

INS INDIA, DALHOUSIE ROAD NEW DELHI - 110 011

**APPLICATION FOR EMPANELMENT OF TRANSPORT COMPANIES AT NEW DELHI
FOR TRANSPORTATION OF HOUSE HOLD BAGGAGE/ PERSONAL VEHICLES OF
SERVICE PERSONNEL FROM NEW DELHI TO ALL OVER INDIA INCLUDING
PORTBLAIR AND LAKSHADEEP ISLANDS**

S No	Description	Remarks
1.	Name and registered address of the Transport/ shipping Company	
2.	Name and the address of subsidiary/ associated industry with in India	
3.	Firm location and postal address	
4.	Telephone No/ Mobile No/ E-mail/ address	
5.	Name and address of Managing Director/ Proprietor with Telephone No (Office & Factory) & Mobile No	
6.	Details of Organisation (a) Brief history (b) Area Present set up and provision for future expansion (c) Warehousing capacity (d) Safety and security	
7.	Approximate Capital Investment:- (a) Authorized Capital (b) Capital Investment (c) Financial position (Comments with latest copy of Balance sheet and Income)	
8.	Labour:- (a) Strength presently employed (i) Skilled (ii) Semi skilled (iii) Non skilled (b) Availability of labour for future expansion	
9.	Fleet/ Vehicles held (In tabular form) (a) No of 04 Tonners/ 06 Tonners (b) Make and Model (c) Register with state/ central Govt (d) Ships/ Ferries	
10.	Is the Company registered with state Govt/ RTO/ Central Govt? Give details along with certificates	
11.	State Govt Registration Certificate No (Enclose certificate)	
12.	VAT/ Service Tax Registration No (Enclose Certificate)	
13.	Documents relating to ownership of Transport/ Ships/ Office/ rent agreement	
14.	Documents relating to ownership of vehicles/ drivers with driving license	
15.	Is National Permit is allotted to the firm for transportation of goods/ services? If so enclose	

	permit.	
16.	Details of qualified managerial and technical personnel. Is any member of your staff a foreigner or worked for any foreign firm?	
17.	Is your firm ISO certified? If so give details and documents	
18.	Training programme for staff	
19.	Name and address of agents	
20.	Nature and details of Transport/ Shipping Company whether Proprietor/ Authorized dealer (documentary proof to be attached)	
21.	Whether Public Ltd/ Pvt Ltd?	
22.	Details of Directors/ Partners and address (Details to be attached)	
23.	Income Tax Permanent account No (Photocopy to be attached)	
24.	Details of Income Tax clearance/ returns (copy of last year IT returns to be enclosed)	
25.	Details, location and capacity of Godowns	
26.	Details of major orders executed for Govt/ non Govt concerns. Attach details of order No, date, value etc	
27.	Names and contract details of officials who will directly negotiate transactions/ business with Indian Navy	
28.	Whether the firm has been convicted in the past for offence under the law. Give details and present status of the case	
29.	Website details of the firm	
30.	Application shall also be accompanied by (a) Copies of firm's annual reports giving profit and loss account and balance sheet of the last one year (b) A certificate of form A in case of partnership concern (c) A copy of the memorandum and the articles of association in the case of limited company (d) Details of annual turnover for last three years	
31.	Any other details/information which you wish to quote/ provide for judging your firm's standing credentials	

(Seal of Company)

Place:

Date:

Signature
Name in Block letters
Designation