



APPLICATION NUMBER:

VA

Vessel Agent

Application for a Vessel agent registration issued in terms of Port Rule 148. (Port Rules issued in terms of section 80(2) of the National Ports Act No. 12 of 2005).

Trading name of Applicant:		
Port in which vessel agent is to operate.	Port	Tick applicable port
	Port of Richards Bay	
	Port of Durban	
	Port of East London	
	Port of Ngqura	
	Port of Port Elizabeth	
	Port of Mossel Bay	
	Port of Cape Town	
	Port of Saldanha Bay	

Important Information:

Instructions

UNDERSTANDING THE APPLICATION FORM

1. Applicants are advised to read these Instructions, as well as the Guidelines for Agreements, Licences and Permits in terms of the National Ports Act No. 12 of 2005 ("the Guidelines") carefully before completing the **Application form**. The Guidelines are available at www.transnetnationalportsauthority.net.
2. Any queries regarding the completion of the **Application form** may be submitted to the Port Manager (or designated Port representative).

ANNEXURES

3. Certain documentation or information is required in support of a response to some questions. Applicants are instructed in the **Application form** regarding the documentation or information required as **Annexures**. If the required documentation or information is not submitted, the application may be adversely affected or may be refused.

Note: If answering "No" to any questions, i.e. if the documentation or information requested cannot be provided, an **explanation** for this should be given instead of the **Annexure**, to demonstrate that the Applicant is capable of performing as a vessel agent.

COMPLETION OF APPLICATION FORM

4. An application for a vessel agent registration must be made in writing in the form specified hereinafter and must contain the information specified therein.
5. Complete all paragraphs of the **Application form** in the spaces provided. If the information necessary for completion of a paragraph is not available, the response should be "information not available". Information may not be submitted by way of annexures, except where applicants are specifically directed to do so.
6. The **Application form** must be completed and submitted together with the required supporting **Annexures**. Complete the **Application form** in black ink and in **CAPITAL LETTERS**.
7. The **declaration** must be signed and declared as true. If the declaration is not signed and declared to be true, the application will be refused.
8. The annexures must be clearly marked and numbered as indicated in the **Application form**.

LODGEMENT OF APPLICATION

9. In order to finalise the **application** per port, the following documents and information are required:
 - a. Completed and signed **Application form** per port;
 - b. Provide annexures and information as indicated in the **Application form**, as needed; and
 - c. Signed standard terms and conditions of the registration certificate.
10. **Applications** must be submitted on a per port basis, to the office of the Port Manager (or designated port representative).
11. **Applications**, if hand delivered, it must be between 08:30 and 16:00 during weekdays, to the office of the Port Manager (or designated port representative) for the applicable port.

12. A formal acknowledgement of receipt will be issued by the Authority's Port Manager (or designated port representative) upon receipt of the **application**. The receiving of the **application** does not imply an acknowledgment of the completeness of the **application** or the correctness of its content.

PAYMENT OF REGISTRATION FEE

13. Upon written notification of the successful outcome of an **application**, Transnet National Ports Authority requires once-off payment per port for the full duration of the term of the registration, before issuing the registration. The registration fee (as set out in the TNPA Tariff Book) is payable for each port you want to conduct your business in.

IMPROPER LODGEMENT

14. Improperly lodged **applications** will be refused. An **application** is improperly lodged if:
 - a. The **application** was lodged in a manner not in line with the Instructions.

MATERIAL DEFECTS

15. **Applications** that are materially defective will be refused. An **application** is materially defective if:
 - a. The declaration was not signed and attested to by the applicant's authorized representative; or
 - b. The applicant provided false information or documents, failed to disclose material information or attempted to improperly influence officials of Transnet National Ports Authority.

