

PROCEDURE FOR RFID & ANPR BASED ONLINE PASS ISSUANCE SYSTEM

**TRAFFIC DEPARTMENT
2025**



Kamarajar Port Limited

(A Company of Chennai Port Authority)
(Ministry of Ports, Shipping and Waterways- Government of India)

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Company Registration Process:

To register your company in RFID & ANPR based online Pass Issuance System (PIS) for obtaining online passes for your company personnel, labours, vehicles, laptops & two wheelers, the following documents are mandatory for getting company registration.

| Port Users | Documents Required |
|--------------------------------------|---|
| BOT Operators/Captive Terminal Users | <ol style="list-style-type: none">1. Contract agreement with Kamarajar Port Limited/Authorization letter from the Recommending Company.2. Traffic Dept. approval letter.3. PAN Card.4. GST Document. |
| CHA /Agent | <ol style="list-style-type: none">1. Customs License Certificate.2. Traffic Dept. approval letter.3. GST Document.4. PAN Card. |
| Stevedores | <ol style="list-style-type: none">1. Stevedores License issued by Kamarajar Port Limited.2. Traffic Dept. approval letter.3. GST Document.4. PAN Card. |
| KPL Contractors | <ol style="list-style-type: none">1. Contract agreement with M/s. Kamarajar Port Limited.2. Traffic Dept. approval letter.3. GST Document.4. PAN Card. |
| Sub-Contractors | <ol style="list-style-type: none">1. Contract agreement with BOT Operators / Authorization letter from the Recommending Company.2. Traffic Dept. approval letter.3. GST Document.4. PAN Card. |
| Transporters | <ol style="list-style-type: none">1. Traffic Dept. approval letter.2. GST Document (Optional).3. PAN Card. |

Along with the documents mentioned above, include your **official email** and **contact number** in the requisition letter. Once submitted to the KPL Traffic Department, your company will be approved, and the **RFID login credentials** will be emailed to the registered address.

Once you received your login credentials via email, please visit official website of Kamarajar Port Limited.

<https://kamarajaport.in/>



- Click the RFID icon in the top-right corner of the page. This will open the page with the application URL.
- Click the RFID Pass Issuance System URL. You will be redirected to the PIS login page.

Direct URL: <https://pass.kplsap.in/>

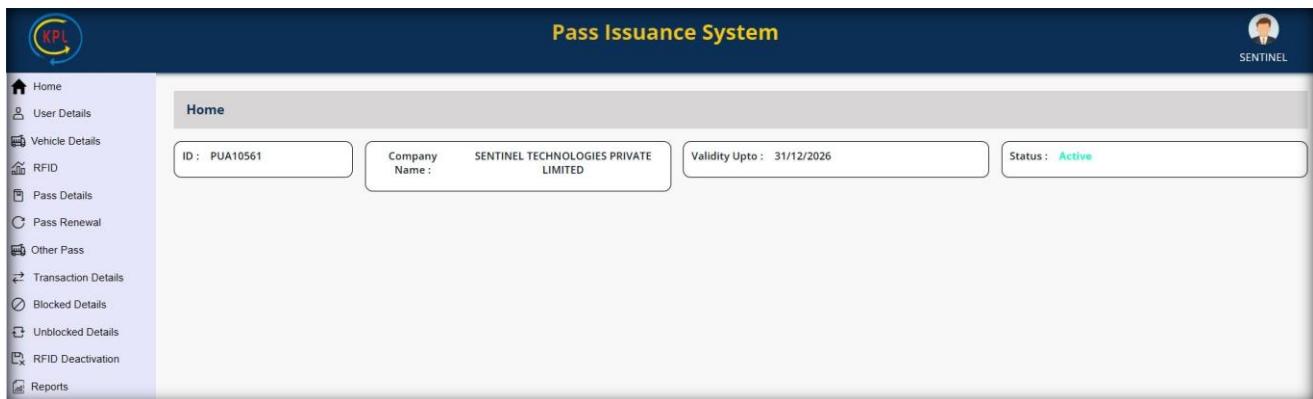
You can bookmark this URL in your system for easy future access. Please enter the username and password provided by KPL. Enter the captcha displayed on the screen correctly, then click Login.



On your first login, you will be prompted to change your password. Please update your password fulfilling the following conditions.

- a) Password must contain a minimum of 8 characters.
- b) Password must contain a combination of uppercase letters, lowercase letters, numbers, and special characters.

DO NOT SHARE YOUR PASSWORD WITH ANYONE



After changing your password, the home screen shown above will appear, displaying your company's unique ID, company name, validity period, and status.

User Pass Procedure:

To make a pass for a Man/Foreigner/Crew, please follow the following steps:

- Go to **User Details** page and click **NEW** button.

On the next page, select the user type from the dropdown menu.

- Man
- Foreigner
- Crew

To make a pass for an Individual (other than a Driver), upload the required documents and complete all mandatory fields as shown in the picture below.

- Aadhar Copy
- Police Verification Certificate (For yearly pass). Should have been issued within the last six months at the time of applying passes.

To make a pass for a Driver, upload the required documents and complete all mandatory fields as shown in the picture below.

- Aadhar Copy
- Valid Transport Driving Licence
- Police Verification Certificate (For yearly pass). Should have been issued within the last six months at the time of applying passes.

In the **Proof of Identity** field, all the required documents need to be uploaded.

*****Please refer Annexure No-2(page no.22) for Mandatory documents to be uploaded***

User Details

| | | |
|--|---|--|
| User Type Man | Image Upload *  | Maximum File Size:2MB Allowed Image Type:JPEG/PNG |
| Name * TESTDRIVER | Father's Name XYZ | |
| Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female | Mobile Number | |
| Date of Birth * 14/05/1990 | Age 35 | |
| Address * TEST STREET, CHENNAI-60001 | Designation * Driver | |
| Aadhaar Number * XYZ22222222 | Driving Licence Number * TNXYZ555555555555 | |
| Proof of Identity * <input type="button" value="Upload"/> | | |

After completing all required fields and uploading the necessary documents, click the **SAVE** button.

