Table of Contents

ACCESS CONTROL

Access Control Application undergoes various operations like Application for Daily/Weekly Pass, Application for Daily Weekly Pass(Foreigner) , Application for Temporary Wharf Entry Pass , Application for Biometric Card, Application for Boat Crew Pass and Duplicate Wharf Entry Pass.
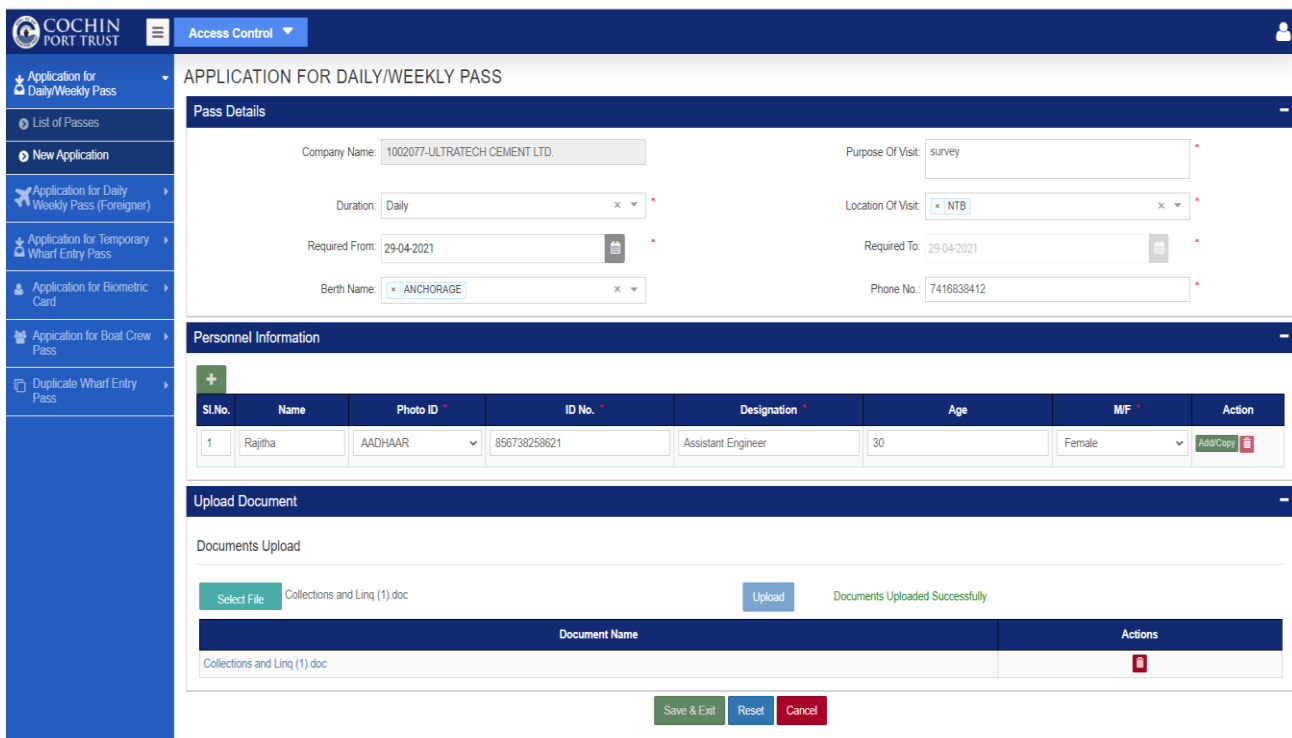
Path To be Followed is: Customer Authorization→ Traffic Approval→CISF Approval.

1.Application for Daily/Weekly Pass

When Customer click on the Application for Daily/Weekly Pass then the following screen will be displayed.

Enter the Pass Details, Personnel Information and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

Figure 1-1: Application For Daily/ Weekly Pass

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the

applicant's mobile number. It displays as Application No. **"WEP2100021"**.

Application for Daily/Weekly Pass List

When Customer click on the Application for Daily/Weekly Pass List then the following screen will be displayed.

The Customer can View the Application for Daily/Weekly Pass Details.

Application No. ⇕	Company Name ⇕	Required From ⇕	Required To ⇕	Location Of Visit ⇕	Status⇕	Action
WEP2100021	1002077-ULTRATECH CEMENT LTD.	29-04-2021	29-04-2021	NQ	Application Received	◉
WEP2100017	1002077-ULTRATECH CEMENT LTD.	28-04-2021	28-04-2021	NWQ	Pass Approved	◉
WEP2100015	1002077-ULTRATECH CEMENT LTD.	29-04-2021	05-05-2021	SQ	Pass Approved	◉
WEP2100014	1002077-ULTRATECH CEMENT LTD.	28-04-2021	28-04-2021	SQ	Rejected	◉ ❶
WEP2100012	1002077-ULTRATECH CEMENT LTD.	29-04-2021	29-04-2021	NWQ,SQ	Pass Approved	◉
WEP2100011	1002077-ULTRATECH CEMENT LTD.	29-04-2021	29-04-2021	SQ	Pass Approved	◉
WEP2100010	1002077-ULTRATECH CEMENT LTD.	28-04-2021	04-05-2021	NQ	Pass Approved	◉
WEP2100008	1002077-ULTRATECH CEMENT LTD.	27-04-2021	27-04-2021	NQ	Pass Approved	◉

Figure 1-2: Application for Daily/Weekly Pass List

The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.

