

GUIDELINES TO PLEASURE CRAFT LICENSING

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SECTION 1 – INTRODUCTION

A Pleasure Craft Licence is issued to any craft which is used exclusively for pleasure purpose (other than for the carriage of passengers on sightseeing tours) and for the use of which a passenger, if any, is not charged a separate and distinct fare.

The licence number assigned to a pleasure craft is prefixed with the letters:

- SZ** - if used for pleasure purpose;
- SZH** - only for marinas, boatels or businesses with waterfront access for which the owner intends to hire out the pleasure craft.

DRIVERS OF POWERED PLEASURE CRAFT MUST POSSESS A VALID POWERED PLEASURE CRAFT DRIVING LICENCE (PPCDL) ISSUED BY THE PORT MASTER

Gross Tonnage (GT) of craft

Gross Tonnage (GT) of the craft is one of the basis for charging the Port Dues and Licence Fees (See Appendix 1). If the craft is not registered in any Port of Registry or not issued with an approved Tonnage Certificate, she will be measured for the GT by the formula (GT = Length x Breadth x Depth x 0.2823).

Craft's Mooring/Storage Base

Owners of pleasure craft are required to store their craft at established boatels, yacht clubs, marinas or designated pleasure craft mooring sites. Confirmation letter of mooring from such boatel, yacht club or marina is to be submitted at the time of application.

OWNERS OF PLEASURE CRAFT FOUND MOORED ILLEGALLY WILL BE FINED

WHEN A CRAFT IS NO LONGER USABLE, IT MUST BE DISPOSED OF WITH THE PERMISSION OF THE PORT MASTER

IF THE OWNER DOES NOT WISH TO MAINTAIN THE CRAFT LICENCE, HE MUST ERASE THE LICENCE NUMBER AND STORE THE CRAFT ON LAND UPON APPROVAL BY THE PORT MASTER

Exemption of Licensing Requirements for Canoes and Kayaks

With effect from 2 Jun 2003, canoes and kayaks owned by individuals and organisations (except commercial operators) do not need to be licensed by the MPA. Organisations here refers to either (i) an organisation not operated or conducted primarily for profit, which is engaged in or connected with the promotion of sports; or (ii) an educational institution not operated or conducted for profit, which is engaged with or connected with the advancement of education; or (iii) a public authority or society not operated or conducted for profit, which is engaged with or connected with charitable activities that benefit the community as a whole.

SECTION 2 – APPLICATION FOR A NEW LICENCE OR RELICENSING

The following documents are to be submitted to the MPA One-Stop Document Centre (OSDC) at 7A Keppel Road #01-26 Tanjong Pagar Complex Singapore 089054.

- a) Application Form - Refer to Appendix 6.
- b) Identification of owner -
 - i) NRIC (for Singapore citizens);
 - ii) Passport (for foreigners);
 - iii) Latest Instant Information Printout from the Accounting and Corporate Regulatory Authority (for company-owned).
- c) Proof of ownership of the hull and engine -
 - i) Bill of Sale or Purchase Receipt of the hull;
 - ii) Builder's Certificate or Certificate of Registry;
 - iii) Bill of Sale or Purchase Receipt of the engine.
- d) Certificate of Registry - Applicable to pleasure craft carrying more than 12 persons and permitted to operate beyond the port limits. (To provide the Safety Equipment Certificate if the number of persons that the craft is permitted to carry is not reflected on the Certificate of Registry or Certificate of Ownership).
- e) Origin of craft -
 - i) Arrival Declaration;
 - ii) Import Permit/Bill of Lading.
- f) Insurance Policy - Applicable to all mechanically-propelled pleasure craft (ie equipped with outboard or auxiliary engine) and non-mechanically pleasure craft which are 7 metres and above in length. The policy must cover the third party liabilities including wreck removal, personal injuries, etc eg under Clause 11 of the Institute Yacht Clauses (IYC) (1/11/85). The minimum sum insured is S\$25,000/- for any one accident or occurrence. It should cover the period up to the next expiry date of the craft licence. The insurance company must be a Singapore-registered company. If the insurance company is a foreign one, a letter from the local representing office confirming same must be submitted.
- g) Mooring Letter - Owners of pleasure craft are required to store their craft at established boatels, yacht clubs, marinas or designated pleasure craft mooring sites. Confirmation letter of mooring from such boatel, yacht club or marina is to be submitted.