To make a pass for a **Foreigner**, upload the required documents and complete all mandatory fields as shown in the picture below.

- Passport Copy
- Visa Copy
- Immigration Clearance Copy
- NOC provide by concerned department

User Details

| | | |
|--|---|--|
| User Type Foreigner | Image Upload *  | Maximum File Size:2MB Allowed Image Type:JPEG/PNG |
| Name * TESTFORIEGNER | Nationality * CANADA | |
| Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female | Mobile Number 9999999999 | |
| Date of Birth * 14/05/1990 | Age 35 | |
| Address * XYZ | Designation * Operation Manager | |
| Passport No * HGBHJN5241 | Passport Valid Upto * 13/08/2026 | |
| Visa No * HGS52365644 | Visa Valid Upto * 22/10/2025 | |
| Immigration Clearance No * 52315632 | Immigration Clearance Date * 03/08/2025 | |
| No of days permit for immigration(1-99 days) * 15 | NOC Provided By Department * Traffic | |
| Proof of identity * <input type="button" value="Upload"/> | | |

After completing all required fields and uploading the necessary documents, click the **SAVE** button.

To make a pass for a **Crew**, upload the required documents and complete all mandatory fields as shown in the picture below.

Crew-Foreigners:

- CDC Certificate Copy
- Immigration permission Copy

Crew-Coastal:

- CDC Certificate Copy
- KPL Marine Department Approval Copy

The screenshot shows a user interface for managing crew members. The left sidebar lists various options like Home, User Details, Vehicle Details, etc. The main 'User Details' page is displayed, with 'User Type' set to 'Crew'. It requires several mandatory fields: Vessel Number (12345), Name (TEST), Date of Birth (01/01/1995), Address (TEST STREET, CHENNAI-600001), and Passport CDC No (XYZ9999). There are also optional fields for Berth name, Nationality (set to Indian), Type (Sign On), and Proof of Identity. Other sections include Vessel Name (xyz), Gender (Male), Age (30), Designation (Mechanical Engineer), Passport CDC Valid Upto (22/12/2026), Vessel trade (Coastal), and Mobile Number. A file upload section for 'Image Upload' is shown, with a note that the maximum file size is 1MB and allowed types are JPG/JPEG/PNG.

After completing all required fields and uploading the necessary documents, click the **SAVE** button.

Note: The file size for photos and documents should not exceed 1 MB. Supported formats are JPG/JPEG/PNG for photos and JPG/JPEG/PNG/PDF for documents. After saving, you can edit user details by clicking the **ACTION** icon, making the changes, and then clicking **UPDATE**. To remove a user, click the **DELETE** icon.

To make a pass for a Man/Foreigner/Crew, click the **LINK PASS** button. You will then see a screen displaying the two types of passes available.

- **QR Pass** (Short term up to Monthly)
- **CARD Pass** (Long term up to Yearly)

If you select **QR** option, please enter all the required fields as shown in below picture and click **SAVE**.

Man Pass Allocation

| | |
|--|--------------------------------------|
| Type * | QRCode |
| Pass Category * | Mobile Number(Whatsapp) * |
| Monthly | |
| No of Days * | Amount * |
| 30 | 150.00 |
| Valid From * | Valid Upto * |
| 03/08/2025 | 01/09/2025 |
| Permitted Gate | Department * |
| ALL Gate | Traffic |
| Zone/Area * | Place of Work |
| Zone - 2 | CB1, CB2, CB3, CB4, ERS, ECTPL & SIC |
| Purpose of Entry | |
| Official | |
| <input type="button" value="SAVE"/> <input type="button" value="CLEAR"/> | |

If you select **CARD** option, please enter all the required fields as shown in below picture and click **SAVE**.

Man Pass Allocation

| | |
|--|--|
| Type * | Card |
| Pass Category * | RFID Number * |
| Monthly | Select an item from the dropdown... |
| No of Days * | Amount * |
| 30 | 150.00 |
| Valid From * | Valid Upto * |
| 03/08/2025 | 01/09/2025 |
| Permitted Gate | Department * |
| ALL Gate | Traffic |
| Zone/Area * | Place of Work |
| Zone - 1 | Administration Building, Immigration & |
| Purpose of Entry | |
| Official | |
| <input type="button" value="SAVE"/> <input type="button" value="CLEAR"/> | |

In this CARD pass option, RFID Number needs to be entered in that appropriate field. **To purchase RFID Cards, please Refer Page No.18**

The **Zone/Area number** must be selected correctly based on your work area inside the port. If an incorrect zone is selected, KPL will reject the pass. To know your Zone/Area, **please refer Annexure No.3**

Pass can be made with following categories.

- Daily (1-29 days)
- Monthly (30 days)
- Yearly (365 days)

Port Permit Charges will be varying based on your selection of pass categories. To know the entire Port Permit Charges, **please refer Annexure No.1(page no.21)**

Once the pass is saved, the request will be sent to KPL for approval. The pass status (Pending/Approved) will be displayed in the **Status** column. If the pass is approved, go to the **Pass Details** page and make the payment by clicking the **Pay** button.

| Pass Details | | | | | | | | | | | Action |
|--------------------------|---------------|------------|--------|---------------|------------|--------|-------------|-----------------|-------------------|------------------|--------|
| | UserName | Pass ID | Type | Pass Category | No of Days | Amount | Pass Status | Pass Valid Upto | Transaction St... | Payment | |
| <input type="checkbox"/> | MUHAMMAD Y... | MAN1007548 | QRCode | Daily | 1 | 10.00 | Approved | 03/08/2025 | | Pay | |
| | MUHAMMAD Y... | MAN1003873 | Card | Daily | 1 | 5.00 | Approved | 26/07/2025 | Paid | e-Receipt | |
| | MUHAMMAD Y... | MAN1003870 | Card | Daily | 1 | 5.00 | Rejected | 26/07/2025 | | | |
| | MUHAMMAD Y... | MAN1003864 | Card | Daily | 1 | 5.00 | Approved | 26/07/2025 | Paid | e-Receipt | |

Payment can be made via online (UPI/Debit/Credit Card/Net banking) or KPL Wallet. (**Please refer Page No.19 for Wallet Recharge Procedure**).

