



24 August 2021

Dear Port Users

**RE: Application Process for Manual Port Entry Permits**

As per our previous communication, Security Notice 10 of 2021 - Issue of Port Entry Permits; dated 26 July 2021, the challenge of bringing IPMS back online persists.

To facilitate the movement of cargo to and from the Port of Cape Town and its terminals, a manual process to apply for Port Entry Permits will be introduced on Thursday, 25 August 2021.

A similar internal verification process will be followed whereby all applications will be subjected to security screening and only issued with Port Access once the security screening is returned as cleared.

**Application Process:**

**Long Term Permits (1 to 3 Years)**

1. Applications must be made via e-mail to [TNPACPTPortPermit@transnet.net](mailto:TNPACPTPortPermit@transnet.net) only. No other form of application will be accepted. No walk-in applications at the Customer Service Centre will be allowed.
2. The subject heading must reflect the ID/Passport number of the applicant only. No other information must be added to the subject line as it will not be accepted by the processing officers.
3. Each email must only contain the relevant documents for an individual applicant. No bulk applications will be processed.
4. Turnaround time for long term permit applications will be:
  - a. SA Nationals = 5-7 working days and
  - b. Foreign Nationals = 10-15 working days

**South African Nationals**

5. The following clear copies of documents must be attached in PDF format
  - a. Fully completed Annexure "A" fillable form (no handwritten copies)
  - b. Dully signed Annexure "C" (Attached)
  - c. Signed Letter from employer confirming:
    - i. employment details of applicant,

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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**

- ii. reasons for requesting access,
  - iii. areas where access of required,
  - iv. and acceptance of all liability of actions in the Port Precinct by the applicant.
- d. If applicant is a sub-contractor of any Port tenant; a letter from the host confirming access requirements.
  - e. Copy of South African ID
  - f. Copy of PDrP if applying as a truck driver.
  - g. If **Permit Renewal**, a copy of the permit to determine the quality of the print and if a reprint will be required.

### **Foreign Nationals**

- 6. All Foreign National are subjected to Immigration security checks and must attach clear copies of below documents in PDF format:
  - a. Fully completed Annexure "A" fillable form (no handwritten copies)
  - b. Dully signed Annexure "C" (Attached)
  - c. Signed Letter from employer confirming:
    - i. employment details of applicant,
    - ii. reasons for requesting access,
    - iii. areas where access of required,
    - iv. and acceptance of all liability of actions in the Port Precinct by the applicant.
  - d. Bio page of passport **and**
  - e. Visa status in the passport or
    - i. work permit or
    - ii. refugees or asylum permit
- 7. In addition to the items (a), (b) and (d); **Foreign Commercial heavy-duty vehicle drivers from the following 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 note requirement 4(g).
- 9. After approval, the permit will be automatically updated without the need for a physical visit to the CSC, unless the quality of the exiting permit is of a nature whereby the identity of the holder cannot be confirmed by the security officials.

### **Port Access Cards**

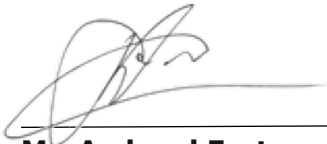
10. Photo and fingerprint will be taken at the CSC. The first issue of the Port Access Cards is free and the cost of replacement (if lost, damaged) is R467.64, including VAT, subject to yearly tariff increase every 1<sup>st</sup> of April.
11. Any change of employment must be communicated via an official letter to the CSC for ID Cards to be block on the access control system.
12. The holder of the access card will be required to produce a confirmation letter from new employer before activation of access cards and the cost associated with the re-print will be applicable.
13. Any changes required on an access card (name change, ID/ Passport number change/ change of employer), the cost of a re-print will be applicable.

### **Temporary Permits (1 day to 3 months)**

14. Short term permits will be issued electronically for a period of 1 day to 3 months only.
15. No temporary permit will be issued to category of person that should apply for a long-term Permit.
16. No temporary permit will be issued to applicants of long-term permits.
17. Application can be made in bulk to email address [TNPACPTPortPermit@transnet.net](mailto:TNPACPTPortPermit@transnet.net) with "**Bulk Temp Permit Application**" in the subject heading.
18. The completion of the excel spreadsheet (Annexure "D" Bulk Temp Permit Template) is required with the following supporting documents:
  - a. Letter from employer confirming:
    - i. employment details of applicant,
    - ii. reasons for requesting access,
    - iii. areas where access of required,
  - b. If applicant is a sub-contractor of any Port tenant, a letter from the host confirming access requirements.
  - c. Copy of South African ID or
  - d. Foreign National
    - i. a copy of the bio page of passport
    - ii. copy of their visa status in the passport or
    - iii. work permit or
    - iv. refugees or asylum permit
19. The turnaround time for issue of a temporary permits is 1-3 working days and in the case of Immigration verification for foreign nationals; 5-10 working days. Please submit your application timeously to allow to the sufficient application processing time.
20. Temporary permits will be emailed to the email address provided in the excel sheet. Please double check correctness.

Your continued support in this process is greatly appreciated. For any additional queries, please email the Port Security Manager or his delegate at [PortSecurityCPT@Transnet.net](mailto:PortSecurityCPT@Transnet.net) or telephone the security control room on: 021-449 4111 / 4123

Kind regards



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**Mr. Arshaad Fester**

**Port Security Officer (PSO)**

**Chairman: Maritime Security Committee: TNPA Port of Cape Town**