

NEWSFLASH

SECURITY



07 February 2022

Dear Colleagues

**PORT OF RICHARDS BAY: NEW PROCESS
ELECTRONIC APPLICATION: PROCESS FOR VISITORS -TEMPORARY PORT ENTRY PERMITS**

Transnet National Ports Authority (TNPA), Port of Richards Bay Security Department, has embarked on a new process to apply for Port entry permits with effect from 30 November 2021, the project is being rolled out in phases.

The project phase will be implemented to facilitate the access of employees and visitors visiting the respective terminals.

The Facility host (employee) must submit an application for a visitor's temporary permit electronically via the following process:

The Facility host (employee) to complete and e-mail the following to tnparcb.epermit@transnet.net:

- Annexure A.
- Attach relevant documentation as per the attached communique dated 04 October 2021 (addressed to Stakeholders).

The new process is similar to the current permit application process. However, it will eliminate the 'face to face' contact. In addition, the visitor(s) will receive his/her permit via e-mail.

Example - Mr Jones requires access to the port:

- Facility host (employee) to apply for a visitor's permit, i.e. Mr Jones.
- Attach relevant documentation and the original request to the Facility host.
- TNPA Security will screen the application.
- If all requirements are met, TNPA will e-mail the temporary permit to Mr Jones.
- On arrival at the Port, Mr Jones will produce the signed printed permit (or the signed electronic version) to the security official at the port security entrance.
- On verification of the permit by the security office (with Mr Jones' original positive identification – ID), Mr Jones will be granted access by the security official.

NB: Kindly refer to the attached letter addressed to Stakeholders (dated 30 November 2021) as well as the presentation.

Should you require clarity, please contact:

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Senza Kwenzeke