

SOHAR PORT ONLINE GATE PASS PROCEDURES

Version 2
December 2020

Types of passes

Every person entering SOHAR Port must be in possession of a Gate Pass. There are 3 different passes available:

Type of pass	For Whom	Applied By	Approval By	Issued/ Printed Out By
Temporary Gate Pass (Short-term) (1-10 days)	Visitors, service providers	Tenants	ROP - Port Security	Tenants (Free of charge)
Temporary Gate Pass (Short-term) (<10 days – 3 months)	Short-term contractors	Tenants	ROP – Port Security	Tenants (Free of charge)
Permanent Gate Pass (< 3 months – 2 years)	Long-term contractors or employees	Tenants	ROP – Port Security	SOHAR Port and Freezone (OMR 5)

Safety Induction

Following a safety induction course is compulsory for all persons looking to enter SOHAR Port, except for visitors using a Day Pass. The induction course must be given prior to the issuance of the Gate Pass.

Issuing a Temporary Gate Pass

Tenants are allowed to issue passes to their own employees, contracted parties and guests. Passes should be applied through the Online Gate Pass System as prescribed by SOHAR Port and must contain accurate data. SOHAR Port and Freezone has to create usernames and passwords for all users who are authorised by Tenants to issue a Gate Pass. The validity of the pass should not exceed the expiration date of the ID card or contract period. Visitors (not contracted, no induction, no picture) can ONLY receive a day pass.

THE PASS WILL ONLY BE VALID ONCE PRINTED BY TENANTS FOR TEMPORARY VISTS OR BY SIPC FOR PERMANENT VISTS.

The tenant is required to keep a register of all passes that are issued and revoked/terminated at all times. Data in this register should match the data on the passes.

Furthermore, the tenant can communicate with a SOHAR representative in case of any enquiries/ issues via email: khalid.alshamsi@soharportandfreezone.com or by calling **99239714**

Procedure for Issuing a Temporary Gate Pass (Short-term 1-10 days)

1. Visit the Online Gate Pass page through the website link: www.soharportandfreezone.com
2. Enter your username and password provided to you by SOHAR

Online Gate Pass

Login

Please use below form to sign in

Freezone/Port

Username

Password

Sign in

User is fully responsible for the confidentiality of their Username and Password

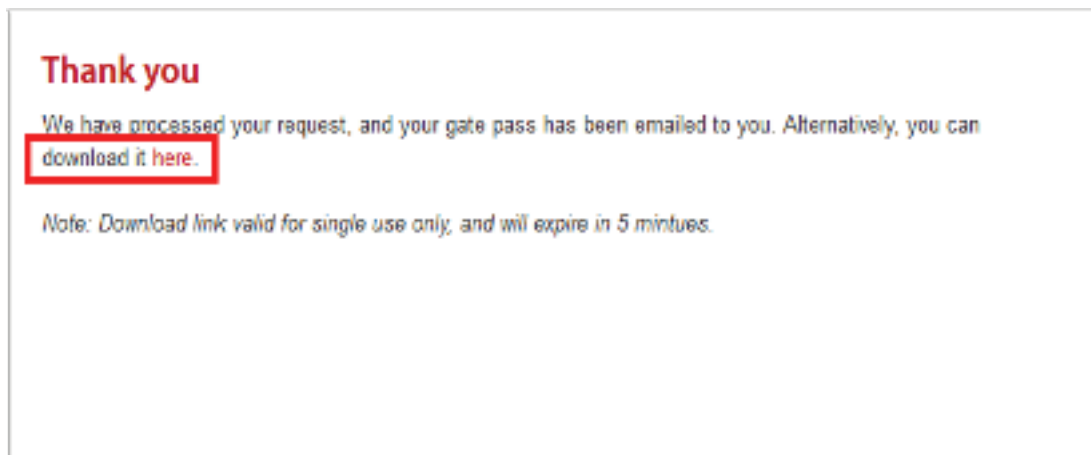
3. Insert respective data in the digital pass format and upload necessary documents (Pass Type, Validity Period, Pass Starting Date, Pass For, Organization/Host Organization, Full Name of Pass Holder, Telephone, Email, Identification, ID or Passport Number of Pass Holder, Copy of Civil ID)