Figure 1-3: Notification Application for Daily/Weekly Pass

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Personnel Information ,Upload Document and Work Flow Information will be displayed directly.
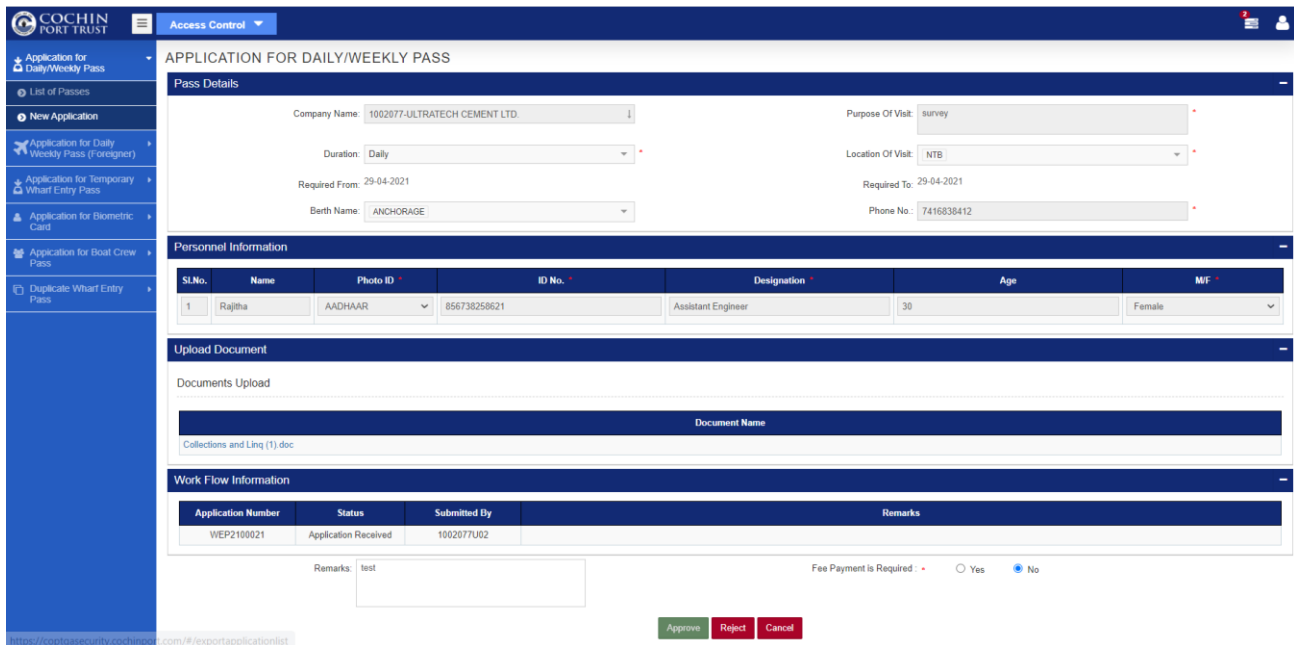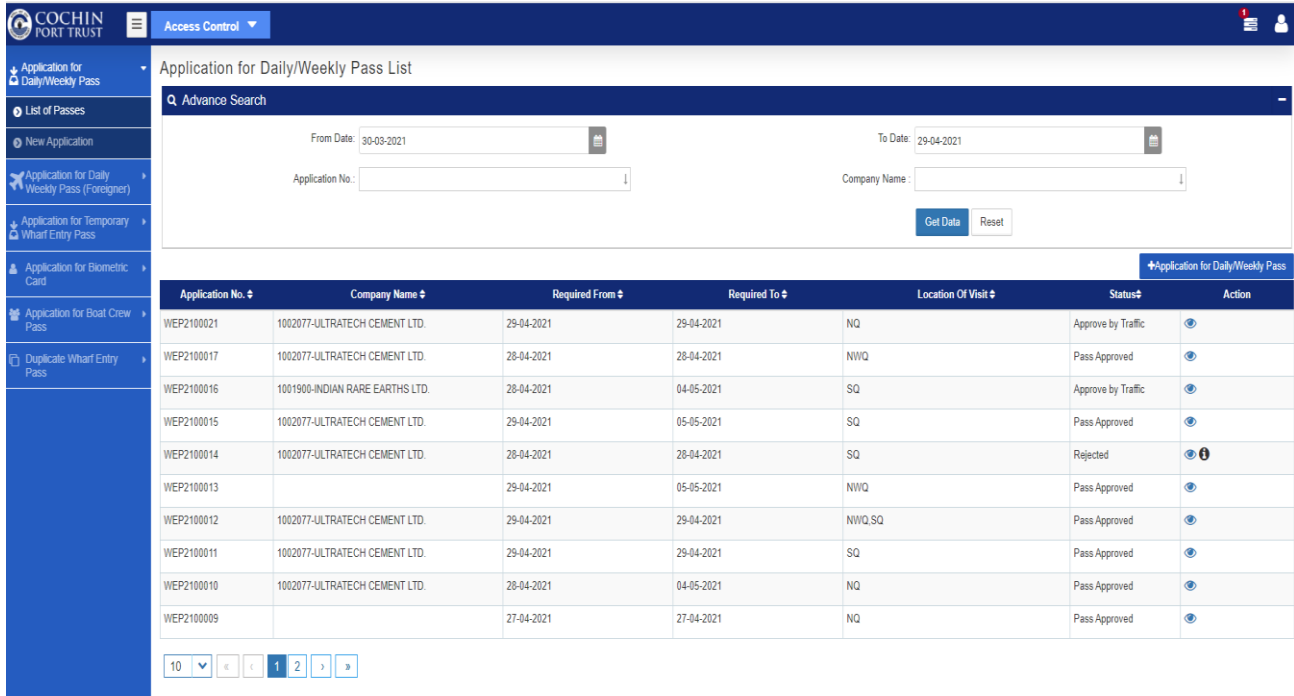
Fill the Remarks and Fee Payments Details.

Figure 1-4: Fee Payment List

If the applicant select the **Fee Payment is Required** as "**No**" then the approval is designated by the CISF officials .

The requests will be designated CISF officials for verification/ approval.

Figure 1-5: Status List

If the applicant select the **Fee Payment is Required** as "**Yes**" then the approval is designated by the Traffic Officials.

Figure 1-6: Fee Payment List

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the payment of Rs.XXXX. in the link:**

https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

Figure 1-7: Fee Payment Date

Click on Approve button then the following will be displayed.

Figure 1-8: Status List

The Customer receive the SMS Message and can download the document from the respective link.

COCHIN PORT TRUST
Maritime Gateway to Peninsular India

Navayuga Infotech
excellence through quality

COCHIN PORT TRUST
Willingdon Island, Cochin – 682 009
Phone: +91 (484) 2582806 ; Fax: +91 (484) 2666418 ;
www.cochinport.gov.in

WHARF ENTRY PASS

Pass Reference No : WEP2100015
Type of Pass   : WEEKLY PASS
Period   : 29/04/2021 to 05/05/2021
Company ID   : 1002077
Company Name   : ULTRATECH CEMENT LTD.
Purpose of Visit   : CARGO
Location of Visit : SQ
Berth   : BTP
Amount   : Rs. /-
Receipt No.   : dtd.

QR CODE

Pass Details

Sl.No.	Name	Photo ID	ID No.	Designation	Age	M/F
1	ASHOK	Passport	123456	EXE	33	Male

Vehicle Details

Nill

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in the Port Premises and in the event of misuse of Passes, action as deemed fit including cancellation of registration may be taken by the Port.

Authorized Signatory
ULTRATECH CEMENT LTD.

Recommended by *TM/DC/CE/CME	Approved by Traffic Manager	Issued by CISF

Note: Electronically generated, No Signature required

*TM shall recommend all normal port related activities including surveys, ship repairs, stores/ water supply etc;
CE/CME shall recommend the passes required for contractors engaged in civil/mechanical engineering works.
DC shall recommend the passes for staff of hired crafts/ Crew of ships /contract staff engaged on works of port&s crafts.

- -
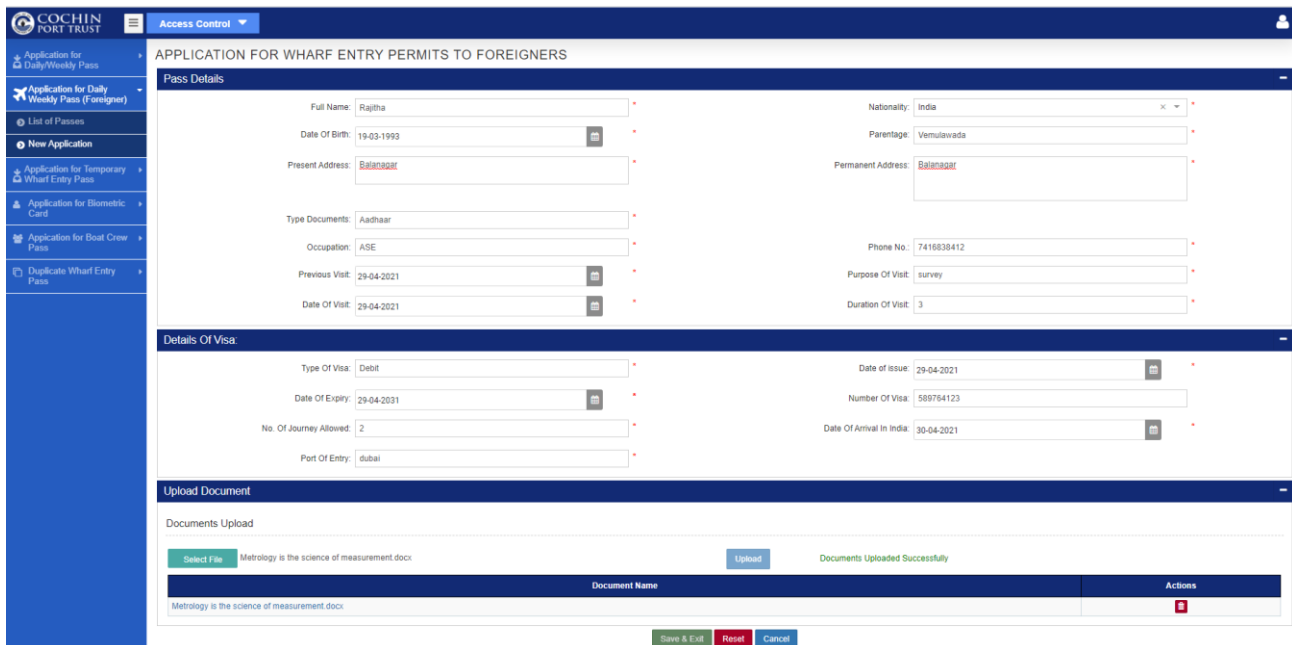
Pass Reference No : WEP2100015
Type of Pass   : WEEKLY PASS
Period   : 29/04/2021 to 05/05/2021
Company ID   : 1002077
Company Name   : ULTRATECH CEMENT LTD.
Purpose of Visit   : CARGO
Location of Visit : SQ
Berth   : BTP

QR CODE

Figure 1-9: Wharf Entry Pass Document

2.Application for Daily Weekly Pass(Foreigner)

When Customer click on the Application for Daily Weekly Pass(Foreigner) then the following screen will be displayed.