- h) GST payment - Good & Services Tax (GST) is payable for all goods imported into Singapore. Likewise GST is payable for the import of pleasure craft, whether new or used, including visiting yachts to be used locally. MPA assists the Singapore Customs in this respect to ensure that the GST is paid for craft meant for local use. The GST payment permit is to be submitted. Owners of foreign-registered visiting pleasure craft can apply for a Customs Temporary Import Permit GST relief (See Appendix 8).
- i) Non-citizen Undertaking-Letter For non-Singapore citizens.

Carve and paint the licence number

Upon approval of the application, a craft licence number will be assigned. The licence number shall be carved-on, cut-in or centre-punched into the main beam. The number shall be painted against a contrasting background on each bow and on every portable item of life-saving and fire-fighting appliance/equipment. The height of the craft licence number painted at the bow shall be at least 15 cm and of proportionate width. The number on the beam shall be at least 9cm. The marking and painting of the licence number must be completed for the inspection. (See Section 3 – Inspection of Craft).

DO NOT PURCHASE CRAFT FROM UNKNOWN SOURCES AS WITHOUT THE BILL OF SALE, NO REGISTRATION CAN BE CARRIED OUT

Non-Motorised Sailing Dinghies

With effect from 1 Oct 2005, owners of non-motorised sailing dinghies (except those intended for commercial hire) will be issued with a licence that is valid a period of 36 months. They must be single-hulled with length overall equal to or less than 6 metres and without any motorised means of propulsion on board.

SECTION 3 – INSPECTION OF CRAFT

Every craft must pass an inspection of its hull and the appliances/equipment, etc (Appendix 3, 4 and 5) on licensing and thereafter every 36 months in the case of a SZ pleasure craft and every 12 months in the case of a SZH pleasure craft.

Arrangement for inspection is as follows:

Booking for an inspection OSDC. - Please book in person at least one week in advance at OSDC.

Inspection Site - See Appendix 2.

MPA RESERVES THE RIGHT TO CHANGE THE INSPECTION TIME SLOT WITHOUT PRIOR NOTICE

Inspection Fee - For pleasure craft licensed with the prefix SZ, no inspection fee will be levied (if inspection is done at designated site) unless a re-inspection is required due to failure or cancellation of the first inspection. In the case of a pleasure craft for hire ie licence prefixed with SZH, an inspection fee is levied for every inspection. Please refer to Appendix 2 for amount payable.

Craft Inspection Passed - The applicant shall pay the necessary dues and fees (Appendix 1) within 7 days after the craft had passed the inspection.

Craft Inspection Failed - The applicant shall arrange for a re-inspection to be carried out within 14 days when the defects are rectified.

A CRAFT WOULD BE DEEMED TO HAVE FAILED AN INSPECTION IF THE APPLICANT FAILED TO TURN UP OR IF THE REQUIRED APPLIANCES AND EQUIPMENT WERE NOT AVAILABLE FOR EXAMINATION AT THE APPOINTED DATE AND TIME OF INSPECTION.

THE APPLICANT MUST NOTIFY OSDC ONE WORKING DAY IN ADVANCE IF HE WISHES TO CANCEL THE APPOINTMENT.

SECTION 4 – RENEWAL OF CRAFT LICENCE

THE CRAFT LICENCE MUST BE RENEWED BEFORE THE EXPIRY DATE.

- Payment of Dues and Fees - Make payment for the necessary dues and fees shown in the Renewal Notice/Craft Licence Certificate. Payment is by cash or cheque. If the payment is made by cheque, it should be crossed and made payable to “MPA”. The payment of such dues and fees does not constitute a renewal of craft licence. A Late Renewal Fee of \$10.50 cts (inclusive of 5% GST) is payable if payment is received after the expiry date.
- Booking of an inspection - Arrange for inspection (See Section 3).
- Undertaking Letter - To be completed, signed and submitted if inspection is not required in that year.
- Insurance Policy - See Section 2(f).
- Mooring Letter - To be submitted only if the mooring/storage base has been changed. See Page 1 on Craft’s Mooring/Storage Base.
- Issuance of Craft Licence Certificate - A new licence will be issued to the owner after the above formalities have been cleared.

