**Ship Chandler Registration process**

1. **Procedure for Registration of Ship Chandler at Adani Vizhinjam Port Private Limited (AVPPL).**

* The application should be accompanied by the following documents & supporting documents for creating customer data in AVPPL:

1. Application for registration on Letter Head. (Page No.3, 4, 5).
2. Registration certificate (Company/Firm/CIN / License from Municipality / MSME any one of the documents).
3. Registration certificate from “Office of Commissioner of Customs, Cochin. / Thiruvananthapuram.
4. If bond store supply by vendors, license from custom specific for bond store.
5. Certificate of company PAN, GST & TAN card.
6. Copy of Cancelled cheque.
7. Undertaking letter from the ship chandler for recovery of claim amount in case any damage to the port property during the supply. (Page No - 11).
8. Address proof of Local and registered office (Light Bill / Land line Bill / Rent agreement any one of the documents).
9. ID proof of Authorized persons/directors/partners/owners/proprietor. (Aadhar / Pan / Driving licence / Passport).
10. Memorandum & Articles of Association (in case of a Company) or Partnership Deed (In case of a Partnership Firm).
11. Power of Attorney in Favor of Authorized persons (on Rs.300/- stamp paper), in prescribed format only duly notarized. (Page No - 6 & 7).
12. Complete description of staff members (list of authorized persons) such as name, contact no., passport size photo (self-attested & stamped by co.), address and ID proof & designation on company letter head.
13. Acceptance of Terms and Conditions for registration as a ship Chandler on company’s letterhead to be submitted. (Page No 8 & 9).
14. Refundable Deposit: 1,00,000/- by Demand Draft favoring “Adani Vizhinjam Port Private Limited”. Payable at Kotak Mahendra Bank - Vellayambalam Branch, Thiruvananthapuram, Kerala.
15. Ship Chandler Registration fee of 25000 + 18% GST by Demand Draft favoring “Adani Vizhinjam Port Private Limited”. Payable at Kotak Mahendra Bank - Vellayambalam Branch, Thiruvananthapuram, Kerala.
16. New Customer Registration form in excel and word format only. (Page No – 10).

* All above certificates should be in true copy attested by notary.
* Demand Draft along with complete documentation to be submitted to Port operation centre – Marine Services for registration. Credit note will be furnished by Port on credit of deposit amount. For any queries Email[**poc.avppl@adani.com**](mailto:poc.avppl@adani.com)**.**

1. **Renewal Process for Registration.**

* Ship Chandler can request for renewal one-month prior expiry date of license after paying INR 15,000/- plus 18 % GST.
* The license renewed after 30th April till 15th May FY then penalty charges applicable of INR 5,000/- + 18 % GST.
* The license cannot be renewed after its expiry, *ie.* after FY 15th May. Fresh license for the same Ship Chandler will be issued after payment of INR 30,000/- + 18 % GST.
* In case no financial transaction is executed within financial year of registration / renewal, license will automatically expire.
* In case If licence is expired and not renewed due to inactivity and refund is sought by prescribed format, 10% of the deposit amount will be deducted from the deposit amount as processing charges. (Page -12)

1. **Name changes of registered company.**

* In case of any changes in management, existing staff or power of attorney, POC to be informed and one complete set of fresh documents as per point no.1 to be submitted to POC.

1. **Approval process:**

* Vendor will submit all above documents to POC, AVPPL.
* POC In charge’ will verify the documents and approve the documents.
* Marine HOD approval is sorted for ship chandelling registration
* After credit of deposit amount and registration fee amount POC will issue Registration certificate.

(Inter Office correspondence on white paper; 02 Copies)

Inter office correspondence

Date:...................

To,

Office-in-Charge

The Port Operation center

Marine Department,

Vizhinjam Sea Port, Mulloor P.O,

Vizhinjam, Thiruvananthapuram-695521,

Kerala, India

Sub: Submission of application and registration of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for registration as Ship Chandler.

