

To business partners

29 November 2019

EXTENSION AND RELEASE OF ACCESS PERMITS REQUIRED TO ENTER THE PORT OF KOPER AREA IN 2020

By the end of the year, the majority of personal access permits and permits for the entry of passenger vehicles to the Luka Koper d.d. port area will expire. Generally, the personal access permit can be used by holders until the termination of their employment with your company. However, the permit is activated only as long as the holder's access to Luka Koper is justified.

Detailed instructions and requirements regarding the access permits are available on the Luka Koper d.d. website. Link: <https://www.luka-kp.si/eng/entrance-and-movement-in-the-port-area>

1) INSTRUCTIONS FOR SUBMITTERS

The following requirements of Luka Koper as stated below are based on company's legitimate interest as resulting from Regulation (EC) No. 725/2004 of the European Parliament and of the Council on Enhancing Ship and Port Facility Security, Decree on the implementation of protective measure in ports and onboard ships (Official Gazette of the Republic of Slovenia nos. 64/04, 41/07 and 68/12), Private Security Act, Critical Infrastructure Act and Safety Plan of the Port of Koper which imposes on the operator the duty to protect human life and property and sets forth the safety measures for the protection/security of the Luka Koper d.d. port.

Luka Koper d.d. processes personal data in line with the provisions of GDPR and the legislation of the Republic of Slovenia regulating the personal data protection. Detailed information available at: <https://www.luka-kp.si/eng/entrance-and-movement-in-the-port-area>

The requirements listed in the following sections herein do not apply to state authorities and subjects in possession of a valid certificate of **AUTHORISED ECONOMIC OPERATOR** (AEO status). The applicants in possession of a valid AEO certificate shall also attach the appropriate evidence of the type and duration of certificate when submitting their application.

2) INSTRUCTIONS AND REQUIREMENTS FOR THE RELEASE OF NEW PERMITS

1. Filled-in application form in PDF format
2. Certificate attesting that the applicant is not subject to criminal proceedings – original (released by the competent court, detailed information available at the link http://www.sodisce.si/sodni_postopki/obrazci/2012101212253535);
3. Extract from the criminal record attesting the absence of applicant's criminal record – original (released by the Ministry of Justice, detailed information available at the link <https://e-uprava.gov.si/podrocja/osebni-dokumenti-potrdila-selitev/potrdila-izpiski/potrdilo-iz-kazenske-evidence.html>);
4. Certificate attesting applicant's absence of criminal record in his country of origin – original (**if the applicant is a foreign citizen**). The certificate can also be obtained at the embassy or consulate of the applicant's country of origin operating in the Republic of Slovenia. The original certificate, released by the applicant's country of origin, must be submitted together with a certified translation into Slovene or English language.
5. Confirmation by the responsible person from the organization unit of Luka Koper d.d. or confirmation by other subject involved in business cooperation with the applicant.

The submitted certificates shall be valid 6 months from the date of release by the competent authorities.

3) INSTRUCTIONS AND REQUIREMENTS FOR THE EXTENSION OF PERMITS:

1. Filled-in application form in PDF format;
2. Certificate attesting that the applicant is not subject to criminal proceedings – original (can be obtained at the competent court, detailed information available at the link http://www.sodisce.si/sodni_postopki/obrazci/2012101212253535). Foreign citizens can obtain the certificate at the embassy or consulate of the applicant's country of origin operating in the Republic of Slovenia;
3. Confirmation of the responsible person from the organization unit of Luka Koper d.d. or confirmation of other subject involved in business cooperation with the applicant.

The submitted certificates shall be valid 6 months from the date of release by the competent authorities.

NOTE: Those holders of permits who were granted the access permits for 2019 on the basis of a STATEMENT are requested to attach to their application also the Certificate attesting applicant's absence of criminal record – original (released by the Ministry of justice - <https://e-uprava.gov.si/podrocja/osebni-dokumenti-potrdila-selitev/potrdila-izpiski/potrdilo-iz-kazenske-evidence.html>).

*Before submitting the filled application, the applicants must obtain a written consent/confirmation by the responsible person employed at Luka Koper d.d. (PC, OU or other legal entity located or operating in the port area) with whom they are involved in business cooperation. The consent/confirmation shall be submitted by e-mail dovolilnice@luka-kp.si or shall be attached to the application when applying for the release of access permit.

A detailed explanation concerning all types of access permits are available in the Instruction on the procedure of granting access permits.

