

Procedures for registering vehicles and drivers:

In order for a trucking company to register vehicles and trailers the following source documents will be required

1. A written request for truck/trailer loading documented on a company letterhead with details of the authorized person to act on behalf of the company.
2. A certified copy of the truck and trailer license registration documents
3. A certified copy of the company Vat registration certificate/CK1
4. A certified copy of the drivers licence and ID (Passport if not SA citizen)
 5. A certified copy of works permit for all non SA citizens
 6. Completed application forms
 7. Vehicles and Drivers moving hazardous cargo must be certified and documents must be produced.
 8. RIB licenses must be handed in
 9. Truck/trailer registrations will be linked to the trucks/trailer license expire dates thus meaning that when the truck/trailer license expires the truck/trailer will not be allowed in the terminal until renewal has been provided
10. BAT numbers will be allocated to each vehicle per contractor which must be placed in a visible position for the machine operator to see when executing loading or offloading.
11. Valid permit to enter terminal will be issued (applies to new registrations)

Procedure for changing or deleting vehicles/drivers

1. An official letter of request from the trucking company to delete or change any details
2. A certified copy of the truck/trailer registration documents
3. Terminal access permit must be handed in for cancellation when vehicles are deleted.



Annexure A
REGISTRATION DETAILS FOR DRIVER TO ENTER TRANSNET FREIGHT RAIL
TERMINALS

INFORMATION OF CARTAGE CONTRACTOR				
Cartage ID				
Cartage Name				
Physical Address 1				
Physical Address 2				
Physical Address 3				
Postal Address 1				
Postal Address 2				
Postal Code (ZIP)				
Country Code				
Fax Telephone No.				
Work Telephone No.				
Work Extension				
Cell No.				
INFORMATION OF DRIVER				
Driver Name				
Surname				
First Names				
Employee ID				
Identity Number				
South African Citizen				
Cartage contractor				
Registration No. Of Compensation Commissioner				
Hazchem Permit	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

I hereby accept and confirm that I am entering the premises of Transnet LTD, on my own risk and that the company will not be liable for any loss or damages sustained by me or any property while I am on their premises. I am aware of the laws safeguarding the interest of myself and any dependants in respect of injuries and /or losses which may be sustained by either me and /or my dependants in the event of misconduct and /or maintenance on Container Handling Equipment insufficiently carried out by employees of Transnet Ltd. In any other event and notwithstanding my knowledge therefore I do waive the same.

1. Cameras and intoxicating liquor are not permitted.
2. Speed limit 15 kph.



3. The company reserves the right to search visitors and vehicles at any time and to inspect any containers, etc., taken into or out of the company's premises. The aforementioned, where applicable, will be released and new seals recorded on the documentation.

4. Firearms must be declared on request of an authorized TRANSNET LTD.

I also accept and confirm that I am a registered operator or employee of a registered operator and on departing from the container terminal with a trailer of which TRANSNET LTD is the registered operator, I will adhere fully to road traffic Act No. 29 of 1989 and amendments thereof.

Name: _____

Signature: _____

Signature of Registrar of Driver: _____



Annexure B
CITY DEEP
APPLICATION TO ENTER TRANSNET FREIGHT RAIL TERMINALS
(COVER PAGE)

Company Name				
Date received				
Permit Number				
Transponder ID				
CONFIRMATION OF APPROVAL – OPERATIONAL DEPARTMENT				
Vehicle Check		P.D.P		C.O.F.
Date Approved				
Signature				
CONFIRMATION OF APPROVAL – OPERATIONAL MANAGER				
Approved		Not Approved		
Date				
Signature				
SECURITY CONTROL PROCEDURE				
Vehicle Registered				
Driver's Fingerprint				
Driver's Signature				
REGISTRAR OF DRIVERS				
Signature				
Date				
New Vehicle	YES		NO	
New Driver	YES		NO	

I hereby declare that:

1. I abide by the Standard Agreement pertaining to Health & Safety in terms of Section 37(2) of the OSH ACT 85/93.
2. I did induction to the driver and also explain and handed him a copy of the Act in 1 above and a set of Terminal Rules.

Annexure C
REGISTRATION DETAILS FOR VEHICLE TO ENTER TRANSNET FREIGHT
RAIL TERMINALS

INFORMATION OF CARTAGE CONTRACTOR			
Cartage ID			
Cartage Name			
Physical Address 1			
Physical Address 2			
Physical Address 3			
Postal Address 1			
Postal Address 2			
Postal Code (ZIP)			
Country Code			
Fax Telephone No.			
Work Telephone No.			
Work Extension			
Cell No.			
INFORMATION OF VEHICLE			
Vehicle Registration no			
Permit no			
COF expiring date			
COF ID			
License expiring date			
License ID			
Cartage contractor			
Gross vehicle mass			
Hazchem Permit	YES	<input type="checkbox"/>	NO

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3. Cameras and intoxicating liquor are not permitted.
4. Speed limit 15 kph.
5. The company reserves the right to search visitors and vehicles at any time and to inspect any containers, etc., taken into or out of the company's premises. The aforementioned, where applicable, will be released and new seals recorded on the documentation.



6. Firearms must be declared on request of an authorized TRANSNET LTD.

I also accept and confirm that I am a registered operator or employee of a registered operator and on departing from the container terminal with a trailer of which TRANSNET LTD is the registered operator, I will adhere fully to road traffic Act No. 29 of 1989 and amendments thereof.

Name: _____

Signature: _____

Signature of Registrar of Vehicle: _____

Annexure D

REGISTRATION DETAILS FOR TRAILER/CHASSIS TO ENTER TRANSNET
FREIGHT RAIL TERMINALS

INFORMATION OF CARTAGE CONTRACTOR			
Cartage ID			
Cartage Name			
Physical Address 1			
Physical Address 2			
Physical Address 3			
Postal Address 1			
Postal Address 2			
Postal Code (ZIP)			
Country Code			
Fax Telephone No.			
Work Telephone No.			
Work Extension			
Cell No.			
INFORMATION OF TRAILER/VEHICLE			
Trailer/chassis Registration no			
Permit no			
COF expiring date			
COF ID			
License expiring date			
License ID			
Cartage contractor			
Gross vehicle mass			
Hazchem Permit	YES	<input type="checkbox"/>	NO

I hereby accept and confirm that I am entering the premises of Transnet LTD, on my own risk and that the company will not be liable for any loss or damages sustained by me or any property while I am on their premises. I am aware of the laws safeguarding the interest of myself and any dependants in respect of injuries and /or losses which may be sustained by either me and /or my dependants in the event of misconduct and /or maintenance on Container Handling Equipment insufficiently carried out by employees of Transnet Ltd. In any other event and notwithstanding my knowledge therefore I do waive the same.

7. Cameras and intoxicating liquor are not permitted.
8. Speed limit 15 kph.
9. The company reserves the right to search visitors and vehicles at any time and to inspect any containers, etc., taken into or out of the company's premises. The aforementioned, where applicable, will be released and new seals recorded on the documentation.
10. Firearms must be declared on request of an authorized TRANSNET LTD.



I also accept and confirm that I am a registered operator or employee of a registered operator and on departing from the container terminal with a trailer of which TRANSNET LTD is the registered operator, I will adhere fully to road traffic Act No. 29 of 1989 and amendments thereof.

Name: _____

Signature: _____

Signature of Registrar of trailer: _____