Confirmation

Select a payment method to continue...

Pass Amount ₹ 10.00 + QR Amount ₹ 3.00 + GST ₹ 2.34

Total Amount Rs.15.34 (Inc GST)

KPL WALLET **ONLINE** **CANCEL**

A **Pay Multiple** option is also available for making a single payment for multiple passes. Once all passes are approved, select them by ticking the checkboxes next to each approved pass. The **Pay Multiple** option will then be enabled, allowing you to complete the payment online, as shown in the picture below.

| Pass Details | | | | | | | |
|---|------------|---------|---------------|------------|--------|-------------|-----------------|
| Man | | Vehicle | | | | | |
| PAY MULTIPLE | | | | | | | |
| UserName | Pass ID | Type | Pass Category | No of Days | Amount | Pass Status | Pass Valid Upto |
| <input checked="" type="checkbox"/> KUMAR N NARAYA... | MAN1019187 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| <input checked="" type="checkbox"/> TEJU SHARMA RAM | MAN1019185 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| KALIDHASS D DAN... | MAN1019184 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| MARIAPPAN M | MAN1019183 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| <input checked="" type="checkbox"/> PANDIAN LAKSHM... | MAN1019182 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| <input checked="" type="checkbox"/> SHANMUGAM P P... | MAN1019179 | Card | Monthly | 30 | 150.00 | Approved | 24/09/2025 |
| <input checked="" type="checkbox"/> MANIKANDAN S S... | MAN1019177 | Card | Monthly | 30 | 150.00 | Approved | 23/09/2025 |

If you select the **KPL Wallet** option, the amount will be deducted from your wallet balance. After successful payment via Online or Wallet, an **E-receipt** will be generated for that particular pass. You can collect your port permit pass for Man/Foreigner/Crew by presenting the E-receipt at the Pass Section counter.

| KAMARAJAR PORT LIMITED | | | | | |
|---------------------------------------|---------------------------------------|------------------|---------------------------------|----------------|---------------------|
| (A Company of Chennai Port Authority) | | | | | |
| E-Receipt | | | | | |
| RFID & ANPR Based Gate Control System | | | | | |
| Company Name | SENTINEL TECHNOLOGIES PRIVATE LIMITED | Email ID | vijay@sentinel-technologies.net | Contact Number | 9976406882 |
| Pass ID | MAN1003873 | Pass Type | Man Pass | Payment Date | 26/07/2025 15:52:21 |
| Payment ID | PA202507260442 | Transaction Mode | UPI | Status | Success |
| Valid From | 26/07/2025 | Valid Upto | 26/07/2025 | Card Type | Card |
| Amount | 5 | GST | 0 | Total Amount | 0 |
| RFID Number | 94D95EE9 | | | | |

If you selected the **QR pass**, a link for the pass will be sent to the user's WhatsApp number. The user can click the link to download the pass in PDF format. The PDF is password-protected, and the password is the user's date of birth in **DDMMYYYY** format.

Vehicle Pass Procedure:

To create a pass for a Vehicle, please follow the steps below:

- Go to **Vehicle Details** page in the home screen and click **NEW** button.

On the next page, please select the **Vehicle Type** from the dropdown menu.

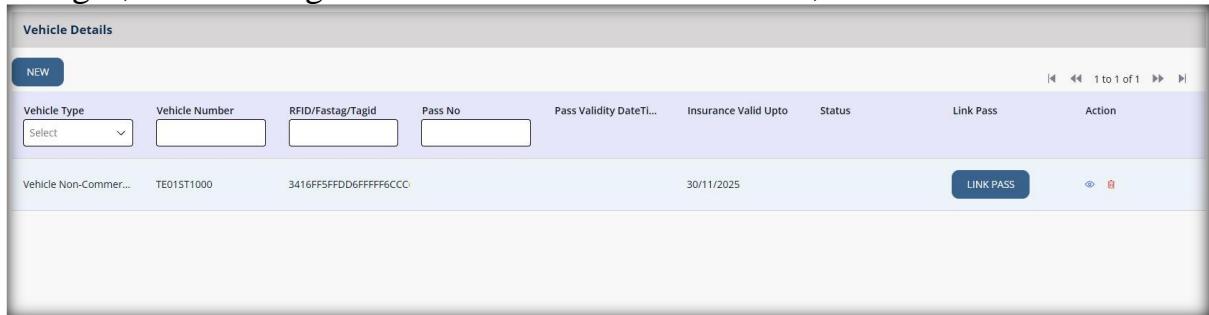
- Vehicle Commercial
- Vehicle Non-commercial
- Trailer
- Heavy Vehicles(Hydra, Mobile crane, Dumper, etc.)
- Two wheeler

- Enter Vehicle Number
- For Trailer, Commercial, or Non-Commercial vehicles, the **FASTag number** will be fetched automatically. If it is not fetched, carefully enter the 24-digit FASTag number of the vehicle. Entering an incorrect FASTag number will lead to Rejection of passes.
- For two-wheelers and heavy vehicles, **RFID Vehicle Tags** must be purchased from KPL. ***To purchase RFID Vehicle Cards, please Refer Page No.18***
- If your heavy vehicle already has a **FASTag**, there is no need to purchase an **RFID Vehicle Tag**. You can create the pass using the FASTag itself.
- Enter the Tag number and select it from dropdown menu.
- Then Enter the Insurance validity date
- In the **Vehicle Documents** field, all required documents must be uploaded. (***Please refer Annexure-2 page no.22 for Mandatory document to be uploaded***)

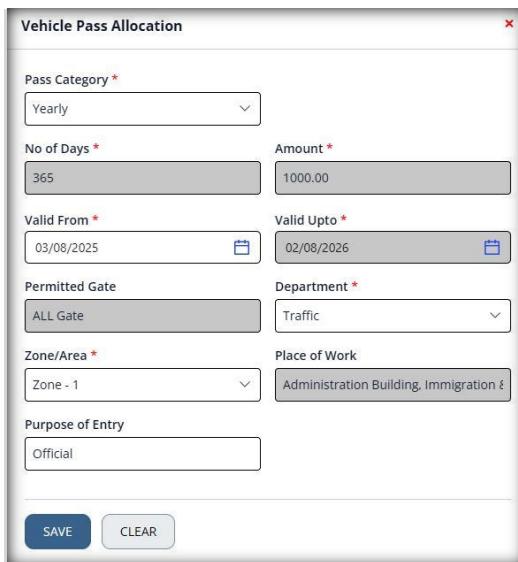
Once all required fields are completed and the documents are uploaded, click the **SAVE** button.

