

TRANSNET



delivering freight reliably

Integrated Port Management System (IPMS) Permit Application Guideline - 2020

2020/07/

OVERVIEW



Application via IPMS

Applicant must have all supporting documents available electronically

Access IPMS via any Internet linked PC

Complete and Submit Form

Ensure strict adherence to guidance (Country Code must be used for telephone numbers e.g. 027)

Upload all supporting documents

System Generated Reference

System will generate an application number for tracking purposes

Applicant will receive reference number via email

Application Checks

Application will be screened for completeness

Incomplete applications will be returned to applicant

Complete applications will be released for security screening

Approval and Collection

Applicant will be notified once application is approved and permit is ready for collection

Photo and Biometric will be registered on collection of Permit

Proof of Identification is required on collection

Rejection and Review

Application must be submitted within 14 days to the Permit Appeal Board for review

Letter of rejection

Motivation letter

Any additional evidence to support application

OVERVIEW OF IPMS



Use Google Chrome to access the IPMS

Internet Link to Website

<https://ipms.transnet.net>

NB: A user name and password is not required to apply as no login is necessary

Select Drop Down

Navigate to Port Entry Pass

Click to start process

Please enter your username and password to login.

0046550

.....

I accept the terms and conditions

Remember me

Login

[Forgot password?](#)

User Requests

- New Agent Registration
- New Licensing Request
- 24 Hours Incident Report
- User Registration
- 24 Hours Incident Report
- User Registration
- Pilot Exemption Request
- Port Entry Pass
- Port Information

Fields and Guidance to Complete



Integrated Port Management System

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[About Us](#)

Port Entry Pass Application

Port: *

- Select Port
- Cape Town
- Durban
- East London
- Mossel Bay
- Ngqura
- Port Elizabeth
- Richards Bay
- Saldanha Bay



Fields and Guidance to Complete



Integrated Port Management System

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Port Entry Pass Application

Port: * Cape Town

New Application Resubmit Reverted Application Appeal On Rejected Application

Contractors Application

Individual Application

Type of application

Form A

Access Permits

Temporary Permits Permanent Permits

1-3 Years

From Date: *

To Date: *

Type and duration of Permit

FALSE STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION FOR A PORT ACCESS PERMIT BY THE APPLICANT, AUTHORISED SIGNATORY, OR ANYONE PROVIDING A REFERENCE FOR THE APPLICANT WILL RESULT IN AN OFFENCE UNDER THE CRIMINAL PROCEDURE ACT, 51 OF 1977. PLEASE NOTE THAT ALL APPLICANTS WILL BE SUBJECT TO A SCREENING PROCESS.

FAILURE BY THE APPLICANT AND/OR THE AUTHORISED SIGNATORY TO COMPLETE ANY PART OF THIS PORT ACCESS PERMIT APPLICATION FORM MAY RESULT IN THE DELAY AND/OR REFUSAL TO ISSUE A PORT ACCESS PERMIT. ANY QUERIES SHOULD BE DIRECTED TO THE PORT CUSTOMER SERVICES CENTRE / SECURITY PERMIT OFFICE AT 021 449 3111

Read Disclaimer

APPLICANT PERSONAL DETAILS

(Applicants to present the original identity document/passport, together with certified copies thereof and valid work permits, business permits and/or visa (if applicable) to the Customer Services Centre or Security Permit Office.)

Surname: *

First Full Name: *

Initial: *

SA Citizen: * Yes No

ID Number/Passport Number: *

Contact Number: *

Gender: * Male Female

Fields and Guidance to Complete



Mobile/Telephone/Fax numbers must be prefixed with country code e.g. 027

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APPLICANT PERSONAL DETAILS
(Applicants to present the original identity document/passport, together with certified copies thereof and valid work permits, business permits and/or visa (if applicable) to the Customer Services Centre or Security Permit Office.)

Surname: *	First Full Name: *	Initial: *
SA Citizen: * <input type="radio"/> Yes <input type="radio"/> No	ID Number/Passport Number: *	
Contact Number: *	Gender: * <input type="radio"/> Male <input type="radio"/> Female	
Home Address: *	Email address: *	
Suburb: *	City: *	Postal Code: *
Country of Origin: * Select...	Department Manager: *	Telephone Numbers to include country code e.g. 027
Company: *	Department: *	Employee No: *
Company Telephone No.: *	Job Title: *	
Company physical Address: *		
Do you currently have a permit?: * <input type="radio"/> Yes <input type="radio"/> No If Yes, Please provide reason for re-application:		
Port Induction Training: * <input type="radio"/> Yes <input type="radio"/> No		Induction Certificates to be uploaded
Do you have a criminal record: * <input type="radio"/> Yes <input type="radio"/> No	(If yes, Please provide Police Clearance Certificate (SAP))	

(I, the Applicant, agree to adhere to all safety and security related rules and regulations imposed on all TNPA owned/managed areas in the Port. All particulars furnished by me on this

Fields and Guidance to Complete



Port Entry Pass Application

application:

Port Induction Training: * Yes No

Do you have a criminal record: * Yes No (If yes, Please provide Police Clearance Certificate (SAP))

(I, the Applicant, agree to adhere to all safety and security related rules and regulations imposed on all TNPA owned/managed areas in the Port. All particulars furnished by me on this Application Form are true and correct.)

