

## ACCESS TAG APPLICATION FORM

### A. Conditions Of Use For All Access Tags

1. The Applicant must complete a PrimePort Timaru Limited Port [Safety Induction](#) and/or Timaru Container Terminal Limited [Health & Safety Induction](#).
2. The Access Tag may only be used in the course of the holder's approved duties in the Port area. The Access Tag does not constitute an authority to enter or remain in the Port area for any other purpose.
3. The Access Tag shall be presented for inspection on demand.
4. Loss of the Access Tag is to be reported immediately to PrimePort Timaru Limited Security.
5. The Access Tag must be surrendered on expiry, transfer or termination of current employment, or on the request of PrimePort Timaru Limited.
6. The Access Tag is NOT transferable and can only be used by the person to whom it is issued.
7. The Applicant acknowledges that as a condition of entry to the Port area, the Access Tag holder's vehicle and/or packages may be subject to a search before entering, while within or when leaving the Port area.
8. The Applicant must comply with the requirements of the Maritime Security Act 2004 and PrimePort Timaru Limited [Standard Terms & Conditions](#).
9. All Access Tags remain the property of PrimePort Timaru Limited.
10. An administration fee of \$30 will be charged per Access Tag issued. A replacement Access Tag will cost \$60.

### B. Consent

1. In signing this form, I hereby authorise PrimePort Timaru Limited to inquire and collect from the Ministry of Justice, New Zealand Customs and Ministry of Primary Industries details of all criminal history or other such security related information relating to me as held by one or more of those departments.
2. Under the Privacy Act 2020, the personal information collected by PrimePort Timaru Limited is for the sole purpose of security clearance and will be held by PrimePort Timaru Limited. The person to whom the information relates has the right to have access to this personal information and request its correction as set out in the Act.

**The preceding information has been noted and agreed to:**

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CAUTION

Under the Maritime Security Act, it is an offence to knowingly provide false information to PrimePort Timaru Limited

### C. Applicant's Information

(To be completed by the Applicant only after signing the consent section on Page 1)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ PrimePort Induction: \_\_\_\_\_

Mobile: \_\_\_\_\_ Terminal Induction: \_\_\_\_\_

Email: \_\_\_\_\_

Employed by (Company Name): \_\_\_\_\_

Applicant's Position/Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Access Required: PrimePort  Container Terminal

Date: \_\_\_\_\_

### D. Employer Certification

(Approved authorised signature is to be held on file by PrimePort Timaru Limited)

I \_\_\_\_\_ (Full Name)

of \_\_\_\_\_ (Organisation)

\_\_\_\_\_ (Position)

Confirm that the information supplied in Section C (Applicant's Information) is correct to the best of my knowledge and request that a PrimePort Timaru Limited Access Tag be issued to:

\_\_\_\_\_ (Full Name)

I undertake to notify PrimePort Timaru Limited Security of any changes to the supplied particulars, and to recover and return the Access Tag to PrimePort Timaru Limited prior to the Applicant leaving our employment, or upon transfer of the Applicant to a position which does not require retention of the Access Tag.

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email completed form to [access@primeport.co.nz](mailto:access@primeport.co.nz)

#### PrimePort Timaru Limited Office Use Only

Approved by: \_\_\_\_\_ Access Tag #: \_\_\_\_\_ ID: \_\_\_\_\_

Access Zones: \_\_\_\_\_

Signature of Applicant for receipt of Access Tag: \_\_\_\_\_