

# **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:

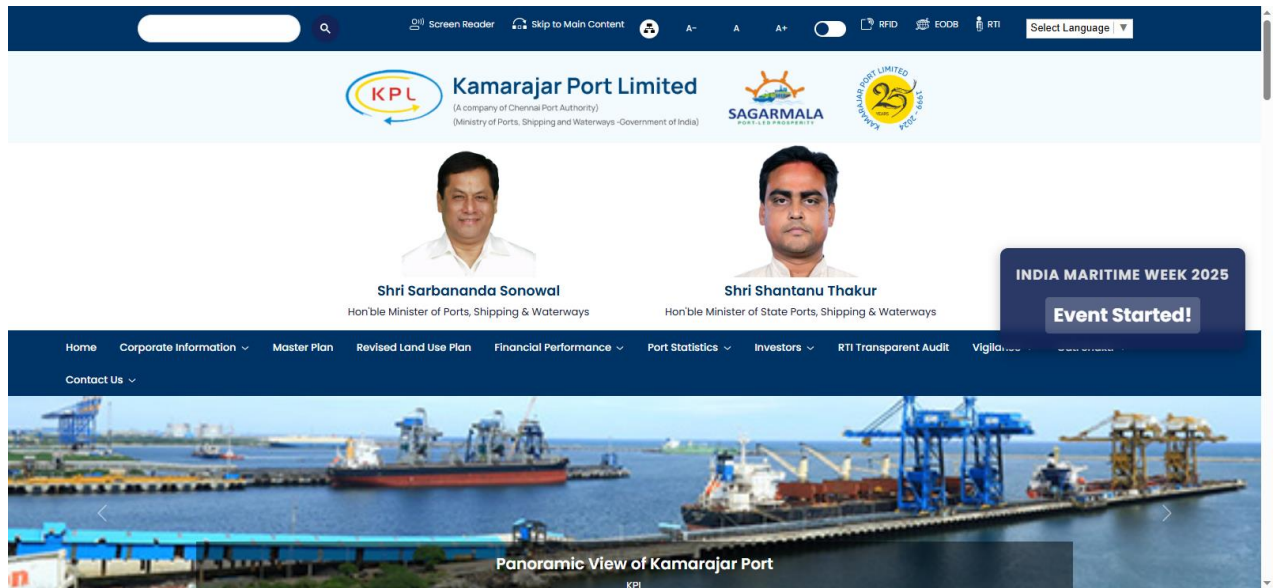
To register your company in RFID &ANPR based online Pass Issuance System (PIS) for obtaining online passes for your company personnel, labours, vehicles, laptops &two wheelers, the following documents are mandatory for getting company registration.

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

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://kamarajarport.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/>

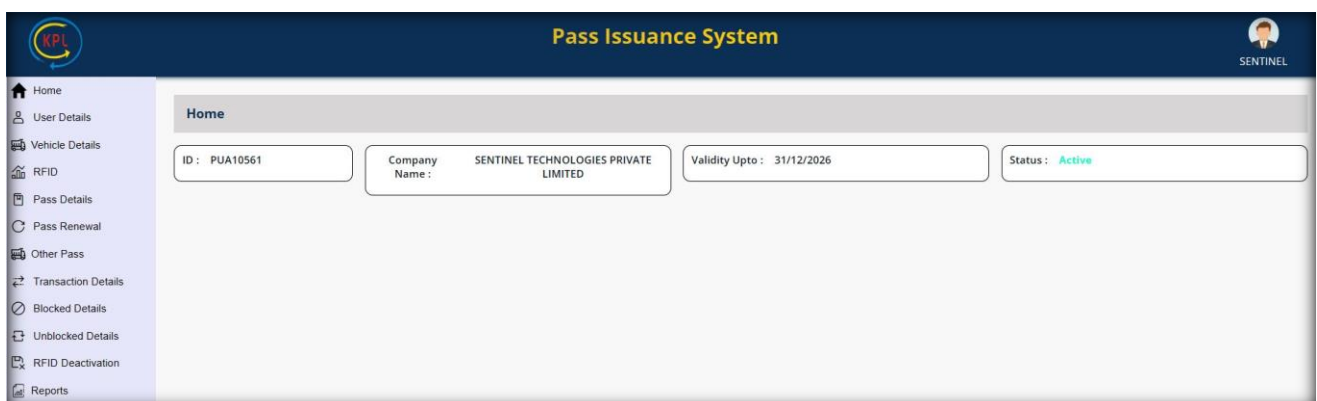
You can bookmark this URL in your system for easy future access. Please enter the username and password provided by KPL. Enter the captcha displayed on the screen correctly, then click Login.