Enter the Pass Details, Details of Visa and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

Figure 2-1: Application for Daily Weekly Pass Foreigners

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the applicant's mobile number. It displays as Application No. **"WEF210400006"**.

Application for Daily Weekly Pass Foreigner List

When Customer click on the Application for Daily Weekly Pass Foreigner List then the following screen will be displayed.

The Customer can View the Application for Daily Weekly Pass Foreigner Details.

Figure 2-2: Application for Daily Weekly Pass Foreign List

The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.

Figure 2-3: Notification List

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Personnel Information ,Upload Document and Work Flow Information will be displayed directly.

Fill the Remarks and Fee Payments Details.

Figure 2-4: Fee Payment List

If the applicant select the **Fee Payment is Required** as "**No"** then the approval is designated by

COCHIN PORT TRUST
Maritime Gateway to Peninsular India

Navayuga Infotech
excellence through quality

the CISF officials .

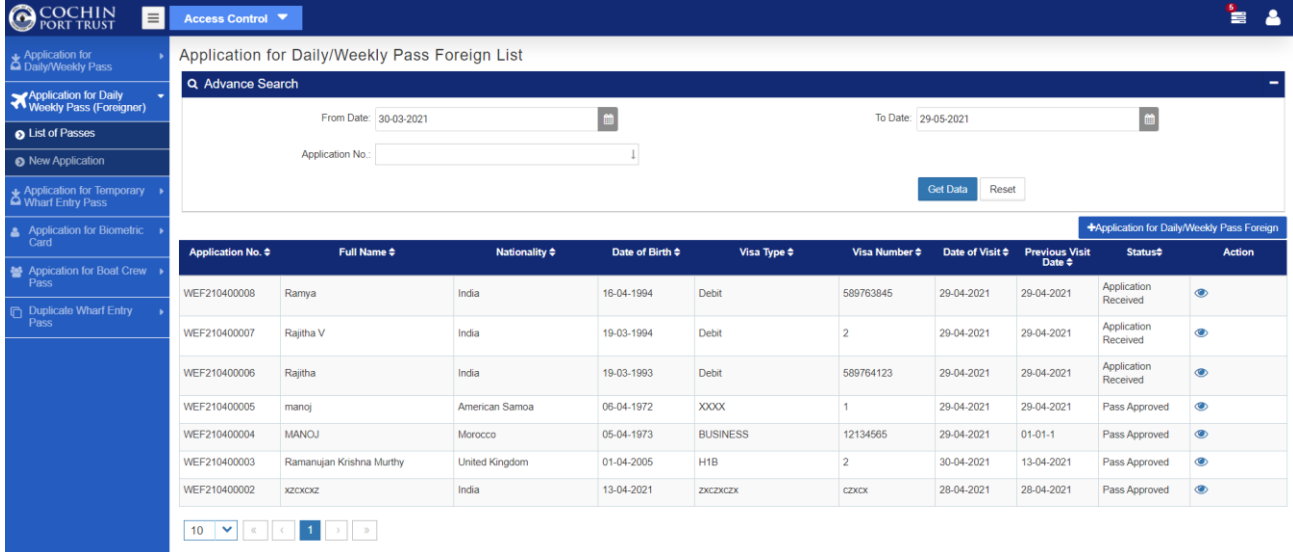The requests will be designated CISF officials for verification/ approval.

Figure 2-5: Fee Payment List

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the**

payment of Rs.XXXX. in the link:

https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

Figure 2-6: Status List

The Customer receive the SMS Message and can download the document from the respective link.

COCHIN PORT TRUST
Maritime Gateway to Peninsular India

Navayuga Infotech
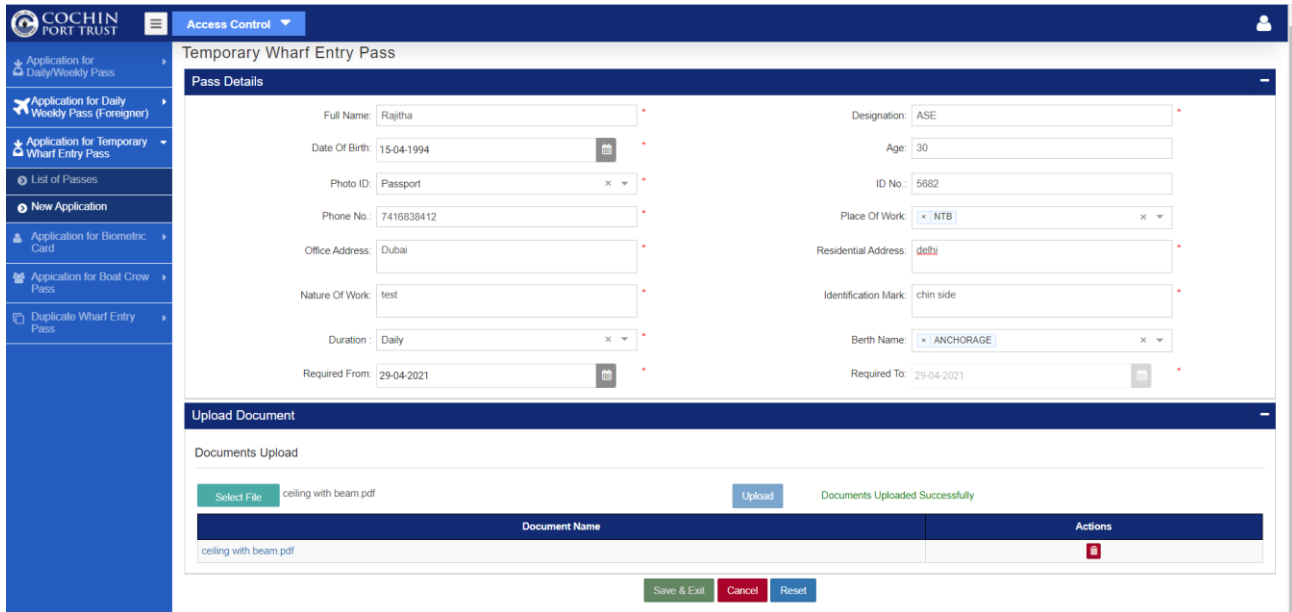excellence through quality

COCHIN PORT TRUST
Willingdon Island, Cochin - 682 009
Phone: +91 (484) 2582006 ; Fax: +91 (484) 2666418 ; www.cochinport.gov.in

WHARF ENTRY PASS - FOREIGNER

Pass Reference No	: WEF210400004	
Type of Pass	: WEEKLY PASS	
Period	: 29/04/2021 to	
Company ID	: MANOJ	
Company Name	: MANOJ	
Purpose of Visit	: SURVEY	**QR CODE**
Location of Visit	:	
Berth	:	
Amount	: Rs. /-	
Receipt No.	: dtd.	
Immigration Clearance.	: 29/04/2021	

Pass Details

1. Full Name	: MANOJ
2. Nationality	: Morocco
3. Date of Birth	: 05/04/1973
4. Parentage	: XXXX
5. Present Address	: XXXXX
6. Permanent Address	: XXXXXXX
7. Type of travel documents with No., date and place of issue and its validity if available.	: PASSPORT
8. Occupation.	: MANAGER
9. Whether previously in India if so, Date and place of previous visit.	: 01/01/0001
10. Details of Visa:	
Type of visa	: BUSINESS
Date of issue	: 07/04/2021
Date of expiry	: 20/05/2021
Number of visa	: 12134565
No. of journey allowed	: 2
Date of arrival in India and	: 22/04/2021
Port of Entry	: COCHIN
11. Purpose of visit	: SURVEY
12. Date and duration of visit.	: 29/04/2021 0

Photo

Vehicle Details

Nill

<u>RECOMMENDATIONS AND CERTIFICATE BY THE SPONSORING AGENCY</u>
It is recommended that a temporary pass may be issued to the above applicant for period of _____. I/We accept the responsibility for all official acts of the person in whose favour the pass is issued while within the premises of the Port and on the return of the pass when it is no longer required. I/We also certify that the character and conduct of the person is good to the best of my/our knowledge.

