

# REQUIREMENTS FOR WHARF PASS

## NEW COMPANY REGISTRATION

1. Letter to Security Superintendent asking permission for NAVIS registration
2. VAT Registration (if applicable). If your company is not VAT Registered – please provide a letter from Inland Revenue Office stating your current situation.
3. Certificate of Incorporation
4. Specimen Signature Letter.
5. **Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

## COMPANY PERSONNEL REGISTRATION

### **TRUCK DRIVERS**

1. Application Form (Download from Website or collect from Wharf Pass Office)
2. Letter of Authorization from Company.
3. TWO (2) Forms of National Identification.
4. One (1) form of utility bill e.g. (T.S.T.T, W.A.S.A, T.&.T.E.C)
5. Police Record of Good Character.

**Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

### **VEHICLE REGISTRATION**

1. Application Form (Download from Website or collect from Wharf Pass Office).
2. Company letter addressed to **The Security Superintendent.**
3. Valid Vehicle Insurance.
4. Inspection Certificate.
5. Certified Copy.

**Please provide the ORIGINAL DOCUMENTS with ONE (1) COPY.**

### **CUSTOMS/ BROKER CLERKS WHARF PASS REGISTRATION**

1. Application Form (Download from Website or collect from Wharf Pass Office).
2. Letter of Authorization from Company. (it must be stated who the Apprentice will be supervised by e.g. Grade 1, 2, or 3. Attached with Supervisor's Customs License and National ID.
3. TWO (2) Forms of National Identification.

4. One (1) form of utility bill e.g. (T.S.T.T, W.A.S.A, T.&.T.E.C)
5. Police Record of Good Character.

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