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.

**Pass Issuance System**

Home | User Details | Vehicle Details | RFID | Pass Details | Pass Renewal | Other Pass | Transaction Details | Blocked Details | Unblocked Details | RFID Deactivation | Reports

**User Details** RFID Available Cards: 3

**NEW** 1 to 14 of 14

User Type	User Name	Pass No	RFID Number	AadhaarNumber	Pass Validity D...	Designation	Status	Link Pass	Action
Man	PRADEEP KUMA...			888612154321		Technical Execu...		LINK PASS	👁️ 🗑️
Man	SUBASH S			560185933909		Technical Execu...		LINK PASS	👁️ 🗑️
Man	YUVARANJAN A			473697941316		Technical Execu...		LINK PASS	👁️ 🗑️

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:JPG/JPEG/PNG

Name \*

TESTDRIVER

Father's Name

XYZ

Gender \*

☒ Male
 ☐ Female

Mobile Number

Date of Birth \*

14/05/1990

Age

35

Address \*

TEST STREET, CHENNAI-60001

Designation \*

Driver


Aadhaar Number \*

XYZ222222222

Driving Licence Number \*

TNXYZ5555555555

Proof of Identity \*



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:JPG/JPEG/PNG

Name \*

TESTFOREIGNER

Nationality \*

CANADA

Gender \*

☒ Male
 ☐ Female

Mobile Number

9999999999

Date of Birth \*

14/05/1990

Age

35

Address \*

XYZ

Designation \*

Operation Manager

Passport No \*

HGJ52365644

Passport Valid Upto \*

13/08/2026

Visa No \*

HGJ52365644

Visa Valid Upto \*

22/10/2025

Immigration Clearance No \*

52315632

Immigration Clearance Date \*

03/06/2025


No of days permit for immigration(1-99 days) \*

15

NOC Provided By Department \*

Traffic

Proof of Identity \*



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 web application interface for managing user details. The left sidebar contains a navigation menu with options like Home, User Details, Vehicle Details, RFID, Pass Details, Pass Renewal, Other Pass, Transaction Details, Blocked Details, Unblocked Details, RFID Deactivation, QR Deactivation, Vehicle Pass Deactivation, Reports, Print Pass, and Pass Cancellation. The main content area is titled 'User Details' and contains a form for a 'Crew' user type. The form is divided into two columns. The left column includes fields for Vessel Number (12345), Name (TEST), Date of Birth (01/01/1995), Address (TEST STREET, CHENNAI-600001), Passport CDC No (XYZ9999), Birth name, Nationality (Foreigner/Indian), Type (Sign On/Sign Off), and a date field (25/12/2025 00:00). The right column includes an Image Upload section with a note 'Maximum File Size:1MB Allowed Image Type:JPG/JPEG/PNG', Vessel Name (xyz), Gender (Male/Female), Age (30), Designation (Mechanical Engineer), Passport CDC Valid Upto (22/12/2026), Mobile Number, and Vessel trade (Coastal/Foreign). At the bottom, there is a 'Proof of Identity' section with a file upload icon.