Authorized Signatory

Figure 2-7: Weekly Pass Foreigners Document List

3.Application for Temporary Wharf Entry Pass

When Customer click on the Application for Temporary Wharf Entry Pass(Foreigner) then the following screen will be displayed.

Enter the Pass Details, Details of Visa and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

Figure 3-1: Application for Temporary Wharf Entry Pass

Click on Save & Exit button it save the details and give way to another page.

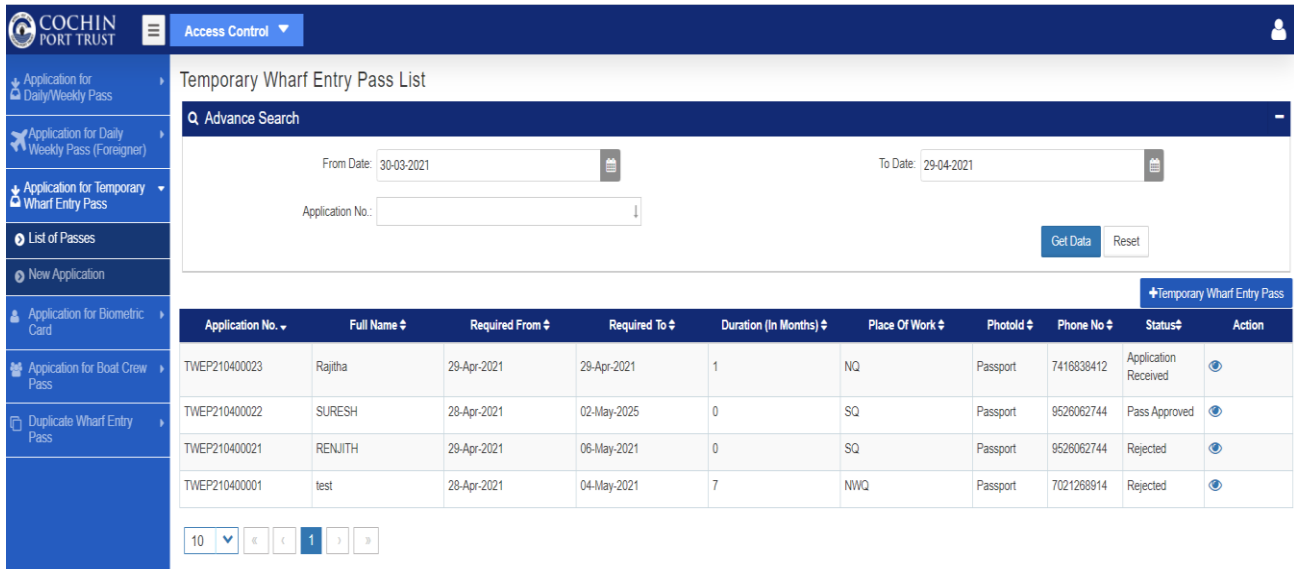Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the applicant's mobile number. It displays as Application No. **"WEF210400006"**.

Application for Temporary Wharf Entry Pass List

When Customer click on the Application for Daily Weekly Pass Foreigner List then the following screen will be displayed.

The Customer can View the Application for Daily Weekly Pass Foreigner Details.

Figure 3-2: Temporary Wharf Entry Pass List

The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.
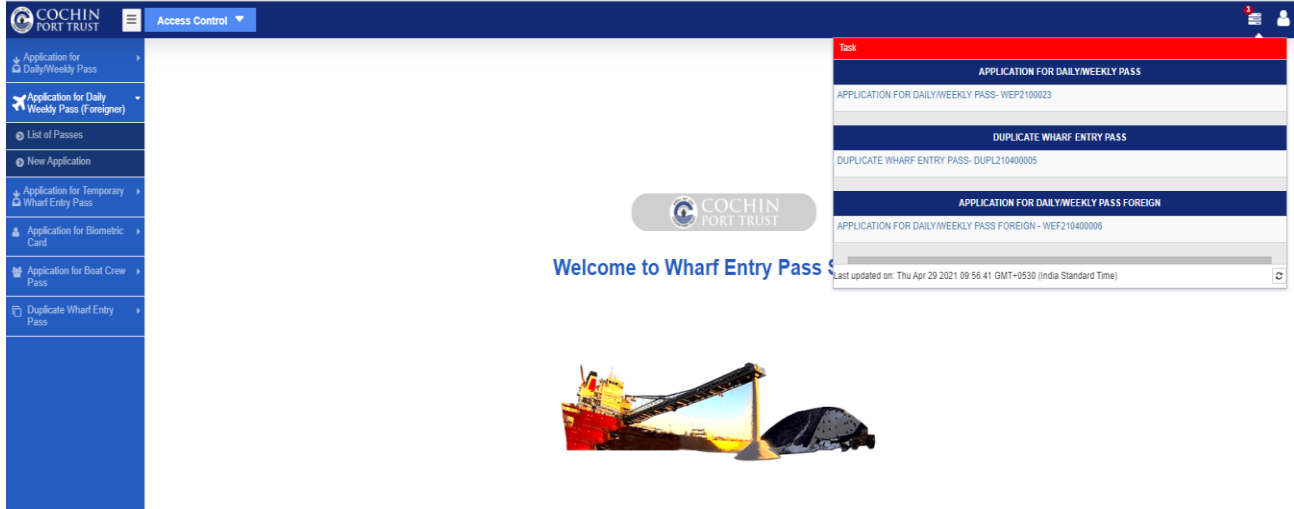
Figure 3-3: Notification List

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Personnel Information ,Upload Document and Work Flow Information will be displayed directly.
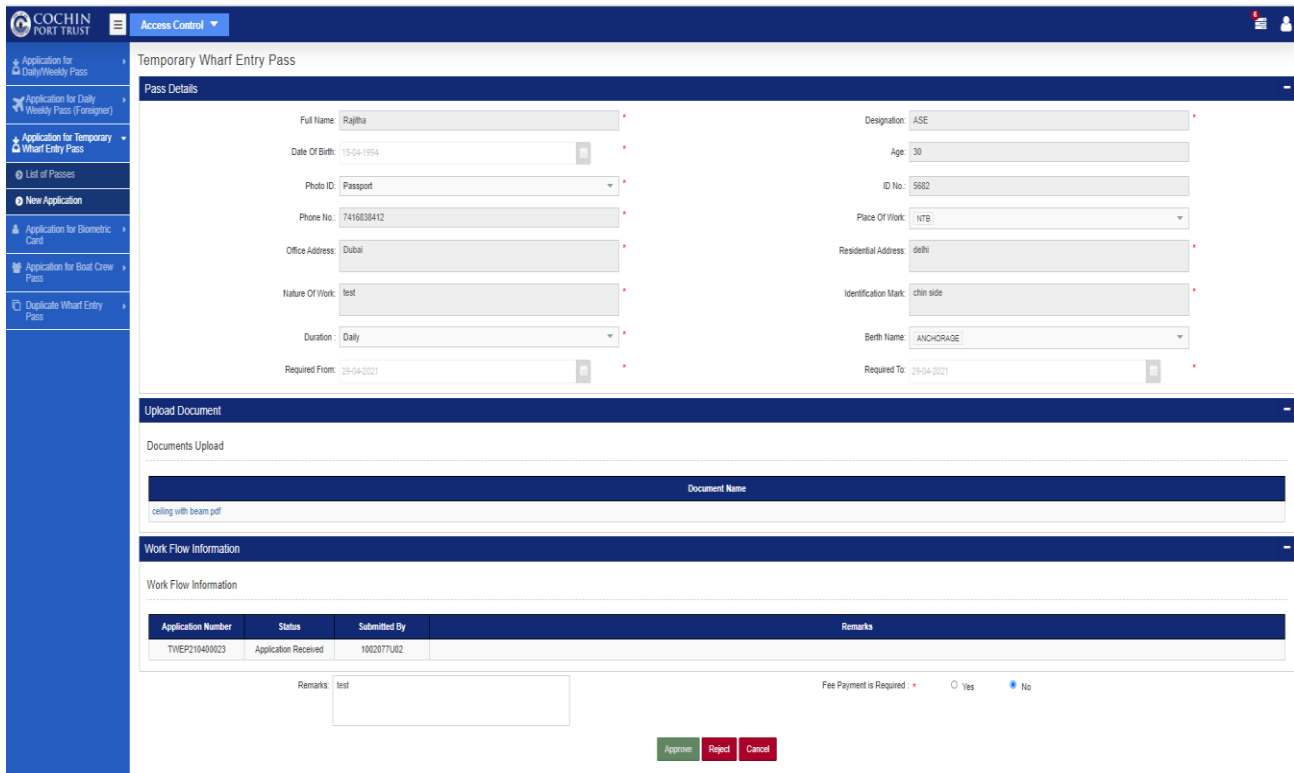
Fill the Remarks and Fee Payments Details.

