



NAMIBIAN PORTS AUTHORITY

Tel: +264 63 200 2003
Enquiries: Aleksei Zavitaev

Fax: +264 63 200 2004
Ref: 04/2020 – arriving, departure, shifting.

Date: 20 August 2020

To: Ships Agents.

Dear Sir/Madam

MEMORANDUM: ARRIVING, DEPARTURE AND SHIFTING PROCEDURE.

With this circular, I remind all shipping agents that a proper application must be made in order to arriving, departure or shifting a vessel in the port.

Scheduling (planning) takes place daily at 12:00 for the next 24 hours.

Any requests submitted outside the specified time (planning) are not serviced.

Every Friday at 12:00 there is one week scheduling.

The change in the plan takes place upon a written request. During working hours 1 hour before the operation, outside working hours 2 hours before the operation.

Phone calls are accepted as additional (operational) information and **do not constitute** an application for service.

Currently, due to the threat of a COVID19, all applications should be submitted remotely by e-mail in electronic form at the appropriate time. Personal presence is undesirable prior to the announcement.

Failure to follow the procedures will result in a refusal to provide service to the client.

Exclusion: Emergency Service.

Thank you.

Port of Luderitz
Port Captain
Aleksei Zavitaev



Port of Walvis Bay (Head Office):
P.O. Box 361 Walvis Bay, Namibia

Port of Lüderitz:
P.O. Box 836 Lüderitz, Namibia

Directors

Adv. G S Hinda
(Chairperson)
Ms. JJ Comalie
Mr. M Hindjou
Mr. J Kangandjera
Ms. N Hamunyela

Chief Executive Officer

Kavin Harry (Acting CEO)
Company Secretary
Ms. N Haikali

