



# **MULTI PURPOSE TERMINAL RICHARDS BAY**

## **Berthing and working of vessel Guidelines**

**For the period 1 August 2007 to 31 March 2008**

**Version 2 - July 2007**

## **1.0 Objective**

To prescribe the manner in which vessel berthing and the loading and off loading of cargo should be conducted. To ensure the optimal resource allocation and the sustained productivity at the Multi Purpose Terminal, Port of Richards Bay.

## **2.0 Philosophy**

The principle underlying the implementation of these guidelines relies on the following:

- 2.1 Collaboration between the Terminal and all Stakeholders that is crucial for the prosperity of the Industry in general.
- 2.2 The promotion of peace and coherency in all Terminal activities.
- 2.3 Structure Terminal operations in a manner that promotes productivity and efficiency at all times.

## **3.0 Scope**

The guidelines apply to the Multi Purpose Terminal in the Port of Richards Bay as one of the Transnet Port Terminal Terminals, and all its users.

## **4.0 General definitions**

- 4.1 MPT Berths – Multi Purpose Terminal berths are 606, 607, 608, 706, 707 and 708. (See annexure 1 for berth details).
- 4.2 Weekend Working Hours – refers to the time between 22:00 Friday and 06:00 Monday, both inclusive.
- 4.3 Planning Program – A bar chart of expected working and berthing of vessels compiled by the TPT Central Planning Office as defined in 4.5 below.
- 4.4 Berth Planner (NPA) – The National Ports Authority (NPA) employee who, in liaison with the designated TPT Multi Purpose Terminal, Central Planning Office Manager, is responsible for the co-ordination of the Port of Richards Bay berthing and updating of the daily Port bar chart.
- 4.5 Central Planning Office Manager – A Multi Purpose Terminal employee, or his authorized designate, responsible for all planning activities in the Central Planning Office, including allocating, shifting and removing of vessels from berth as per the TPT Berthing Guidelines provisions.

- 4.6 Occupation – A planned maintenance period for a berth, recorded on the barchart which is treated as if it were a vessel. Customers and Stakeholders will be given one month's notice prior to occupation taking place.
- 4.7 Vessel Nomination – Shall mean a vessel ETA notification to the **TPT Multi Purpose Terminal CPO** as well as the Berth Planner (NPA) by telex, fax, email or ID 100 form by the relevant Vessel's agent.
- 4.8 Planned vessel – Shall mean a vessel that maintains ETA within the parameters allowed in the MPT Guidelines.
- 4.9 Unplanned vessel - Shall mean a vessel that arrives without any prior notification or the submission of an ID 100 and or fails to maintain ETA within the parameters allowed in the MPT Guidelines.
- 4.10 Re-planned vessel - Shall mean a vessel that vacates a berth for what so ever reason and returns at a later stage to continue working (including moving to DBT, outer anchorage, or any other area in the Port).
- 4.11 Unproductive Vessel – Shall mean any vessel which does not perform in terms of the following :
- Has had cargo working interrupted through either sensitivity to another cargo, waiting on cargo, dirty hatches, weather sensitive cargo, including weather sensitive cargo in the hatch, crane breakdown or force majeure.
  - Has completed cargo working and is waiting for another berth.
  - Utilising the berth for lay-by, replenishments, and repairs or cleaning.
  - Is not prepared to work due to risk of contamination from another vessel and / or Terminal.
  - Has its productivity fall below 70 % of planned working as a result of controllable delays caused by vessel. Has infrastructure failure "for example" cranes, hatches, etc) to an extent that it cannot effectively continue to load.
  - Is not being worked whilst occupying a berth for any other reason.
- 4.12 Force Majeure – circumstances or conditions beyond the control of SA Port Operations or the Shipping Line or any other circumstances or condition which it is not reasonably practical for SA Port Operations or the Shipping Line to control or alleviate and shall include, but shall not be limited to:
- Act of God, storm, tempest or flood.
  - Fire, spontaneous combustion, explosion, and any steps taken for the extinguishing of a fire.
  - National or regional strikes, lockouts, go-slows, stay-aways and other industrial action by any person in the furtherance of a trade dispute; war, revolution, riot, civil commotion or political disturbance, restrictions imposed directly or indirectly by Government or any person, corporation

or body acting under statutory power, any act of employees of SA Port Operation or the Shipping Line which is reasonably necessary for the safety or preservation of persons, ports or cargo therein.

