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**ICTT VALLARPADAM/SPECIAL ECONOMIC ZONE**  
India Gateway Terminal Private Limited, DP World Cochin  
**ACCREDITATION FORM FOR CONTRACT EMPLOYEES/PORT USERS**

1	Name of the Applicant with initials	
2	Name of Father	
3	Date of Birth	
4	Blood Group	
5	Please Specify Places where you wish to visit for work i.e Documentation/Admin/Gate Complex/Berth, Refer Yard Entry through pedestrian Gate/	
6	Please Specify Agent: i.e Steamer/Customs Broker/shipping Line/Console Agent/ship chandlers/House Keeping/ Survey/Reefer /Etc:	
7	Designation	
8	ID Number (To be filled by IGTPL)	
9	Number and date of safety induction (Validity – One year from the date of last safety induction)  (Copy of the safety induction card should be attached)	
10	Permanent Residential Address with Pin Code	
11	Present Residential Address with Pin Code	
12	Police Clearance Certificate (PCC) obtained within last one year  OR  Number and date of Valid Passport.  (Copy of PCC or Passport should be attached)	
13	Number and date of valid photo ID card (ie Aadhaar Card or Driving License or Passport or Electoral ID (Copy of id Card should be attached)	
14	Mobile Phone Number	
15	Signature of the Applicant.	

I/We hereby declare that all the information furnished above is true. Further I/We hereby undertakes the full responsibility for ensuring good conduct of the above person in the Terminal premises and in the event of any misuse of passes, action as deemed fit including cancellation of registration can be taken up by the Terminal authorities.I/We undertake to return the original pass to IGTPL in the event of the above applicant leaving the employment of our organization.

Place:

Date:

Stamp/Seal of the Company Name & Signature of the Authorized Signatory

Recommended by,

Recommended by,

Recommended by,

Concerned Department of IGTPL.

HSE.

Chief Security Officer.

<b>Documents Required for the CUSTOMS BROKER/STEAMER AGENT/SHIPPING LINE/CONSOL AGENT/ PORT USERS ETC valid for Two years Bio Metric Pass</b>		
1	Company Covering Letter Requesting for Bio Metric Pass.	Original
2	Filled Accreditation Form	Original
3	Passport Size Photographs	Two Copies
4	Police Clearance Certificate to be obtained within Last one year or Valid Passport (Copy of Police Clearance Certificate or Passport Should be attached )	One Copy
5	Valid ID Card Copy. (ie Driving License or Aadhaar Card or Passport or Electoral ID) ( Copy of the ID Card should be attached)	One Copy
6	Safety Induction Card Copy.	One Copy
7	Appointment Letter Copy In Case of New Applicant.	One Copy
8	Old Pass Copy.	One Copy
9	Old Pass Surrender Copy (Before CISF or IGTP)	One Copy
10	Agents Customs License Copy.	One Copy
11	G OR H Customs ID Card of the applicant if he is a Customs Broker (CHA)	One Copy

**NB :- Processing Fee of Rs 250/-**