**VISITORS NOTIFICATION FORM**

**Section 1: Host description**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Host*** | ***Host Organization*** | ***Host Contact No.*** | ***Requested Date*** |
|  |  |  |  |

**Section 2: Visitor/Vehicle description and Purpose of Visit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S/N*** | ***Visitors Name(s)\**** | ***Visitors Organization\**** | ***Visitors Contact No.*** | ***Visitors Email*** |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |
| *5* |  |  |  |  |

If visitors list is more than 5, please use additional list as needed.

|  |  |
| --- | --- |
| ***Purpose of Visit*** |  |
| ***Start Visit Date*** |  |
| ***End Visit Date*** |  |
| ***Port Location(s) to be visited:*** |  |
| ***Total number of day(s)*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***S/N*** | ***Vehicle(s)*** | ***Make/Model*** | ***License plate*** |
| *1* |  |  |  |
| *2* |  |  |  |

This is to certify that the host is duly informed of the cited regulations and has signified his/her commitment of adherence by signing below

|  |  |
| --- | --- |
| ***Host’s name & Signature*** |  |

**Section 3: Approval for Entry. To be completed by Lekki Port Security**

|  |  |
| --- | --- |
| ***Comments, If any*** |  |
| ***Approved by: Name & Date*** |  |

*Please turn over for regulations*.

**REGULATIONS FOR HOST AND VISITORS**

The notes that follow must be read before submitting this form.

As Host, you will accept responsibility for:-

* The conduct of your visitor(s)
* Ensuring that all visitor(s) are in possession of a valid pass.
* Ensuring Security Regulations are complied with as set out by the Lekki Port
* Ensuring the visitor(s) fully comply with the appropriate safety legislation and procedures for Health, Safety and Environment management in the port.
* In case of delays to arrival or any changes on the requested visit, Host must notify security advised by the

As a Visitor you are required to:

* Wear ID/Passes at all times whilst at Lekki Port.
* Present the approved form to the guard upon entry
* Complete security verifications to be conducted at rendezvous points (Access Control)
* Wear the provided PPEs while inside the port operating area
* Conduct yourselves appropriately at all times

Access Regulations

* Only those listed on the visitor’s form will be allowed access to the Port. In the case of changes kindly reach out to your HOST to send a request for that particular person(s) who is not included in the list.
* Security reserves the right to determine the parking area, conduct appropriate security searches of vehicles and persons as well as adapt all other security responses as deemed necessary
* Nobody under the influence of liquor and/or drug will be permitted in the Port.
* Visitor’s own vehicles are not allowed inside the port operating area unless approval has been gotten from LP and all other relevant stakeholders