NEW GATE PASS

Please fill in the following information

Pass Type نوع التصريح	<input type="text" value="-- Select Type --"/>
Validity Period مدة الزيارة	<input type="text" value="-- Select Duration --"/>
Pass Starting Date تاريخ طلب التصريح	<input type="text" value=""/>
Pass For المستفيد من التصريح	<input type="text" value="-- Select --"/>
Organization/Host Organization المؤسسة/المؤسسة المستضيفة	<input type="text" value="50 characters max."/>
Full Name of Pass Holder الاسم الكامل لحامل التصريح	<input type="text" value=""/>
Telephone هاتف	<input type="text" value=""/>
Email البريد الإلكتروني	<input type="text" value=""/>
Identification بطاقة التعريف	<input type="text" value="Resident"/>
ID or passport Number of Pass Holder رقم الهوية أو جواز السفر لحامل التصريح	<input type="text" value=""/>
Copy of Civil ID نسخة من البطاقة الشخصية	<input type="button" value="Browse..."/> No file sele (jpg, gif, png) max 1MB
Passport-sized Photo with a blue background صورة بالزي الرسمي مع خلفية زرقاء	<input type="button" value="Choose file"/> (jpg, gif, png) max 1MB

4. Click 'Submit'
5. Whenever your Temporary Gate Pass request is approved, you will receive an email notification, together with the attached Gate Pass. Download the attachment and take a print out
6. There are some cases where the Temporary Gate Pass request will be approved instantly. In such cases, a download link will be provided on the 'Thank You' page



Procedure for Issuing a Temporary Gate Pass (Long Term <10 days – 3 months)

1. Visit the Online Gate Pass page through the website link: www.soharportandfreezone.com
2. Enter your username and password provided to you by SOHAR

Online Gate Pass

Login

Please use below form to sign in

Freezone/Port

Username

Password

User is fully responsible for the confidentiality of their Username and Password

3. Insert respective data in the digital pass format and upload necessary documents (Pass Type, Validity Period, Pass Starting Date, Pass For, Organization/Host Organization, Full Name of Pass Holder, Telephone, Email, Identification, ID or Passport Number of Pass Holder, Copy of Civil ID, other documents such as a letter or agreement)

Online Gate Pass
Application's History

Apply online for a GATE PASS to enter the Port. This will allow faster transactions and approval. If you'd like some assistance to complete the below form, please refer to our [User Guide here](#)

تتم المعاملات عبر الإنترنت على تصريح بعقولة المعول إلى البنيان من شأن ذلك تسريع المعاملات والمعمول على التوافقات بكل يسر وسهولة. في حال أردت المساعدة الكاملة الاستشارة أوتدريج من واجبة تأجيل المستخدم **هنا**

Pass type نوع التصريح	Permanent دائم <input type="button" value="v"/>		
Pass Starting date تاريخ طلب التصريح	<input type="text"/>	Validity period مدة الزيارة	<input type="button" value="-- Select Duration -- v"/>
Pass for المتسبب من التصريح	-- Select -- <input type="button" value="v"/>		
Organization/Host Organization المؤسسة/المؤسسة المستجيبة	<input type="text" value="50 characters max."/>		
Full Name of Pass Holder الاسم الكامل لمالك التصريح	<input type="text"/>		
Telephone هاتف	<input type="text"/>		
Email البريد الإلكتروني	<input type="text"/>		
Identification بطاقة التريف	Non Resident <input type="button" value="v"/>		
ID or passport Number of Pass Holder رقم الهوية أو جواز السفر لمالك التصريح	<input type="text"/>		
Copy of Passport نسخة من جواز السفر	<input type="button" value="Browse..."/> No file sel (jpg, gif, png) max 1MB		
Other Documents مندات أخرى	<input type="button" value="Browse..."/> No file sel (pdf, doc, zip)		
Passport-sized photo with a blue background صورة ذاتي الراسي مع خلفية زرقاء	<input type="button" value="Choose file"/> (jpg, gif, png) max 1MB		