- 4.13 Stakeholders – all juristic and natural persons with implicit or explicit vested interest in the Terminal Operations logistics chain.
- 4.14 Business Unit Executive's (BUE) Prerogative – A discretionary decision made by the Multi Purpose Terminal's BUE or his duly appointed delegate in the interest of safe, orderly, efficient and productive Terminal operations.
- 4.15 Pre- Plan – refers to the Phase 2 of an overview of the vessel's intended activity for the duration of her stay in the terminal.
- 4.16 Active Berth – refers to the berth which is being used or is scheduled to be used for loading / offloading a vessel at a given time.

## 5.0 General Berthing Guidelines

- 5.1 The I.D. 100 notification must be submitted to the TPT MPT CPO as well as to the Berth Planner (NPA) by the Vessel's Agent, and a copy thereof forwarded to MPT's Central Planning Office.
- 5.2 Should a berth become available and the vessel has not yet received the ISPS clearance (level 1 or 2), then that vessel will forfeit its right to the berth. The next most planned vessel with ISPS clearance and that meets all other criteria stipulated in these guidelines will be allocated the berth.
- 5.3 FIRST PLAN – FIRST SERVE
  - 5.3.1 Terminal Plan

Vessels will be berthed on a First Plan – First Serve concept taking in to consideration the content as contained in the Terminal Plan (annexure 6).
  - 5.3.2 A "planned" vessel means:

A vessel that has been nominated (phase 1) - by the tendering of an I.D. 100 document not less than ten calendar days, but within twenty days prior to arrival, and of which the ETA is updated on a daily basis, after nomination. No nominations shall be accepted earlier than twenty days prior to a vessel's arrival.

The vessel shall be firmly nominated **five days**, prior to arrival.
  - 5.3.3 A "un-planned" vessel means:
    - 5.3.3.1 Any vessel not complying with paragraph 5.3.2 above.
    - 5.3.3.2 Such vessels shall be accommodated at the first suitable

berth available, but may be liable to shift at own cost, if a "planned" vessel is in any way prejudiced.

- 5.3.3.3 No vessels will be allowed to commence cargo operations unless the necessary pre – plan (phase 2) was done by the Central Planning Office at least 24 hours to commence loading / discharge.
- 5.3.4 The following conditions shall apply to all vessels :
  - 5.3.4.1 The necessary arrangements must be made by the Customer / Agent to have 100% of export cargo available prior to berthing of a vessel subject to the discussion of the CPO Manager.
  - 5.3.4.2 Arrangements must be made by the Customer / Agent for the expeditious clearing of import cargo from the Terminal.
  - 5.3.4.3 Deviation of these prescribed guidelines is at the sole discretion of the TPT MPT's BUE or his duly appointed delegate.
  - 5.3.4.4 If the tonnage of cargo is increased beyond that accepted and planned at the Phase 2 planning meeting, and affects vessel's Estimated Time of Departure (ETD) beyond one additional shift, the additional tonnage shall constitute a new nomination, resulting in the vessel having to be re-planned.
  - 5.3.4.5 All information and necessary documentation must be available at the Phase 2 Planning meeting at least 24 hours (excluding weekends) prior to the vessel's arrival.
- 5.3.5 If a vessel does not maintain her arrival date, in that she arrives earlier than planned according to paragraph 5.3.2, the following shall apply, provided that the other conditions of paragraph 5.3.2 and 5.3.3 (as applicable) are met in full.
  - 5.3.5.1 The vessel shall be permitted to occupy her planned berth earlier, provided that it is available.
  - 5.3.5.2 If the planned berth is not available, the vessel shall either wait her turn for the berth to become available, as originally planned, or
  - 5.3.5.3 If, however, other suitable berths are available, the vessel shall be re-planned to occupy another

berth. However, cross haulage will apply in terms of annexure 2.

