



**KUCHING PORT AUTHORITY**

**(Application Form for Annual Personal Pass  / Vehicle Entry Pass  )**

**“This Pass is issued in Pursuance with the Kuching Port Authority (Control of Entry & Security) Regulation 1961”**

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Name of Company: .....

Company Address: .....

..... Office Number: .....

Name of Driver / Applicant: ..... NRIC: .....

Nationality: ..... Race: ..... Occupation: .....

Address: .....

Mobile Number: ..... Driving Class: B2  D  E  H  Others

Type of Vehicle: ..... Registration No.: ..... Unladen Weight: .....

Name of Lorry Attendant: ..... NRIC: .....

Reason for requiring Pass.....

Have you ever applied for a KPA Pass before? Yes  No

If yes, state Pass No. .... Vehicle Registration No..... Expired Date: .....

Have you ever been banned entry before? If yes, state when & why.....

I, the undersigned, hereby stand surety for this application and undertake to ensure that the application abides by the Rules and Regulations of the Port Authority Ordinance, 1961 (Control of Entry and Security)

.....  
**Name/Signature of Applicant**

.....  
**Official/Business stamp**

**Date:** .....

(For Office Use Only)

(A) Application approve / not approved

Remark:

.....  
Chief Security Officer

Date: .....

(B) Pass processed by: .....

Signature: .....

KPA Receipt No.: .....

Date: .....

(C) I..... (NRIC No.....), the undersigned, have received the KPA Pass No..... and hereby stand surety for this application and undertake to ensure that the application abides by the Rules and Regulations of the Authority imposed therein

Date: .....

.....  
Signature of Applicant

Conditions of Issue

1. **VEHICLE** Pass issued at **RM15.00** per year **PERSONAL** Pass issued at **RM25.00** per year.
2. This Pass once issued must be submitted to the Authority before its expiry date for renewal. Vehicle with **expired Pass shall not be permitted entry.**
3. This Pass must be returned back upon application for renewal.
4. Vehicle should **follow the traffic signs** erected and shall park in such place as designed by the Authority.
5. **No Vehicle shall park on the wharf** except during Ex-Wharf Delivery.
6. Every Vehicle within the Authority's premises has to be moved when required to do so by the Authority.
7. No person shall **drive the Vehicle in a manner which is dangerous** to other users within the Authority's premises.
8. All vehicles while within the Authority's premises **shall obey the instruction** of the Port Security Officer or by any other authorized in that behalf by the Authority.
9. The Authority reserves the right to **reject, withdraw or cancel** any Personal Pass and Vehicle Pass issued without giving any reason.
10. Entry will be at your **own risk.**
11. Pass issued remains the property of Kuching Port Authority.
12. All phones with photographic apparatus are prohibited in the port.

**Please provide the following document:**

1. Company Covering Letter (**New Applicant**)
2. Photocopy Driving License and GDL
3. Photocopy of Road Tax / JPJ Receipt
4. Photocopy of Puspakom Report
5. Photocopy of Lesen Pembawa (LPKP)
6. Photocopy of Green Card

**\* PERSONAL PASS**

1. Photocopy of Identity Card (NRIC)
2. The applicant must personally come for photography session (**NEW APPLICANT**)
3. Company Covering Letter (**New Applicant**)

Instructions:

1. Please complete the Annual Personal Pass / Vehicle Entry Pass Form accordingly (with original Company Stamp).
2. Kindly submit the completed form and the required supporting documents (refer to the last section of the form) to Photographic Room at M floor of POB, Pending Terminal.
3. For any enquiries, please contact Photographic Room at Tel: 082-482144 ext 188.