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GUIDELINES - TRAVEL TO MALONGO, CABINDA, REPUBLIC OF ANGOLA via RSA

1) GENERAL NOTES

1.1 Do:

- Contact your ALGOA Representative at least two days before leaving your home to confirm your flight and any hotel arrangements and to find out if there are any other special requirements. Also confirm your reservation with the airline 72 hours prior to departure.
- Make sure your visa is valid before leaving your home.
- Bring your Yellow Fever vaccination certificate.
- Bring money with you (about 200 US Dollars) in small value notes.
- Bring only hand luggage. Check size & weight details with Airline Company.
- Bring a pen.
- Bring your full personal bank account details for salary deposits (by 15th of each month).
- Ensure that you have your own insurance against illness for you and your family.
- At your first trip bring 12 passport-type color-photographs with you.
- Bring the original criminal record and completed medical questionnaire with you

1.2 Do Not:

- Bring cameras or firearms.
- Bring pornographic material.
- Bring any military type clothing.

1.3 Other:

- You are insured by ALGOA against death & disability while at work as well as during holidays.
- Laundry gets done daily. Bring a minimum of three sets of work clothes & two sets of casual wear.
- Bedding, towels & soap are provided by ALGOA. Other toiletries you must provide.
- Safety wear for work is provided by ALGOA. However, if you require an unusual size boot, you are to bring your own safety boots (so that you get boots that fit) and you will be reimbursed for the costs.
- It is your responsibility to ensure that you are in time to board the flights arranged.
- Hotel accommodation during travelling is paid for by ALGOA. Extra costs such as telephones, etc. are for your account. Please settle personal accounts before leaving the hotel.
- If you have to spend the night in Johannesburg, the hotel runs a private bus service from the airport to the hotel. Be sure to board the correct bus.

2) TRAVEL - MANILA (MNL) TO JOHANNESBURG (JNB)

Various flight options may be applicable. Refer to your air ticket for details.



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3) TRAVEL – LONDON (LHR) TO JOHANNESBURG (JNB)

Various flight options may be applicable. Refer to your air ticket for details.

4) TRAVEL – ZURICH (ZRH) TO JOHANNESBURG (JNB)

Various flight options may be applicable. Refer to your air ticket for details.

5) TRAVEL - JOHANNESBURG (JNB) TO LUANDA (LAD)

Leaving Tuesday, Thursday or Saturday mornings with SOUTH AFRICAN AIRWAYS. You must check in by 7h30 through International Departures.

Flight SA054 : Departs JHB 9h30 : Arrives LAD 12h30

Do not consume excessive amounts of alcohol during the flights.

During the flight you will be given two identical forms (International Embarkation - Debarcation form).

Fill them in completely. Keep them with your passport.

Turn your watch back 1 hour for correct Angolan time.

On arrival at Luanda airport, proceed, by bus, to the Arrivals area where you will be met by a CHEVRON representative. Follow the other Cabinda Gulf Oil Company (CABGOC) people.

Give the representative your name and ensure that your name is on the Cabinda Travel List.

Join the queue and go through the Immigration process but do not leave the Arrivals area.

Return to the CHEVRON Representative and get a boarding pass from him for the flight to Cabinda. You will be asked to show your passport and visa. Do not leave the group of Cabinda Gulf people.

Keep your luggage with you at all times.

You will wait in the Transit Lounge until being told to board the bus which will take you to the Charter Flight (HELI-MALONGO) plane.

6) TRAVEL - LUANDA TO CABINDA

HELI-MALONGO flies all persons from Luanda to Cabinda airport. Load your luggage in the plane and board. You must hand in the boarding pass.

On arrival at Cabinda airport, collect your luggage from the plane & proceed waiting area (hanger).

7) TRAVEL - CABINDA TO MALONGO

You will be taken by bus from the Cabinda airport to Malongo where, on arrival, you will be taken to Hotel Malongo where you will be required to pass through Customs and Immigration.

Keep your passport with you at all times.

An ALGOA representative will collect you from Hotel Malongo. If he is not there – wait or phone 2320.



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8) ALGOA CONTACT PERSONS

8.1 Services Algoa International, Anstalt

Malongo, Cabinda, Angola *Contact:* Victor Ramos or Philip Kirchhofer

Phone : + 244-222692600 Ext 2320
E-Mail : aca.admin@algoa.li
Fax : + 244-222692600 Ext 2664

8.2 Services Algoa International, Anstalt

Port Elizabeth, South Africa *Contact:* Meliza Basson

Phone : + 27 41 585 7905
E-Mail : saiasa@iafrica.com
Fax : + 27 41 585 7902

8.3 Services Algoa International, Anstalt

Switzerland *Contact:* Lynn Van de Wouw

Phone : + 41-56-485 82 22
E-Mail : aca.direction@algoa.li
Fax: + 41-56-496 38 85

8.4 Services Algoa International, Anstalt

Luanda, Angola *Contact:* Owen Swatts or Cecilia Adams

Phone : + 244 222 310 923 / +244 923 605 049
E-Mail : alu.admin@algoa.org
Fax + 244 222 310 642