PAYMENT WILL NOT BE ACCEPTED UNTIL ALL RELEVANT DOCUMENTS MENTIONED ABOVE ARE SUBMITTED. CRAFT WITH EXPIRED LICENCE WILL BE SUBJECT TO OCEAN-GOING PORT DUES UPON EXPIRY OF ITS LICENCE

NOTIFICATION OF NON-RENEWAL

Under the Pleasure Craft Regulations, if a licence is not renewed, the owner of the pleasure craft which use is licensed shall inform the Port Master in writing or in person the reason for not renewing the licence, and also what the owner intends to do with the pleasure craft.

SECTION 5 – CHANGE OF PARTICULARS AFTER LICENSING

The owner must inform the Port Master of any change to the craft within 7 days. The owner shall submit the following documents with the Report on Changes to Particulars of a Harbour/Pleasure Craft (PM74-0293A4) (Appendix 6) to the OSDC.

- a) Change of ownership -
 - i) Bill of Sale or Purchase Receipt;
 - ii) NRIC (for Singapore citizens)/Passport (for foreigners)/latest Instant Information Printout from the Accounting & Corporate Regulatory Authority (for company-owned).

**THE SELLER AND PURCHASER MUST
COME PERSONALLY TO OSDC FOR THE
TRANSFER. IF THEY CANNOT COME, THEN
THEIR ORIGINAL NRICS/PASSPORTS ARE
TO BE PRESENTED**

- ii) The original craft licence certificate;
- iii) Mooring letter;
- iv) Insurance Policy;
- v) Non-citizen Undertaking Letter (for foreigners);
- vii) Change of Ownership fee of \$5.25 cts (inclusive of 5% GST).

**UNTIL AND UNLESS THE TRANSFER OF OWNERSHIP IS EFFECTED AT MPA
OSDC, THE PREVIOUS OWNER WILL CONTINUE TO BE HELD RESPONSIBLE FOR
EVERY CONTRAVENTION OF REGULATIONS AND FOR ALL PAYMENT OF DUES
AND FEES CHARGEABLE TO THE CRAFT. AS SUCH, PLEASE ENSURE THAT THE
NEW OWNER EFFECTS A TRANSFER OF OWNERSHIP IN MPA OSDC**

- b) Change of engine -
 - i) The original craft licence certificate;
 - ii) The new engine receipt.
- c) Alteration of craft relating to the tonnage and description - The prior permission of the Port Master must be obtained before any alteration may be made to the craft which could affect the the craft's gross tonnage or description.

SECTION 6 - REPORT OF LOSS, ACCIDENT OR CANCELLATION

Report of loss, accident, break-up or damage of craft or any injury or any loss of life - The owner must report such incidents to the Port Master within 48 hours. A report must also be lodged with the Police Coast Guard in the case of an injury or loss of life.

SECTION 7 - REGISTRATION OF LIEN ON CRAFT

The mortgagee or creditor of a craft may apply to the OSDC for an endorsement to be made in the craft licence certificate. The mortgagee or creditor is required to submit the following documents:

- i) A letter stating the request to register the lien;
- ii) The Deed of Covenant/Hire-Purchase or Lease Agreement (in triplicate);
- iii) The original craft licence certificate;
- iv) Registration Fee - \$15.75 cts (inclusive of 5% GST) for craft up to 500 GT
- \$31.50 cts (inclusive of 5% GST) for craft exceeding 500 GT.

The mortgagee or creditor must inform the OSDC in writing if the Mortgage/Agreement is discharged or if any Notice of Possession/Seizure is issued. The original craft licence certificate must be submitted for amendment.