- 5.4 If a vessel does not maintain her arrival date, in that she arrives more than one shift later than planned according to her ETA, or change her ETA more than once as per paragraph 5.3.2, she shall forfeit her right to such planned berth, and be regarded as an unplanned vessel. In instances where a vessel becomes and un-planned, such a vessel will be re-planned.
- 5.5 For the purpose of this clause, "one shift" shall be as defined in annexure 4.
- 5.6 If a vessel is delayed on the berth by more than one shift, such that it affects the berthing of other **PLANNED** vessels, the following will apply :
- 5.6.1 Only delays in the following categories will be considered:
- 5.6.1.1 Delays caused by the vessel, its cargo, and/or its Agent(s).  
Those vessels affected under this heading shall be liable, subject to negotiations with next occupant of the berth and at the discretion of MPT Management to shift to an alternative berth at their (vessel) own cost. This also applies to unproductive vessels.
- 5.6.1.2 Delays caused by MPT  
All vessels delayed under this category can be shifted at the discretion of MPT Management after consultation with the Shipping Line/Agent concerned, providing that the vessel/cargo is not prejudiced in any way. The vessel shifting will take place within two hours after completion of the "additional one shift" at MPT's expense.
- 5.6.1.3 Delays caused by weather berth or civil unrest.  
"Force Majeure" shall be deemed to exist in the case of those vessels affected by delays under this category. Such vessels shall permitted to extend berth occupancy at the discretion of MPT Management after consultation with all concerned.
- 5.6.2 Where delays to a vessel are due to a combination of categories 5.6.1.1. and 5.6.1.2, the cost incurred as a result thereof, shall be distributed on a pro-rata basis.
- 5.6.3 MPT shall not accept responsibility for any cost/demurrage charges incurred due to non delivery of cargo by road or rail nor for delays incurred at any other Port resulting in the vessel's ETA at Richards Bay being adversely affected.

- 5.6.4 All delays which might affect the original planned departure date of a vessel from a particular berth, must be recorded at the Phase 3 (onboard meeting). The Agent, Stevedore(s) and CPO Manager or his appointed sub-ordinate must sign the Phase 3 document. In the event of a dispute arising it shall be settled by the BUE, after consultation with the affected parties.
- 5.7 If a planned vessel is not, for any reason, able to work cargo on the planned date, and another vessels is already waiting for the same berth, the berthing of such vessel will be governed by the conditions of paragraph 5.6.
- 5.8 It is accepted that vessels are substituted from time to time. However, the nomination of bona fide vessels for which specific cargoes have been booked, is a pre-requisite for effective port planning and working.
- 5.9 The working of vessels shall, as far as possible, be carried out in accordance with these guidelines. Such arrangements will, however, be at the discretion of the CPO Manager, in the interests of safe, orderly and efficient Terminal working.
- 5.10 Weekend vessel working is subject to the charges as contained in clause 8.
- 5.11 All cargo working vessels in MPT will have preference to those vessels for "lay by" or bunker vessels. All requests for "lay by" or bunker vessels must be directed to the CPO Manager and the NPA Berth Planner.
- 5.12 Any Shipping Line / Agent deviating from these guidelines for any reason without prior approval of the CPO Manager might affect the vessel's berthing. If the actions of the Shipping Line / Agent are deemed to be prejudicial to the "Planned Vessels", MPT Management reserves the right to instruct the vessel to vacate the berth.

## **6.0 Pre-Planning**

Pre-planning of vessels will be carried out in conjunction with the following guidelines :

Pre-plan meeting times are from 11:15 to 12:30. Approval must be obtained from the CPO Manager for pre-plans to be held at 14:00. No pre-plans will be held on weekends and Public Holidays. Pre-plan meetings must be held between 72 and 24 hours prior to vessel arrival.

- 6.1 Where possible pre-plan Phase 2 forms and Stowage plans to be presented to CPO 24 hours before the actual pre-planning takes place.
- 6.2 Taking all things into consideration, gang allocation will be discussed at the pre-plan meetings with emphasis on the following criteria:
- Number of parcels in the heavy hold or worked through heavy