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 \*

Monthly

Mobile Number(Whatsapp) \*

No of Days \*

30

Amount \*

150.00

Valid From \*

03/08/2025

Valid Upto \*

01/09/2025

Permitted Gate

ALL Gate

Department \*

Traffic

Zone/Area \*

Zone - 2

Place of Work

CB1, CB2, CB3, CB4, ERS, ECTPL & SIC

Purpose of Entry

Official

SAVE

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 \*

Monthly

RFID Number \*

Select an item from the dropdown...

No of Days \*

30

Amount \*

150.00

Valid From \*

03/08/2025

Valid Upto \*

01/09/2025

Permitted Gate

ALL Gate

Department \*

Traffic

Zone/Area \*

Zone - 1

Place of Work

Administration Building, Immigration &

Purpose of Entry

Official

SAVE

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

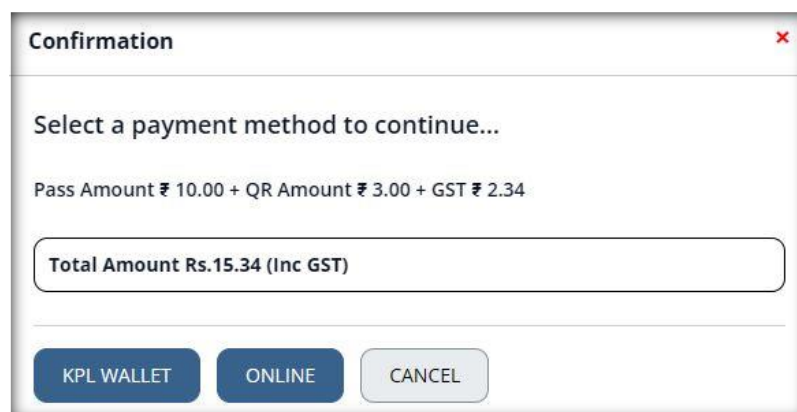
Man

Vehicle

1 to 9 of 9

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

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.

The screenshot shows the 'Pass Issuance System' interface. On the left is a sidebar menu with options: Home, User Details, Vehicle Details (selected), RFID, Pass Details, Pass Renewal, Other Pass, Transaction Details, Blocked Details, Unblocked Details, RFID Deactivation, and Reports. The main area is titled 'Vehicle Details' and contains a 'NEW' button and a table with columns: Vehicle Type, Vehicle Number, RFID/Fastag/Tagid, Pass No, Pass Validity DateTL..., Insurance Valid Upto, Status, Link Pass, and Action. The 'Vehicle Type' dropdown is currently set to 'Select'.

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

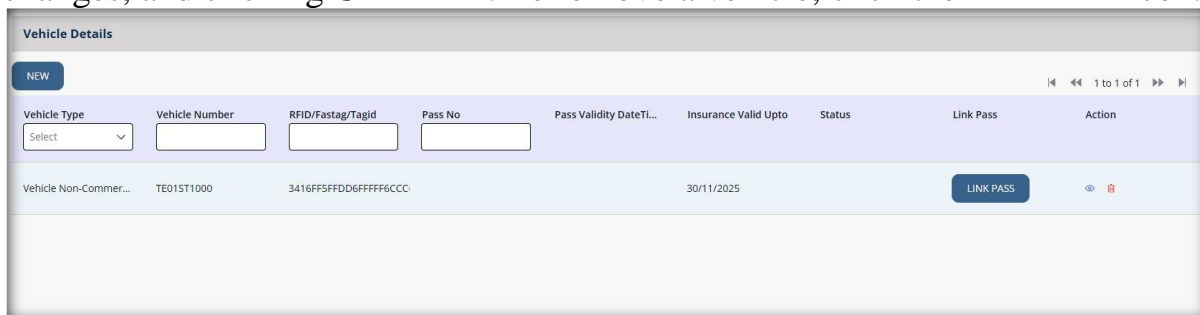
This screenshot shows the 'Vehicle Details' form with the following fields: 'Vehicle Type' (dropdown menu showing 'Vehicle Commercial'), 'Vehicle Number' (text input), 'Fastag' (text input), and 'Insurance Valid Upto' (date input with format 'dd/mm/yyyy'). Below these is a 'Vehicle Documents' section with an upload icon. At the bottom is a table with columns 'Document Type', 'Document Name', and 'Action', which currently shows 'No data found'. There are 'SAVE' and 'CLEAR' buttons at the bottom left.

