

**USER GUIDE – V3**  
**PORT ENTRY PASS APPLICATION PROCEDURE**  
**HAMBANTOTA INTERNATIONAL PORT**

All port users are required to possess a port entry pass to access the port area and the port entry pass applying procedure is 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 the Pass Office email address ([port.pass@hips.lk](mailto: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 the aforementioned email to the Navy email address ([pfsopasship@gmail.com](mailto:pfsopasship@gmail.com)) for obtaining Port Facility Security Officer's (PFSO), no objection. The Navy will respond with a reply mail indicating PFSO's no objection/remarks. Further, no objection of the QHSE is also mandatory and could be obtained by requesting through ([safety.officer@hips.lk](mailto:safety.officer@hips.lk)).

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 from Sri Lanka Customs ([hip@customs.gov.lk](mailto:hip@customs.gov.lk), [wa.hip@customs.gov.lk](mailto:wa.hip@customs.gov.lk))*
- *Immigration approval from the Department of Immigration and Emigration ([hharbour@immigration.gov.lk](mailto:hharbour@immigration.gov.lk))*
- *Work permits from QHSE, HIPS ([safety.officer@hips.lk](mailto:safety.officer@hips.lk))*
- *Safety induction completion endorsement, QHSE, HIPS*
- *No objection from ENS ([randika.givendrasinghe@hipg.lk](mailto:randika.givendrasinghe@hipg.lk), [DM.ENS@hipg.lk](mailto:DM.ENS@hipg.lk))*
- *Port Health Officer clearance ([phohambanthota@gmail.com](mailto:phohambanthota@gmail.com), [phi.porthhealth@gmail.com](mailto:phi.porthhealth@gmail.com))*
- *Health declarations*

**Step 2**

Upon receipt of the email, the Pass Office will scrutinize the application/documents and will obtain approval from the Head of Security. The payment terms for obtaining passes will be then informed to the applicant via a reply email. The pass office will also notify the customer in case of rejection of the application due to varying reasons.

### **Step 3**

Upon receiving the payment terms, it is required to pay the dues to the bank. After making the payment, the applicant should email the soft or scanned copy of the payment slip to the pass office as proof of payment, enabling the pass office staff to confirm payment and move forward with the application process. Refer to port entry pass charges. Bank details are 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

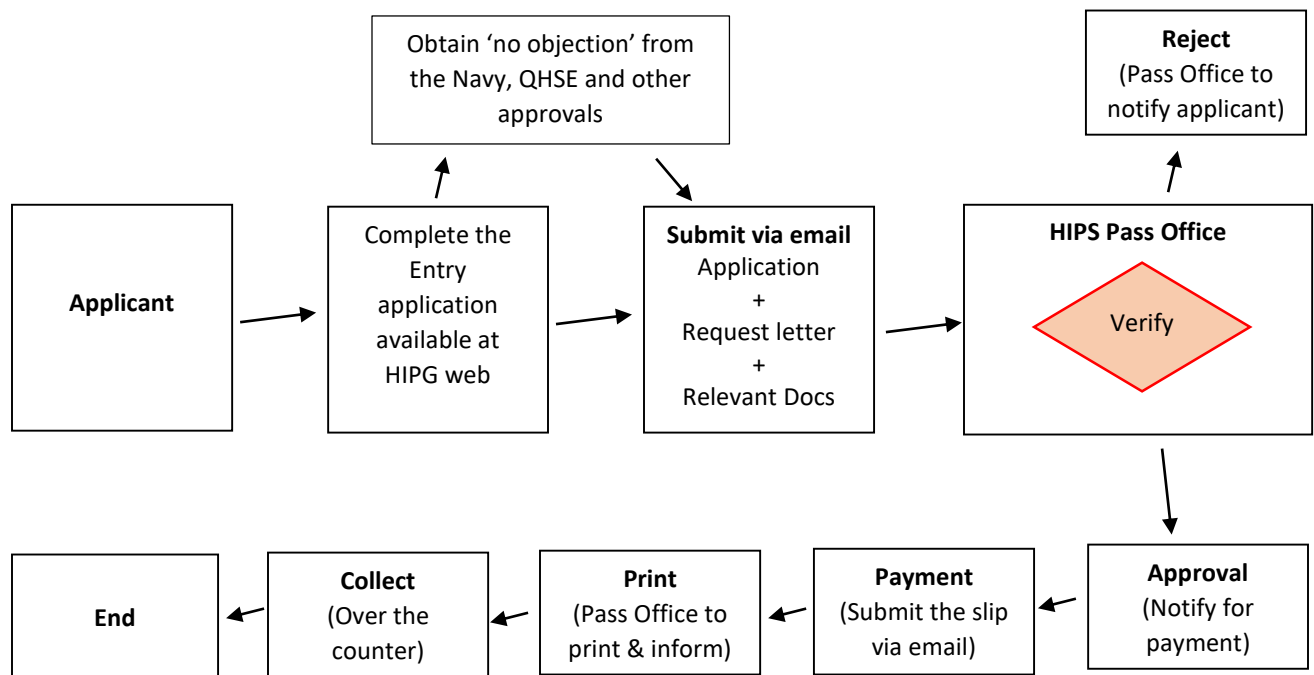
### **Step 4**

On confirmation of the payment, the pass office will print the port entry pass and the customer will be notified of the application status through an email with the message saying 'ready for collection'.

### **Step 5**

Customer to collect the pass from the HIP pass office.

### **Flow Chart**



## Instructions for Applicants

- Application forms should be filled in English block letters.
- The purpose of entering the port needs to be clearly indicated.
- NIC/PP number should be clearly indicated.
- The pass required period should be clearly indicated.
- Separate applications should be forwarded for different varying reasons.
- Company address; should be the registered address.
- All particulars of the application form should be filled in 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, the application may be rejected.
- The applicant's signature and a rubber stamp are mandatory in the application (recommend scanning and submitting the duly filled application).
- The pass officer will not be responsible for any wrong information furnished by the applicant.
- For any clarification/inquiry, the pass office can be contacted **(0472277792, 0764078093)**
- Annual passes are to be applied separately.
- Any loss of port entry pass should be immediately notified to the HIP Pass Office; a police entry made and a certified copy of the police entry shall be submitted to the Pass Office.
- Pass request applications and other documents should be submitted to the Pass Office well in advance (at least before one day).
- **Grama Niladari Certificate Requirement:** it is mandatory to submit a Grama Niladari certificate when applying for a weekly pass in cases where a police report is not available. This measure is implemented to verify the identities of applicants more effectively.
- **Police Report Requirement:** Any individual applying for temporary weekly entry passes more than two times consecutively will be required to submit a police report. This requisite is aimed at enhancing security and ensuring the safety of our port.
- **Three-Year Validity for Police Reports:** Police reports will now have a validity period of three years. Applications submitted without a valid report, or those exceeding the three-year validity, will be rejected. We urge all users to ensure that their documentation is up to date before applying.