4. Click 'Submit'
5. Whenever your Temporary Gate Pass request is approved by ROP, you will receive an email notification along with the attached Gate Pass
6. If the Temporary Gate Pass request is rejected by ROP, you will receive an email notification with the reasons for rejection

Procedure for pass issuing Permanent Gate Pass (<3 months – 2 years)

1. Visit the Online Gate Pass page through the website link: www.soharportandfreezone.com
2. Enter your username and password provided to you by SOHAR

Online Gate Pass

Login

Please use below form to sign in

Freezone/Port

Username

Password

User is fully responsible for the confidentiality of their Username and Password

3. Insert respective data in the digital pass format and upload necessary documents (Pass Type, Validity Period, Pass Starting Date, Pass For, Organization/Host Organization, Full Name of Pass Holder, Telephone, Email, Identification, ID or Passport Number of Pass Holder, Copy of Civil ID, other documents such as a letter or agreement)

Online Gate Pass Application's History

Apply online for a GATE PASS to enter the Port. This will allow faster transactions and approval. If you'd like some assistance to complete the below form, please refer to our User Guide [here](#)

تقدم للحصول على الأذونات على تصريح بمؤقتة الدخول إلى الميناء من شأن ذلك تسريع المعاملات والحصول على الموافقات بكل بساطة وسهولة. في حال تريت المساعدة لعملة الاستشارة كتاب برصي مرافقة بلوق المستخدم هنا

Pass type: Permanent (دائم)

Pass Starting date: [Date Picker] Validity period: -- Select Duration --

Pass for: -- Select --

Organization/Host Organization: 50 characters max

Full Name of Pass Holder: [Text Field]

Telephone: [Text Field]

Email: [Text Field]

Identification: Non Resident

ID or passport number of Pass Holder: [Text Field]

Copy of Passport: Browse... No file set (jpg, gif, png) max 1MB

Other Documents: Browse... No file set (pdf, doc, zip)

Passport-sized photo with a blue background: Choose file (jpg, gif, png) max 1MB

Submit / إرسال

4. Click 'Submit'
5. Whenever your Temporary Gate Pass request is approved by ROP, you will receive an email notification along with the attached Gate Pass.
6. If the Temporary Gate Pass request is rejected by ROP, you will receive an email notification with the reasons for rejection

Procedure at the Gate

Driver on duty will have to:

1. Swipe the gate pass at the card reader/ barcode reader
2. Wait for the security arm barrier to rise and enter the Port

ROP – Port Security on duty will have to:

1. Verify if all persons entering (in a vehicle) are in possession of a valid Gate Pass, through the Online Gate Pass System via the security room monitor. Sometimes the pass details will be checked at random.
2. Deny access in the case of an invalid pass or no pass (an emergency pass can be issued at the ROP – Port Security Station)
3. Immediately report any irregularity or misconduct to the ROP – Port Security Officer and SIPC
4. Collect day passes and emergency passes from vehicles before exiting the Port, if required

Exemptions

Only the ROP may provide exemptions for the above regulations, for instance, in the case of large groups of visitors, high delegates, or a very important visitor. In these cases, the ROP may allow entry, once the Tenant has submitted an official letter to ROP – Port Security with complete details in the required time.

Online Gate Pass System Hours

The Online Gate Pass System and ROP at the main gates are operational 24/7. ROP approval is available 24/7 and gate pass approval time will be within 48 hours.

