

• TO ALL BUSINESS PARTNERS

Luka Koper, d.d.
pristaniški in logistični sistem
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EXTENSION AND RELEASE OF ACCESS PERMITS REQUIRED TO ENTER THE PORT OF KOPER AREA IN 2019

By the end of 2018, most personal access permits and permits for the entry of passenger vehicles to the port Luka Koper d.d. zone will expire. The personal access permit can be used by the user until the termination of his/her employment with your company and the permit is activated only as long as the holder's access to Luka Koper d.d. is justified.

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

NOVELTIES:

1. Changed validity period of access permits

The access permit (also known as "entry permit" or "pass") is valid **for one year from the date of issue**. If permits are time-limited and are issued for determined construction projects or other time-limited activities, they are valid until the date as indicated by the applicant while submitting the request for permit.

2. Additional requirements for all applicants

Additional/new requirements for all applicants and permit holders (except State bodies):

- certificate that no criminal proceedings are pending against a person (obtained at Court)
- extract from the criminal record/impunity certificate (obtained at the Ministry of Justice)

Please deliver the original documents in person or by mail to the address Luka Koper d.d., Center za upravljanje z dovolilnicami, Vojkovo nabrežje 38, 6501 Koper.

INSTRUCTION FOR PERMIT EXTENSION (NOT FOR TRUCKING COMPANIES):

WRITTEN APPROVAL

Before submitting your request-form for access permit, you need to obtain a **Written Approval** (= confirmation) by the responsible person employed at Luka Koper d.d. (PC, OE) with whom you do business (you can request this approval by e-mail, please see the example below). Once obtained, please attach the Written Approval to your request for permit.

Example:

Re: YOUR COMPANY NAME XY – Written Approval 2019

Dear Sirs,

We are the company _____ which performs _____ services at _____ (indicate the place of work, building, etc.).

Date of permits validity as stated on the request-form: from _____ to _____ .

(indicate only the period in which you need the permit or have a justified reason for accessing the port).

We kindly ask you to send us a written response i.e. confirmation of your business collaboration with us.

Signature

WRITTEN AGREEMENT ON OCCUPATIONAL SAFETY MEASURES ON THE JOINT SITE

It is assumed that the companies requesting the extension of annual access permits already are in possession of a **Written Agreement on Occupational Safety Measures on the Joint Site**.

Please note that construction companies, maintainers, etc. need to sign an attachment to the existing Written Agreement with the competent PVZE department **for each new project**. The executed agreement with the Health Protection and Ecology Department (PVZE) represents the basis for the extension of access permits.

The executed Written Agreement on Occupational Safety Measures on the Joint Site is a crucial prerequisite for the issue of access permit. In case your company has not signed the above-stated agreement yet, please refer to the PVZE Department.

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 or 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 company's site) whereby the other company is obliged to execute the agreement on occupational safety measures with Luka Koper, and
- performance of services on areas of other legal subjects (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.).

FILLING-IN OF REQUEST FORMS (APPLICATIONS)

THE REQUEST FOR THE EXTENSION/RELEASE OF ACCESS PERMIT has to be filled-in electronically, in the available form. Select the appropriate form (Request for extension of

access permit / Request for access permit) and attach the documents on non-criminal records, as specified under point 2 (NOVELTIES) above.

PHOTOGRAPH – Each applicant for access permit has to attach a photograph which reflects the applicant's real appearance and is not retouched. The photo has to be printed on a thin white glossy paper of the size 3.5 cm x 4.5 cm, and should be in colour. The photograph is not to be taken in a self-photo booth. 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.

PERMITS FOR VEHICLES

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 which serve for the transport of workers and materials – two vehicles for ten people).

When requesting the extension of permits for vehicles, please state in the application also the plate number and information about the vehicle.

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 the estimated period of use.

We do not release permits for motorbikes!

SUBMITTING OF APPLICATIONS

Please send the filled-out application (request) form by e-mail to dovoliilnice@luka-kp.si latest by December 10th, 2018. All applications received by us by this date will be given priority.

The application forms are available at our website <https://luka-kp.si/slo/vstop-in-gibanje-na-obmocju-pristanisca>

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 2019"*.

Example:

Subject: "/Your company name/ – request for the issue of the permit 2019"

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

Starting from January 1st, 2019, the persons who will not have their access permits extended will be denied entry to the Luka Koper port zone.

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 release. If the application refers to a large number of persons, the application has to be submitted at least one week earlier.

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 about it and he 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).

If the holder loses the access permit or his/her access permit has been stolen, the holder's employer shall immediately inform the Permits Release Centre or the Security Centre at Luka Koper, d.d. about it.

Contact: 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 8.30 – 15.00 CET

Office hours of the Permits Release Centre for clients / external contractors:

Monday, Wednesday 9.00 – 11.00 and 12.00 – 14.00 CET

Friday 9.00 – 11.00 CET

Contact: Permits Release Centre Tel. +386 (0)5 6656 150 or +386 (0)5 6656 100