VESSEL AGENT LICENCE – APPLICATION FORM

Paragraph 1 – Applicant details

- 1.1. Registered name of applicant:
- 1.2. Trading name of applicant:
- 1.3. Registration number:
- 1.4. Income tax reference number:
- 1.5. VAT registration number:
- 1.6. Compensation Fund (COID) Certificate Number:.....
- 1.7. Principal place of business: Number and street:
Suburb:
Town/City:
Postal code:
- 1.8. Postal address: Number and street/ PO Box
Suburb:
Town/City:
Postal code:
- 1.9. Telephone number: (.....)
- 1.10. Fax number: (.....)
- 1.11. Authorised representative's first name and surname:
 - a. Identity number:
 - b. Position held / relationship to applicant
 - c. Cellular number:
 - d. Email address:
- 1.12. Provide, as **Annexure 1A**, a brief profile of the applicant, including a brief history of the applicant organisation, information about the services it provides and an organogram.
- 1.13. Provide, as **Annexure 1B**, a copy of a valid company or close corporation registration certificate.
- 1.14. Provide, as **Annexure 1C**, a copy of a resolution authorising the person listed in paragraph 1.11 to be the authorised representative.

Paragraph 2 – Formal requirements

- 2.1 Does the applicant have a valid tax clearance certificate? Yes No
- 2.1.1 If "Yes", provide, as **Annexure 2A**, a copy of a valid SARS tax clearance certificate.
- 2.2 Is the applicant a member of the South African Association of Ship Operators and Agents (SAASOA)? Yes No
- 2.2.1 If "Yes", provide, as **Annexure 2B**, proof of current SAASOA membership.
- 2.3 Does the applicant have a valid "COVID" certificate? Yes No
- 2.3.1 If "Yes", provide, as **Annexure 2C**, a copy of valid certificate issued by the Compensation Commissioner, i.e. a "Letter of Good Standing" in terms of the Compensation for Occupational Injuries and Diseases Act 1993.

Paragraph 3 – Broad-based black economic empowerment

- 3.1 Does the applicant qualify as an exempted micro-enterprise in terms of the Broad-Based Black Economic Empowerment Codes of Good Practice? Yes No
- 3.1.1 If "Yes", provide, as **Annexure 3A**, a valid confirmation that the applicant qualifies as an exempted micro-enterprise.
- 3.2 What is the applicant's current BBBEE Status? **Level [] Contributor**
- 3.2.1 Provide, as **Annexure 3B**, a copy of the valid certificate from an accredited verification agency reflecting the applicant's current BBBEE status.
- 3.2.2 If the applicant's BBBEE level status is from level 5 to 9, provide a written undertaking, as **Annexure 3C** that the Applicant will reach at least level 4 BBBEE status, within eighteen months from the date of Vessel agent licence being issued.

Paragraph 4 – Application declaration

I, the undersigned, do hereby declare that:

- a) I have read the instructions set out on the instructions page of this application form.
- b) The information submitted with and in this application is true, correct and complete.
- c) I accept that if any information in this application is not true or complete, or if false information is provided, or material information is not disclosed, this may lead to the application being refused, or to the withdrawal, suspension or cancellation of any registration granted on the strength of this application.
- d) In order to allow for the proper verification of information submitted, I hereby authorise any institution, organ of state, person or body, who possesses or acquires any information relevant to the application, to disclose or make the information available to the Transnet National Ports Authority.
- e) The applicant undertakes to co-operate with any investigators by timeously submitting responses to written requests for information or explanations, by attending meetings with investigators, by answering questions satisfactorily at such meetings and where necessary, by granting investigators access to premises and documents. The applicant accepts that a failure to co-operate may constitute an independent ground for refusing an application.

- f) The applicant accepts that any attempt to influence the decision of Transnet National Ports Authority on the allocation of a registration in any manner other than provided for in the Guidelines or in this application form, may result in the application being refused.

Signed at

This **day of** **20**

Signature of Authorised Representative:

Representative's full name:

The authorised representative declares that he/she knows and understands the contents and implications of the above declaration.

Full name:

Designation:

Physical address:

.....

**FOR OFFICIAL USE ONLY: DO NOT TEAR OFF
ACKNOWLEDGEMENT OF RECEIPT ONLY**

Registered name of applicant:

Received by:
(Name) (Signature)

Date of receipt: 20.....

Time of receipt: :

Receipting venue:

Application number:

Transnet National
Ports Authority

Stamp:

Disclaimer: The receiving of this **application** does not imply an acknowledgment of the completeness of the application or the correctness of its content.

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ACKNOWLEDGEMENT OF RECEIPT ONLY: FOR APPLICANT

Registered name of applicant:

Received by:
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