TRANSFER OR OWNERSHIP WOULD NOT BE PERMITTED IF THE MORTGAGE/HIRE-PURCHASE OR LEASE AGREEMENT IS NOT DISCHARGED

SECTION 8 - ADDITIONAL REQUIREMENTS TO CARRY MORE THAN 12 PERSONS

The following will apply:

- a) Craft is to be fully decked with an enclosed deckhouse and fitted with an inboard diesel engine.
- b) Capacity will be as certified by the builder. If this is unavailable, the capacity will be assessed based on $[12 + (\text{Length} \times \text{Length} \times \text{Breadth} \times 0.0031)]$ and rounded down.
- c) When leaving port with more than 12 persons onboard:
 - (i) To provide a Certificate of Registry or Safety Equipment Certificate as the case may be, reflecting the number of persons that the craft is permitted to carry and be equipped with the life-saving devices prescribed by the flag state.
 - (ii) Craft registered with the Singapore Registry of Ships must be fitted with a VHF radiotelephone and carry life rafts sufficient for all persons on board. If the craft is to engage on voyages beyond the 30-mile limit, a satellite EPIRB shall also be carried and documentary evidence of seaworthiness submitted to the MPA's Ship Safety Department for assessment.

APPENDIX 1 - TABLE ON DUES AND FEES FOR LICENSING OF A PLEASURE CRAFT

<u>LICENCE FEE</u>	<u>AMOUNT</u>
a) For craft (other than a sailing dinghy) less than 5 GT	\$30.00 per annum
b) For craft of 5 GT or more but less than 10 GT	\$60.00 per annum
c) For craft between 10 and 20 GT	\$100.00 per annum
d) For craft exceeding 20 GT	\$15.00 per annum for 10 GT in excess of 20 GT in addition to (c)
e) For SZH craft	\$15.00 per annum per 10 GT in addition to the fee payable for the appropriate tonnage [(a) to (d)]
f) For a sailing dinghy	\$30 for 3 years

PORT DUES * **	Per 10 GT or part thereof per 12 months
Class I - For every pleasure craft not more than 5 m in length and not mechanically propelled	\$5.00
Class II - For every pleasure craft more than 5 m in length and and not mechanically propelled	\$19.00
Class III - For every pleasure craft that is mechanically-propelled	\$27.00

* 5% GST is payable

** **NO REFUND WILL BE MADE OF ANY PORT DUES PAID UNDER THIS ITEM**

MISCELLANEOUS FEES *		
a)	Every replacement of a craft licence certificate	\$ 5.00
b)	Late Renewal	\$ 10.00
c)	Certified copy of craft licence certificate	\$ 5.00
d)	Every search on the craft register	\$ 5.00
e)	Change of ownership	\$ 5.00

* 5% GST is payable

APPENDIX 2 - LIST OF INSPECTION SITES AND CORRESPONDING INSPECTION DAY/TIME

<u>DAY</u>	<u>INSPECTION SITES</u>	<u>TIME</u>
MONDAY	CHANGI CREEK/JETTY CHANGI SAILING CLUB ADMIRALTY INTERNATIONAL MARKETING * OUTBOARD MOTOR SERVICE * PONGGOL JETTY MARINA COUNTRY CLUB *	1000 hrs 1100 hrs 1200 hrs 1300 hrs 0930 hrs 1000 hrs
WEDNESDAY	REPUBLIC OF SINGAPORE YACHT CLUB (RSYC)	1000 hrs
THURSDAY	SAF YACHT CLUB (SEMBAWANG) SAF YACHT CLUB (CHANGI CLUBHOUSE) SAF YACHT CLUB (NSRCC) *	0930 hrs 0930 hrs 1100 hrs
FRIDAY	EAST COAST PARK - NATIONAL SAILING CENTRE SITE G SEASPORTS CENTRE * / NOSS SITE F SITE D SITE C SITE B	0900 hrs 0930 hrs 1000 hrs 1030 hrs 1100 hrs 1200 hrs 1130 hrs
SATURDAY	RAFFLES MARINA * KEPPEL MARINA SERVICES *+	1130 hrs 0930 hrs

* Outside designated sites

+ Inspection is free of charge only on the 2nd Saturday of the month

<u>CRAFT INSPECTION FEE</u>				
	<u>Designated Inspection Site</u>		<u>Outside Designated Site</u>	
	<u>Mechanical</u>	<u>Non-Mechanical</u>	<u>Mechanical</u>	<u>Non-Mechanical</u>
a) Licence SZH	\$30.00	\$10.00	\$50.00	\$30.00
b) Re-inspection of licensed SZ	\$30.00	\$10.00	\$50.00	\$30.00

