

Letterhead

To,  
**Superintendent (Permit)**  
**Kolkata Port Trust**

**Subject: Application for registration at Central Permit Office, KDS**

Kindly register of my / our company at Central Permit Office for the year \_\_\_\_\_. Particulars in respect of the company are as follows:

1.	Name of the Company	:			
2.	Nature of Company	:	Proprietorship/Partnership/Pvt. Limited/ Limited		
3.	Address for communication	:			
4.	Contact person	:			
5.	Phone	:			
6.	Fax	:			
7.	Mobile	:			
8.	Email	:			
9.	Business	:			
10.	Details of I.T. Clearance/ Return	:			
11.	Trade Licence	:	No.	Valid upto	
12.	KoPT Licence	:	No.	Valid upto	
13.	Customs Registration	:	No.	Valid upto	
14.	C&F Licence	:	No.	Valid upto	
15.	Name of Sponsoring Agency	:			
16.	<b>Authorised signatory</b>				
	<b>Name &amp; Designation</b>		<b>Specimen Signature</b>		
	1.				
	2.				
17.	Permits held presently	:	Temporary	Biennial	Lapsed
					Temp      Biennial

**Name & Designation with Stamp**

- \* The sponsor must undertake in prescribed format in a separate sheet.
- \*\* Documentary evidence should be notarized if applicant is other than proprietor.
- \*\*\* An undertaking on Non-Judicial Stamp paper of Rupees Fifty has to be given in prescribed format by the applicant