Dear Sir,

With reference to the above subject, we have submitted documents of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for registration as Ship Chandler duly verify for your further necessary action, please.

Signature

For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Approved by

POC HOD Marine

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature Signature

(On Company Letter-head)

Application for Registration as Shipping Chandler

ADANI VIZHINJAM PORTS PRIVATE LIMITED

(AVPPL), VIZHINJAM

To

The Chief Executive Officer

Adani Vizhinjam Port Private Limited,

Mulloor P.O,

Vizhinjam, Thiruvananthapuram-695521,

Kerala, India

1. Name of the Applicant (Company/Firm/Individual):

2. Address / Registered Office:

3. Phone / Fax No.: -

4. E-mail ID: -

5. Details of Authorized Representative of the Applicant (to sign documents and act on behalf of the Applicant/Ship Chandler):

I. Name:

II. Address for communication:

III. Designation:

IV. Direct Telephone No. :

V. Mobile No. :

VI. E-mail Id:

6. Has the applicant/partners has ever been blacklisted/de-listed in the past by any of Adani ports or any other Port / Govt. department / Public Sector undertakings? If yes, details thereof:

...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

(On Company Letter-head)

DECLARATION

1. I/We, hereby declare that the all the information furnished above is true to the best of my/our knowledge and belief.
2. I/We undertake that being registered as Ship Chandler at AVPPL, I/we shall obtain requisite authorization from vessel owners/operators / Agent for acting as a ship chandler on their behalf.
3. I/We further agree to immediately inform AVPPL of any change in my/our legal status, address, contact nos. and authorized representatives.
4. I/We understand I/We would be allowed to act as Ship Chandler only during the validity of the Registration certificate granted to us by the Port.
5. I/We have attached the following documents:
6. Photocopy of PAN / TAN Certificates of the applicant:
7. Certificate of Incorporation/Registration
8. Memorandum & Articles of Association (in case of a Company) or Partnership Deed (In case of a Partnership Firm)
9. Power of Attorney authorizing persons to act on our behalf
10. Copies of Customs License / Bond store supply License.
11. GST Registration Number
12. I/ We hereby agree that on being registered as Ship Chandler, we shall be responsible for payment of Port charges towards ship channeling.

Place: - .……………………….

Date: - ……………………….. Signature

[Power of Attorney to be duly notarized in favour of Authorized Persons on Rs.300/- Stamp Paper.]

Power of Attorney

**KNOW ALL MEN BY THESE PRESENTS THAT** We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Company incorporated under the Companies Act, 1956 and having our registered office at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Hereinafter referred to as “the Company”) send greetings.

**WHEREAS**

We have applied to M/s Adani Vizhinjam Port Private Limited. (herein after called ‘AVPPL’) for registration as Ship Chandler for purpose of acting on behalf of Ships / Vessel Owners / Shipping Agents entering AVPPL, Vizhinjam International seaport.

It is deemed expedient to authorize some persons to sign documents/ undertake obligations on our behalf in connection with the said registration and our role as Ship Chandler thereafter

**NOW THEREFORE KNOW ALL MEN** that the Company do hereby nominate, constitute , empower and appoint Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son of Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , aged around \_\_\_\_\_\_\_years and presently residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , aged around\_\_\_\_\_\_\_\_ years and presently residing at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , to be our true and lawful attorney, to do the following acts jointly or severally , in our name and on our behalf :

1. To sign / submit applications /documents necessary for the purpose of registration;
2. On being registered by AVPPL as a ship chandler, to sign contracts/documents undertake necessary obligations so as to discharge our responsibility as a ship chandler in AVPPL, Vizhinjam International seaport;
3. To provide any information or clarification sought from the Company;
4. To incur liabilities and receive instructions for and on behalf of Company and to do all dealings including in the matter of payment of dues to AVPPL, Vizhinjam International seaport.

