

(Application to be submitted in Agent's Letterhead)

The Traffic Manager'
Kolkata Port Trust,
Kolkata.

Dear Sir,

Subject :

We have pleasure to inform you that the Subject vessel would arrive at Kolkata/Budge Budge/Saugor/D.H. under our Agency and we furnish below the details for your information.

1. Name of the Vessel/Call Sign ::
2. a) Name of the Agent/Address & Pan Card No. ::
b) Name & Address of the Owner of the Vessel ::
c) Shippers' Name & Address ::
3. Expected date & time of arrival at Sandheads ::
4. Arrival draft / speed ::
5. Last Port ::
6. Next Port ::
7. Imports ::
8. Exports ::
9. Overall length in Feet. ::
10. Beam in Feet. ::
11. a) Liner or Charter terms ::
b) Declaration being filed on behalf of the Owners or Charters ::
12. Name of the conference, if any ::
13. G. R. T. ::
14. N. R. T. ::
15. D. W. T. ::
16. Flag of the Vessel ::
17. Cargo loaded from and cargo break-up ::

18. Whether with V.P.P/B.P/B.T. ::
19. Type of the Vessel ::
20. No. of Holds/Hatches and capacity ::
21. No. of Hatches occupied with type of cargo ::
22. Likely duration of stay in Port ::
23. Maximum F.W. draft of the vessel is able to load. ::
24. No. of Cranes & Derricks and highest Lifting capacity ::
25. Whether the vessel is coming for cargo work or Repairing/Dry Docking/some other purpose ::
26. Whether alongside berth is required ::
27. F.W. capacity ::
28. No. of crew members ::
29. Nationality of crew members ::
30. Year of built ::
31. P & I cover and validity ::
32. ISM Certificate ::

We undertake to be responsible for the vessel in all respect from the time of the arrival Sandheads till she leaves the Port.

We further undertake to pay C.P.T charges and/or dues accrued of the above vessel during the entire stay in Port during this voyage till she eventually leaves the Port or is sold/transferred for scrapping/dismantling with prior permission from the C.P.T. authorities.

Yours faithfully,
For (Name of the Agents).

(As Agents)

c.c. The Harbour Master (River), Calcutta Port Trust.

c.c. The Harbour Master (Port), Calcutta Port Trust.