

Navis External User Access Control Form

1. REQUEST TYPE					
New User		Password Reset		Modify Access	
		Navis N4 Username			

2. USER INFORMATION			
First Name		Last Name	
e-Mail Address		Contact Number	
Designation		Date	
User Signature		I acknowledge that access to Durban Gateway Terminal's Navis N4 system is provided solely for authorised business purposes. I agree not to share credentials, permit unauthorised access, or misuse the system. I understand that all activity is logged and monitored.	

3. ACCESS MATRIX			
Company Name			
Business Justification for Access			
a. Shipping Line			
View Only		Delegated Administrator	
Export		Import	
b. Third Party (eg. Packing Station)			
Pre-advise			
c. Rail Operator			
View Only		Import	
Export			
d. Trucking Company			
Appointments			
e. Government / Regulatory Authority			
South African Revenue Service (SARS)			
South African Police Service (SAPS)			
Perishable Products Export Control Board (PPECB)			
Transnet Port Authority (TNPA)			

4. USER SUPERVISOR / MANAGER INFORMATION			
First Name		Last Name	
e-Mail Address		Contact Number	
Designation		Date	
Supervisor/Manager Signature			

Submission & Support Information

Email completed forms and supporting documents to: N4Accounts@dgt.ictsi.com
Service Desk Hours: Monday – Friday | 07:00 – 16:00 (Excluding Public Holidays)

USER ACCESS AUTHORIZATION INFORMATION	
Service Desk Ticket Number	
N4 Username Created	
Created By	
Date	