

MUNDRA PORT AND SPECIAL ECONOMIC ZONE LIMITED  
QUALITY MANAGEMENT SYSTEM FORMATS MANUAL

SEC/ F/ 004

REQUISITION FORM FOR VEHICLE ENTRY PERMIT (MPSEZL)

**REQUISITION FOR VEHICLE ENTRY PERMIT**  
**(FOR MP&SEZL/ COC/OYS/HIRED VECHILE)**

**TO: - SECURITY DEPARTMENT**

**Date : .....**

Please issue Vehicle Entry Permit For: - **COC/OYS/HIRED VECHILE**

Type of vehicle. \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Engine No. \_\_\_\_\_

Chassis No. \_\_\_\_\_

Name/Address/Ph.no.of owner. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

User's name. \_\_\_\_\_

Department. \_\_\_\_\_

Date of Requisition. \_\_\_\_\_

Insurance Policy No. \_\_\_\_\_

Valid up to. \_\_\_\_\_

I, the undersigned, certify that the details given above are correct to the best of my Knowledge.  
I have checked the Driver's license and Vehicles documents for correctness and I assure that I shall not permit an unauthorized person to handle the vehicle/equipment.  
I take full responsibility for the conduct and behaviour of the person engaged by me during the working hours at Mundra Port & SEZ Limited. Site.

Documents to attach : Photocopy of Insurance Policy  
Documents to Produce: Original RC Book and Original Driving License.

Signature & Name of the Executives

**To be filled by Security Department**

Self ID card/Driver's Entry Permit no. \_\_\_\_\_

(To be obtained separately)

Driving Licence no. (Self/Hired) \_\_\_\_\_

Vehicle entry Permit Sr. no. \_\_\_\_\_

Date of issue \_\_\_\_\_

Issued by \_\_\_\_\_

Reviewed By :	Issue No : 00	Issued on : 16/08/2008
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