Note: The maximum file size for uploading documents must not exceed 2 MB. Allowed formats are JPG, JPEG, PNG, and PDF.

After saving, you can edit vehicle details by clicking the **ACTION** icon, making the changes, and clicking **UPDATE**. To remove a vehicle, click the **DELETE** icon.



Click **LINK PASS** button, the following screen will appear.



The **Zone/Area number** must be selected correctly based on your work area inside the port. If an incorrect zone is selected, KPL will reject the pass. To know your Zone/Area, **please refer Annexure No.3**

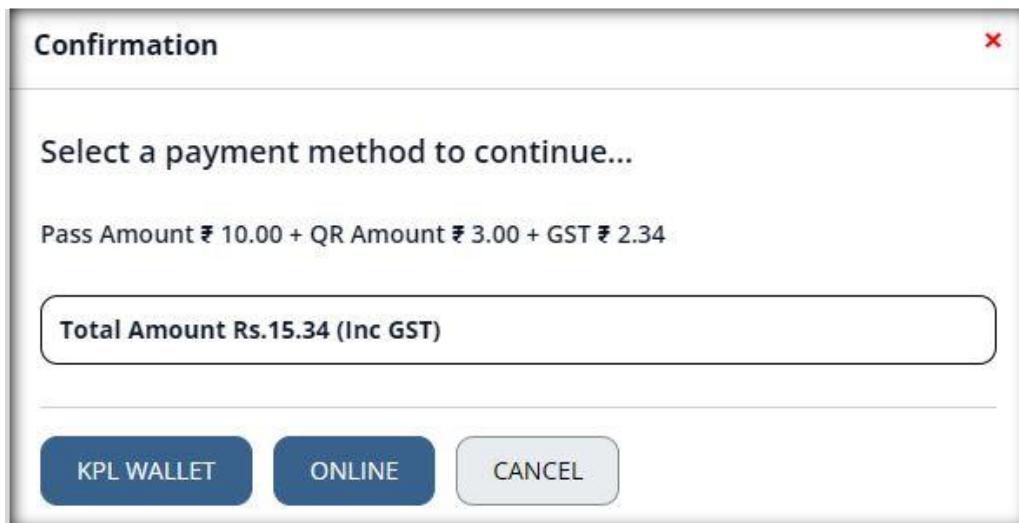
Pass can be made with following categories.

- Daily (1-29 days)
- Monthly (30 days)
- Yearly (365 days)

Port Permit Charges will be varying based on your selection of pass categories. To know the entire Port Permit Charges, **please refer Annexure No.1(page no.21)**

Once the vehicle details are saved, the request will be sent to KPL for approval. The pass status (Pending/Approved) will be displayed in the **Status** column. If the pass is approved, go to the **Pass Details** page, select the **Vehicle** tab, and click the **Pay** button to make the payment.

Payment can be made via online (UPI/Debit/Credit Card/Net banking) or KPL Wallet. (*Please refer Page No.19 for Wallet Recharge Procedure*).



A **Pay Multiple** option is also available for making a single payment for multiple passes. Once all passes are approved, select them by ticking the checkboxes next to each approved pass. The **Pay Multiple** option will then be enabled, allowing you to complete the payment online, as shown in the picture below.

| Pass Details | | | | | | |
|--|---------------|---------------|------------|--------|-----------------|-------------|
| Man | Vehicle | | | | | |
| PAY MULTIPLE | | | | | | |
| Pass ID | VehicleNumber | Pass Category | No of Days | Amount | Pass Valid Upto | Pass Status |
| <input checked="" type="checkbox"/> VEH1011657 | TN04AH2498 | Monthly | 30 | 300.00 | 24/09/2025 | Approved |
| <input checked="" type="checkbox"/> VEH1011656 | TN04BE2702 | Monthly | 30 | 300.00 | 24/09/2025 | Approved |
| VEH1011654 | TN04AY8601 | Monthly | 30 | 300.00 | 24/09/2025 | Approved |
| <input checked="" type="checkbox"/> VEH1011653 | TN04AQ6349 | Monthly | 30 | 300.00 | 23/09/2025 | Approved |

If you select the **KPL Wallet** option, the amount will be deducted from your wallet balance. After a successful payment via Online or Wallet, an **E-receipt** will be

generated for that pass. Present the E-receipt at the Pass Section counter to collect your vehicle port permit.

Link Driver:

Linking a driver is required for the vehicle pass process. After completing payment, the **LINK PASS** option will be enabled. Click it and select the user who drives the vehicle and has a valid pass.

| User Name | Pass Allocat... | RFID Num... | Valid From | Valid Upto |
|---------------------------------------|-----------------|-------------|------------|------------|
| pandian l | | | | |
| <input type="checkbox"/> PANDIAN L... | MAN1019182 | 994FFF79 | 26/08/2025 | 24/09/2025 |
| <input type="checkbox"/> RAMAR PA... | MAN1009530 | 3309FCF9 | 07/08/2025 | 05/09/2025 |

Driver Profile:

Name: Aadhaar Number:
Driving Licence No: Mobile Number:

Note: If this step is not completed, the automatic access control system denying vehicle to enter the port, even if the vehicle has a valid pass.

Renewal of Passes:

Individual or vehicle passes can be renewed using the same **RFID**, **QR**, or **FASTag** number starting one day before their expiry date.