- 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)***

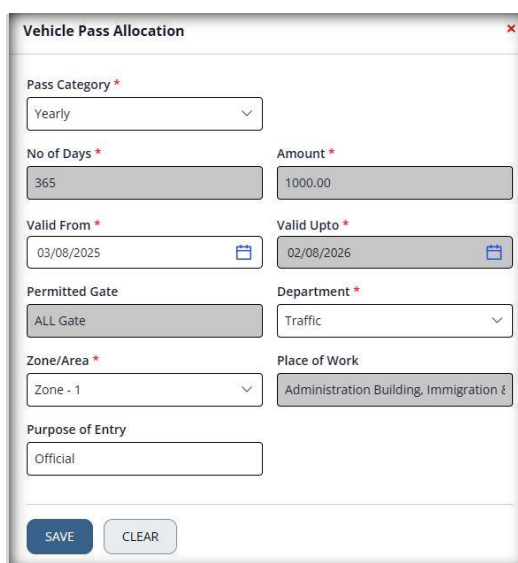
Once all required fields are completed and the documents are uploaded, click the **SAVE** button.

**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**

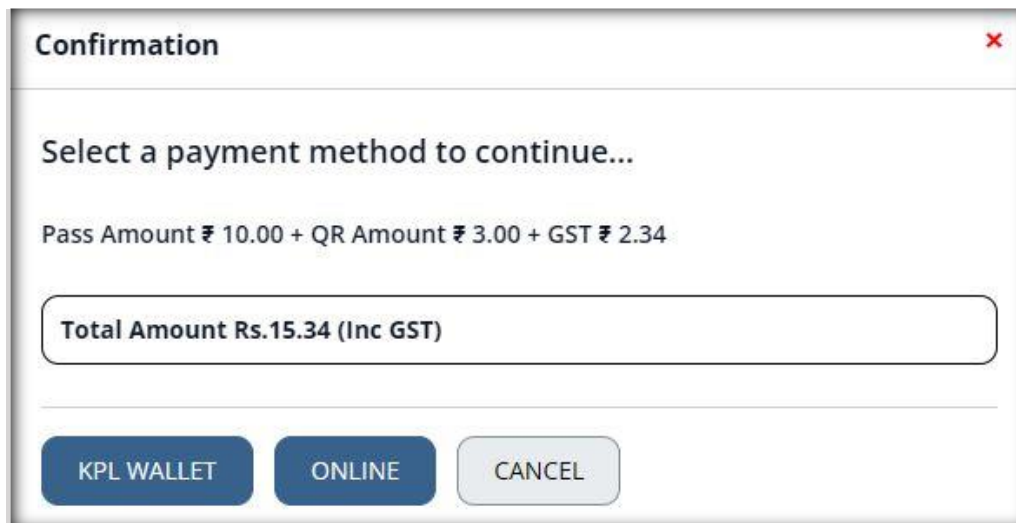
Pass can be made with following categories.