Date of Application: *

VEHICLES DETAILS
(Please attach a copy of the vehicle registration certificate (VRC) for each vehicle.)

Vehicle Reg. No.*	Model *	Chassis or Vin No.*	Colour*	Action

CONFIRMATION OF EMPLOYMENT
(I / We hereby confirm the said employee either ceased employment with the company. I / We undertake to return the Port Access Permit to the Customer Services Centre or Security Permit Office when the Permit expires.)

Reason for Permit Application: *

Port Lease agreement New Employee

Access Permit Renewal Short-term Project

Other

Tools: * Yes No

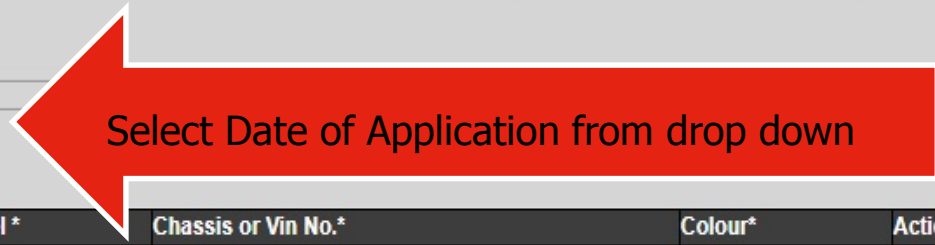
Camera: * Yes No

Specialised equipment: * Yes No

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Thursday, May 07, 2020



Fields and Guidance to Complete



Port Entry Pass Application

Vehicle Reg. No.*	Make*	Model *	Chassis or Vin No.*	Colour*	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

CONFIRMATION OF EMPLOYMENT BY AUTHORISED SIGNATORY

(I / We hereby confirm the above Applicant's employment at our Company. I / We undertake to return the Port Access Permit to the Customer Services Centre or Security Permit Office when said employee either ceases to be employed by us, or the Port Access Permit expires.)

Reason for Permit Application: *

Section 56 / 57 license Number

Port Lease agreement

New Employee

Short-term Project

Port Access Permit Renewal

Other

Tools: * Yes No

Insert Details: *

Camera: * Yes No

Insert Details: *

Specialised equipment: * Yes No

Insert Details: *

Surname and initials of Authorised Signatory: *

Mobile: *

Email address: *

Specify reason for permit application

Declare all items, if yes is selected a text box will open for detailed entries.

Valid email must be entered

Upload Documents

Upload Documents

Fields and Guidance to Complete



Integrated Port Management System Home About Us

Port Entry Pass Application

equipment: *

Surname and initials of Authorised Signatory: * Mobile: *

Email address: *

Upload Documents

Upload Documents

Choose...

- Choose...
- Company Approval Letter
- Identity Doc
- Induction Certificate
- Others
- Passport
- Proof of Company Ownership
- Proof of Payment
- Roadworthy Certificate
- Tax Clearance Certificate

Security Code: *

Select required documents type:
Mandatory documents include the Company Approval letter,
ID / passport document
Roadworthy certificate if you included vehicle details

Fields and Guidance to Complete



Integrated Port Management System

Port Entry Pass Application

equipment: *

Surname and initials of Authorised Signatory: *

Email address: *


Upload Documents

Upload Documents

Choose.... **+ Browse** **Upload**

Document Category

Security Code

Enter Security Code: * 

Submit **Reset** **Cancel**

Open

Desktop

Search Desktop

Organize New folder

★ Favorites

- Desktop
- Recent Places
- iCloud Photos
- A360 Drive
- Downloads
- iCloud Drive
- OneDrive

Libraries

- System Folder
- System Folder
- Network System Folder
- Applications Launcher

File name: All Files (*.*)

Open **Cancel**

Browse to file location and select file, click on Open then Click Upload

Fields and Guidance to Complete



Port Entry Pass Application

Surname and initials of Authorised Signatory: *
Email address: *

Mobile: *

Upload Documents

Upload Documents

Identity Doc Please Select The Document Type

Document Category

Document Name

Security Code

Enter Security Code: *  

Enter Security Code

Submit form

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THANK YOU

Contact details

Please contact the Port appointed Port Security Officer (PSO) for additional assistance