Figure 3-4: Fee Payment List

If the applicant select the **Fee Payment is Required** as "**No"** then the approval is designated by the CISF officials .

The requests will be designated CISF officials for verification/ approval.

Figure 3-5: Fee Payment List

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the payment of Rs.XXXX. in the link:**

https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

Figure 3-6: Status List

The Customer receive the SMS Message and can download the document from the respective link.
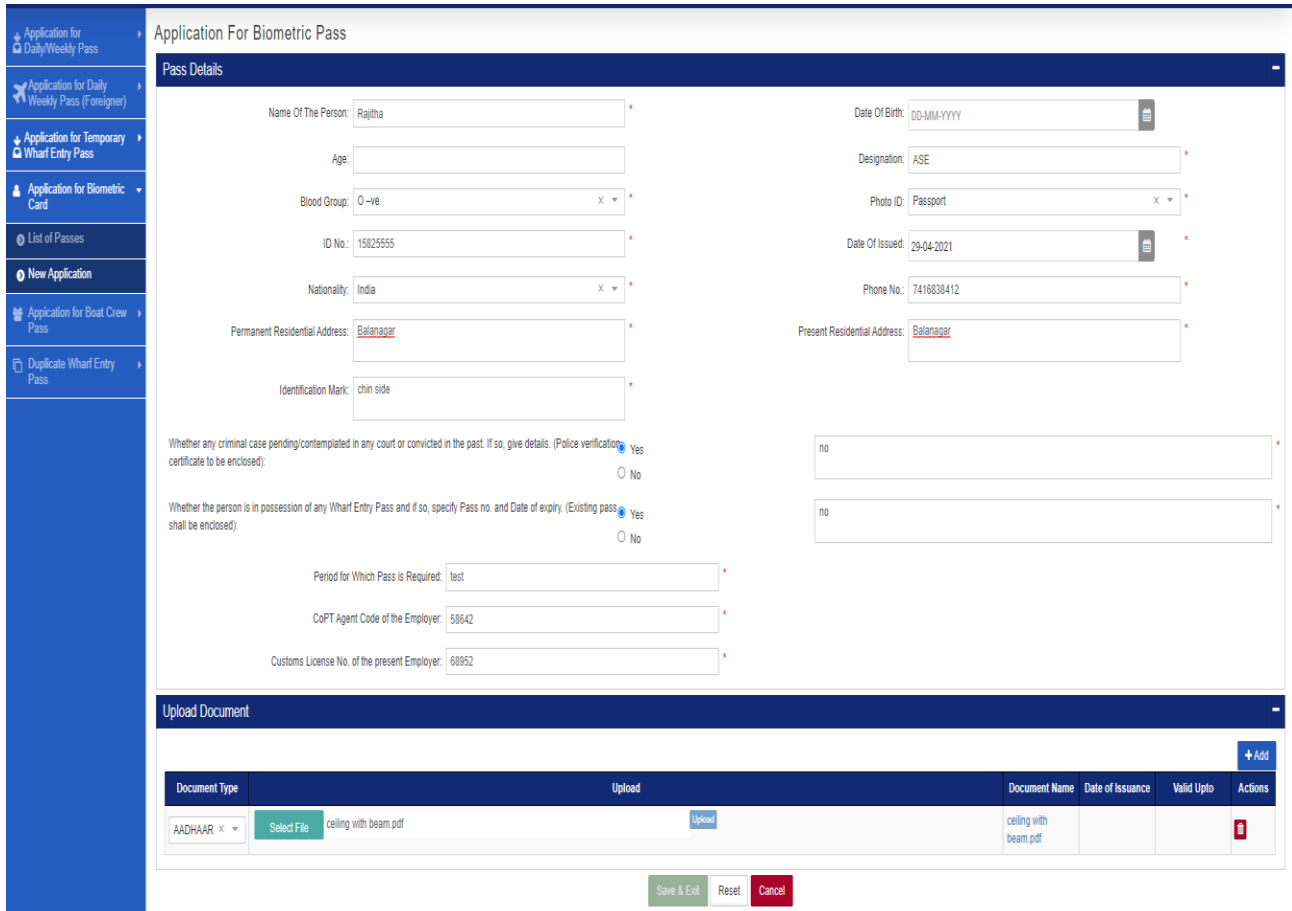
COCHIN PORT TRUST
Willingdon Island, Cochin - 682 009
Phone: +91 (484) 2582006 ; Fax: +91 (484) 2666418 ;
www.cochinport.gov.in

APPLICATION FOR TEMPORARY WHARF ENTRY PASS

Pass Reference No.	: TWEP21040002 2
Full Name	: SURESH
Date of Birth & Age	: 05/04/1973 & 50
Designation	: ATM
Photo ID Name & No.	: Passport &111111
Office Address	: XXXXXX
Phone No.	: 9526062744
Identification Marks	: XXXX

QR CODE

Residential Address   :   XXXXXX
Place Of Work   :   SQ
Nature Of Work   :   XXXXX

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of above person in the Port Premises and in the event of misuse of Passes, action as deemed fit including cancellation of registration can be taken by the Port.

Authorized Signatory

Recommended by *TM/DC/CE/CME	Approved by Traffic Manager	Issued by CISF

Note: Electronically generated, No Signature required

Figure 3-7: Temporary Wharf Entry Pass Document List

4.Application for Biometric Card

When Customer click on the Application for Biometric Card then the following screen will be displayed.

Enter the Pass Details, Details of Visa and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

Figure 4-1: Application for Biometric Card

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the applicant's mobile number. It displays as Application No. **"ABP210400022"**.

Application for Biometric Card List

When Customer click on the Application for Biometric Card List then the following screen will be displayed.

The Customer can View the Application for Biometric Card Details.

Figure 4-2: Application for Biometric Card List

The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.
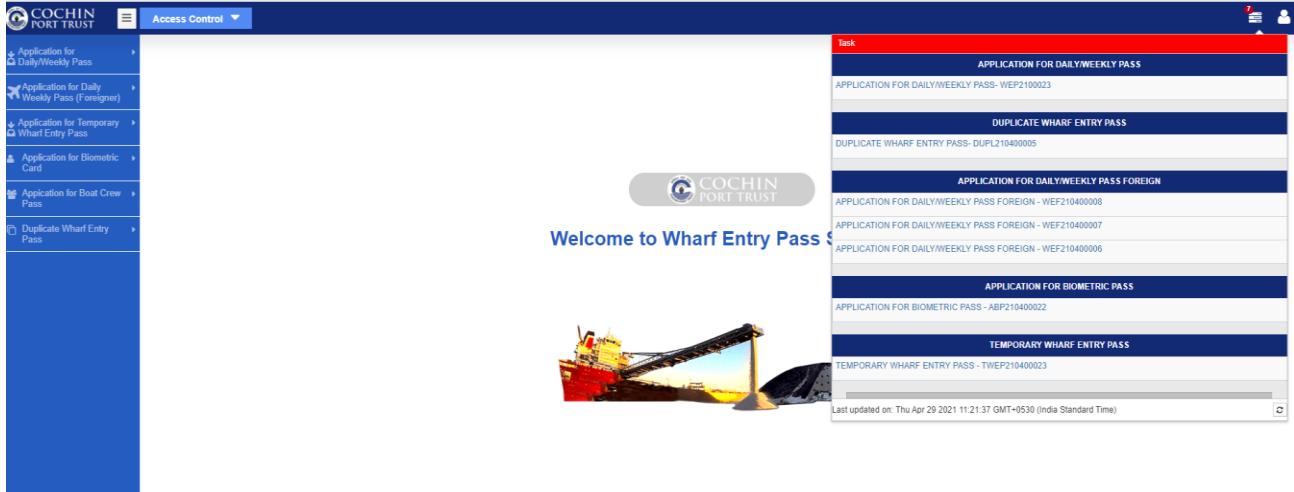
Figure 4-3: Notification List

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Personnel Information ,Upload Document and Work Flow Information will be displayed directly.

