

REQUIREMENTS FOR KPT 2D PERMANENT CARDS

i. Please provide the following documents / information (Mandatory) based on your trade type / status of card;

TRADE TYPE	DOCUMENTS REQUIRED
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)	<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 valid up-to-date Custom Circular 4. 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.
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.
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.
Transporter (Association)	<ol style="list-style-type: none"> 1. Application endorsement from Firm / Owner / Association. 2. 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.
Govt Org Employees	<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.
Auction Bidder	<ol style="list-style-type: none"> 1. Application on Company letter head / plain paper. 2. Copy of valid up-to-date permission from Customs & Traffic Deptt (KPT). 3. Copy of NTN Certificate (if available).
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 Pak). 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 De 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.
KPT Contractor	<ol style="list-style-type: none"> 1. Copy of Contract with KPT. 2. Copy of NTN Certificate.
Repair / Maintenance	<ol style="list-style-type: none"> 1. Employer Letter 2. Permit from DC Department KPT.
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.

- ii. Following procedures shall be adhered for issuance of Annual 2D Port Entry Pass: -
- a. Application for preparation of 2D Card is available at KPT website <https://kpt.gov.pk/Downloads> which will be downloaded by above mentioned trade type organizations and other Bonafede port users.
 - 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 9AM to 5PM).
 - c. Application shall be submitted at CPIO main office adjacent to Import Terminal Building along with the 2 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.