Click on Pass Renewal and RENEW button as shown below.

| Pass ID | User Name | Pass Category | RFID Number | No of Days | Valid From | Valid Upto | Action |
|------------|-----------------|---------------|-------------|------------|------------|------------|--------------|
| MAN1018040 | JAYAPRAKASH M R | Daily | | 1 | 25/08/2025 | 25/08/2025 | RENEW |
| MAN1018038 | JEGAN M | Daily | | 1 | 25/08/2025 | 25/08/2025 | RENEW |

Then, follow the same procedure as for an individual or vehicle pass: obtain approval from KPL and complete the payment process.

Deactivation of Passes:

You can deactivate passes (RFID, QR, or Vehicle) before they expire using the screen below:

RFID Card Deactivation

Activation Available Cards

| RFID Card (Hexa) | RFID Card (Dec) | User Name | Pass Allocation Id | Valid From | Valid Upto | Action |
|------------------|-----------------|----------------|--------------------|------------|------------|-----------------------------|
| EC6800DD | 3966435549 | M CHINNAPPARAJ | MAN1005308 | 30/07/2025 | 28/08/2025 | <button>DEACTIVATE</button> |
| EC6CF30D | 3966563085 | SUDHAGAR B | MAN1013988 | 16/08/2025 | 14/09/2025 | <button>DEACTIVATE</button> |
| 18679A86 | 409442950 | KARAN K | MAN1004761 | 29/07/2025 | 27/08/2025 | <button>DEACTIVATE</button> |

RFID Pass Deactivation

QR Pass Deactivation

| Pass ID | User Name | Company Name | ValidFrom | Pass Valid Upto | Action |
|------------|-----------------|--------------------------------------|------------|-----------------|-----------------------------|
| MAN1018412 | HARI B | ENNORE TANK TERMINALS PRIVATE LIM... | 24/08/2025 | 22/09/2025 | <button>DEACTIVATE</button> |
| MAN1018344 | ARUP BAG S | ENNORE TANK TERMINALS PRIVATE LIM... | 24/08/2025 | 22/09/2025 | <button>DEACTIVATE</button> |
| MAN1018343 | SOHIT RAJBHAR R | ENNORE TANK TERMINALS PRIVATE LIM... | 24/08/2025 | 22/09/2025 | <button>DEACTIVATE</button> |
| MAN1018040 | JAYAPRAKASH M R | ENNORE TANK TERMINALS PRIVATE LIM... | 25/08/2025 | 25/08/2025 | <button>DEACTIVATE</button> |
| MAN1018038 | JEGAN M | ENNORE TANK TERMINALS PRIVATE LIM... | 25/08/2025 | 25/08/2025 | <button>DEACTIVATE</button> |

QR Pass Deactivation

Vehicle Pass Deactivation

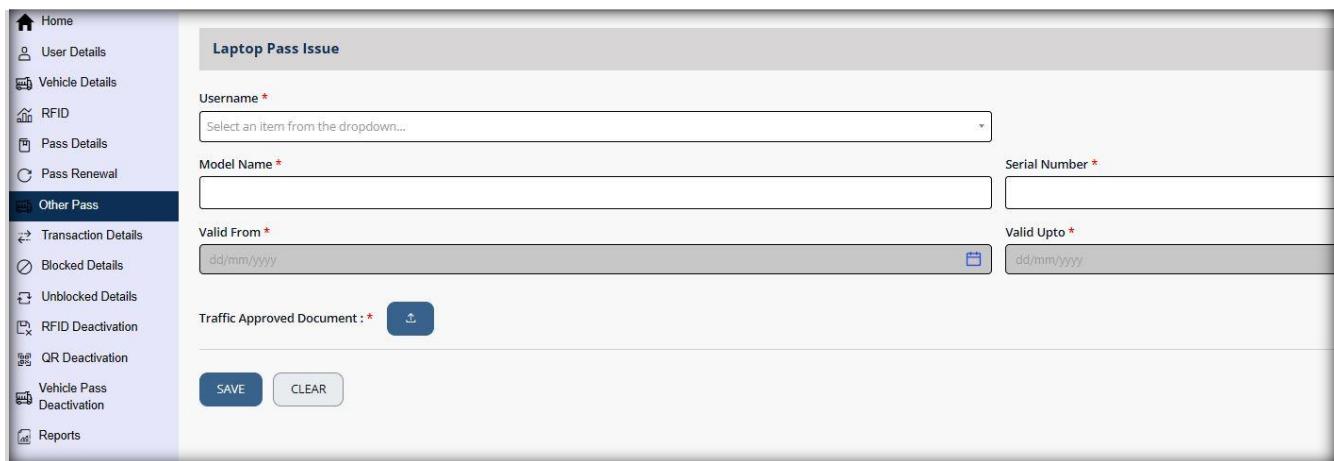
| Pass ID | Vehicle Number | Vehicle Type | Company Name | ValidFrom | Pass Valid Upto | Action |
|------------|----------------|------------------------|---------------------------------|------------|-----------------|-----------------------------|
| VEH1011201 | TN90DF2847 | Vehicle Non-Commercial | ENNORE TANK TERMINALS PRIVAT... | 24/08/2025 | 23/08/2026 | <button>DEACTIVATE</button> |
| VEH1010969 | TN01B7209 | Vehicle Commercial | ENNORE TANK TERMINALS PRIVAT... | 25/08/2025 | 25/08/2025 | <button>DEACTIVATE</button> |
| VEH1010965 | TN05CM7945 | Vehicle Commercial | ENNORE TANK TERMINALS PRIVAT... | 23/08/2025 | 21/09/2025 | <button>DEACTIVATE</button> |
| VEH1010915 | TN73AV2678 | Vehicle Commercial | ENNORE TANK TERMINALS PRIVAT... | 23/08/2025 | 21/09/2025 | <button>DEACTIVATE</button> |
| VEH1010899 | TN02AY8919 | Vehicle Commercial | ENNORE TANK TERMINALS PRIVAT... | 25/08/2025 | 23/09/2025 | <button>DEACTIVATE</button> |

Note: Once a pass is deactivated, it cannot be retrieved

Other Passes:

1. Laptop Pass

To issue a laptop pass, prior approval must be obtained from the KPL Traffic Department by providing the laptop model and serial number. After receiving approval, log in to the system, access the screen shown below, complete all required fields, upload the approval copy, and submit the request.



