



MAPUTO PORT DEVELOPMENT COMPANY MPDC

ACCESS CONTROL POLICY

PURPOSE

MPDC - Sociedade para o Desenvolvimento do Porto de Maputo, is committed to controlling access to the Port of Maputo in pursuit of compliance to the International Ship and Port Facility Security Code (ISPS).

This policy is intended to support the creation of a compliant and secure Port environment, protecting the rights of MPDC, its sub-concessions and Port users doing business in and facilitating trade through the Port of Maputo.

ROLES AND RESPONSIBILITIES

It is the responsibility of management to determine the policy and to communicate this policy to all Port stakeholders and to review it periodically.

It is the responsibility of the Security Manager to implement the policy and to ensure that the appointed security contractor applies the policy consistently to protect stakeholders and Port users from harm.

It is the responsibility of companies to ensure that access cards issued to their employees are retrieved upon leaving their employ and returning these to the Security Manager to ensure that only authorized persons have access to the Port.



POLICY STATEMENT

To ensure compliance with the Purpose of this policy, as set out above, access cards and vehicle permits will be authorized as follows:-

1. MPDC employees will receive permanent access cards;
2. Sub-concessions may apply for access cards, renewable annually at the prescribed price;
3. Port users with offices and/or premises within the Port boundary, may apply for access cards, renewable annually at the prescribed price;
4. Agents may apply for access cards, renewable annually at the prescribed price;
5. Port users appointed to act on behalf of importers/exporters, and who require access on a regular and/or daily basis may apply for annual access cards provided that a confirmation letter from their principal is submitted with their application.
6. All transporters requiring access to the Port for the conveyance of goods must apply for vehicle access cards, renewable annually at the prescribed price;



7. Owners of local transporting companies renting equipment to Port terminals, may apply for day access cards as and when access is required;
8. Suppliers and/or other Port users that require access may apply for a day access permit, which may at the discretion of the Security Manager be extended for a period commensurate with the required business needs. These access permits are at no charge.
9. Access for MPDC suppliers and contractors must be arranged by the contracting department.

The guiding principle in considering applications for annual access cards is that the applicant must be conducting business in the Port on a regular basis. Those that conduct business on an irregular basis may apply for a day permit.

Applications must be submitted online via the Port website www.portmaputo.com or on the application form available from the Security Manager. Such applications must be accompanied by the following relevant supporting documents:-

- Letter motivating reason for access;
- An invitation letter or meeting request from a company with offices and/or premises within the Port boundary, delivery



documents or any other proof that proves that access is for legitimate Port business;

- Appointment letter from principal;
- List of names and copies of ID documents;
- If access for a vehicle is required, the vehicle documents and copy of driver's license;



ANNEXURE A

Approved by EXCO:

Osório Lucas:  LSS	Alberto Rivas: 	Ana Santiago: 
Gerhard Botha: 	Johann Botha: 	Joao Cuna: 
Paulo Mata: 		