

**Guidelines to be followed for applying for online Submission of Registration Forms:**

1. Mandatory fields in the application form shall be filled without fail
2. System will accept the Images (Photos and Signatures) of the Partners / Directors only in the JPG/JPEG format. Each Image Size is accepted up to 80 Kilo Byte (KB) only.
3. System will accept all the Supporting documents only in the PDF/JPG format of maximum size of 1MB.
4. Before submitting the application you can edit your application and make changes , if required, in the application. An Application Reference Number is automatically generated by this System. You should remember your Application Reference Number for further modifications as well as for taking prints of the submitted Application.
5. Application Reference Number is to be kept secret. Application Reference Number has to be mentioned in all your future communications to CoPT.
6. Once you submit the application no further changes is allowed to modify your submitted application.
7. Once you submit the application then the CoPT logo will appear on your printout along with FINAL displayed in the top right corner of the page.
8. Registration division of CoPT, will process your application after you submit your application as FINAL.

**Things to be done after applying online:**

After applying online application take the printout of the application through the Menu option Printout of the application option, sign it and send it to the Civil Engineering department of CoPT along with all Supporting documents (Original / Notorised copies) to the below address

**The Chief Engineer  
Cochin Port Trust,  
W/Island  
Cochin-682009  
Tele Fax: 0484 – 2666414**