4) WRITTEN AGREEMENT ON OCCUPATIONAL SAFETY MEASURES ON THE JOINT WORKING SITE (NOT APPLYING TO TRUCK DRIVERS)

These requirements do not apply to the companies that already executed the written Agreement on Occupational Safety Measures, and to truck drivers.

The construction companies, maintainers, etc. need to sign an attachment to the existing written Agreement on Occupational Safety Measures on the Joint working Site with the competent department **for each new project**.

The executed Agreement on Occupational Safety Measures is one of the prerequisites for the release of access permits. In case your company has not signed the above-stated agreement yet, please refer to the PVZE Department (responsible for occupational health and ecology).

Entry to the Port of Koper area without the executed written Agreement can be allowed only in the following cases and for the following purposes:

- construction supervision, certification of devices, buildings, systems,
- delivery of material, devices or equipment,
- performance of services for another company (for example: crossing of the port area in order to reach another WORKING SITE) whereby the company requesting the services is obliged to execute the agreement on occupational safety measures with Luka Koper, and
- performance of services on areas of other legal entities (excluding the participation of Luka Koper, for example: taking of fuel samples on ships, ship servicing, performance of services in buildings of companies-tenants of Luka Koper, etc.).

For truck drivers it is sufficient that they are acquainted with the information presented in the booklet on safety measures in the port delivered to them when collecting the access permit.

The sphere of occupational safety is within the competence and responsibility of the PVZE Department.

5) FILLING OF APPLICATIONS

REQUEST FOR THE RELEASE/EXTENSION OF ACCESS PERMIT has to be filled-in entirely and by computer. Select the appropriate form (Request for extension of access permit / Request for access permit), as required.

PHOTOGRAPH – Each applicant for access permit has to attach a photograph which reflects the applicant's real appearance and is not retouched. The applicant can submit the photograph also in digital form in .jpg format (USB Key) or can be photographed directly at the office at Luka Koper, d.d. where entry permits are issued.

6) PERMITS FOR VEHICLES (NOT APPLYING TO TRUCK DRIVERS)

For security reasons, to allow an undisturbed work process and by taking into account the limited parking areas within the port, please limit the number of vehicles' permits to those urgently required (i.e. those used for transport of workers and materials – two vehicles for ten people).

On replacement or sale of your vehicle, please remove the self-adhesive sticker and submit the QR code and the application for the release of a new permit to the Port Security Department. If you use a replacement vehicle, please communicate this by e-mail to dovoliilnice@luka-kp.si and provide the details about the replacement vehicle and how long it will be used.

We do not release permits for motorbikes!

7) SUBMITTING APPLICATIONS

Please send your filled-out application form by e-mail to dovoliilnice@luka-kp.si. The applications will be processed in the same order as received by us.

The application forms are available at Luka Koper d.d. website <https://www.luka-kp.si/eng/entrance-and-movement-in-the-port-area>

Due to a large number of applications and in order to facilitate and speed up the procedures, we kindly ask you to state in the subject: *"/Your company name/ - request for the issue of access permits 2020"*.

Example:

Subject: "/Your company name/ – request for the issue of access permits 2020"

INCOMPLETE APPLICATIONS AND APPLICATIONS WITHOUT A WRITTEN CONFIRMATION OF BUSINESS COOPERATION WILL BE REJECTED!

From 1 January 2020 on, the persons who will not have their access permits extended will be denied entry to the Luka Koper port area.

In case of access permit abuse, the provisions of the Rules on Internal Order at Luka Koper d.d. will be applied.

If you do not need any access permit for the time being, you can send us your request in the course of the year, however, not later than two (2) working days before the requested date of issue. **If the application refers to a large number of persons, the application has to be submitted at least one week in advance.**

8) CANCELLATION OF ACCESS PERMITS

In cases when reasons for person's access to the port area have ceased to exist (as for instance due to termination of services, termination of contract), the employer of the person who holds the permit shall immediately notify the Port Security Department and the employer shall collect and return the holder's personal permit and the personal vehicle's permit to the address: Luka

Koper, d.d., Vojkovo nabrežje 38, 6501 Koper, Center za upravljanje z dovolilnicami (Permits Release Centre) or Security Centre of Luka Koper.

Contact of Security Centre, tel. +386 (0)5 66 56 950, E-mail: vnc@luka-kp.si

Office hours of the Permits Release Centre:

From Monday to Friday 6:00 – 21:00 CET

Contact: +386 (0)5 6656 150 or +386 (0)5 6656 100; dovolilnice@luka-kp.si

Port Security Department