NAMIBIAN PORTS AUTHORITY

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REF: Port Access Rules/1

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Directors
Mr. J Mouton
(Chairperson)
Ms. C Davids
(Deputy Chairperson)
Mr. A Kathindi
Mr. S Ndeunyema
Ms. S Hijarunguru
Ms. I Tjatjara
Mj. Gen (rtd) D Shilunga

Chief Executive Officer
Mr. A Kanime

Chief Legal Advisor & Company Secretary
Ms. EN Tomas

BY EMAIL

20 October 2026

MEMORANDUM

To: All Port Users, Port Operators, Shipping Agents, Contractors, Service Providers and Other Stakeholders

SUBJECT: MANDATORY PORT ACCESS, MOVEMENT AND SAFETY AND SECURITY REQUIREMENTS EFFECTIVE 1 NOVEMBER 2026

All port users are hereby formally notified that the following access, movement and safety and security requirements will come into effect on **01 November 2026**.

These requirements are mandatory and are intended to strengthen safety, security and operational control within the port. All port users, employers, agents, contractors and service providers are responsible for ensuring that their employees, representatives, clients and visitors comply fully with this directive.

1. Prohibition of Pedestrian Movement and Access Restrictions

Walking within the port, including between terminal areas, is strictly prohibited.

All port users must arrange suitable transport for their employees, representatives, contractors and visitors from the port entrance gate to their authorised destinations and back to the gate. **Employers shall ensure that all workers are transported to and from their authorised work sites or areas, including any transfers between authorised areas.**

Access is strictly limited to the terminals, work sites and other areas expressly indicated on each person's access permit. No person may enter, pass through or move within any terminal or area for which they do not have explicit access authorisation.

No person will be permitted to enter the port unless appropriate transport has been arranged. Persons found walking within the port or accessing unauthorised areas will be stopped and may be removed from the port premises.

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2. Collection of Vehicles from Car Terminals

Shipping agents and other authorised agents facilitating the collection of vehicles from the car terminals must ensure that the persons collecting such vehicles are:

- transported from the port entrance gate to the relevant car terminal;
- accompanied by an authorised representative of the responsible agent; and
- transported or appropriately escorted out of the port after collecting the vehicle.

Persons collecting vehicles will **not** be permitted to walk from the port entrance gate to the car terminals or within any other area of the port.

The responsible agent will be held accountable for ensuring compliance with this requirement.

3. Mandatory Personal Protective Equipment

No person will be permitted to enter or remain within the quayside area without the prescribed and appropriate personal protective equipment.

At a minimum, persons requiring authorised access to the quayside must wear the personal protective equipment applicable to the area and the work being performed.

Any person who is not wearing the required personal protective equipment will be denied access to the quayside or instructed to leave the area immediately.

4. Prohibition of Unauthorised Vehicles on the Quayside and Mandatory Use of Rotating Orange Lights

No unauthorised vehicle will be permitted to enter or operate on the quayside.

Transport arrangements made in terms of this directive must terminate at an authorised drop-off point outside the restricted quayside area.

All vehicles entering or operating within terminal or quayside areas must be fitted with a functioning rotating orange warning light, which must remain switched on at all times while within these areas. Vehicles that do not comply will be denied entry or instructed to leave.

Access to the quayside remains subject to explicit authorisation and compliance with Namport's established safety, security and operational requirements.

5. Mandatory Company Uniform or Identification

All employees, contractors and other personnel working within the port must wear an appropriate company uniform or clearly identifiable workwear displaying the name of their employer or company, at all times.

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Persons whose uniforms or workwear do not clearly identify the company they represent may be refused entry or removed from the port.

6. Responsibility of Port Users

Every port user, employer, shipping agent, contractor and service provider must:

- communicate this directive to all affected employees, representatives, clients, subcontractors and visitors;
- arrange reliable transport between the port entrance gate and authorised work or business areas;
- ensure that persons collecting vehicles are accompanied and transported by the responsible agent;
- provide employees with the required personal protective equipment;
- ensure that employees wear clearly identifiable company uniforms or workwear; and
- supervise and enforce compliance at all times.

Failure by an employee, representative, contractor, client or visitor to comply with this directive will be regarded as a failure by the responsible port user, employer or agent to exercise the required control over persons entering the port under its authority.

7. Enforcement and Non-Compliance

This directive will be strictly enforced from **1 November 2026**. There will be **no leniency, exceptions or grace period** after the effective date. Any person or organisation failing to comply may be subject to one or more of the following measures:

- refusal of entry into the port;
- removal from the port premises;
- suspension or withdrawal of port access privileges or permits;
- reporting of the non-compliance to the responsible employer, agent or contracting entity; and
- any other corrective or enforcement measures permitted under applicable Namport rules, procedures and contractual arrangements.

Port users are therefore required to ensure that all necessary preparations are completed before the effective date, including employee and stakeholder communication, transport arrangements, PPE provision and company identification requirements.

The Standard Conditions of Service of Namport shall apply to all services rendered by it and is available at www.namport.com

All port users must ensure that this memorandum is communicated to every affected employee, contractor, subcontractor, representative, agent, client and visitor before **01 November 2026.**

STRICT COMPLIANCE WITH THIS DIRECTIVE IS MANDATORY AT ALL TIMES.

Stefanus Gariseb
Executive: Risk Management

Richard M Ibwima
Executive: Port Operations

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