



**KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX**

Finance Division's Office  
Jawahar Tower, 5<sup>th</sup> Floor, P.O-Haldia Township, Pin-721607

No.FD-3/Pt-x/ 2 / HR

Dated: 24-04-2020

**Trade Circular**

**Sub: Revised Procedure for issuing 'No-Demand certificate' to vessels by  
Haldia Dock Complex in view of the outbreak of pandemic Covid-19.**

In view of the Covid-19 pandemic situation prevailing in the region, the following changes in the procedure of issuing 'No-Demand' Certificate' to vessels has been made:

- a) Application for 'No-Demand Certificate' for vessels **should be send through e-mail** by the concerned Steamer Agents / Ship owners well in advance. Steamer Agents / Ship owners are requested to send scanned copies of application for 'No-Demand Certificate' of vessel in the prescribed format (which is used presently) along with requisite documents like International Tonnage Certificate, Vessel Safety Management Certificate, General Trading Licence, Specific Period or Voyage Licence issued by DG Shipping & Custom's Conversion order (In case of Foreign Flag vessel operating under Coastal run) etc to the following two e-mail ids:
  - i) **sukdebm.hdc@kolkataporttrust.gov.in**
  - ii) **mgupta.hdc@kolkataporttrust.gov.in;**
  
- b) All vessels related charges may be paid in advance on-line using PCS1x. In case the same is not possible due to any reason and payment is made by RTGS/NEFT to the Port's Bank Account , the details of the payment so made with UTR Number should mandatorily be mentioned in the application or emailed to the above two email IDs in advance.



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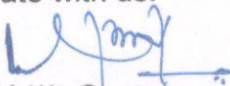
- c) On the basis of such application received in advance through e-mail and subject to the availability of sufficient balance in the Revolving Deposit Account, Finance Division will keep the 'No-Demand Certificate' of the concerned vessel ready for collection at an earmarked place in the Revenue Section of Finance Division.
- d) The representatives of Steamer Agents / Ship owners are requested to collect the 'No Demand certificate' from this office **between 12:00 PM to 02:00 PM** on all working days and they should mandatorily wear face mask and hand gloves while coming to this office for the purpose. They should also maintain social distancing norms strictly.
- e) Steamer Agents / Ship owners are advised to email their application for 'No-Demand Certificate' and make requisite payments well in advance before sending their representative for collecting the No Demand Certificate.

If the Vessel Agents /Ship Owners so desires, they may also apply for such certificate 72 hours in advance from the date of expected sailing of the vessel (instead of the present practice of 48 hours).

The aforesaid procedures have been put in place as a precautionary measure for safety of all concerned in the back drop of outbreak of pandemic Covid-19.

The revised procedure will be effective from 27 April 2020 and shall continue till further order.

All Vessel Agents /Ship Owners are requested to kindly co operate with us.

  
(Abhijit Gupta)

Sr. Deputy Manager (Finance)  
**For General Manager (Finance)**