



NOTICE 03-2025: Update to Navis Password Policy effective January 31st, 2025

January 22nd 2025

Please be advised that effective **January 31st, 2025**, Navis will be implementing an update to its password policy to ensure enhanced security and compliance with industry standards. The key changes are outlined below:

1. Password Expiry Policy

- Passwords will now expire every **90 days**.
- In some cases, users may be required to reset their password immediately. Once reset, the 90-day validity period will begin.

2. Reminder Notifications

- To minimize inconvenience, **timely reminders** will be sent by the application as the password expiry date approaches.

3. Password Requirements

All new passwords must meet the following criteria:

- Minimum of **10 characters**.
- At least **one (1) numeric character**.
- At least **three (3) UPPERCASE characters**.
- At least **one (1) special, non-alphanumeric character** (e.g., #, @, \$, _, = []).

The undermentioned department can be contacted as follows:

Department/Personnel	Main Line (636-2201)	Direct Line	E-mail
Information Technology	Ext. 2103	-	support@plipdeco.com

Thank you for your understanding and cooperation as we work to enhance system security.

Sincerely,

Marketing and Business Development Department
PLIPDECO