

Company Letterhead

To
Superintendent (Permit)
Kolkata Port Trust

Sub: Engagement of CONTRACTOR for carrying out
of cargo related work inside the docks.

Dear Sir,

We are engagement in the business of
having Registration/License No. valid up to

We have engaged M/shereinafter called the
"CONTRACTOR" having their registered address at
..... as our contractor for carrying out the
following work from to

Details of work

- 1.
- 2.
- 3.
- 4.

We would therefore request you to issue Daily / Temporary /Biennial man permits and vehicles permits as per their requisition.

We declared that we remain liable, in all respects, for the personnel so engaged by the contractor and absolve the Board of Trustees for the Port of Kolkata from any claim, compensation whatsoever arising in the course of or as a result of their engagement within the docks. We further declare that we will inform you forthwith in case we terminate the services of contractor.

.....
(Signature of authorised signatory)

.....
.....
(Full Name & Designation)
(Company Seal)