- 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)**

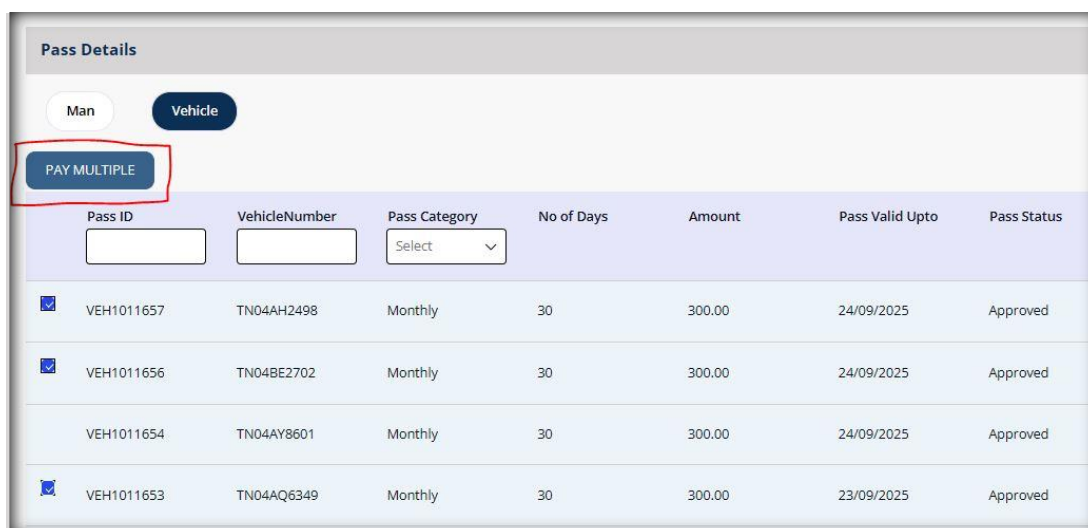
Once the vehicle details are saved, the request will be sent to KPL for approval. The pass status (Pending/Approved) will be displayed in the **Status** column. If the pass is approved, go to the **Pass Details** page, select the **Vehicle** tab, and click the **Pay** button to make the payment.

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 confirmation dialog box titled "Confirmation" with a red close button in the top right corner. The text inside says "Select a payment method to continue...". Below this, it shows the breakdown: "Pass Amount ₹ 10.00 + QR Amount ₹ 3.00 + GST ₹ 2.34". A rounded rectangular box displays the "Total Amount Rs.15.34 (Inc GST)". At the bottom, there are three buttons: "KPL WALLET" (dark blue), "ONLINE" (dark blue), and "CANCEL" (light gray).

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.



The "Pass Details" page has two tabs: "Man" and "Vehicle", with "Vehicle" selected. A "PAY MULTIPLE" button is highlighted with a red rectangle. Below the tabs is a table with the following columns: Pass ID, VehicleNumber, Pass Category, No of Days, Amount, Pass Valid Upto, and Pass Status. The table contains four rows of data, each with a checked checkbox in the first column.

	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
<input type="checkbox"/>	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 Alloca...	RFID Num...	Valid From	Valid Upto
<input type="text" value="pandian l"/>	<input type="text"/>	<input type="text"/>		
<input checked="" 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



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
<input type="text" value="MAN1018040"/>	<input type="text" value="JAYAPRAKASH M R"/>	<input type="text" value="Daily"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="25/08/2025"/>	<input type="text" value="25/08/2025"/>	<input type="button" value="RENEW"/>
<input type="text" value="MAN1018038"/>	<input type="text" value="JEGAN M"/>	<input type="text" value="Daily"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="25/08/2025"/>	<input type="text" value="25/08/2025"/>	<input type="button" value="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 (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	DEACTIVATE
EC6CF30D	3966563085	SUDHAGAR B	MAN1013988	16/08/2025	14/09/2025	DEACTIVATE
18679A86	409442950	KARAN K	MAN1004761	29/07/2025	27/08/2025	DEACTIVATE

### RFID Pass Deactivation

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

### QR Pass Deactivation

Pass ID	Vehicle Number	VehicleType	Company Name	ValidFrom	Pass Valid Upto	Action
VEH1011201	TN090F2847	Vehicle Non-Commercial	ENNORE TANK TERMINALS PRIVAT...	24/08/2025	23/08/2026	DEACTIVATE
VEH1010969	TN01B7209	Vehicle Commercial	ENNORE TANK TERMINALS PRIVAT...	25/08/2025	25/08/2025	DEACTIVATE
VEH1010965	TN05CM7945	Vehicle Commercial	ENNORE TANK TERMINALS PRIVAT...	23/08/2025	21/09/2025	DEACTIVATE
VEH1010915	TN73AV2678	Vehicle Commercial	ENNORE TANK TERMINALS PRIVAT...	23/08/2025	21/09/2025	DEACTIVATE
VEH1010899	TN02AY8919	Vehicle Commercial	ENNORE TANK TERMINALS PRIVAT...	25/08/2025	23/09/2025	DEACTIVATE

