



ONLINE VISITOR ANNOUNCEMENT- USER INSTRUCTIONS for data entry and confirmation

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Online Visitor Announcement is a tool for arranging access permits to visitors who plan to enter the port protected area exclusively for business meetings (e.g. business visits, meetings, coordination meetings, etc.). The "VISITOR" access permit is issued for up to 5 days.

The Visitor Announcement form is available on the link

<https://dovoliilnice.luka-kp.si/VisitorAnnouncement>

There, the applicant has to accurately fill out all requested data and confirm his/her agreement with the Port of Koper business terms.

LUKA KOPER Port of Koper

Visitor announcement

Main visitor information

Company

First Name

Last Name

Email

Birthdate

Identification document
 Select document type
 City of issue

Licence plate

Additional visitors

Visit details

Arrival **Departure**

Host name

Host email

Visit reason

Restrictions

- Speed in the port area is restricted to 40 km/h
- It is not allowed to walk in the port area other than on marked paths
- It is forbidden to use mobile phones or media devices while driving
- It is forbidden to carry or use alcohol or any other psychoactive substances
- It is forbidden to carry weapons, explosives, dangerous objects, substances and animals
- It is forbidden to take pictures or videos
- It is forbidden to drive or park on work surfaces and access routes
- It is forbidden to use open flame without the authorization from Luka Koper fire department

UKREPI VARSTVA PRI DELU

Kjer potrebna
Čelada na delovnih

Kjer potrebna
varovalna oblečila

Kjer potrebna
zaščitna očala

Kjer potrebna
zaščitne rokavice

Obravnava uporabe
slovesnega jopiča

Obravnava uporabe delovnih
čevljev na delovnih


Previdnostna številka:
05 66 56 190 Informacije 24 ur na dan
05 66 56 950 Poštar, varovalni pri delu, prometna
 varovalna, ekološka varovanja
 Nevarnih, težkih ali poštar sponož! Izbogaj!

V primeru varnostnih tveganj pri delu se lahko pojavijo požari in eksplozije. Prosimo, da se držite vseh varnostnih predpisov in ne uporabljate prostora za delo, če niste dovoljeni za delo, vključno s prenosno in elektriko pri delu.

I accept terms and privacy policy.

Enter captcha result in field below

As shown in the following scheme (below), the applicant has to fill out all fields **(1)**. The e-mail address must be entered in small (lower-case) letters **(2)**. In the event that there will be more visitors, each visitor's data have to be added by clicking **+** **(3)**:



1

Visitor announcement

Main visitor information

Company

First Name

Last Name

Email

Birthdate

Identification document

License plate

Additional visitors +

3

Visit details

Arrival **Departure**

Host name

Host email

Visit reason

2

Please take note of the following restrictions **(4)** and occupational safety measures **(5)**. The next steps are: confirmation of terms and privacy policy of the Port of Koper **(6)**, data entry check **(7)** and sending of announcement **(8)**.

Restrictions

4

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Where required
helmet on working sites



Where required
protective clothing



Where required
eye protection



Where required
protective gloves



Mandatory use of high
visibility clothing



Mandatory use of safety
footwear on work sites



5

Important Numbers:

+386 5 66 56 100 0-24 hours information

+386 5 66 56 950 Fire, accident at work, traffic accident, ecological accident

Accidents, spillages or fires must be reported immediately!

In case of non compliance with the rules, the offender will be not allowed to enter the port area or will be removed from the work site or the port area.

I accept [terms](#) and [privacy policy](#).

Enter captcha result in field below



Refresh image

6

7

8

At this point, the confirmation of correctly submitted announcement is displayed **(9)**:



9 Visit announcement was successfully submitted

Your visitor announcement for date 08.01.2020 - 08.01.2020 in the name of company _____ was successfully submitted and is now in pending state.

You shall receive an email notification to sample@test.com once the host approves or rejects the request.

10 The host from the Port of Koper receives a notification of the visitor's online announcement in his/her Outlook Inbox.

11 The host from the Port of Koper can accept or decline the applicant's online announcement. If he/she accepts the announcement, the next step follows and the confirmation is displayed.

12 The applicant (i.e. announced visitor) receives a confirmation e-mail.

PLEASE NOTE:

VISITOR access permits can be collected from Monday to Friday:

- between 08:30-15:30 o'clock at the reception desk of the port's ADMINISTRATIVE BUILDING and
- between 06:00-21:00 o'clock at the CENTRE FOR PERMITS MANAGEMENT.

Outside above-stated business hours, access permits can be collected from the security staff at the MAIN PORT GATE (i.e. main entrance to the Port of Koper).

In the event of non-functioning of the Online Visitor Announcement system, please find and print the Visitor Announcement form at the link <https://www.luka-kp.si/eng/entrance-and-movement-in-the-port-area>, fill it out and send it by e-mail to: dovolilnice@luka-kp.si , recepcija@luka-kp.si and vratarnica@luka-kp.si

For additional information, you can contact us during business hours at the following phone numbers:

1. **Access Permits Centre** Tel. No. +386 5 66 56 428, +386 5 66 56 645;
+386 5 66 56 987;
+386 5 66 56 929,
2. **Reception** Tel. No. + 386 5 66 56 100,

and outside business hours at:

1. **Main Port Gate** Tel. No. + 386 5 66 56 910 (24/7).

Access permits are issued to the applicants only based on confirmed (accepted) announcement. Before being delivered his/her VISITOR access permit, each applicant has to prove his/her identity with a valid official document (identity card, passport).
