



**KARACHI PORT TRUST**

GATEWAY TO PAKISTAN

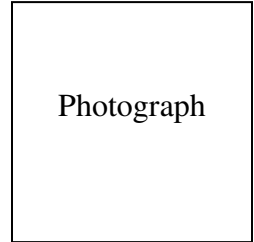


**JAFFER**

Application No. \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION FOR ISSUANCE OF 2D ANNUAL CARD  
FOR ENTRY IN PORT AREA**



**PART I**

**1. Strike which type of pass is required:**

<input type="checkbox"/> Annual Individual Entry Pass	<input type="checkbox"/> Annual Cargo Vehicle Pass	<input type="checkbox"/> Annual Non-Cargo Vehicle Pass
<input type="checkbox"/> Upto 10 x Wheelers	<input type="checkbox"/> Above 10 x Wheelers	

**2. Strike the cards status:**

<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Duplicate (Attach copy of police report)
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**3. Provide following information:**

Name:		Father's Name:	
C.N.I.C Number: (Attach Attested Copy)		Occupation / trade of Applicant:	
Designation:		Date of Appointment	
Present Residential Address:			
Permanent Residential Address			
Firm / Company		Firm / Company/ Address	
Tel (Office):		Tel (Res):	
Fax #:		E-mail:	
Police Verification: <input type="checkbox"/> Verified <input type="checkbox"/> Not Verified		If verified attach copy	
NTN Number of Owner / Firm / Company: (attach copy)			

**4. For Cargo / Non Cargo Vehicle:**

Name of Owner of Vehicle / Driver:	
Vehicle Registration No:	Owner's C.N.I.C Number: ( Attach Attested Copy)
Registration Book Number (Attached Attested Copy)	Validity of Route Permit (As Applicable): (Attached Attested Copy)

Signatures / Thumb impression of Applicant	Signature & Seal of Owner of the Company

**PART II**  
**REPORT OF CONCERNED POLICE STATION**

- (a) Character and Antecedents of applicant is verified as **GOOD** and applicant is found security wise clear for issuance of port entry pass and Delivery license to enter and take delivery of goods from Port Restricted Area. \_\_\_\_\_
- (b) Unsuitable for issuance of port entry pass and Delivery license to enter and take delivery of goods due to the following reasons. \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE POLICE  
OFFICER WITH OFFICE STAMP

**PART III**

**FILLED BY TRAFFIC DEPARTMENT OF KPT FOR CUSTOM CLEARING & FORWARDING  
AGENTS ONLY**

<b>Register No :</b>	<b>Date:</b>
<b>Challan No Issued:</b>	<b>Date:</b>
<b>C.H.P No:</b>	<b>Date</b>
<b>Valid upto:</b>	<b>Renewal up to:</b>

**Dy. Traffic Manager (W)**

**PART – IV**

**PORT INTELLIGENCE OFFICER CLEARANCE**

**RECOMMENDED / NOT RECOMMENDED**

In case of not recommended, mention reasons: \_\_\_\_\_

\_\_\_\_\_

Signature with Stamp

**FOR C.P.I.O USE ONLY**

Registration No \_\_\_\_\_

HBL Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Old record verified \_\_\_\_\_

Documents checked & verified \_\_\_\_\_

Authority letter / Specimen signature of firm rep verified \_\_\_\_\_

**SECURITY LEVEL** \_\_\_\_\_

KPT C.H.P. No. issued by Traffic Deptt \_\_\_\_\_

Old Delivery License returned by individual \_\_\_\_\_

Objection if any \_\_\_\_\_

Signature of Staff with Stamp

**CPIO**

**APPROVED / NOT APPROVED**

2D Card No. \_\_\_\_\_ Date of Issue/Renewal \_\_\_\_\_

Valid upto \_\_\_\_\_

\_\_\_\_\_  
**CPIO's SIGNATURE**



## INSTRUCTIONS

### 1. Please provide the following documents / Information based on your type / status of cards:

TRADE	DOCUMENT REQUIRED
Clearing Agent	1. Copy of CHAL (Custom House authorized license duly signed by KCAA) 2. KPT Delivery license
Shipping Agent	Copy of shipping license of custom
Stevedores	KPT Stevedoring license
Importers/ Exporters	1. Membership from chamber of commerce & industries 2. Sales Tax Certificate
Ship chandlers	License from custom for ship chandlers / Registration with KPT
Ship repairs / Container repairs	1. KPT permit for Chipping & painting / ship / container repairs and maintenance 2. Permission of Customs (As Applicable)
KPT contractors	1. Letter head pre-qualifications of KPT 2. Copy of work order
Transport Union / Cargo vehicle	1. Application from Firm / Union / Owner 2. Undertaking from transport union and affidavit (If the vehicle is not register in the owner's name)
Sludge Oil	1. Permission from KPT (Marine Pollution Department) 2. Dock Security Officer
Govt Permanent Employees	1. Application From respective Department 2. Copy of service card
Surveyors	Survey license from Government of Pakistan / Securities and Exchange Commission of Pakistan ( Insurance Department)
Auction Bidders	Application on Company letter / Plain paper having permission from custom and Traffic Department
Crew	1. CDC 2. Application from Shipping Agent / PNSC

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

- a. Application for preparation of 2D Card is available at KPT website [www.kpt.gov.pk/](http://www.kpt.gov.pk/) which will be down loaded by the Government Departments/Firms / Companies/Agents/TGA and other bonafide port users.
- b. Bring Original copy of C.N.I.C Card of the applicant along with the Owner CNIC Copy and application form for deposit at CPIO counter in working hours. **NOTE: All KCAA members have to get approval for issuance / renewal of Cargo handling permit (CHP) from Traffic Deptt KPT before submitting the application form at CPIO counter.**
- c. Application shall be submitted at CPIO Head office at Import Terminal Building Office along with the Two recent Passport size Photographs.
- d. Receipt of the application will be issued to the applicant / rep indicating next tentative visiting date for collection of challan.
- e. Challan will be issued to Applicants / Reps of companies/firms/Agents/TGA on completion of all processing formalities by CPIO. Next visiting date for photo session will be given to applicant for visiting CPIO office. Objection if any will be communicated to applicant in writing.
- f. The concerned companies/firms/agent/TGA shall deposit the bank challan and thereafter direct each applicant to visit CPIO from registration of thumb impression and photo session
- g. Service charges on account of preparation charges of 2D Card @ of Rs 125/- per card will be paid to M/s Jaffer Brothers (Pvt) Ltd by concerned Government Department/Firms/Companies/TGA and other applicants.
- h. Status of application can be track from KPT website. [www.kpt.gov.pk/](http://www.kpt.gov.pk/)