

HELP GUIDE FOR PORT USERS APPLYING PORT ENTRY PASSES
HAMBANTOTA INTERNATIONAL PORT

All port users are required to possess with a port entry pass to access the port area and port entry pass applying procedure is as explained below.

Applying Procedure

Step 1

Complete the **port entry pass application form** available on the website (link: <http://www.hipg.lk/our-services/security>) and submit to Pass Office email add (port.pass@hips.lk) with scanned original copies of compulsory documents. Kindly refer to the 'Requirements for Issuing Port Entry Pass' for further details.

Applicant should copy above email to Navy email add. (pfsohambantota@navy.lk) for obtaining Port Facility Security Officer's (PFSO), no objection. Navy will response with a reply mail indicating PFSO's no objection/remarks.

Other approvals and situational requirements shall be obtained/fulfilled by the applicant/port user as deemed appropriate and should be available whilst entering the port.

e.g:

- *Custom clearances form Sri Lanka Customs*
- *Immigration approval from Department of Immigration and Emigration*
- *Work permits from QHSE, HIPS*
- *Safety induction completion endorsement, QHSE, HIPS*
- *No objection from ENS*
- *Port Health Officer clearance*
- *Health declarations*

Step 2

On receipt of the email, Pass Office will scrutinize the application/documents and will obtain approval form the Head of security upon fulfillment of all necessities. The payment terms for obtaining passes will be then informed to the applicant via a reply email.

Step 3

Upon receipt of payment terms, applicant shall pay the dues to the bank and the scanned copy of payment slip should be emailed back to the pass office, Refer to port entry pass charges. Bank details as follows:

- ✓ Name of account holder: Hambantota International Port Services Company (Pvt) Ltd
- ✓ People's bank account no: 007-2-001-5-0022452
- ✓ Branch: Hambantota
- ✓ Bank code: 7135

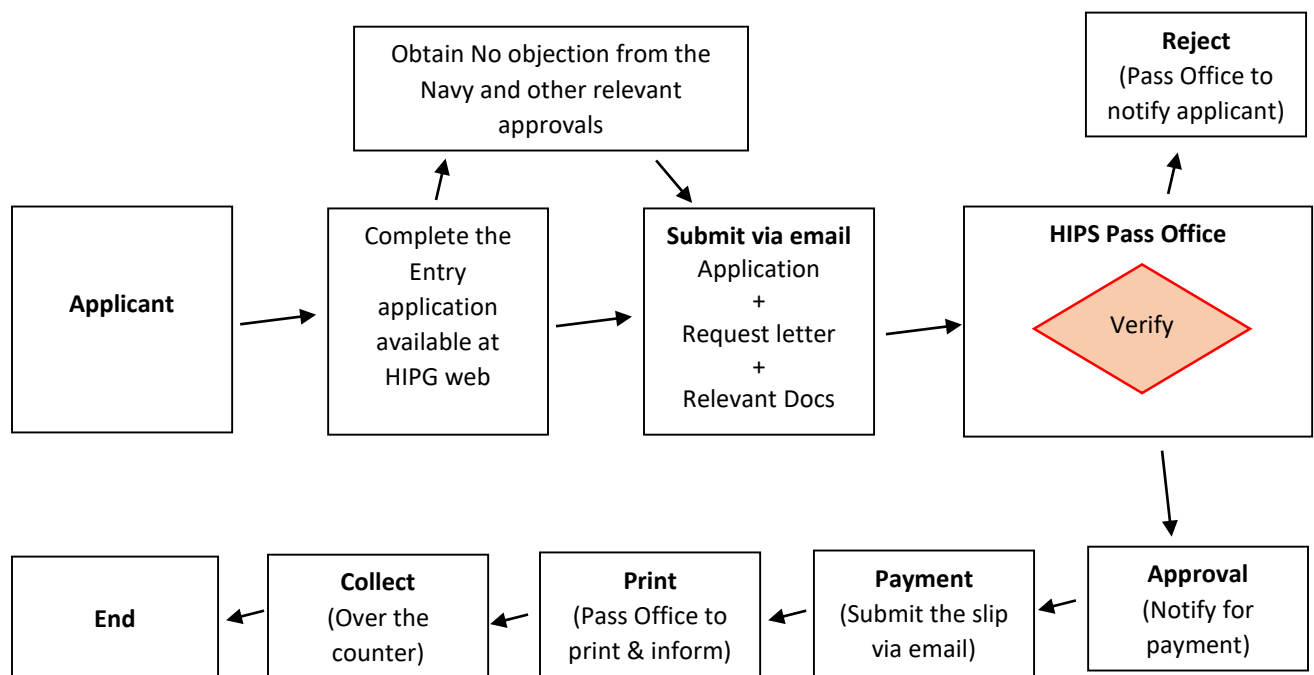
Step 4

On confirmation of the payment, pass office will print the port entry pass and application status will be notified to the customer as 'ready for collection'.

Step 5

Customer to collect the pass from the HIP pass office.

Flow Chart



Instructions for Applicant's

- Application form should be filled in English block letters.
- Purpose of using the port, needs to be clearly indicated.
- NIC/PP number should be clearly indicated.
- Pass required period should be clearly indicated.
- Separate applications should be forwarded for a varying reasons.
- Company address; should be the registered address.
- All particulars of the application form should be filled without leaving blanks. If not, applicable fields should be filled as 'N/A'.
- When applying for port entry pass renewal, the previous pass issue date needs to be indicated correctly, otherwise application may be rejected.
- Applicant's signature and rubber stamp is mandatory in the application (recommend to scan and submit the duly filled application).
- Pass officer will not be responsible for any wrong information furnished by the applicant.
- For any clarification/inquiry, pass office can be contacted (0472277792, 0764078076, 0764078075)
- Annual passes to be applied separately.
- Any loss of port entry pass should be immediately notified to HIPS; a police entry made and certified copy of the police entry forwarded to HIPS.
- Pass request application and other documents should be submitted to pass office well in advance (minimum of three days prior).