



NOTICE 59 - 2021: SUBMISSION OF INFORMATION re - ELECTRONIC ACCESS CARDS

December 17th, 2021

The Security Services Department wishes to advise all Shipping Agents and/ or Port Users who wish to submit documentation for the electronic access cards of the following information:

Shipping Agents:

- Letter from the company requesting the issuance/ renewal of the Annual Port Pass - access card/s which must state the following details for each employee:
 - Name, Position, Driver's Permit (DP) number, Vehicle Registration Number (where applicable)
- Submit copies of their National ID's (ID and DP), Insurance, Inspection & Certified Copy of the vehicle (original documents to be presented for verification)
- Certificate of Character (No older than six months)
- Payment of Two Hundred (**\$200 TTD**) per person. (Refer to the Port Tariff for the Port of Point Lisas (S.8.1) via the PLIPDECO's corporate website under the 'Services > Port Operations' tab.) This will be generated upon arrival.

NOTE: Persons will not be required to re-take their photographs as the renewal does not require a reprint of the PLIPDECO ID.

Port Users:

- Letter from the company requesting the access card/s which must state the following details for each employee:
 - Name, Position, Driver's Permit (DP) or ID number,
- Submit copies of their National ID's (ID and DP).
- Certificate of Character (No older than six months)
- Frequency of visits to the Port
- Reason Pass required
- Electronic Passport Sized photo on a White Background; File format must be JPEG

The above information should be submitted via email to securitydepartment@plipdeco.com. Feel free to contact us via telephone at Tel: 636-2202 Exts. 2245/2246/2247/2263.

We thank all stakeholders and port users for their continued support and business as we navigate these uncertain times.

Sincerely,

Marketing and Business Development Department
PLIPDECO

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