Time.	:	
8.	Type of photography/film shooting	:	
9.	Purpose of shooting/photography in detail	:	
10.	NOCs already obtained, if any (copies to be enclosed)	:	
11.	Other relevant information pertaining to the shooting/photography	:	

I/We hereby declare that all the particulars furnished above are true to the best of my/our knowledge and belief and I/we undertake to pay the applicable charges.

Signature:

Name

Designation:

Date:

Seal of the Organisation

