



**ANNOUCEMENT No. /C/2025/DG/CAP REGARDING THE
RENEWAL OF PORT ACCESS TO THE PORT AUTHORITY OF KRIBI**

The Kribi Port Community is hereby informed that the 2026 access pass issuance and renewal campaign is now underway; In accordance with the provisions of the ISPS Code (**International Ship Port Facility Security Code**) and in full compliance with the conditions mentioned above :

I. PERMANENT USERS (FIRST APPLICATIONS)

Users applying for a permanent access card for the first time must send a complete physical application file to the Mail Service under the General Manager and by mail at the following address kps@pak.cm . The following documents are required for the application :

A. NATIONAL USERS

- A stamped request on company letterhead addressed to the PAK General Manager, (including a list of employees signed by the employer),
- A completed permanent access request form,
- A completed background check form for nationals,
- A copy of the criminal record (Bulletin No. 3) issued within the last 3 months,
- A certified photocopy of the national identity card or passport,
- A certificate of employment/ list of employees signed by the employer,
- A photocopy of approval or proof of profession (Shipping agents, stevedores, freight forwarders, customs brokers, concession holders, transporters, handling staff, maintenance personnel, etc.),
- Two 4x4 photos.

B. FOREIGNERS

- A stamped request on company letterhead addressed to PAK/GM, including a list of employees signed by the employer,
- A certified photocopy of the passport (identification page and the page with the visa),
- A completed permanent access request form,
- A completed character investigation form for foreigners,
- A certified photocopy of the residence permit,
- Two 4x4 photos.

II. PERMANENT USERS – RENEWAL

Holders of permanent access card to the port of Kribi, wishing to renew it should send the following documents to the mail department Of PAK General Manager and by mail at the following address kps@pak.cm .The required documents are:

- A stamped request on company letterhead addressed to the PAK /GM,



- A copy of the criminal record (Bulletin No. 3) issued within the last 3 months,
- A photocopy of the previous year's badge.

III. VEHICLE PASS

Vehicle access to the port area is subject to the issuance of a specific vehicle pass. To this end, the application file for the vehicle pass must include the following documents:

- A stamped request on company letterhead addressed to the PAK General Manager ,
- A legal photocopy of the vehicle registration document,
- A photocopy of the technical inspection and insurance for the period requested,
- A photocopy of the previous year's vehicle pass, if applicable.

Renewed or newly-issued port access cards and vehicle passes will be available at the Harbour Master's Office of Mboro (Access Office) within fifteen (15) working days from receipt of the complete application file along with proof of payment issued by the PAK Invoicing service.

NB : During the withdrawal the old badge should be restituted.

IV. DEADLINE FOR SUBMITTING APPLICATIONS

GROUPS	DATE
PAK Staff	27 - 31 October 2025
Concession holders & Partners	03 - 07 November 2025
Public & Technical Administrations	10 - 14 November 2025
Law enforcements Agents	17 - 21 November 2025
Consignees & Maritime agents	24 - 28 November 2025
Authorised service Providers & Subcontractors	01 - 05 December 2025

I encourage you to fully commit for contributing to the success of this renewal process

Done in Kribi, On **23 OCT 2025**

THE GENERAL MANAGER



Patrice Melom