



Steps on how to apply online for Abu Dhabi Ports

Daily / Monthly / Yearly Access (E-Pass Application)

Browse to

https://epass.adports.ae/ePass/login.aspx

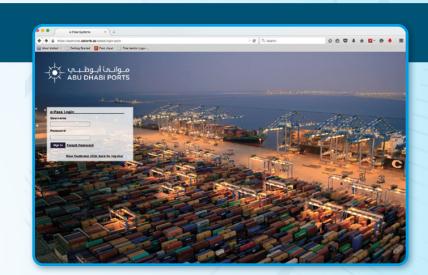
If you are new user make your registration.

How do you make registration? Follow below steps.

STEP

1

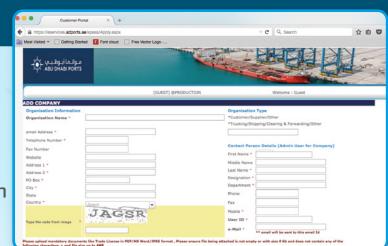
- 1. Registration (New User)
- 2. Click on 'New Customer'





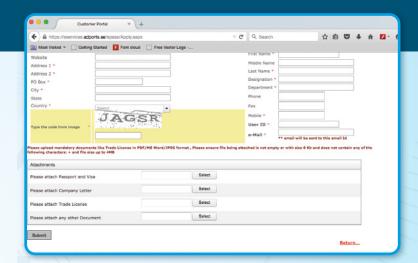


- 1. fill in complete company information
 - a. Company information form.
 - b. Complete admin information form.
- 2. Attach required documents.



STEP 3

- 1. Attach the below required documents.
 - a. Passport and Visa copy of admin user.
 - b. Official letter in Arabic.
 - c. Trade License Copy.
 - d. If you have any contract attach contract copy.
- 2. Click on submit.
- 3. After submit you will receive your password and user name.







Steps on how to apply online for Abu Dhabi Ports

Daily / Monthly / Yearly Access (E-Pass System).

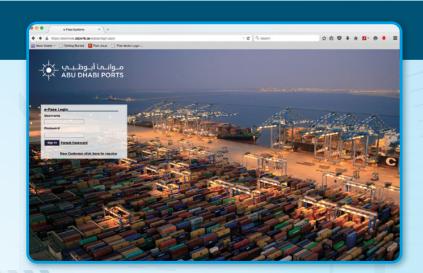
Browse to

https://epass.adports.ae/ePass/login.aspx

Follow below steps:

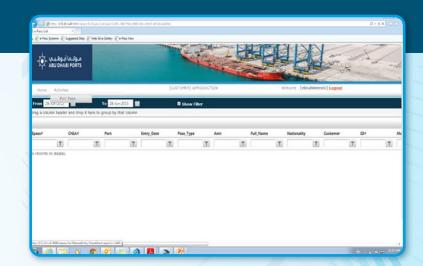
STEP

- 1. Enter Username
- 2. Enter Password
- 3. Click 'sign in'



STEP 2

- 1. Click on 'Activities'
- 2. Click on 'Port Pass'

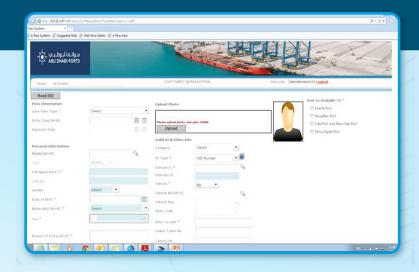








- 1. Choose the type of pass either:
 - Visitor / Daily / Monthly / Yearly Pass
- a. To apply for Visitor Pass, you should coordinate in advanced with the host Entity. Chose the host Entity Details. Host Details are required only to apply for the visitor pass attached valid passport & visa copy.
- b. To apply for **Daily Pass** attach:
 - Valid passport & visa copy.
 - Supporting Documents such as: Material Delivery Order/ Documents pertaining to cargo/ Valid Booking for Containers.
- c. To apply **Monthly Pass** attach:
 - Passport and visa copy
 - Official Letter in Arabic.



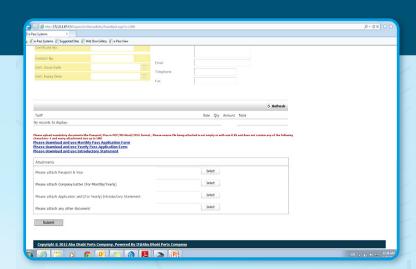
- d. To Apply **Yearly Pass** attach:
 - Abu Dhabi Ports Yearly Application Form with fill in English and Arabic with Stamp & sign
 - Introductory statement with applicant sign (English or Arabic)
 - Official letter in Arabic with mention reason of entry and required ports names
 - Valid passport and visa copy
- 2. Upload current photo in any type of pass.
- 3. Fields marked with a red star mandatory.





4

- 1. Click on 'Select'
- Please select the file you want to attach from your desktop.



Note: Please upload mandatory documents like Passport / Visa in PDF / Word / JPEG format, ensure the file being attached is not empty or with size 0 Kb and does not contain any specialcharacters i.e. *, :, + etc.

STEP

5

- 1. After Click on Submit.
- System create reference number. That window should be popup on your system.
 For Visitor/Daily/Monthly / Yearly Pass you should print

| Part |

the pass reference number page and keep with you when you visit Port Pass Office to do the payment and collect the pass.

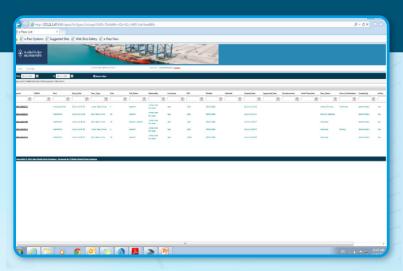






- Online status tracking. When submit the request the status will be "Waiting Security" and will be subject to obtain security clearance.
- When you get the security clearance the status becomes " Processing" and will be subject to the approval of the security authority.
- 3. When you get the approval from authority, it becomes:
 - "Waiting Printing " if it's Visitor online pass.
 - "Waiting payment" if it's daily online pass.
 - "Waiting Payment" if it's paid monthly online pass.
 - "waiting Printing" if you deserve free monthly pass.
 - "Waiting Officer" if it's Yearly Online Pass.

NOTE: you should print the pass reference number page, and come to the pass office to do the payment and collect the pass.





Abu Dhabi Ports Mobile App to avail Online Port Pass (Daily / Visitor) is available on apple store and google play store.

Health Safety & Environment (HSE Induction)

Safety Every One's responsibility. When you get reference number then visit Abu Dhabi Ports induction points.

Below Induction points

Khalifa Port Building # 06
Mina Zayed Security building
Note: visit induction points with your visa copy
& reference number.

Gate Pass

When you done safety class successfully then visit Abu Dhabi Port Pass Office with your reference number. Show your reference number to pass officer and get your requested pass.