



## NEW USER ACCESS FORM

### APPLICATION FOR PORTAL REGISTRATION

Portal Helpdesk: SIE.TPT@transnet.net

Please complete all details, incomplete forms will not be processed

#### 1. COMPANY DETAILS

<b>Name *</b>	
<b>Address *</b>	
<b>Phone *</b>	
<b>Fax</b>	
<b>Email *</b>	

#### 2. USER DETAILS

<b>Name</b>		<b>Job Designation</b>	
<b>Email</b>		<b>Tel</b>	
<b>List of Account numbers This user will access</b>			
<b>Signature</b>			

<b>Name</b>		<b>Job Designation</b>	
<b>Email</b>		<b>Tel</b>	
<b>List of Account numbers This user will access</b>			
<b>Signature</b>			



<b>Name</b>		<b>Job Designation</b>	
<b>Email</b>		<b>Tel</b>	
<b>List of Account numbers This user will access</b>			
<b>Signature</b>			

### 2.1 Access Requirements \*

Please tick the boxes next to the module/service you will require access to

<b>Module Name</b>	Yes	No	<b>Module Name</b>	Yes	No
<b>Manifest Submission *</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Service Instruction Submission *</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Line Releases Submission *</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Electronic Invoicing *</b>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. CUSTOMER AUTHORIZATION

	<b>Name</b>	<b>Surname</b>	<b>Date</b>	<b>Signature</b>
<b>Supervisor</b>				

### 4. APPROVING DETAILS:

For office use only

	<b>Name</b>	<b>Surname</b>	<b>HCM No</b>	<b>Date</b>	<b>Signature</b>
<b>Portal Admin</b>					
<b>IT Manager</b>					



**DISCLAIMER:**

The Customer acknowledges that this form captures personal information and by completing and signing this form, the Customer duly grants consent to the processing of its personal information by Transnet and mandated Transnet Officials in accordance with POPIA, and for the purposes of

Providing the customer access to the SIE portal.

Processing of personal information in terms of this form shall be limited to achieving the purpose for processing.

The Customer acknowledges that Transnet may only effect further processing of its personal information provided that the purpose for such further processing is compatible with Transnet's initial purpose for processing such personal information.

The Customer further acknowledges that its failure to grant consent to Transnet to process its personal information as captured in this form may adversely affect, their ability to use and transact on the Transnet application systems

The Customer agrees to inform Transnet of any concerns, should it deem that its personal information is not afforded the necessary protection safeguards. Concerns relating to lack of protection safeguards shall be addressed to the Transnet Port Terminal's Chief Information Officer. The Transnet Official dealing with any concerns so raised shall as reasonably practicable take the necessary steps to investigate, report, resolve and close such concerns. The Customer shall reserve