And we the above-named Company do hereby agree to ratify all such acts, deeds and things to be done by the said Attorneys as if the same were done by the Company.

IN WITNESS WHEREFOF we have signed this Power of Attorney this\_\_\_\_\_\_\_\_\_ day of, \_\_\_\_\_\_\_\_\_\_.

For the Co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Designation)

I /We Accept

Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Constituted Attorney

Signature of Attorneys attested.

Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized signatory)

(On Company Letter-head)

**GENERAL TERMS & CONDITIONS**

1. This Registration entitles the Registered Company’s / Firm’s authorized representatives to enter the port’s premises for the purpose of carrying out their professional work. Dock entry permits issued for the purpose shall be used only for valid business in the port as a Ship Chandler. The Registered Company / Firm and their authorized representatives shall familiarize themselves with the requirements of the ISPS Code.
2. The Registered Company / Firm or their authorized representative shall produce the registration certificate whenever asked to do so by the Port Authorities, Port Security, the State and or Central Government authorities.
3. The Registered Company / Firm shall abide by Adani Vizhinjam Port Rules, Regulations and practices of the port applicable to nature of service being rendered to the vessels calling at the port. The Registered Company / Firm shall abide by the undertakings furnished in the application for Registration. The Registration may be cancelled by AVPPL for any contravention of terms, conditions, undertakings and for any unlawful activity carried out by the Registered Company / Firm or their employees.
4. The Registered Company / Firm shall make advance payment of relevant ship candling activity related port charges in respect of vessels calling at this port under their agency based on pre-assessment advice (PAA) / Self-assessment.
5. The Registered Company / Firm shall maintain a Security Deposit and pay the Registration Fees as fixed from time to time. The Security Deposit will be refunded on written request for cancellation of registration after adjusting any dues payable to the Port.
6. Either party can terminate this registration by giving a 30 days’ notice period in writing. However, AVPPL reserves the right to suspend/terminate the registration without any notice for breach of Rules and Regulations of the Port or for act of negligence or any such act which may be detrimental to the reputation of the Port. The security deposit may be forfeited, and registration cancelled / suspended for such acts.
7. The Registered Company / Firm shall be fully responsible for the safety of their employees, material and works being undertaken by them at AVPPL and indemnify AVPPL against any claims / liabilities that may arise out of the above activities. Port shall not be responsible for unlawful action / liabilities arising out of the activities of the Registered Company / Firm and their authorized representatives.
8. The Registered Company / Firm and their authorized representatives are not permitted to carry out any hazardous works in the port premises without obtaining prior approval from the Head – Marine Services / Duty Port Captain DPC).
9. The Registration is not transferable.
10. For Renewal, the Registered Company / Firm shall apply to the port Authority 30 days before the expiry of the registration.
11. The Registered Company / Firm is responsible for coordinating with other Registered Service providers such as Ship’s Agent, C&F Agent, Stevedores, Surveyors, Ship Repairers etc to optimize vessels performance at the port.
12. Ship chandlers will not be allowed to carry out activity of shipping agency vice versa as both is different format of work. Separate registration for both Ship chandling and ship agency is required.
13. Activity allowed: Ship chandelling supply / Bond store / LG / TP spare / Workshop onboard
14. Supply permission will be given by POC based on payment of relevant gate entry charges by ship chandler per activities / per shipping pill as per rate of BPTS.
15. Apart from obtaining Gate entry permit from POC, the Registered Party Shall always inform concerned cargo operations team for any activities at Berth.
16. I/ We understand that in case If license is expired and not renewed due to inactivity and refund is sought by prescribed format, 10% of the deposit amount will be deducted from the deposit amount as processing charges.
17. All authorized personal on behalf of newly registered shipping agency shall be covered under a valid Work insurance policy / Accidental insurance policy. The policy document shall be provided to security dept for issuing gate pass.

For the Co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I / we ....................................... understand above terms and condition and shall be liable to follow all port regulations which are updated from time to time.

