



Port Par-excellence
चेन्नै पत्तन प्राधिकरण
CHENNAI PORT AUTHORITY

उप संरक्षक का कार्यालय
Office of the Dy. Conservator
मेराइन विभाग / Marine Department
6th Floor, Centenary Building
No.1, Rajaji Salai, Chennai-600 001.

No.S2/ 00903 /2025/M

Date : 07.05.2025.

To

M/s LK MARINE SERVICES PRIVATE LIMITED,
No. G-14, Kumbhat's Commercial Complex,
700 PH Road, Aminjikarai,
Chennai – 600 029
Phone: +91 98844 69439 (Director)
Email: admin@lkmarines.com

Sub: Registration as Steamer Agents at Chennai Port Authority – Reg.

Ref: Your Request letter dated 08.04.2025.
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You have been permitted to act as Steamer Agents at the Chennai Port, and you are requested to take note of the following conditions for compliance:

1. "Entry" regarding the arrival of the vessel must be made in advance in the NLP online, and a copy of all the certificates relating to the vessels as required for billing purposes shall be produced to the Deputy Conservator / Harbour Master's office before the vessel's arrival.
2. Before uploading the statutory documents, the Agents must ensure that all the certificates are valid and in order as per Port Rules and Regulations.
3. It may be noted that the Port Clearance Certificate will be issued only after the payment of tentative vessel-related charges through the NLP/PDA Account of iPortman.
4. The Port charges should be assessed by the Agent based on the expected period of the vessel's stay, and the same should be paid before one day of ETA when taking the Port Clearance Certificate. If, for any reason, the vessel does not sail within the estimated period, a further amount for the extended period of stay must be immediately remitted to the NLP/PDA Account of iPortman at the initiative of the Agents.
5. If a vessel, for which a Port Clearance Certificate has been issued, does not sail within that period, a further debit will be made for the Port charges for the probable period of her extended stay in the Harbour. In all such cases, Port clearance, Extension, Revalidation, etc., will be granted only after debiting the due amount.

6. In the event of either detention of the vessel by the Principle Officer, Mercantile Marine Department or arrest by the Hon'ble High Court, the entire Ship's documents in original should be deposited with the Deputy Conservator's office and will be kept under custody until the lifting of the detention or Court Arrest.
7. The Consolidated Marine Service Bill is the final bill of the claim for a particular vessel, it is the responsibility of the agent to collect through EBS Portal/iPortman.
8. If any payment is due on account of Additional Berth Hire leviable as per the Scale of Rates, costs towards damages caused to the Chennai Port Crafts and property, pollution, etc., or to any other vessel and property, then the vessel will be permitted to sail only after the payment is made.
9. The agent is required to handle a minimum of 5 ships in one year for the continuance of your registration. Failure to handle the requisite vessels will result in the Registration being automatically cancelled.
10. The registration of your company as a Steamer Agent at this Port is subject to the current validity of the Power of Attorney submitted by the firm to this office. The Deputy Conservator reserves the right to cancel the registration at any point in time if the Power of Attorney is found invalid.
11. The agent is required to comply with the Merchant Shipping (Regulation of Entry of Ships into Ports, Anchorages, and Offshore Facilities) Rules, 2012, and all other statutory rules and regulations in force and issued by the competent authorities from time to time relating to the operation of a vessel in the Port.
12. Having been appointed as the agent of the vessel, your Agency is responsible for ensuring the movements of those vessels under your Agency strictly in accordance with the berth allocation decided in the berthing meeting made out by the T.M. / D.C. Any failure in this regard will result in the cancellation of your registration as Steamer Agents at this Port without any notice.
13. As an Agent, you are bound by the responsibility and duties as per the relevant sections of the Indian Contract Act 1872.
14. All the Legal disputes in Vessel Related Charges are to be dealt under the Jurisdiction of the Courts in Chennai.
15. The agent intending to meet the D.C./H.M. for any discussions must be an officer with adequate shipping experience and a minimum qualification of a graduate in shipping and logistics or a Master Mariner (FG) or a MEO class 1.

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Deputy Conservator