Fill the Remarks and Fee Payments Details.

Work Flow Information

Work Flow Information

Application Number	Status	Submitted By	Remarks
ABP210400022	Application Received	1002077U02	

Remarks: test

Fee Payment is Required : * ○ Yes ● No

Approve Reject Cancel

Figure 4-4: Fee Payment List

If the applicant select the **Fee Payment is Required** as "**No**" then the approval is designated by the CISF officials .

The requests will be designated CISF officials for verification/ approval.

Figure 4-5: Fee Payment List

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the payment of Rs.XXXX. in the link:**

https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

Figure 4-6: Status List

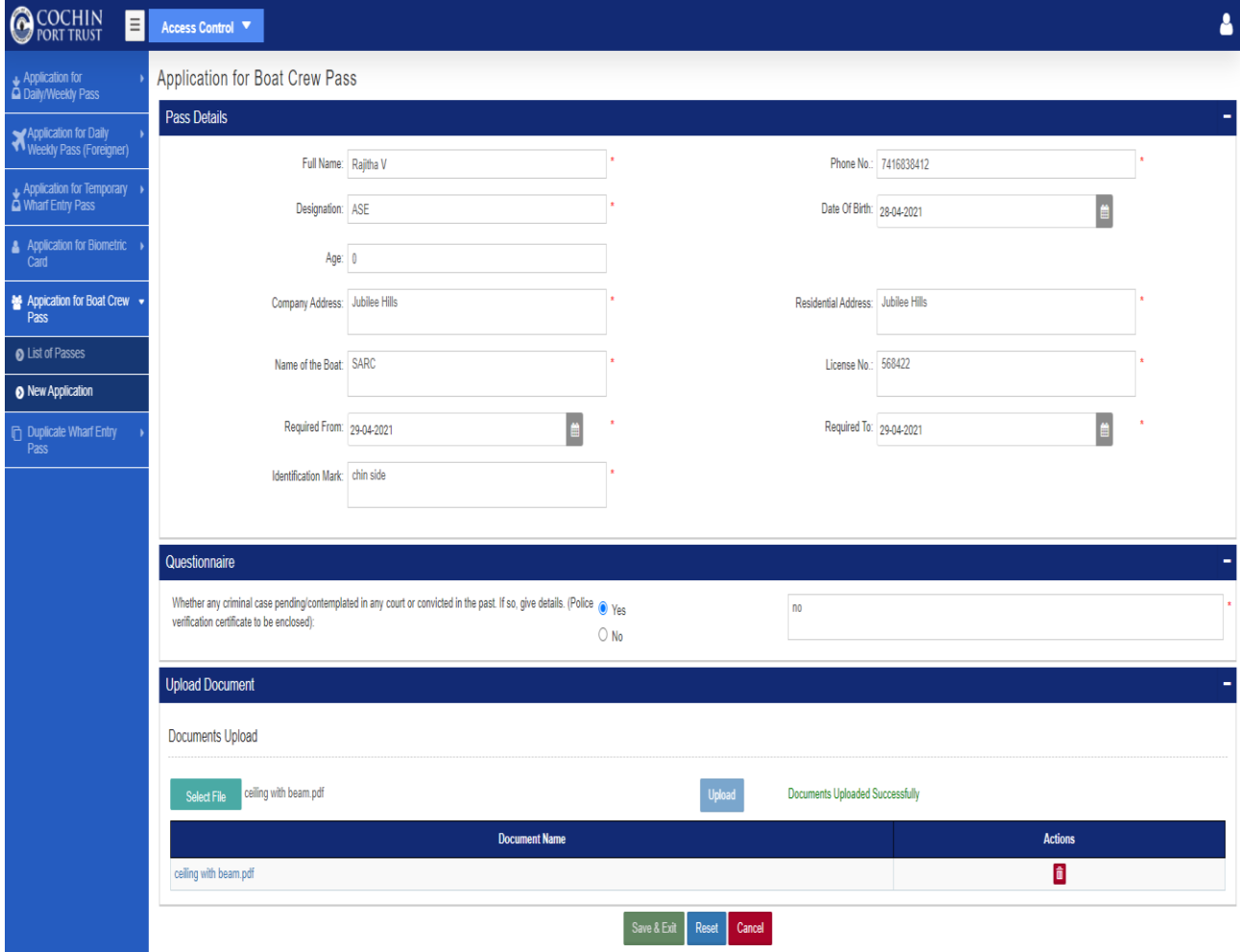The Customer receive the SMS Message and can download the document from the respective link.

Figure 4-4: Biometric Card Document List

5.Application for Boat Crew Pass

When Customer click on the Application for Boat Crew Pass then the following screen will be displayed.

Enter the Pass Details, Details of Visa and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

Figure 5-1: Application for Boat Crew Pass

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the applicant's mobile number. It displays as Application No. **"ABCP210400022"**.

Application for Boat Crew Pass List

When Customer click on the Application for Boat Crew Pass List then the following screen will be displayed.

The Customer can View the Application for Boat Crew Pass Details.

Figure 5-2: Application for Boat Crew Pass List

The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.

Figure 5-3:Notification List

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Personnel Information ,Upload Document and Work Flow Information will be displayed directly.

Fill the Remarks and Fee Payments Details.

Figure 5-4:Fee Payment List

If the applicant select the **Fee Payment is Required** as "**No**" then the approval is designated by the CISF officials .

The requests will be designated CISF officials for verification/ approval.

Figure 5-5:Fee Payment List

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the payment of Rs.XXXX. in the link:**
https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

Figure 5-6:Status List

The Customer receive the SMS Message and can download the document from the respective link.

	COCHIN PORT TRUST Willingdon Island, Cochin - 682 009 Phone: +91 (484) 2582006 ; Fax: +91 (484) 2666418 ; www.cochinport.gov.in

APPLICATION FOR FOR BOAT CREW PASS

Full Name	: ASHOK	
Date of Birth & Age	: 12/08/1987&33	
Designation	: EXE	
Period	: 28/04/2021 to 30/04/2021	
Company Address	: XXXXX	
Identification Marks	: XXXXX	**QR CODE**
Residential Address	: XXXXXX	
Name of the Boat & License No.	: XXXXX & XXXXX	
Whether any criminal case pending	:	
Amount	: Rs. /-	
Receipt No.	: dtd.	

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in Port area and in the event of misuse of Pass, action as deemed fit including cancellation of registration can be taken by the Port.