FIRST INSPECTION FOR PLEASURE CRAFT (SZ) AT DESIGNATED SITE IS FREE

APPENDIX 3 - FIRE-FIGHTING APPLIANCES/EQUIPMENT ONBOARD PLEASURE CRAFT

Machinery	Fire Bucket		Portable Foam Extinguisher	
	Length of craft	Minimum Number	Engine shaft Power Total (Kw)	Minimum Number (Litres)
CRAFT PROPELLED BY OUTBOARD ENGINE	9 m & below More than 9 m	1 - attached with Lanyard 2 - attached with Lanyard	7.5 or less 7.5 or more but < 75 75 or more but < 375 375 or more but < 750 750 or more	1 x 4.5 1 x 9.0 2 x 9.0 3 x 9.0 4 x 9.0
CRAFT PROPELLED BY INBOARD ENGINE	9 m & below More than 9 m	1 - attached with Lanyard 2 - attached with Lanyard	7.5 or less 7.5 or more but < 75 75 or more but < 375 375 or more but < 750 750 or more	1 x 4.5 1 x 9.0 2 x 9.0 3 x 9.0 4 x 9.0
	<p>In addition:</p> <ol style="list-style-type: none"> 1) Every pleasure craft of 15m or more in length shall be provided with a spraying nozzle and a power pump. If the craft is 15m or more but < 20m, the power pump may be substituted with a hand pump. 2) Remote control shut off valve/s situated outside the enclosed Engine Room connected To Oil Pump, Ventilating Fan, Fuel Oil Tanks, Settling and Service Tanks, etc. 			

APPENDIX 4 - LIFE-SAVING AND OTHER APPLIANCES/EQUIPMENT TO BE CARRIED BY A PLEASURE CRAFT

EQUIPMENT	OPEN DECK		PARTIALLY OR FULLY DECKED
	Non-mechanically propelled craft	Mechanically-propelled (including outboard engine)	Mechanically-propelled craft
Anchor & Chain or Rope	1 set (where practicable)	1 set (where practicable)	1 set
Baler or Bilge Pump	1	1	1
Oars or Paddles	1 or more (where practicable)	1 pair (where practicable)	-
Audible Warning	1 (optional)	1	1
Life-jackets	1 for every person	1 for every person	1 for every person
	or		
Life-buoy	1 for every two persons	1 for every four persons (min 1)	Length < 20 m, 2 pieces (minimum) Length > 20 m, 4 pieces (minimum) 1 on each side attached with 28 m line
Red Hand Flares (in watertight container)	-	3 pcs	6 pcs
Life Boat, Life Raft or Buoyancy apparatus	-	-	Length > 20 m, 1 set to accommodate all onboard

EVERY APPLIANCE AND EQUIPMENT PRESCRIBED SHALL BE OF A TYPE APPROVED BY THE PORT MASTER.

APPENDIX 5 - NAVIGATIONAL LIGHTS TO BE CARRIED BY EVERY PLEASURE CRAFT

DESCRIPTION OF LIGHT	MASTHEAD LIGHT	STARBOARD SIDELIGHT	PORT SIDELIGHT	STERN LIGHT	ANCHOR LIGHT
<u>POWER-DRIVEN VESSEL</u>					
50m and above	2	1	1	1	2
12m – 50m	1	1	1	1	1
Under 20m	1	May combine in one lantern		1	1
Under 12m	1	1	1	1	1
	Or in lieu, an all round white light and sidelights				1
Length and speed under 7m and 7 knots respectively	One all round white light (if practicable, also exhibit sidelights)			1	1
<u>SAILING VESSEL</u>					
20m and above	-	1	1	1	1
Under 20m	-	May combine in one lantern (at or near top of the mast)			1
Under 70m	Electric Torch/Lantern showing a white light				
Vessel under oars					

1. This Form (PM 74) may take you 15 minutes to fill in. You will need the following information to fill in the form: Craft and Ownership particulars; details of Operation and Manning Crew, if any ; and Certification status for flagged harbour craft
2. All sections on this Form are to be filled. No column is to be left blank. Indicate "NA" for Not applicable and "NIL" if unprovided for.
3. One copy of the completed, signed or stamped form is to be submitted with all the relevant documents to the MPA One-Stop Document Centre at #01-26 Tanjong Pagar Complex, 7A Keppel Road, Singapore 089054