- crane
  - Total tonnage taken by the vessel from MPT
  - Estimated berth detention
  - The stow plan (including distribution of cargo)
  - Refer to the Pre-plan format as per annexure 5.
- 6.3 Vessels that are planned to start over any weekend shall be allocated a maximum of two (2) gangs required over that weekend such that there is no impact on envisaged vessel's Port detention. In the case where a vessel insists to have more than the minimum of two (2) gangs, such vessel may receive more gangs, subject to clauses 6.2 and 7.2, at a pre determined weekend fee / surcharge.
- 6.4 Pre-plans will only be done on the presentation of shipping / landing order documents which had been passed through the South Africa Revenue Services and the Multi Purpose Terminal's Harbour Revenue office, and have an order number allocated accordingly. However, in the case where more than one parcel is to be loaded and not all parcels have their shipping/landing documents ready as per 6.6 below, **the pre-plan will take place only for the parcels with shipping / landing documents ready – to the exclusion of the parcels whose documents are not ready as if** such parcels did not form part of the vessel loading.
- 6.5 Shipping / landing documents must reach the Harbour Revenue office by 15:00 – Mondays to Fridays. Orders arriving after 15:00 on Fridays will only be processed the following Monday.
- 6.6 The documents for the parcels mentioned in 6.4 above may be presented while the vessel is loading and pre-plan will be amended accordingly. Allocation of resources for loading such parcels will be subject to 24 hour planning requirements. If, however, such documents are not yet presented and passed by the Harbour Revenue Office by the time the rest of the parcels are completed, the vessel becomes unproductive and will be treated as such per these guidelines.
- 6.7 In the case where the documents for the parcels mentioned in 6.4 above are presented at the Harbour Revenue office after 15:00, arrangements can be made for processing of such documents after hours or over the weekend provided sufficient written notice (at least 6 hours prior to the end of the working day) is given to the Central Planning Office Manager and the Finance Manager.
- 6.8 Amended pre-plans / instructions must be in writing, have an authorized signature and delivered to the Central Planning Office by

the responsible Agent. These amendments are also subject to the 24 hour resource planning requirements mentioned above.

- 6.9 The booking / canceling of gangs must be in writing (faxed, emailed or hand delivered) and submitted to the Central Planning Office after a telephonic notification to the Central Planning Office. See also 8.0.
- 6.10 Berth allocation will be subject to the following guidelines:  
The "vessel-come-to-the-cargo" approach will generally be applied when berthing vessels.
- 6.10.1 Vessels could be served at a non – MPT berth at the Terminal's discretion, on the condition that it does not infringe upon the working/productivity of a vessel currently working at a MPT berth, impacts on gang availability, safety, product quality, contamination and/or contravenes the Berthing Policy.
- 6.10.2 Vessels planned to load bulk between MPT parcels, will be required to give nine hours written notice to CPO of its intention to move to a Dry Bulk Terminal berth to load under the belt. Failing of which a minimum of 4 hours gang standby charges will be raised where gangs have been booked. Any vessel that moves to DBT to load or discharge DBT cargo and intends to returns to the MPT berth, must be re-planned.
- 6.10.3 If a vessel is loading one type of commodity located at a particular series area (i.e. 6 or 7 series), and requires to thereafter load cargo located at a different series area, such a vessel may be requested to move / shift to where the second cargo is, depending on volumes being loaded and provided a suitable berth is available. Written requests for shifting / moving of vessel must be made to the CPO Manager prior to any shifting taking place. The CPO Manager will notify the NPA Berth Planner of the shift and times.
- 6.10.4 Should the above-mentioned vessel not be willing to move to the available berth in another series, the cargo for shipment / landing will be cross-hauled from / to the storage area to / from the vessel. In such instances, cross haulage charges will be raised against the Shipping Line or her appointed Agent. Written requests for cross haulage must be addressed to the Central Planning Office. See annexure 3.

- 6.11 Should an **unproductive** vessel delay the berthing of another vessel, it may be removed from the berth as per the Berthing Policy requirements. The above removal costs will be for the account of the vessel, except in cases of Force Majeure. If the vessel is **unproductive** due to Force Majeure, the cost of removal and return shall be for the account of the requesting party.
- 6.12 The CPO manager reserves the right to re-deploy gangs and / or resources from the unproductive vessel to another vessel that can work productively.
- 6.13 Cargo loaded at Terminals other than the Multi Purpose Terminal, will not be allowed to pay-load / cocoon at an active MPT berth. Such a vessel will have to lay buy at a berth, if available and subsequently move to a suitable berth once ready to load and a berth becomes available. Shifting cost will be for the Shipping Line. Cocooning will only be allowed if it does not impact on the productivity of the vessel/heavy hatch.
- 6.14 In the interest of safe, orderly and efficient working, taking all things into consideration, the Business Unit Executive and/or his authorized delegate reserves the right to berth / stop vessel loading/discharge at the Terminal.