Authorized Signatory

ASHOK

Recommended by *TM/DC/CE/CME	Approved by Traffic Manager	Issued by CISF

Note: Electronically generated, No Signature required
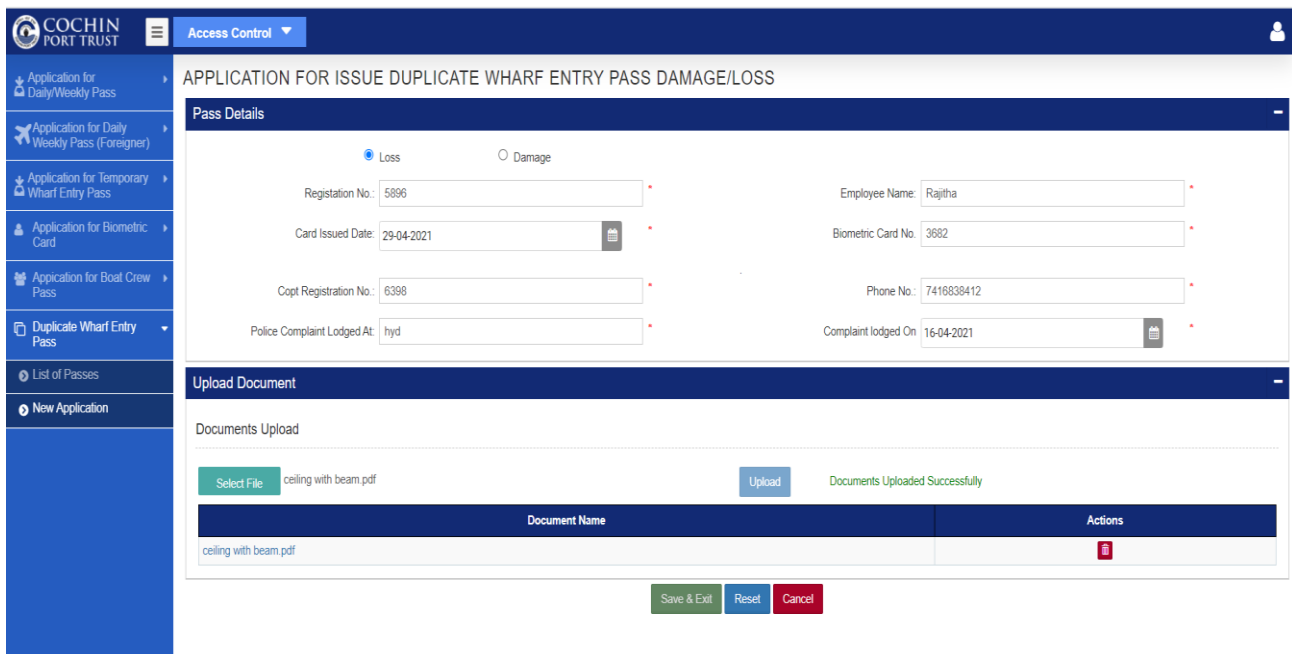
Figure 5-7:Application for Boat Crew Document List

6.Duplicate Wharf Entry Pass

When Customer click on the Duplicate Wharf Entry Pass then the following screen will be displayed.

Enter the Pass Details, Details of Visa and Upload Document. This section requires entry of some mandatory and non-mandatory data. Mandatory fields are marked with a red asterisk sign (*). The non-mandatory fields do not have any such symbols.

When Customer select the radio button either Loss or Damage. If the Customer select the Loss Radio button then the following screen will be displayed.

Figure 6-1:Duplicate Wharf Entry Pass for Loss Screen

If the Customer select the Damage Radio button then the following screen will be displayed.

Figure 6-2:Duplicate Wharf Entry Pass for Damage Screen

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.

On submission of request for Wharf Entry pass by the Registered Port user/Non Registered Port user / One time user through the CoPT portal, an acknowledgement message containing the request number will be sent to the applicant's mobile number. It displays as Application No. **"DUPL210400022"**.

Duplicate Wharf Entry Pass List

When Customer click on the Duplicate Wharf Entry Pass List then the following screen will be displayed.

The Customer can View the Duplicate Wharf Entry Pass Details.

Figure 6-3:Duplicate Wharf Entry Pass List
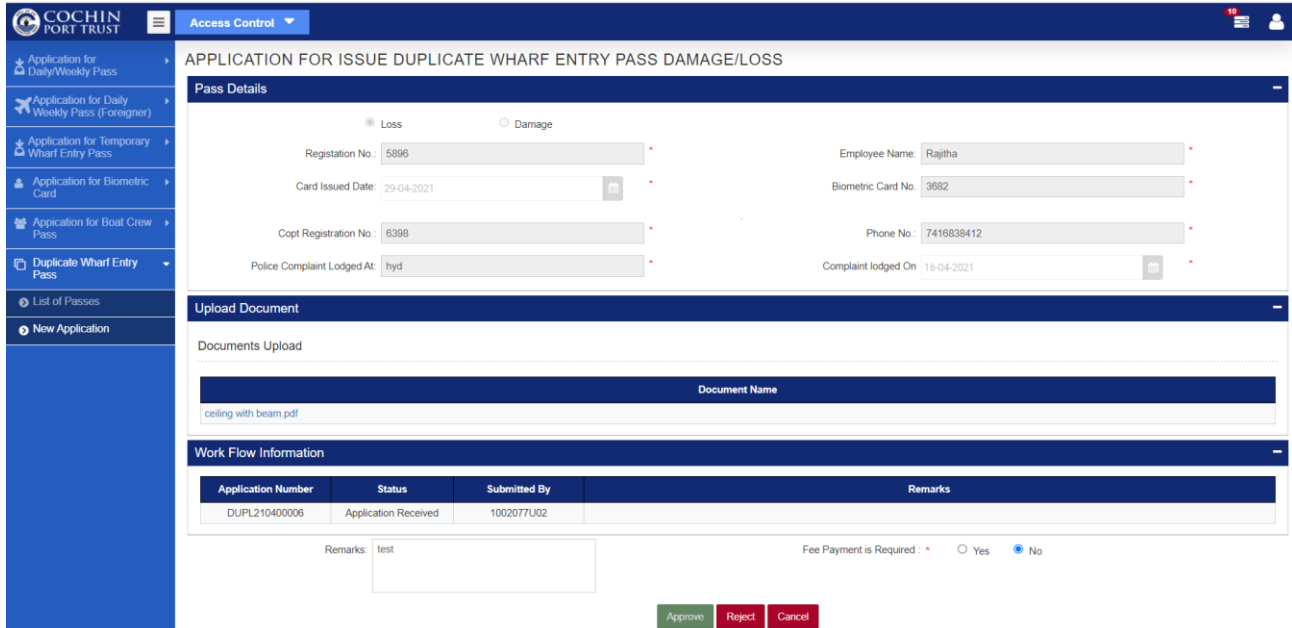
The Pass Request can view by the Traffic Officials. In Notification Menu, the list of Application Details will be displayed is shown as below.

Figure 6-4:Notification List

The Traffic Officials, can select the respective Application Details is shown as below.

The Pass Details, Upload Document and Work Flow Information will be displayed directly.

Fill the Remarks and Fee Payments Details.

<u>**Figure 6-5:Fee Payment List**</u>

If the applicant select the **Fee Payment is Required** as "**No"** then the approval is designated by the CISF officials .

The requests   will be designated CISF officials for verification/   approval.

Figure 6-6:Fee Payment

click on Approve button the following screen will be displayed. Once the approval is given, SMS will be sent to the applicant's mobile Number. **The SMS will be displayed as Please make the payment of Rs.XXXX. in the link:**
https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpid=XXXXX.

The Customer receive the SMS Message and can download the document from the respective link.

COCHIN PORT TRUST
Maritime Gateway to Peninsular India

Navayuga Infotech
excellence through quality

COCHIN PORT TRUST
Willingdon Island, Cochin - 682 009
Phone: +91 (484) 2582006 ; Fax: +91 (484) 2666418 ;
www.cochinport.gov.in

APPLICATION FOR ISSUE DUPLICATE WHARF ENTRY PASS (DAMAGE)

Registation No.	: 1235564	
Employee Name	: ANIL	
Biometric Card No	: 124578	**QR CODE**
Card Issued on	: 21/04/2021	
COPT Registration No.	: 1002000	
Phone No.	: 9526062744	
Police Complaint Lodged At	:	
Complaint lodged On	: 01/01/0001	

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in Port area and in the event of misuse of Pass, action as deemed fit including cancellation of registration can be taken by the Port.

