

To business partners

29.11.2022

Extension of access permits required for entering the Port of Koper area in 2023

Dear business partner,

the end of the year is fast approaching. Therefore, we kindly ask you to timely submit your applications for the extension of access permits (passes) that are required for entering the Port of Koper area. For detailed instructions and requirements please visit the Luka Koper website <https://www.luka-kp.si/en/port-guide/guide-to-port-entry/>

The following information is for holders of access permits valid until 31 December 2022. Holders of permits that expire during the year should send the required documentation at least 2 days before the desired date of issue (in the case of a large number of people, the documentation must be sent at least one week in advance).

1) Information for applicants

The requirements listed below are fulfilled by Luka Koper, d.d. based on company's legitimate interest, in order to ensure the safety of human lives and property in the Port of Koper as well as to protect the port's critical infrastructure. Luka Koper is processing personal data in accordance with the provisions of GDPR and the regulations of the Republic of Slovenia governing the sphere of personal data protection.

2) Requirements for access permit extension

1. Completed application form in PDF format;
2. Certificate attesting that the applicant is not subject to criminal proceedings – original document (released by the competent Court, detailed information available at http://www.sodisce.si/sodni_postopki/obrazci/2012101212253535. Foreign citizens can also apply for the certificate at the Embassy or Consulate of their home state operating in the Republic of Slovenia);
3. Excerpt from criminal record or Certificate of no criminal record (if the Criminal certificate you have already provided is more than 2 years old) (Can be obtained from the Ministry of Justice:
<https://www.gov.si/zbirke/storitve/izpis-iz-kazenske-evidence-evidence-vzgojnih-ukrepov-in-evidence-izbrisanih-obsodb-za-kazniva-dejanja-zoper-spolno-nedotakljivost-potrnilo-o-nekaznovanosti/>)
4. Confirmation of the responsible person from the Organisation Unit at the Port of Koper (Luka Koper d.d.) or confirmation of other subject involved in business cooperation with the applicant (You should request confirmation of cooperation for the duration of permit's validity); - **does not apply to truck drivers!**
5. Signed "Statement of acknowledgement of Port Regulations" in case you did not submit it in the previous year.

The submitted certificates **must be no more than 6 months old**.

State authorities and subjects in possession of a valid certificate of **AUTHORISED ECONOMIC OPERATOR (STATUS AEO)**, when submitting their application, shall also attach the appropriate evidence of the type of certificate and the certificate's validity period.

The following business customers can apply for a **two-year personal- or vehicle access permit** (pass): railway infrastructure operators (SŽ), transport companies for their permanent drivers (i.e. for drivers employed for an indefinite period), agents and freight forwarders.

All business customers belonging to the above groups who wish to have a two-year validity of their access permits shall **tick (select) the two-year validity** option on the application form.

The prices of the two-year access permits are set out in the Tariff: <https://www.luka-kp.si/en/services-terminals/tariffs-and-general-terms/>

Applicants applying for new access permits or requesting the renewal of existing access permits are obliged to make themselves aware of the content of the **Port Regulations** which have entered into force and to provide signed "Statement of acknowledgement of Port Regulations" when applying for new access permits or renewing their existing access permits.

The Port Regulations shall apply to all persons present in the freight port of Koper. The Port Regulations set forth the internal rules for the safe and smooth operation of the Port of Koper.

If you have already provided a "Statement of acknowledgement of Port Regulations" in the past year when you applied for a new access permit or when you renewed your existing permit, you do not need to provide it again in 2023.

The "Statement of acknowledgement of Port Regulations" can be found at <https://www.luka-kp.si/en/port-guide/port-regulations/>

Before submitting your complete application, you must obtain the written consent or confirmation of the responsible person employed at Luka Koper d.d. (Profit Centre, Organisation Unit or other legal entity having premises or operating in the port area) with whom you are doing business. The consent may be sent by e-mail to dovolilnice@luka-kp.si or can be attached to the application for the issue or renewal of the permit.

3) Completing and sending of applications

The **APPLICATION FOR ACCESS PERMIT RENEWAL** must be filled-in by computer and completed in full. The application, accompanied by the confirmation of the contact person from Luka Koper d.d. and the signed statement of acknowledgement of Port Regulations can be sent by e-mail while the certificates (original documents) must be delivered in person or by post, as we need the originals.

Please send your completed applications by e-mail to dovolilnice@luka-kp.si. **All (complete) applications will be processed by us in the order in which they are received.**

All application forms are available at the Port of Koper (Luka Koper d.d.) website <https://www.luka-kp.si/en/port-guide/guide-to-port-entry/>

Because of a large number of applications and in order to facilitate and speed up the processing, we kindly ask you to write in the e-mail subject: **"Your company name/ - vloga za podaljšanje dovolilnic 2023"** (translation: - application for release of access permits 2023)

PLEASE NOTE: INCOMPLETE APPLICATIONS AND APPLICATIONS WITHOUT WRITTEN CONFIRMATION OF BUSINESS COOPERATION WILL BE REJECTED!

As of 1 January 2023, persons without a renewed access permit will no longer be allowed to enter the Port of Koper area.

In the event of misuse of permits, action will be taken in accordance with the provisions of the "Rules on internal order in the Port of Koper area".

If you do not need any access permit(s) at the moment, **you can send us your application for renewal during the year, however no later than two (2) working days before the desired date of issue, together with all the necessary documentation that is a prerequisite for the permit renewal.**

In the case of a large number of persons, the application must be sent at least one week in advance.

4) Validity of access permits

If the access permit holder is employed for an indefinite period, the validity of the permit is one year from the date of activation. In the case of holder's limited period of employment (i.e. fixed-term employment contract), the permit shall be activated/renewed until the date of validity of the holder's employment contract.

The responsibility for keeping record of the validity of the permits lies with **the permit holder or with the person in charge of the company**, not with Luka Koper.

5) Cancellation of access permits

In cases where the reasons for a person's entry into the port area cease to exist (as for instance due to termination of employment, termination of contract) the person's employer shall immediately send the permit revocation application form to the Port Security Department, obtain the personal access permit and vehicle access permit from the holder and return them to the address **Luka Koper d. d., Vojkovo nabrežje 38, 6501 Koper, Center za upravljanje z dovolilnicami** (translation: Permits Release Centre).

In case of loss or theft of access permit, the holder's employer is obliged to **immediately** notify the Permits Release Centre (**CUD**) or the Security Control Centre (**VNC**) at the Port of Koper.

Contact details of the Security Control Centre (VNC):

Tel: +386 5 66 56 950

E-mail: vnc@luka-kp.si

Contact details of the Permits Release Centre (CUD):

Tel. +386 5 6656 500

E-mail: dovolilnice@luka-kp.si

Office hours of the Permits Release Centre (CUD):

From Monday to Friday

6:00 – 15:30 CET

Best regards,

Port Security Department
Luka Koper d.d.