

To

The Chief Hydraulic Engineer

HSD Department

Central Permit Office

Kolkata Dock System

Syama Prasad Mookerjee Port, Kolkata

Sir,

Under ISPS Code, all commercial entities procuring permits on regular basis need to register at Central Permit Office (CPO) and renew their registration every year. To get registered at CPO, many documents are required to submit at CPO, valid Trade License is one of them.

As per present procedure, the Kolkata Municipal Corporation (KMC), demands for renewal for a year, are generated through Computer centrally for all the traders who have come under purview of Certificate of Enlistment pertaining to the year for which demand for renewal are generated. Then the demands are sent to the traders directly, Under Certificate of Posting. The traders are required to deposit the amount mentioned in the demands to any of Enlistment for the year. Such demands come to the Traders after June and onwards and ultimate it takes September to get the Certificate of Enlistment.

Under this circumstance, we undertake that we may be allowed to get registered at CPO pending submission of valid Trade License which to be submitted at CPO by 30th September, of the year under consideration, failing which CPO will stop issuance of permits.

Thanking You

Yours faithfully