

PORT OF FUJAIRAH

To : All Registered Companies and Port Users

SUB: PROCEDURES TO ISSUE GATE PASSES

Considering the recent Security requirements applied by the authorities, Gate Pass procedures have been amended as follows:

1. ANNUAL GATE PASSES:

Administration Department's requirement to issue an annual gate pass is :

- a) Company request letter (Original + 1 copy).
- b) Copy of company's Trade License issued from Fujairah (with minimum 3 months validity).
- c) Two passport copies with Residence Visa page (Residence Visa sponsor should be the same company with minimum one year validity).
- d) Security Clearance Application form filled in Arabic language (Application Form available in Gate Passes Office).
- e) Two copies of UAE National ID.
- f) Three photographs.

- ***IMPORTANT NOTE: No annual Gate passes will be issued to the companies as a part of their registration with Port Of Fujairah for providing offshore services.***

2. SHORT PERIOD PASSES (DAILY/WEEKLY) & OFFSHORE PASS:

It is compulsory to obtain the Security Clearance for issuance of any type of aforesaid passes. Therefore, all companies holding Fujairah Municipality Trade Licenses with marine activities, all companies registered with Port of Fujairah for providing offshore services and all companies of Fujairah Free Zone are advised to submit a list of their entire staff to the Gate Pass Office to obtain an advance security clearance which will remain valid for one year.

□ ***Documents required for advance security clearance:***

- a) Company request letter (in Arabic Language) with a list of their staff. This list should include their staff names, nationalities, passports numbers & Emirates ID No.
- b) Valid passport copies with residence visa page.
- c) Emirates ID copies.

□ ***Documents required to issue Gate passes are:***

* **One day pass:**

- **If security clearance obtained :**

- a. An electronic request or a request letter from companies having accounts with Port Of Fujairah.
- b. A copy of the security clearance.
- c. Emirates ID Card (need to be deposited at entry and collect at exit time).

- If security clearance not yet obtained :

- a. An electronic request or a request letter from companies having accounts with Port Of Fujairah.
- b. Valid passport copy with residence visa page or entry visa copy for non-resident.
- c. Copy of Emirates ID Card (if applicable).
- d. Emirates ID Card or valid ID for non-resident (need to be deposited at entry and collect at exit time).

- ***NOTE: It is highly recommended that the above requirements need to be submitted to the Gate Pass Office Counter prior arrival of visitor (24 hours in advance) to obtain the necessary security clearance in time.***

*** Weekly Pass:**

- a) Same as above requirements for one day pass.
- b) One photograph.
- c) Copy of labour Card or passport & visa page.

3. DOCUMENTS REQUIRED FOR OFFSHORE PASS:

- a) Same as above requirements for one day pass.
- b) Visitor's company (as per his / her residence visa) must be registered with Port of Fujairah for providing offshore services.

• **NOTES:**

- ▶ ***POF one year gate pass holders are exempted from pre-security clearance requirements when proceeding to offshore.***
- ▶ ***It is compulsory to all visitors to obtain an Offshore Pass from the Port Gate Pass Office and furnish all formalities at the Port Immigration Office prior proceeding to Fujairah Offshore Anchorage regardless they hold Port Entry Passes or not.***
- ▶ ***Emergency technical assistance required by companies not registered with POF for providing offshore services, Gate Passes Office will issue Offshore Pass only against prior approval from the Marine Department.***
- ▶ ***Offshore Pass request for more than 10 persons need approval from Marine Department.***
- ▶ ***All diplomats, except ambassadors, councilors and vice councilors required prior Security Clearance on their every visit to Port of Fujairah.***

**MOUSA M. A ISMAIL
ADMINISTRATION MANAGER.**