### Vehicle Pass Deactivation

**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. On the left is a sidebar menu with options: Home, User Details, Vehicle Details, RFID, Pass Details, Pass Renewal, Other Pass (selected), Transaction Details, Blocked Details, Unblocked Details, RFID Deactivation, QR Deactivation, Vehicle Pass Deactivation, and Reports. The main form area has a title bar 'Laptop Pass Issue'. It contains the following fields: 'Username \*' with a dropdown menu showing 'Select an item from the dropdown...'; 'Model Name \*' and 'Serial Number \*' as text input fields; 'Valid From \*' and 'Valid Upto \*' as date pickers with 'dd/mm/yyyy' format; and 'Traffic Approved Document : \*' with an upload button. 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. It features the same sidebar menu as the previous form, with 'Other Pass' selected. The main form area has a title bar 'Two Wheeler Parking Pass'. It contains the following fields: 'Vehicle Number \*' with a text input showing 'XX99XX9999'; 'User Name \*' with a dropdown menu showing 'Select an item from the dropdown...'; 'Company Name' and 'Recommended Company' as text input fields; 'Valid From' and 'Valid Upto \*' as date pickers with 'dd/mm/yyyy' format; and 'Insurance Valid Upto \*' as a date picker with 'dd/mm/yyyy' format. There is also a 'Two Wheeler Documents : \*' field with an upload button. 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:

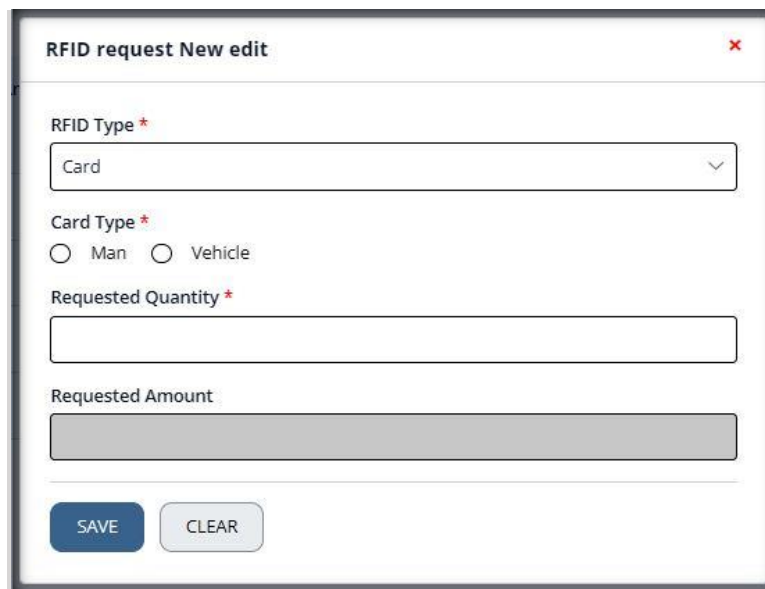
To purchase RFID cards for an individual or vehicle (Two Wheeler/Heavy Vehicles), please follow the steps below:

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 Type \***  
☐ Man ☐ Vehicle