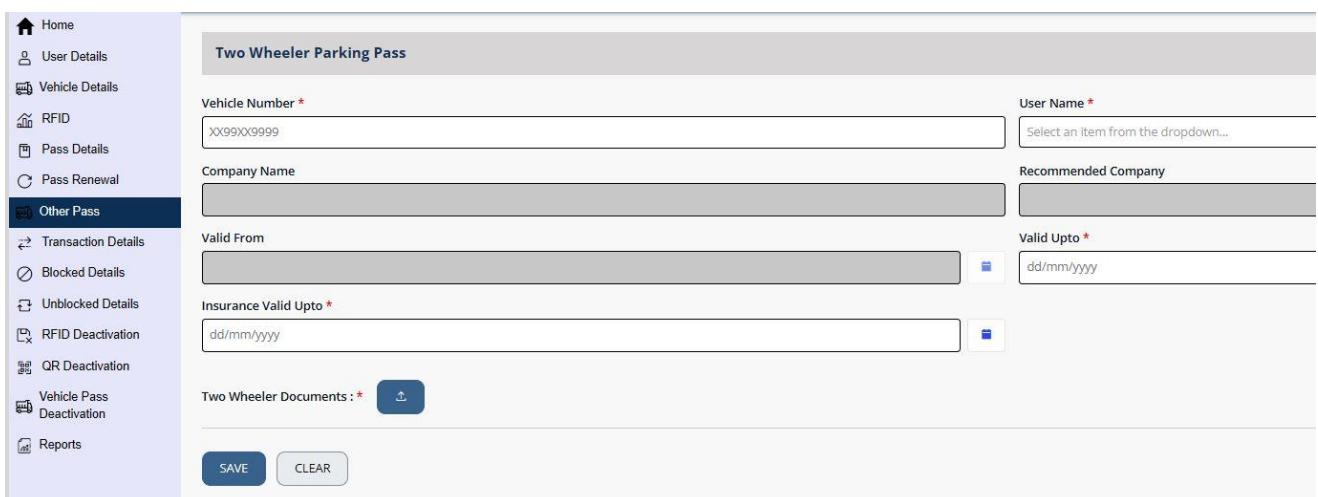
The screenshot shows the 'Laptop Pass Issue' form. The sidebar on the left is titled 'Other Pass' and is currently selected. The main form has fields for 'Username *' (dropdown), 'Model Name *' (text input), 'Serial Number *' (text input), 'Valid From *' (date input), 'Valid Upto *' (date input), and a file upload for 'Traffic Approved Document : *'. At the bottom are 'SAVE' and 'CLEAR' buttons.

A laptop pass will be valid for the same period as the pass of the person carrying the laptop.

After approval, a **Laptop Pass ID** will be generated. Show this ID at the pass counter to collect the laptop pass. There is no cost for the laptop pass.

2. Two Wheeler Parking Pass

To obtain a parking pass for a two-wheeler, access the screen shown below, complete all required details, upload the **RC** and valid **Insurance** copy, and submit the request.



The screenshot shows the 'Two Wheeler Parking Pass' form. The sidebar on the left is titled 'Other Pass' and is currently selected. The main form has fields for 'Vehicle Number *' (text input), 'User Name *' (dropdown), 'Company Name' (text input), 'Recommended Company' (text input), 'Valid From' (date input), 'Valid Upto *' (date input), 'Insurance Valid Upto *' (date input), and a file upload for 'Two Wheeler Documents : *'. At the bottom are 'SAVE' and 'CLEAR' buttons.

A two-wheeler parking pass will be valid for the same period as the pass of the person operating the vehicle. Once approved, a **Parking Pass ID** will be generated. Show this ID at the pass counter to collect the parking pass. There is no cost for the pass.

Purchasing of RFID Cards:

To purchase RFID cards for an individual or vehicle (Two Wheeler/Heavy Vehicles), please follow the steps below:

Click on RFID and NEW as shown in below image

| Request ID: | Card Type | Requested Qu... | Requested Am... | Requested Date | Approved Qua... | Approved Am... | Approved Date | Rejected Rem... | Status | Payment Status | Payment | View |
|-------------|-----------|-----------------|-----------------|-------------------|-----------------|----------------|-------------------|-----------------|----------|----------------|-----------------|------|
| RID2674 | Vehicle | 1 | 180.00 | 22/08/2025 17:... | | | | Testing | Rejected | | | |
| RID1742 | Vehicle | 1 | 140.00 | 31/07/2025 00:... | 1 | 140.00 | 31/07/2025 01:... | | Approved | | Request Expired | |
| RID1634 | Vehicle | 1 | 140.00 | 29/07/2025 08:... | 1 | 140.00 | 29/07/2025 08:... | | Approved | | Request Expired | |

Select the **Card Type** from the window below and enter the quantity. The amount will be calculated automatically based on the entered quantity.

RFID request New edit

RFID Type *

Card

Card Type *

Man Vehicle

Requested Quantity *

Requested Amount

SAVE CLEAR

Please refer Annexure No.1 for cost of RFID cards. Click on SAVE. The request will be sent for KPL approval; the same will be approved or rejected based on current stock. Once approved, payment can be made via online or KPL wallet. (**Please refer Page No.19 for Wallet Recharge Procedure**).

Once payment is done, an **E-Receipt** will be generated, and the requested **RFID numbers** will be allocated.