Signature..........................................

Date:.................................................. Name.................................................

Place................................. Designation.....................................

|  |  |  |
| --- | --- | --- |
| ADANI VIZHINJAM PORT PRIVATE LIMITED | | |
| NEW CUSTOMER REGISTRATION FORM (Marine) | | |
| GENERAL DATA | | |
| Title (Mrs./ Mr. / M/s.) |  | |
| Company Name : |  | |
| Address 1 : |  | |
| Address 2 : |  | |
| Address 3 : |  | |
| State : |  | |
| District : |  | |
| City : |  | |
| Postal Code : |  | |
| Country : |  | |
| Mobile Number : |  | |
| Telephone Number: |  | |
| Fax Number : |  | |
| E-mail Addresses : |  | |
| Contact Person : |  | |
| TAXATION DATA | | |
| GST Number |  | |
| PAN Number |  | |
| TAN Number |  | |
| CIN Number |  | |
| BANK / PAYMENT TRANSACTION DATA | | |
| Bank Name : |  | |
| Bank IFSC : |  | |
| Bank Account Number : |  | |
| Bank Branch : |  | |
| Bank Address : |  | |
| Bank State : |  | |
| Bank City : |  | |
| Bank Country : |  | |
| Below documents soft copy & New Customer Registration form in Excel format to be sent on sajit.nair@adani.com and [poc.avppl@adani.com](mailto:poc.avppl@adani.com) | |
| 1) GST Registration Certificate | |
| 2) PAN Card | |
| 3) TAN Registration | |
| 4) Cancelled Copy of cheque  5) CIN Number  6) New Customer Registration form. | |

DECLARATION

I/We, ..................................hereby declare that the all the information furnished above is true to the best of my/our knowledge and belief. Yours Sincerely For M/s ...................................

For M/s ...................................

Signature ……………………

(On Company Letter-head)

Date…………………………………..

To,

The Chief Executive Officer,

Adani Vizhinjam Port Private Limited,

Mulloor P.O, Vizhinjam,

Thiruvananthapuram-695521, Kerala, India

**Subject:** Undertaking for Recovery of Claim Amount in Case of Damage to Port Property during Supply Operations

Dear Sir,

We, M/s **[Name of Ship Chandler Company]**, having our registered office at **[Company Address]**, hereby undertake that in the event of any damage caused to the port property during the supply operations carried out by us, we shall bear full responsibility for the recovery of the claim amount.

We further confirm that we will promptly compensate the Port Authority for any costs, expenses, or damages incurred as a result of such an incident. This includes, but is not limited to, the costs of repair or replacement of damaged property and any associated administrative expenses.

We assure you of our complete cooperation in any investigation or inquiry that may arise from such incidents.

Thank you for your attention to this matter.

Yours faithfully,

**Name of Authorized Signatory**

**Designation**  
**Company Name**  
**Company Address**

(On Company Letter-head – To cancel existing registration)

Date…………………………………..

To,

Head, Marine Services,

Adani Vizhinjam Port Private Limited (AVPPL),

Mulloor P.O, Vizhinjam,

Thiruvananthapuram-695521, Kerala, India

**Subject:** Application for Refund of Security Deposit on Ship chandler Registration Cancellation.

Dear Sir,

We, M/s **[Name of Ship Chandler Company]**, having our registered office at **[Company Address]**, and having Ship Candling registration at AVPPL vide regd No. …………………………….. Hereby wish to cancel / discontinue our registration at AVPPL.

Further request a refund of my security deposit amounting INR 90,000/- (1,00,000 – 10% processing fee] which was paid at the time of registration.

Due to below mentioned reasons.

We M/s **[Name of Ship Chandler Company]** was forced to cancel our registration with Adani Vizhinjam Port Pvt Ltd. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your attention to this matter.

Yours faithfully,

**Name of Authorized Signatory**

**Designation**  
**Company Name**  
**Company Address**