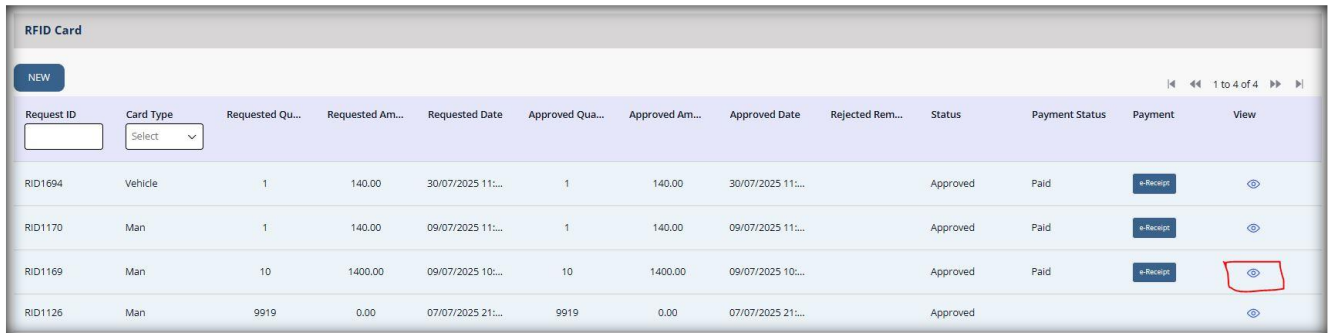
**Requested Quantity \***

**Requested Amount**

**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.



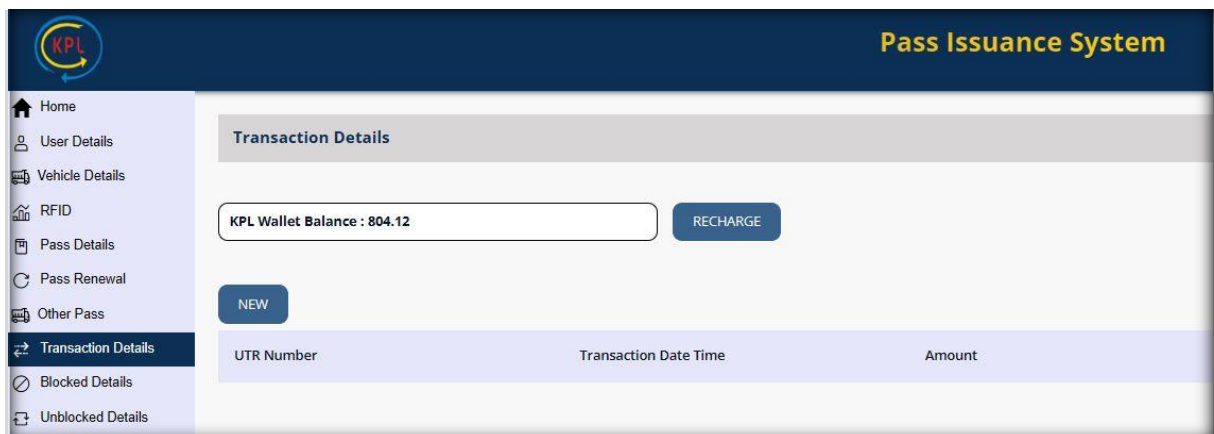
Request ID	Card Type	Requested Qu...	Requested Am...	Requested Date	Approved Qua...	Approved Am...	Approved Date	Rejected Rem...	Status	Payment Status	Payment	View
RID1694	Vehicle	1	140.00	30/07/2025 11:...	1	140.00	30/07/2025 11:...		Approved	Paid	<a href="#">e-Receipt</a>	<a href="#">View</a>
RID1170	Man	1	140.00	09/07/2025 11:...	1	140.00	09/07/2025 11:...		Approved	Paid	<a href="#">e-Receipt</a>	<a href="#">View</a>
RID1169	Man	10	1400.00	09/07/2025 10:...	10	1400.00	09/07/2025 10:...		Approved	Paid	<a href="#">e-Receipt</a>	<a href="#">View</a>
RID1126	Man	9919	0.00	07/07/2025 21:...	9919	0.00	07/07/2025 21:...		Approved			<a href="#">View</a>

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.



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)	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	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	1. Permission letter issued by KPL. 2. Vehicle Registration Certificate. 3. Insurance. 4. Fitness Certificate.
4.	Four-Wheeler (Commercial / Non- Commercial Vehicle)	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.	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.	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**

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

## **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*)