The **RFID numbers** can be viewed on the same page in your login by clicking the **VIEW** button, as shown in the picture below.

| RFID Card | | | | | | | | | | | | |
|------------|-----------|-----------------|-----------------|------------------|-----------------|----------------|------------------|-----------------|----------|----------------|------------------------|-------------------|
| NEW | | 1 to 4 of 4 | | | | | | | | | | |
| Request ID | Card Type | Requested Qu... | Requested Am... | Requested Date | Approved Qua... | Approved Am... | Approved Date | Rejected Rem... | Status | Payment Status | Payment | View |
| RID1694 | Vehicle | 1 | 140.00 | 30/07/2025 11... | 1 | 140.00 | 30/07/2025 11... | | Approved | Paid | e-Receipt | View |
| RID1170 | Man | 1 | 140.00 | 09/07/2025 11... | 1 | 140.00 | 09/07/2025 11... | | Approved | Paid | e-Receipt | View |
| RID1169 | Man | 10 | 1400.00 | 09/07/2025 10... | 10 | 1400.00 | 09/07/2025 10... | | Approved | Paid | e-Receipt | View |
| RID1126 | Man | 9919 | 0.00 | 07/07/2025 21... | 9919 | 0.00 | 07/07/2025 21... | | Approved | | e-Receipt | View |

Use RFID Card (Hexa) number to make passes.

By showing E-Receipt at pass counter, you can collect your RFID cards.

KPL Wallet Recharge:

To recharge wallet in your login, please click on Transaction Details as shown in the picture below.

| Pass Issuance System | | | | | | | | | | | | |
|---|--|--|-----------------------|--|--|--|--|--|--------|--|--|--|
|  Transaction Details | | | | | | | | | | | | |
| KPL Wallet Balance : 804.12 | | | | | | | | | | | | |
| NEW | | | | | | | | | | | | |
| UTR Number | | | Transaction Date Time | | | | | | Amount | | | |

To proceed, click on the **RECHARGE** button, enter the desired recharge amount along with the TDS amount (if applicable). Please note that the minimum recharge amount is ₹1000.

Recharge

Amount to Recharge (Min Rs.1000) *

1000.00

TDS Amount (If Applicable) *

0.00

Amount to Transfer

1000.00

RECHARGE CANCEL

By clicking on RECHARGE button, amount can be deposited to wallet via online payment. You can make payment through UPI, Credit Card, Debit Card or Net banking.

After the payment is completed, your KPL wallet balance will be updated.

Contact Details:

Technical Support (Operation): +91-9445019096

Software Support (Pass Issuance System): +91-9940362329, +91-9840245289

| Department | Contact Number | e-MailID |
|------------------|--|--------------------|
| Traffic Division | Landline: 044-27950044 Common: 7338894549 9444372827 Duty Officer: 9444992631 | traffic@kplmail.in |

Permit Charges & Mandatory Documents to be Uploaded as per
Trade Notice No.07 Dated 23-07-2025 & Amendment Trade Notice
No.10 Dated 20-08-2025

Annexure 1

Individual & Vehicle permit details:

| S. No | Description | Period of validity (Rate in Rs.) plus GST | | |
|--------------|---|--|----------------|---------------|
| | | Daily | Monthly | Yearly |
| 1. | Individual | 10 | 150 | 400 |
| 2. | Vehicle | 25 | 300 | 1,000 |
| 3. | a) Heavy vehicles – Cargo Handling Equipments like Cranes, Hydra Crane, Forklift, Tug Master, Pay Loaders, Container Stacker, etc. b) Heavy vehicles – Construction Equipment like Poclains, Dozers, Excavators, JCB Earthmover, Dumpers, etc. | 40 | 450 | 1,500 |
| 4. | The cost of RFID card is Rs.180/- plus GST. The cost is not refundable. | | | |
| 5. | A charge of Rs. 3/- plus GST per transaction will be applicable for WhatsApp services. This service is entirely optional and at the discretion of Port users. | | | |
| 6. | A charge of Rs. 10/- plus GST per Plain PVC card for short-term permit passes (i.e., daily passes) which is optional for Port users. | | | |

Annexure No.2

| Sl. No. | Category | Mandatory documents to be uploaded |
|--------------------|--|--|
| 1. | Individual (other than Driver) | <ol style="list-style-type: none"> 1. Aadhaar document. 2. Police Verification Certificate for long term pass (Monthly and above passes). Should be issued within the last six months at the time of applying passes. |
| 2. | Driver | <ol style="list-style-type: none"> 1. Driving License. 2. Aadhaar document. 3. Police Verification Certificate for long term pass (Monthly and above passes). Should be issued within the last six months at the time of applying passes. |
| 3. | Two-Wheeler | <ol style="list-style-type: none"> 1. Permission letter issued by KPL. 2. Vehicle Registration Certificate. 3. Insurance. 4. Fitness Certificate. |
| 4. | Four-Wheeler (Commercial / Non- Commercial Vehicle) | <ol style="list-style-type: none"> 1. Vehicle Registration Certificate. 2. Insurance. 3. Fitness Certificate. 4. Permit for long term pass (Monthly & above) 5. Tax Receipt for long term pass (Monthly and above). 6. Pollution under Control certificate for long term pass (Monthly and above). |
| 5. | Heavy vehicles – Cargo Handling Equipments like Cranes, Hydra Crane, Forklift, Tug Master, Pay Loaders, Container Stacker & etc. | <ol style="list-style-type: none"> 1. Vehicle Registration Certificate. 2. Insurance. 3. Fitness Certificate. 4. National Vehicle Permit for long term pass (Monthly and above). 5. Tax Receipt for long term pass (Monthly and above). 6. Pollution under Control certificate (PUC) for long term pass (Monthly and above). 7. Certificates (Form I to VIII) required as per Dock workers regulations, 1990. |
| 6. | Heavy vehicles – Construction Equipment like Poclains, Dozers, Excavators, JCB Earthmover, Dumpers & etc. | <ol style="list-style-type: none"> 1. Vehicle Registration Certificate. 2. Insurance. 3. Fitness Certificate. 4. National Vehicle Permit for long term pass (Monthly and above). 5. Tax Receipt for long term pass (Monthly and above). 6. Pollution under Control certificate (PUC) for long term pass (Monthly and above). |

Kindly refer the Trade Notice No.7 dated 23.07.2025 & Amendment Trade Notice No.10 dated 20.08.2025 in official website.

