



IMS - ISO 9001:2015,
ISO 14001:2015,
ISO 45001:2018 &
ISPS COMPLIANT PORT

V.O.CHIDAMBARANAR PORT AUTHORITY
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
GOVERNMENT OF INDIA
ADMINISTRATIVE OFFICE, HARBOUR ESTATE,
TUTICORIN 628 004, TAMIL NADU



F. No. TRA-OFTOP-MIS-OPERA-A1-19(46140)/D. 565

Date: 12.09.2023

TRADE NOTICE

Sub: Issuance of Harbour Entry permit (HEP) – reg.

It is to inform that, in order to streamline the HEP issuing procedures and to avoid untoward incidents inside the Port premises, it has been decided that all HEP shall be issued only based on the submissions of the following documents: -

a) Persons (Inside Customs Area):

1. Valid photo identity proof.
2. Antecedent Certificate (Applicable for Monthly/Annual Permit)
3. Valid Driving License (Applicable for Drivers)
4. Duly Authorized proof of work, issued by the Direct Port Users (Annexure-1).

b) Vehicles / Equipment's:

1. Copy of Valid Registration Certificate.
2. Copy of Valid Pollution Control Certificate.
3. Valid Insurance Certificate.
4. Duly Authorised proof of work, issued by the Direct Port Users.
5. Copy of Valid Cargo and Gear Certificate (Applicable for Equipment).
6. Valid Guarantee Bond (Applicable for Annual Permit)

TRAFFIC MANAGER

List of Direct Port Users

- Steamer Agents
- Customs House Agents
- Stevedores & Shore handling Agents
- Shopkeepers/Port Canteen Operators inside the Port
- Land License Holders
- Captive Berth/BOT Terminal Operators/PPP operators
- Officials of Govt. Organization/Departments
- Port Contractors
- Container Freight Station operators
- Valid HEP login holding firm