Authorized Signatory

ANIL

Recommended by *TM/DC/CE/CME	Approved by Traffic Manager	Issued by CISF

Note: Electronically generated, No Signature required

COCHIN PORT TRUST
Willingdon Island, Cochin - 682 009
Phone: +91 (484) 2582006 ; Fax: +91 (484) 2666418 ;
www.cochinport.gov.in

APPLICATION FOR ISSUE DUPLICATE WHARF ENTRY PASS (DAMAGE)

Registation No.	: 1235564	**QR CODE**
Employee Name	: ANIL	
	: 124578	

Biometric Card No		
Card Issued on	: 21/04/2021	
COPT Registration No.	: 1002000	
Phone No.	: 9526062744	
Police Complaint Lodged At	:	
Complaint lodged On	: 01/01/0001	

I declare that the information furnished above is true. Further, I hereby undertake full responsibility for ensuring good conduct of the above person in Port area and in the event of misuse of Pass, action as deemed fit including cancellation of registration can be taken by the Port.

Authorized Signatory

Recommended by *TM/DC/CE/CME	Approved by Traffic Manager	Issued by CISF

Note: Electronically generated, No Signature required

Figure 6-7:Duplicate Wharf Entry Pass Document

7.External User Access

On submission of request for Wharf Entry pass by the Non Registered Port user, the respective Wharf Entry Details can access the details.

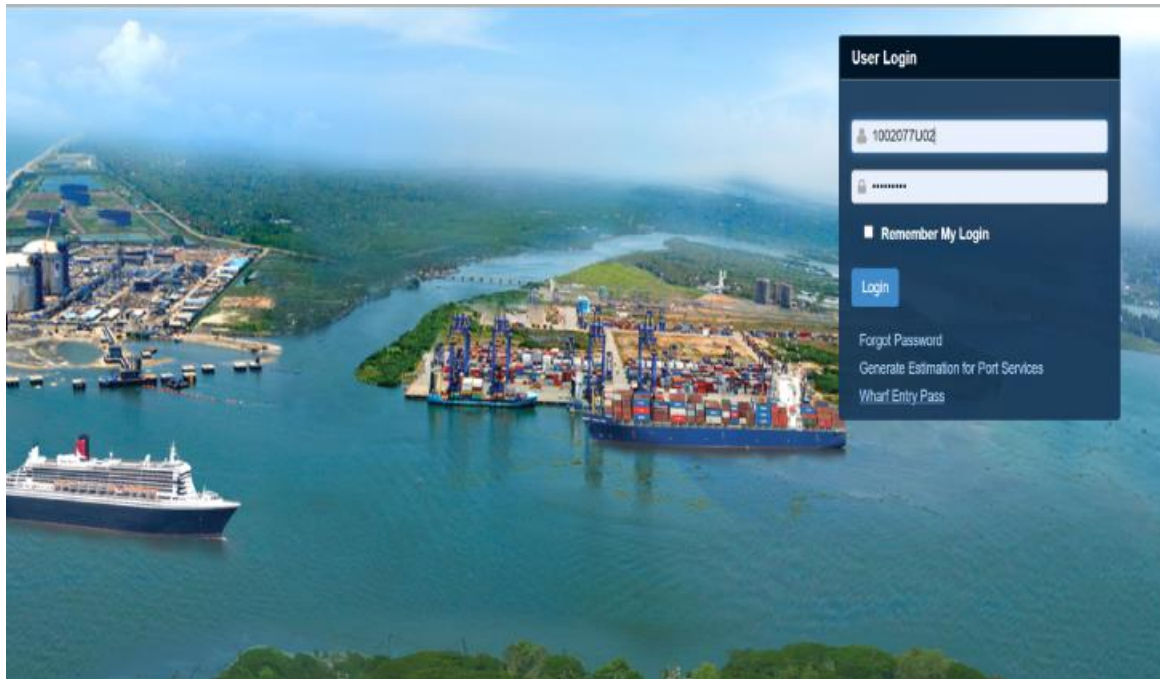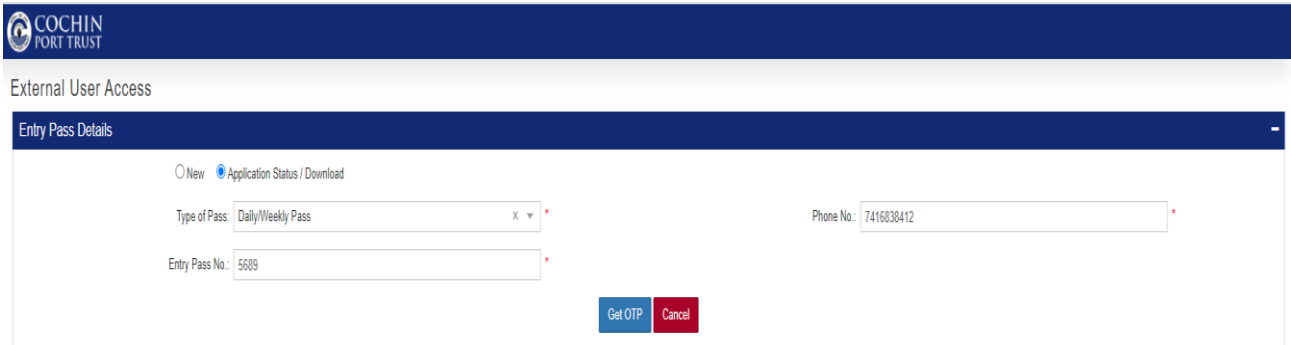The Customer can select the Wharf Entry Pass link as shown in below image.

Figure 7-1:External User Access

When Customer select the New Radio button from Entry Pass Details then the following screen will be displayed.

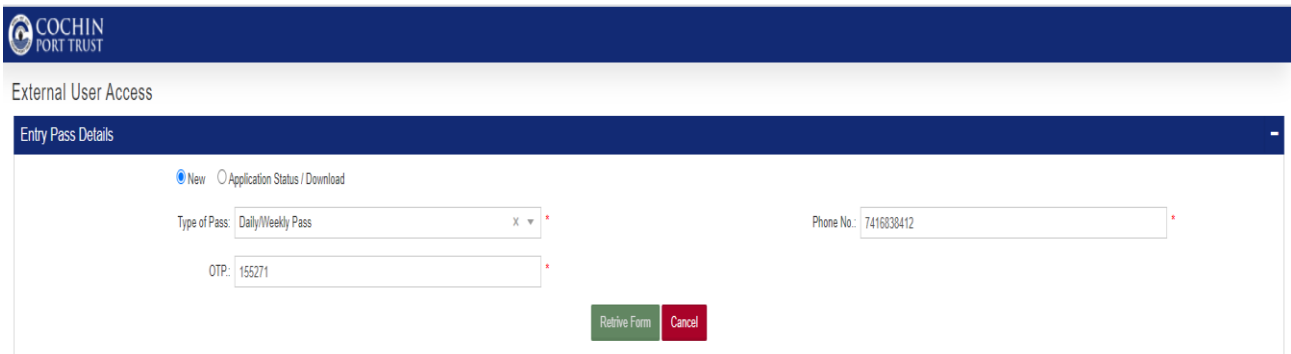**Figure 7-2:External User Access New Screen**

When Customer select the Application Status /Download Radio button from Entry Pass Details then the following screen will be displayed.

Figure 7-3:External User Access Application Status Screen

Click On **Get OTP** button the following screen will be displayed.

Figure 7-4:External User Access New Screen for OTP

Enter the OTP and click on Retrieve Form, then the following screen will be displayed.

APPLICATION FOR DAILY/WEEKLY PASS

Pass Details

Company Name: 1002077-ULTRATECH CEMENT LTD.	Purpose Of Visit: survey
Duration: Daily	Location Of Visit: × E. Wharf
Required From: 29-04-2021	Required To: 29-04-2021
Berth Name: × ANCHORAGE	Phone No.: 7416838412

Personnel Information

Sl.No.	Name	Photo ID *	ID No. *	Designation *	Age	M/F *	Action
1	Rajitha	AADHAAR	586983247912	ASE	30	Female	Add/Copy 🗑

Upload Document

Documents Upload

Select File   ceiling with beam.pdf   Upload   Documents Uploaded Successfully

Document Name	Actions
ceiling with beam.pdf	🗑

Save & Exit   Reset   Cancel

Figure 7-5:External User Access New Screen

Click on Save & Exit button it save the details and give way to another page.

Click on Reset button to reset the details.

Click on Cancel button to exit from the current screen.