



दीनदयाल पत्तन प्राधिकरण
 (आईएसओ 9001:2008 एवं आईएसओ 14001:2004 प्रमाणित पोर्ट)
TRAFFIC DEPARTMENT



यातायात प्रबंधक का कार्यालय, दीनदयाल पत्तन प्राधिकरण, श्रमदीप बिल्डिंग, नया कंडला (कच्छ) 370210

E-mail : trafficmanager@deendayalport.gov.in



No.TF/SH/1102/2026-27/964

Date: 21/01/2026.

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CIRCULAR

All the Trade License Holders of Deendayal Port Authority are hereby informed that the validity of Trade License issued to them shall be expiring on 31-03-2026. All those Licensees who wish to get their licenses renewed may obtain the prescribed Composite Application Form, containing various terms/conditions and required documents to be submitted for grant/ renewal of License for the period from 01-04-2026 to 31-03-2027, from Traffic Department (Shipping Section). It is also informed that while seeking authorization permission of their Employees/Representative for the purpose of carrying out port operations, the following documents may be furnished.

- (1) Photograph of each Employee/Representative for whom authorization is sought may be pasted against his name and duly signed by him.
- (2) Notarized or self-attested copies of Photo identity proof of the Employee / Representative (if not submitted previously).
- (3) Valid Police NOC (original/notarized).
- (4) All the specific documents enlisted for various trades in the application form should be enclosed Authorizing maximum 5 (Five) as authorized signatories for the purpose of obtaining gate passes.

The prescribed application form showing schedule of fees / deposits and specific documents to be submitted along with application for renewal/ grant in respect of various trades can also be downloaded from our website at www.deendayalport.gov.in.

The application form can be obtained on any working day between **11:00hrs to 15:00hrs** from **Traffic Department, Shipping Section, ground floor Sharamdeep Building, New Kandla**.

**Traffic Manager
Deendayal Port Authority**

Copy to:-

1. Kandla Ship Chandlers & Ship Repairers Owners Association.
2. EXIM. 3. Daily shipping Times.
4. The Bhandarkar News. 5. Notice Board/Website.

8.	Whether Prescribed Specific Documents in respect of various trade / s enclosed (Refer Sr. Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
9.	Trade License No. (in case of renewal only)						
10.	Whether original NOC from Customs enclosed. (if yes please specify its validity)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
11.	Valid upto						
12.	Whether Business Done Statement Enclosed (in case of renewal only) (Refer Sr. No. 9 Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
13.	Recommendation letter from 3(THREE) Steamship Company / Charter of Ship / Owner / Vessel Agents (Refer Sr. No. 10 Instructions to Applicant)						
14.							
15.	Whether copy of PAN allotted by I.T. Department enclosed (Refer Sr. No. 12 Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
16.	Please indicate PAN						
17.							
18.	Whether copy of Income Tax Return / Audited Account Report of previous year enclosed (Refer Sr. No. 11 Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
19.	Whether GST Registration Certificate enclosed (Refer Sr. No. 12 Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>	
20.	& Please specify the GST Registration No.						
21.	Indicate the Service for which Registered under GST						
22.							
23.	Whether the applicant has cleared all dues, if any, payable to the Port Authority. (Refer Sr. No. 17 Instructions to Applicant)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
24.	Whether the applicant has paid the following (Refer Sr. No. 14 & 15 Instructions to Applicant)						
	License fee (per work)		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Date
	Receipt No.						
25.							
26.	Security Deposit(per work)						
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>			
27.	(a) FDR No.						
			Date				

Security Deposit(per work)

YES

NO

(a) FDR No

YES

NO []

Date

Whether the applicant has paid the following (Refer Sr. No. 14 & 15 Instructions to Applicant)

Whether the applicant has paid the license fee (per work)

YES

NO

Not Applicable

18. Whether the applicant has paid the following (Refer Sr. No. 14 & 15 Instructions to Applicant)
License fee (per work)

License fee (per work)

Receipt No.

YES

Ne

Date

Security De

YES

NO

Date

(a) FBR NO.

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Date

INSTRUCTIONS TO APPLICANT

- 1) All the details in the application form may be filled in BLOCK LETTERS only.
- 2) Please ✓ Wherever applicable.
- 3) Proprietorship Affidavit duly Notarized may be enclosed in case of Applicant being an Individual.
- 4) In case of a Partnership Firm, Notarized copy of Deed of Partnership and in case of Company Notarized copy of Memorandum of Association and Article of Association may be furnished. The Trade / Service for which the Licence is sought should be listed as one of the objects of the firm in the Memorandum of Association / Partnership Deed.
- 5) Original Police NOC and self-attested photo ID proof duly notarized may be furnished as under:

a. In case of Individual	-	Proprietor
b. In case of Partnership Firm	-	All Partners
c. In case of Company	-	All Director
- 6) Any of the following documentary proof duly self attested and notarized supporting the Identity of the person and Address of the Company :-

Documents for Photo ID	Documents for address proof
a. Copy of Passport b. Copy of Driving Licence c. Copy of Voter ID d. Any other valid KYC document accepted by Banks	a. Latest Copy of Light Bill / Telephone Bill in the name of firm . proprietor (in case of individual / proprietorship concern). b. Municipality Certificate c. Last 3 month Bank Statement duly attested by the Branch Manager of the Bank. d. Any other valid KYC document accepted by Banks

