

## **PARADIP PORT TRUST**

### **APPLICATION FORM FOR TEMPORARY HARBOUR ENTRY PERMIT (HEP)**

**A.** Application for :  Individual  Vehicle

**B.** HEP Applied for:  New /  Renew (*Old HEP No.*)

**C.** Type of HEP :  Daily

**D.** Period Requested From:  To:

**E.** Firm Code\*:  Payment Receipt No.\*:

**F.** Name of the Firm\*:

**G.** Applicant Type: : Direct User  Indirect User

**H.** Recommended by :   
(Direct User)

**I.** Application for Activity\*:  Import/Export/Stevedoring work/Shipping Agency/Contract Work, etc.

**J.** Work Order Number:   
(*In case of Contractor/Sub-Contractor copy to be enclosed, and in case of Stevedore, the name of vessel*)

**K.** Proof of Identity Attached\*: Yes  No

**L.** Number of HEP Applied : Person  Vehicle

In Words:

**M.** Details of Persons\*:

| Sl. No. | Applicant Name | Designation | Father's Name | Age | Bl.GR. | Zone |
|---------|----------------|-------------|---------------|-----|--------|------|
| 1       |                |             |               |     |        |      |
| 2       |                |             |               |     |        |      |
| 3       |                |             |               |     |        |      |
| 4       |                |             |               |     |        |      |
| 5       |                |             |               |     |        |      |

(In case of more numbers, details to be furnished in additional sheets)

**N. Details of Vehicles:**

| Sl. No. | Veh. Registration No. | Vehicle Type | Model | Commodity | Zone |
|---------|-----------------------|--------------|-------|-----------|------|
| 1       |                       |              |       |           |      |
| 2       |                       |              |       |           |      |
| 3       |                       |              |       |           |      |
| 4       |                       |              |       |           |      |
| 5       |                       |              |       |           |      |

(In case of more numbers, details to be furnished in additional sheets)

I/We hereby certify that the above permits are required for our official purpose and also I/We hold responsibility for identification and all the activities of the above mentioned persons/vehicles inside the Port. I/We also undertake to surrender the Harbour Entry Permits immediately when the above staff ceases to be the employee of this firm, failing which we will be held responsible for the activities of this person in the Port and subject to action on the firm by the Port of Paradip.

**(Note: '\*'Mandatory Fields)**

Signature of Recommending Authority  
(Direct User)

Signature of the Authorised Signatory  
Name & Designation with Seal

**FOR OFFICE USE ONLY**

Controlling Officer of PPT

Verified by Traffic Clerk

Name & Designation with Seal

Name & Designation with Seal

No. Of HEP Applied : Person

Vehicle

No. Of HEP Permitted: Person

Vehicle