

**PORT ENTRY PASS APPLICATION**

**HAMBANTOTA INTERNATIONAL PORT**

Application No. *Office use only*

01. Company Name and Address 02. Contact Details

03. Reason to Enter the Port (Specify correctly)

04. Category (tick **(✔)** your category)

|  |  |  |  |
| --- | --- | --- | --- |
| Wharf Clerk & Clearing Agent |  | Visitor |  |
| Shipping Agent |  | Supply Distribution to Port facilities |  |
| Ship Chandler |  | Business Entities within the Port |  |
| Ship Repair Company |  | Government Officer |  |
| Marine Surveyor  |  | Outsourced Company Staff |  |
| Foreigner-Visit |  | Media Personnel |  |
| Foreigner-Work |  | Tenant at HMC |  |
| Contractor/Labourer  |  | Other |  |

05. Type of Pass (tick **(✔)** please)

|  |  |  |  |
| --- | --- | --- | --- |
| Daily/Weekly |  | New |  |
| Monthly |  | Renewal |  |
| Annual (to be applied separately) |  |

06. Nature of Pass (tick **(✔)** please)

 Onboard Afloat Ashore

07. Current Year HIP License’s Field and Number

 (As Applicable)

***08. Please Submit Personnel and Vehicle Details as per the Attached Format.***

09. Applicant’s Signature & Rubber Stamp ……………………………………. 10. Date

**Note: Applicant or Declarant do hereby abide to indemnify Hambantota International Port (HIP) for any consequences, losses or damages arising out of producing false information and/or forge evidence herein and further, Applicant or Declarant will be liable for such consequences, losses, damages and/or expenditures pertaining to Covid 19 related concerns emerge due to such false information and/or forge evidence**

**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 such fields should be filled as ‘N/A’.
* Annual passes to be applied separately.
* 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, 0764078093)**.
* Application shall accompany ‘pass request letter’ and ‘compulsory documents’.
* ‘Pass request letter format’ and ‘list of compulsory documents’ and other necessities defined as per the category of port user is available at <http://www.hipg.lk/our-services/security>.
* **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).
* Payments shall be made to following Bank account:
* 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

**For Office Use Only**

Zones Gates Onboard Afloat Ashore On Payment Free Pass

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All Required Documents Attached

Application Checked/Recommended by

**Approved/Not Approved**

**…………………………………………**

Head of Security

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name with Initials** | **NIC or PP No.** | **Designation**  | **Police Report Date or Visa Exp. Date (As Applicable)** | **GS Report & Safety Induction****Yes/No****(As Applicable)** | **Previous Permit Issue Date****(Compulsory for renewal)** | **Permission required for (Gate/Zones) & permit required period (2nd Line)** |
| 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 03 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 08 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 09 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **From:****To:** |

 **Personal Details Format**

**Vehicle Details Format**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vehicle No.** | **Vehicle Owner** **(as Per the Rev. License)** | **Revenue License Number & Expiry Date** | **Insurance Number & Expiry Date** | **Diver Details****Name & NIC** | **Previous Permit Issue Date (Compulsory for Renewal)** | **Permission required for (Gates/Zones) & permit required period (2nd Line)** |
| **01** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |
| **02** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |
| **03** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |
| **04** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |
| **05** |  |  |  |  |  |  |  |
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| **08** |  |  |  |  |  |  |  |
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| **09** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |
| **10** |  |  |  |  |  |  |  |
|  |  | **From:****To:** |