- 7) The Documents at Sr No. 3, 4, 5 & 6 are required to be submitted only once (not required for renewal) except in the event of change in the constitution of partnership firm / company or in the event of retirement / death / admission of a partner or retirement/ admission of a director managing director of the firm.
- 8) Notarized copy of Police NOC in respect of Partners/Director can be submitted subject to production of Original police NOC verification.
- 9) Details of business done in the last year should be duly signed by the Director/ Partner / Proprietor by affixing seal of the company in the format enclosed (in case of renewal only).
- 10) The recommendation letter of only those parties shall be accepted who are registered with Deendayal Port Authority .
- 11) Income Tax Returns for last 3 years (in case of fresh application) and 1 year (in case of Renewal) furnished against col. 15 should be certified by a Chartered Accountant.
- 12) Notarized copy of PAN, GST Registration Certificate shall be furnished along with application form. In the absence of registration of GST the applicant has to produce a certificate from Chartered Accountant quoting the relevant sections that the annual turnover of the firm does not exceed the minimum threshold prescribed by the GST authorities for registration. The certificate from CA is to be produced in original with seal & signature and Membership No. of the CA.
- 13) Original / Notarized Police NOC, Address proof & Photo ID Proof in respect of POA Holders/ Staff duly Notarized and self-attested to be enclosed along with application form for Authorization purpose. Police NOC shall remain valid for three year or as specified in the NOC issued by Police Department. Validity of Police NOC should cover the period for which license is granted.
- 14) In respect of Sr. No. 20, original money receipt in respect of payment of License Fee and Security deposit to be enclosed. In case of submission of Security Deposit in form of FDR, the FDR should be drawn in favour of Deendayal Port Authority A/c Name of Applicant and should be valid for atleast 1 year from the date of issue and should be discharged by affixing revenue stamp on the reverse. The schedule of fees & deposits in respect of various trades is as under:

Name of Trade/s	Deposit	Fees
Ship Chandling	2500.00	250.00
Ship Repairs	2500.00	250.00
Bunkers Supply	2500.00	250.00
Bond Storage Supply	2500.00	250.00
Under Water Services	2500.00	250.00
Dunnage Supply	2500.00	250.00
Chipping & Painting	2500.00	250.00
Mobile Hawkers (Rekdi)	2500.00	250.00
Laundry / Novelty / Curio / Tailoring / Silver / Jewellery	1000.00	100.00
Life Saving Equipment	2500.00	250.00
Bonafide Ship Store Supply	2500.00	250.00
Ready Made Garments	2500.00	250.00
Cobblers / Barbers / Radio Repairers / News Paper Vendors /	100.00	10.00
Supply of Fresh Water to vessels	2500.00	250.00
Supply of Gangway	2500.00	250.00
Electronics Instruments Repairs	2500.00	250.00

15) Cheques / Demand Draft in respect of Licensee should be drawn in favour of Deendayal Port Authority payable at Gandhidham. The cheques and demand draft shall be subject to realization.

16) All the Pages of the Application Form shall be stamped and signed by the Authorized Signatory as under:-

a.	In case of Individual	Proprietor
b.	In case of Partnership Firm	Any one of the Partners
c.	In case of Company	MD / Director/Authorized Signatory

17) The applicant has to produce NO DEMAND CERTIFICATE from all Departments of DPA. Not applicable in case where the applicant is dealing with Deendayal Port Authority for the first time. However, an undertaking stating the firm is not dealing with any other departments of DPA is to be produced on the letterhead of the firm duly signed by the Proprietor/ Director/ Partner/Authorized Signatory.

18) Traffic Manager, Deendayal Port Authority reserves the right to reject any application without assigning any reason whatsoever.

19) Incomplete application /Application not supported by all the requisite documents / fees / deposits are liable to be rejected.

20) The fee for prescribed Application Form is Nil.

21) List of Specific Documents to be attached for various trade /s alongwith the Application Form is as under :-

Name of Trade/s	Specific Documents
Ship Chandling	Copy of Notarized PHO / FSSAI Certificate
Ship Repairs	Biodata of atleast 2 Welders approved by any of the recognized classification Society like IRS / LBS / Lloyds etc. in employment with the Licensee. or Notarized copy of registration Certificate issued by DG Shipping, Mumbai for Ship Repair.
Bunkers Supply	Valid License from DG Shipping, Mumbai for Bunker Supply
Bond Storage Supply	Valid Warehousing License Issued by Commissioner of Customs, Kandla for Bond Supply.
Under Water Services	Approval from any of the classification society like ABS/Bureau Veritas / DNV / MMD / Lloyds and NOC From DC.
Chipping & Painting	Valid IRS Registration Certificate
Life Saving Equipment	MMD Approval In Respect of Life Saving Equipment, Duly Notarized From E: Explosive License : Dy. Chief Controller of Explosive to Fill Compressed Gas in Cylinders : DG Shipping Certificate of Registration as Fire Fighting Appliances Servicing station
Bonafide Ship Store Supply	Copy of Notarized PHO / FSSAI Certificate ;
Gold / Silver / Jewellery	Valid Certificate for Dealing in Gold of Silver for Selling of Silver Jewellery
Supply of Fresh Water to Vessels	Permission from Gujarat Water Supply & Sewage Board. Relevant Govt. Authority / NOC from CE / DC, Notarized PHO / FSSAI Certificate
Supply of Gangway	Gangway inspection reports issued by Safety Officer.

**Traffic Department
Shipping Section**

Statement showing the particulars of Business Done During _____ to _____

Name of the Firm _____

Statement showing the particulars of Business Done During _____

Trade License No.

Signature

Seal

Note :- Attested copies of Audited Account of the last financial year _____ to _____ to be enclosed for ship Chandler, Ship Stores Exports and other related business. However, these documents will not be required in case of Trade Licensee carrying out the job of Bar

Attested copies of Audited Account of the last financial year _____ to _____ to be enclosed for ship Chandler, Ship Stores Exports and other related business. However, these documents will not be required in case of Trade Licensee carrying out the job of Barber,