

1 December 2021

Dear Valued Stakeholder,

RE: PORT OF RICHARDS BAY: NEW PROCESS – ELECTRONIC APPLICATION FOR 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 04 October 2021, the project is being rolled out in phases.

The project phase will be implemented to facilitate the access of Richards Bay Coal Terminal Terminals (RBCT), Engen and Bidvest Tank Terminals (BTT) employees and visitors visiting the respective terminals.

How to Apply:

Temporary Permits

1. Applications must be submitted via e-mail to tnparcb.epermit@transnet.net only. No other form of application will be accepted. (Walk-in applications at the Permit Office will, however, be accommodated in exceptional circumstances).
2. The 'subject heading' on the e-mail application must reflect the ID / Passport number of the applicant **only**. No other information must be included in the 'subject heading' as it will not be accepted by the processing officer/s.
3. Each e-mail must only contain the relevant documents for an **individual** applicant. No bulk applications will be processed.
4. The turnaround time for long term permit applications:
 - 4.1. South African Nationals - two (2) working days.
 - 4.2. Foreign Nationals - three (3) working days.

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"This letterhead contains personal information as defined in the Protection of Personal Information Act, No. 4 of 2013 (the "Act"). The signatory consents to the processing of his/ her personal information and is obliged to handle other data subject's information in accordance with the requirements of the Act".

TRANSNET HAS A 'ZERO GIFTS' POLICY. NO EMPLOYEE IS ALLOWED TO ACCEPT GIFTS, FAVOURS OR BENEFITS

South African Nationals

5. The following documents must be attached in PDF format (kindly ensure that the copies are clearly legible):
 - 5.1. Electronically completed Annexure "A" form (no handwritten copies).
 - 5.2. Duly signed Annexure "C" (attached).
 - 5.3. Signed letter from employer confirming the following:
 - 5.3.1 employment details of applicant;
 - 5.3.2 reasons for requesting access;
 - 5.3.3 areas where access is required; and
 - 5.3.4 acceptance of all liability of actions in the Port Precinct by the applicant.
 - 5.4. If applicant is a sub-contractor of any agent, a letter from the host confirming access requirements.
 - 5.5. Copy of South African ID.
 - 5.6. Copy of PrDP if applying as a truck driver.

Foreign Nationals

6. All Foreign Nationals are subjected to Immigration security checks and must attach clear copies of below documents in PDF format:
 - 6.1. Fully completed Annexure "A" fillable form (no handwritten copies).
 - 6.2. Duly signed Annexure "C" (attached).
 - 6.3. Signed letter from employer confirming:
 - 6.3.1. employment details of applicant;
 - 6.3.2. reasons for requesting access;
 - 6.3.3. areas where access is required; and
 - 6.3.4. acceptance of all liability of actions in the Port Precinct by the applicant.
 - 6.4. Bio page of passport **and**
 - 6.4.1. Foreign driver's license;
 - 6.4.2. Visa status or Work Permit in the passport; or
 - 6.4.3. Refugees or Asylum Permit.
7. In addition to items (6.4.1), (6.4.2) and (6.4.3), foreign commercial heavy-duty vehicle drivers from countries such as Lesotho, Kingdom of Eswatini, Namibia, Zambia, Zimbabwe and Malawi, must produce a signed letter confirming their employment with a transport company abroad.

Permit Renewals

8. All permit renewals will follow the same process of application outlined above. Please adhere to these requirements.

Temporary Permits (1 day to 3 months)

9. Temporary permits will be issued electronically with a validity period ranging from one (1) day to three (3) months maximum only.
10. The turnaround time for issue of a temporary permit is two (2) working days. In the event of immigration verification for foreign nationals, the turnaround time will be extended to three (3) working days. Please apply timeously to allow for processing of applications.
11. Temporary permits will be e-mailed to the e-mail address provided in the Excel spreadsheet "Annexure A". Hence, please ensure accuracy of the return address.

The TNPA Richards Bay Security Department would like to thank all stakeholders for their cooperation and continued support during this process.

Should you require any additional assistance or clarity, kindly contact the Security Operations Manager on 066 290 3623, his delegate via tnparcb.epermit@transnet.net, or call the TNPA Security Department on 035 905 4625/6.

Yours sincerely



Imtiaz Sheriff-Uddin
Security Operations Manager
TNPA, Port of Richards Bay