## 7.0 Terminal Resources

- 7.1 The Multi Purpose Terminal has twenty (20) gangs allocated for vessel loading and off loading at the six (6) MPT Berths.
- 7.2 In general, Monday to Friday the maximum number of gangs to work a particular vessel at any given time of loading or discharge is four (4). On weekends and Public Holidays, a maximum of two (2) gangs per vessel with the option to increase. Arrangements must be made with the CPO Manager for additional gangs over weekends. Charge for additional gangs is stipulated in annexure 2.
- 7.3 Requests for the booking of gangs to be submitted to the CPO Manager by no later than the pre-plan meeting. CPO Manager to give written confirmation, confirming / decline of such requests received by latest 4 hours after the vessel pre-plan meeting.
- 7.4 With reference to 7.3, no Shipping Line and / or his appointed Agent and / or Exporter and / or Importer or any other person, other than a TPT mandated employee will be allowed to hire equipment to service the vessel or to perform any Terminal Handling activities within the Multi Purpose Terminal boundaries (including Small Craft working).
- 7.5 Operational Shift Times and Tea Times – refer to annexure 4.

## 8.0 Charges

- 8.1 Standby charges will apply as follows:
- 8.1.1 If the next shift gangs are cancelled during weekend working in less than two (2) hours before the end of each shift, standby charges of a minimum of four (4) hours will be raised against the Vessel or her appointed Agent.
  - 8.1.2 If a gang is utilized for four (4) hours or more, no gangs standby charges will be applicable.
  - 8.1.3 If booked gangs are required to stand by longer than the first four (4) hours of a shift as a result of bad weather, weather sensitive cargo, Force Majeure or ship's default, the standby charges will be raised.
- 8.2 All work / services carried out over and above the pre-plan requirements will be subject to Miscellaneous Service Note (MSN) charges. .
- 8.3 Should the Vessel's gear (cranes, derricks, etc) fail to lift / discharge the load within the specified carrying capacity as indicated by the vessel's agent and as pre-planned, a surcharge will be raised. See annexure 2.
- 8.4 All Neo Bulk (skip operation) vessels with cranes of a SWL (Safe Working Load) of less than twenty (20) metric tons lifting ton capacity will be subject to a surcharge. A penalty will also apply if a vessel with gear of twenty (20) tons and more fail to lift max twenty (20) tons at a time due to vessel carnage.  
Charges as per annexure 2 will apply.
- 8.5 If the vessel's gear mentioned above is down-graded, a written revised SWL must be presented to CPO in order for the vessel to resume loading. Charges as per annexure 2 will apply.
- 8.6 All changes, requests, notifications, amendments, etc. to be done in writing. No verbal communication will be accepted in this regard.
- 8.7 Penalty Reward Scheme will apply per individual SLA's with respective Shipping Lines.
- 8.8 MPT Richards Bay shall under no circumstances be held liable for ship demurrage or any other related costs.

**Annexure 1****Multi Purpose Terminal Berth Details**

| Berth | Max LOA | Dredged depth | Max draft |
|-------|---------|---------------|-----------|
| 606   | 200m    | -14.5m        | 13.5m     |
| 607   | 200m    | -14.5m        | 13.5m     |
| 608   | 204m    | -14.5m        | 13.5m     |
| 706   | 180m    | -14.5m        | 13.5m     |
| 707   | 200m    | -14.5m        | 13.5m     |
| 708   | 180m    | -14.5m        | 13.5m     |

**Opportunistic Berths Details**

| Berth | Max LOA | Dredged depth | Max draft |
|-------|---------|---------------|-----------|
| 705   | 200m    | -19.0m        | 17.5m     |
| 801   | 230m    | -1.90m        | 17.5m     |
| 804   | 230m    | -19.0m        | 17.5m     |

**Annexure 2****Charges**

The following charges (excluding vat) and are valid from 1 August 2007 until 31 March 2008:

- 1.0 Standby charges : **R1 350.00** per gang per hour or part thereof
- 2.0 Cross haulage between 6 & 7 series berths  
Vessels are planned for berthing taking into cognizance the location of the cargo pre-assembled and should a vessel planned for a specific berth at either the 6 or 7 series berths, decide for whatsoever reason, to use a berth at the series of berths not originally planned for, then the cross haulage cost of the cargo will be for the account of the relevant Shipping Line/Agent
  - 2.1 Break-bulk - R10.00 per metric ton
  - 2.2 Containers
    - 20 ft containers - R246.50 per container (from 1 April 2007)
    - 40 ft containers - R370.00 per container (from 1 April 2007)
  - 2.3 Cargo working at a DBT berth (while working DBT cargo) : **R14.50 per ton**
- 3.0 Vessel surcharge on vessel's gear with a:  
SWL of less than 20 metric tons lifting capacity - This cost will be payable by the Shipping Line / Agent: **R4.50 per metric ton**  
Applicable to skip loading operation only
- 4.0 Additional gangs for weekend working : **R1 505.00 per gang** per hour or part thereof (subject to the clause 6.2).
- 5.0 Surcharge on cargo handling at a Small Craft Harbour berth: **R3.75 per ton**

Note: Item 2.3 and 5.0 – written approval must be obtained from the CPO Manager before accepting cargo working at DBT or Small Craft Harbour.



**MULTI PURPOSE TERMINAL  
PORT OF RICHARDS BAY**

**REQUEST FOR CROSS HAULAGE OF CARGO**

A cross haulage charge of **R10.00** per metric ton per ton for breakbulk, **R246.50** per 20ft (6m) container and **R370.00** per 40ft (12m) container will apply if:

- Cargo is pre-assembled/stacked at 7 - series and shipped at one of the 6 series berths (berth 606,607or 608) at the request of the Shipper or his appointed Agent or visa versa.

or

- Cargo is landed/discharged at one of six series berths (berth 606,607 or 608) and stacked at 7 Series storage area at request of the Shipper or his appointed Agent or visa versa.

Above tariffs excludes VAT and are valid from 1 April 2007 until 31 March 2008.

Such cross haulage will only be carried out if a prior arrangement has been made with the Central Planning Office/ Multi Purpose Terminal.

Cross haulage charges to be raised against:

\_\_\_\_\_  
**Name of Company**  
(Revenue Account Holder)

Signature: \_\_\_\_\_  
**Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**MPT Representative**

\_\_\_\_\_  
**Date**

Original document to: Financial Services, Harbour Revenue Office  
Multi Purpose Terminal

**Annexure 4**

**Shift Times**

A Shift 06:00 to 14:00

B Shift 14:00 to 22:00

C Shift 22:00 to 06:00

**Shift Changes**

| <b>Mondays to Fridays</b>    | <b>Stop</b> | <b>Start</b> |
|------------------------------|-------------|--------------|
| Morning                      | 06:15       | 13:45        |
| Afternoon                    | 14:15       | 21:45        |
| Night                        | 22:15       | 05:45        |
| <b>Saturdays and Sundays</b> | <b>Stop</b> | <b>Start</b> |
| Day                          | 06:15       | 17:45        |
| Night                        | 18:15       | 05:45        |

Shift Indaba's will commence at 06:00, 14:00 and 22:00 respectively for week days and 06:00 and 18:00 respectively on weekends.

**Tea Breaks**

| <b>Mondays to Fridays</b> | <b>Stop</b> | <b>Start</b> |
|---------------------------|-------------|--------------|
| Morning                   | 10:00       | 10:30        |
| Afternoon                 | 17:30       | 18:00        |
| Night                     | 02:00       | 02:30        |

| <b>Saturdays and Sundays</b> | <b>Break</b>          | <b>Stop</b> | <b>Start</b> |
|------------------------------|-----------------------|-------------|--------------|
| Day Shift                    | 1 <sup>st</sup> Break | 10:00       | 10:30        |
|                              | 2 <sup>nd</sup> Break | 14:30       | 15:00        |
| Night Shift                  | 1 <sup>st</sup> Break | 22:00       | 22:30        |
|                              | 2 <sup>nd</sup> Break | 02:30       | 03:00        |

**Please note that the Terminal close on the following days:**

New Year, Worker's Day and Christmas

Annexure 5

PRE PLAN DOCUMENT

Terminal Plan

For tariff quotations and operational information, please contact the 24 hour  
Call Centre on: 0861 204 485

**This booklet is compiled and distributes by the Customer Services Department,  
Transnet Port Terminal  
Multi Purpose Terminal  
P O Box 1794  
Richards Bay  
3900**

**For any queries please contact : 035 - 9053045**

TPT MPT reserves the right to amend this Guideline from time to time if deemed necessary. This document supersedes all previous communication on the Berthing, working and cross haulage of cargo at the MPT – Richards Bay