

REQUIREMENTS FOR KPT ANNUAL PERMANENT PASS FOR GENERAL PORT USERS

1. Following procedures shall be adhered for issuance of Annual 2D Port Entry Pass: -

- a. Application forms for preparation of 2D Card is available at KPT website <https://kpt.gov.pk/Downloads>.
- b. Bring Original CNIC of the applicant along with application for submission at CPIO service Window No. 1 in working hours (Monday to Friday from 9 AM to 5 PM).
- c. Application shall be submitted at CPIO main office along with the
2 x recent passport size photographs.
- d. Receipt of the application will be issued to the applicant / rep indicating next tentative visiting date for collection of fee bank chalan.
- e. Chalan will be issued to Applicants / Reps of the organization on completion of all processing formalities by CPIO. If any objection, will be communicated to the applicant from service Window No. 3.
- f. The concerned organizations shall deposit the bank chalan and thereafter direct each applicant to visit CPIO main office for photo session, biometric and printing of 2D card.
- g. Status of application can be tracked from service Window No. 3 at CPIO Main Office.

2. The basic documents required for 2D port entry passes of different categories are as under;

- a. Covering letter in favor of CPIO on original company letter head.
- b. Form duly filled with passport size photograph attached on it.
- c. Photocopy of company registration book.
- d. Photocopy CNIC (attach).
- e. Police Verification on Form for new / renew applicant from the concern station. In case of renewal or issuance of more than one 2D passes for different vehicles of same individuals, single Police Verification is to be considered sufficient.
- f. Previous pass photocopy (on renewal).
- g. FIR photocopy (on pass stolen/lost).
- h. Previous pass cancellation (if the employee has changed his employment).

3. The additional documents (Mandatory) required for specific trade type / status of card are as:

<u>TRADE TYPE</u>	<u>DOCUMENTS REQUIRED</u>
Clearing / Forwarding Agent	<ol style="list-style-type: none"> 1. Copy of CHAL (Custom House Authorized License). 2. KPT Delivery License. 3. Copy of NTN Certificate.
Shipping Agent	<ol style="list-style-type: none"> 1. Copy of valid up-to-date Shipping License Certificate. 2. Copy of NTN Certificate.
Stevedores	<ol style="list-style-type: none"> 1. Copy of valid up-to-date KPT Agreement. 2. Copy of NTN Certificate.
Import & Export (self) (Only 2 passes per firm)	<ol style="list-style-type: none"> 1. Copy of Membership Certificate of Karachi Chamber of Commerce & Industries. 2. Copy of valid up-to-date Sales Tax Certificate. 3. Copy of NTN Certificate.
Ship Chandlers	<ol style="list-style-type: none"> 1. Copy of valid up-to-date Ship Chandlers / Registration with KPT No. 2. Copy of NTN Certificate. 3. Employer Letter.
Ship / Container Repairers	<ol style="list-style-type: none"> 1. KPT permit from Chipping & Painting / Ship/ Container repairs & maintenance. 2. Copy of Permission from Customs (if applicable). 3. Copy of NTN Certificate. 4. Employer Letter.
KPT Contractors	<ol style="list-style-type: none"> 1. Letter head per-qualification of KPT. 2. Copy of valid up-to-date work order. 3. Copy of NTN Certificate. 4. Forwarded from concern KPT officer.
Transporter (Association)	<ol style="list-style-type: none"> 1. Application endorsement from Firm / Owner / Association. 2. Photocopy of Registration Book (for vehicle pass). 3. Photocopy of Route Permit (for vehicle pass). 4. Undertaking from Transport Association & Affidavit. (If the vehicle is not registered on the owner's name)
Sludge Oil / Garbage	<ol style="list-style-type: none"> 1. Copy of valid up-to-date MPCD-KPT permission. 2. Copy of valid up-to-date Dock Security Officer permission. 3. Copy of NTN Certificate. 4. Employer Letter.
Govt Org Employees/ KDLB	<ol style="list-style-type: none"> 1. Application from Government Organization. 2. Copy of valid up-to-date Service Card.
Surveyors	<ol style="list-style-type: none"> 1. Copy of valid up-to-date Surveyor License from Govt of Pakistan / Securities & Exchange Commission of Pakistan (Insurance Deptt). 2. Copy of NTN Certificate. 3. Employer Letter.

Auction Bidder	<ol style="list-style-type: none"> 1. Application on plain paper. 2. Copy of valid up-to-date permission from Customs & Traffic Deptt (KPT). 3. Copy of NTN Certificate. 4. D. O. Copy from customs.
Crew	<ol style="list-style-type: none"> 1. Copy of valid up to date CDC. 2. Application from Shipping Agent Association / Firm / PNSC.
Tally Contractor / Watchmen	<ol style="list-style-type: none"> 1. Employer Letter. 2. Copy of NTN Certificate.
Private Security Agent	<ol style="list-style-type: none"> 1. Copy of up-to-date License from Ministry of Interior. 2. Copy of NTN Certificate.
Chipping & Painting	<ol style="list-style-type: none"> 1. Employer Letter. 2. Copy of License from DC Department KPT. 3. Copy of NTN Certificate.
Ship Repairer	<ol style="list-style-type: none"> 1. Employer Letter. 2. Copy of License / Permit from Pakistan Customs. 3. Copy of Permit from DC Department KPT. 4. Copy of NTN Certificate.
Pest Control / Fumigation	<ol style="list-style-type: none"> 1. Employer Letter 2. Copy of Registration from Port Health Deptt. 3. License / Permit from Plant Protection Deptt. (Govt of Pakistan). 4. Copy of NTN Certificate.
Manning Agent / Seafarer	<ol style="list-style-type: none"> 1. Employer Letter. 2. License from Ministry of Maritime Affairs. 3. Copy of NTN Certificate.
Bunkers	<ol style="list-style-type: none"> 1. Employer Letter. 2. License / Permit from DC Department KPT. 3. Copy of NTN Certificate.
Water Supply	<ol style="list-style-type: none"> 1. Copy KPT Contract. 2. Copy of NTN Certificate.
Private Contractor	<ol style="list-style-type: none"> 1. Employer Letter. 2. Copy of NTN Certificate.
Repair / Maintenance	<ol style="list-style-type: none"> 1. Employer Letter 2. Permit from DC Department KPT. 3. License from Customs.
Terminal Operator	<ol style="list-style-type: none"> 1. Copy of Sales Tax Certificate. 2. Copy of NTN Certificate. 3. Copy of Sindh Sales Tax Certificate (if available). 4. Bonded Warehouse Permit from Pakistan Customs. 5. Explosives License / Permit from Ministry of Energy. 6. Copy Karachi Chamber of Commerce Certificate.

APPROVED FROM BOARD OF TRUSTEES

B.R. NO. 639 DATED 27-12-2023