<https://kamarajarport.in/TradeNoticeSection>

Annexure No.3

Zones/Area

| Zone | Permitted Area | Colour |
|-------------|---|---------------|
| Zone - 1 | Administration Building, Immigration & Customs Building, CISF Barracks, Guest House & Seafarers Centre and Other common areas. | Green |
| Zone - 2 | CB1, CB2, CB3, CB4, ERS, ECTPL & SIOTL. | Brown |
| Zone - 3 | EBTPL, AECTPL, Truck Parking Yard, Rail Yard, Container Scanner Yard & Container Examination Yard. | Blue |
| Zone - 4 | ETTPL & MLT1 Berth, IOLPL & LNG Berth, IOCL Captive Jetty, Tanker Parking Yard & Integrated Command Control Center, Fire Station and Sub-Station. | Red |
| Zone - 5 | GCB 1, GCB 2, Car Parking Yard I, II & III & Heavy Truck Assembly Yard. | Yellow |
| Zone - 6 | South Break Water, North Break Water, & Signal Station. | Pink |
| Zone - 7 | Finger Jetties, Yacht Club & Desalination Plant. | Orange |

FAQs (Frequently Asked Questions):

1. Is FASTag mandatory for creating a vehicle pass?

Yes, Fastag is mandatory for all vehicles except two wheelers and heavy vehicles i.e. JCB, Dozers, Hydra Crane, Forklift, Dumpers, Pay Loaders etc.,

2. What if my vehicle does not have FASTag?

As per trade notice, fastag is mandatory for all commercial and non-commercial vehicles. For further information, please contact KPL Traffic dept.

3. Can I purchase FASTag for my vehicle at KPL?

No. There is no facility available to purchase fastag in KPL.

4. I have FASTag in my vehicle, but I don't know the FASTag number. How can I check it?

Please contact your fastag provider to get the 24-digit Fastag UID number. In an unavoidable situation, bring your vehicle to KPL pass section and read the fastag UID number.

5. Will the payment be automatically debited from my FASTag account?

No.

6. What if I created a pass for a vehicle with wrong FASTag number by mistake?

Pass shall be rejected by user's request. If it is approved, pass can be cancelled by user in their login itself before payment.

7. What if I created a pass for a vehicle with FASTag number but the vehicle does not actually have a FASTag?

Vehicle will be returned back if physical fastag not available. If user comes with new fastag for particular vehicle, it will be updated.

8. How to create a pass for a two-wheeler which doesn't have FASTag?

Tag ID can be purchased in user's login by request. Using that Tag ID, pass can be made for two wheelers.

9. How to create a pass for heavy vehicles which doesn't have FASTag i.e. JCB, Dozers, Hydra Crane, Forklift, Dumpers, Pay Loaders etc.,

Tag ID can be purchased in user's login by request. Using that Tag ID, pass can be made for heavy vehicles.

10. I created a pass for a vehicle with FASTag, but the FASTag became defective later. What should I do now?

Vehicle will be returned back if physical fastag not available. If user comes with new fastag for particular vehicle, it will be updated.

11. Where can I find allocated RFID card numbers in PIS?

Please refer 'Purchasing of RFID Cards' in SOP.

12. Where can I collect RFID Cards? And what document should I provide?

By providing E-receipt, RFID cards can be collected from Pass Section.

13. What should I do if my RFID card is lost or stolen?

Please inform to the traffic dept. Based on your request, the lost/stolen RFID card will be blocked. In other way, the pass can be deactivated in user login also.

14. I created a pass for an individual with RFID Card, but the card became defective or damaged later. Can I get a new RFID card?

Yes. You can purchase new RFID card in your login itself.

15. Will the pass validity be transferred to a new RFID card if my card is lost, stolen, damaged, or defective?

Yes. Please purchase new RFID card and approach Traffic dept. Pass validity will be transferred to your new RFID card.

16. Are RFID cards refundable?

No.

17. Can the same RFID card be used for creating a pass for another person?

Yes. But it cannot be used for two persons simultaneously

18. Can I cancel an active pass in my login?

Yes. There is option to cancel active passes in your login.
For RFID passes – Use RFID Card Deactivation Page
For QR passes – Use QR Deactivation Page
For Vehicle passes – Use Vehicle Deactivation Page

19. What is the document password for QR passes received via WhatsApp?

Date of Birth (DOB) of user in DDMMYYYY format.

20. For QR passes, Is WhatsApp pass received from KPL sufficient or physical print required?

Physical print not required.

21. If a man/vehicle pass is rejected, where can I find the rejection reason, and how can I reapply?

Click view action button against the rejected pass and scroll down to bottom to find Rejected Reason.

22. What should I do if my man pass or vehicle pass is blocked by KPL?

Please Contact Traffic Dept.

23. Can I create a pass for a user below 18 years of age?

No.

24. What documents should I provide to collect my printed pass at the pass counter?

By providing E-receipt, you can collect your pass.

25. Is the two-wheeler parking pass free of cost, or is there a fee?

Free of cost.

26. Is the laptop pass free of charge, or is there a fee?

Free of cost.

27. What documents are required for company registration/renewal?

1. GST Document
2. PAN Card
3. Requisition Letter
4. CHA License (if applicable)
5. Work Order (if applicable)
6. Recommending Company Authorization (if applicable)

28. Is a Police Verification Certificate (PVC) is required for all man passes?

Yes. Police Verification Certificate (PVC) is mandatory for yearly man passes.

29. Where should I upload Police Verification Certificate (PVC)?

It will be asked when you apply for yearly man pass. Recent PVC should be attached.

30. Is an online Police Verification Certificate (PVC) is valid?

Yes.

31. Is it mandatory to upload a Police Verification Certificate (PVC) every time I renew my pass?

Yes. Need to upload recent PVC every time you renew your pass.

32. How to reset my login password if I forgot?

Click forgot password option in login page. Enter the registered email ID. By entering OTP received to your email, pass can be reset.

33. Can I use other company's valid vehicle pass for my company's material movement?

No.

34. Is driver linking mandatory?

Driver linking is mandatory for vehicles in new Pass Issuance System.

35. If driver pass is available in old PIS and vehicle pass available in new PIS, what is the procedure to link driver?

Please Contact KPL Traffic dept.

36. How to do driver linking if driver changes three times per day for each shift?

Yes. (*please Refer Page No.15*)