SECTION 1 - CRAFT'S PARTICULARS

Craft Licence No. (if any)

Name of Craft (if any)	Type of Craft	Port of Registry (if any)
Craft Value (S\$)	Place Built	Year Built
Date of *Launching/Arrival (in S'pore)	Date of Purchase	Previous Licence No. & Date Delicensed
Length Overall (metres)	Breadth Extreme (metres)	Depth (metres)
Gross Tonnage	Deadweight (tonnes)	Max. Height of Superstructure (metres)
Heavylift Capacity (if any)	Engine Make & Model	Engine Serial No(s).
Engine Shaft Power (in Kilowatt)	Engine Type *MOTOR/STEAM/OTHERS	Engine Mounting *INBOARD/OUTBOARD/BOTH
Fuel Used *DIESEL/PETROL/HEAVY OIL/OTHERS	Make of Hull *STEEL/WOOD/OTHERS	Shelter Deck Type *OPEN/PARTIALLY DECKED/ FULLY DECKED

SECTION 2 - OPERATION PARTICULARS

Proposed Use(s) of Craft	Mooring/Storage Base
Operation Area	"MAXIMUM NO. OF CREW INCLUDING LICENSED MANNING" No. of *Passengers/Persons to carry
Type of Charter Agreement on Craft (if any) *BAREBOAT/DEMISED/TIME/OTHERS	Name & Address of Lessor
Commencing Date	Expiring Date

SECTION 3 - OWNER'S / LICENSEE'S PARTICULARS

Name & Address of *New Owner/Licensee		Name & Address of *Co-owner/Co-Licensee (if any)	
*NRIC/Passport/Cert. of Inc. of Co. No.	Date of Birth	NRIC/Passport/Cert. of Inc. of Co. No.	Date of Birth
Place of Issue	Tel/Pager/Handphone No.	Place of Issue	Tel/Pager/Handphone No.

SECTION 4 - MANNING PARTICULARS

Name of *Master/Headman		Name of *Chief Engineer/Engine Driver	
*NRIC/Passport No.	Place of Issue	*NRIC/Passport No.	Place of Issue
Cert. of Competency Grade & No.		Cert. of Competency Grade & No.	
Issuing Authority	Date of Birth	Issuing Authority	Date of Birth
Name of *Chief Officer (if applicable)		Name of *2nd Engineer/Engine Driver (if applicable)	
*NRIC/Passport No.	Place of Issue	*NRIC/Passport No.	Place of Issue
Cert. of Competency Grade & No.		Cert. of Competency Grade & No.	

*Delete whichever inapplicable

SECTION 5 - CERTIFICATE PARTICULARS

TYPE OF CERTIFICATE	ISSUING AUTHORITY	CERTIFICATE NO.	DATE OF ISSUE	EFFECTIVE DATE	EXPIRY DATE
*ITC/IYC Insurance *Cover Note/Policy					
P & I Club Insurance Cert.					
Oil Pollution Insurance Cert.					
Cert. of *Registry/Nationality					
Cert. of Class					
Passenger Ship Safety Cert.					
Safety Construction Cert.					
Safety Equipment Cert.					
*Loadline/Freeboard Cert.					
*IOPP / SOPP Cert.					
Flammable Gas Content Cert.					
Cargo Tanks Survey Report					
Cert. of Fitness To Carry bulk hazardous cargo					
C L C 92					

SECTION 6 - OWNER'S/CO-OWNER'S CERTIFICATION

<p>Certification by Owner</p> <p>I,, *NRIC/Passport No. hereby certify that the afore-given particulars are correct and true to the best of my knowledge and belief. I agree to arrange for the craft to be inspected by the Authority as soon as this application is approved (or as and when required) and to abide by all the conditions imposed by the Port Master.</p> <p>..... Signature of *New Owner/Licensee (& Company's Stamp if Company-owned)</p> <p>..... Designation in Company (if applicable)</p> <p>..... Date</p>	<p>Certification by Co-Owner</p> <p>I,, *NRIC/Passport No. hereby certify that the afore-given particulars are correct and true to the best of my knowledge and belief. I agree to arrange for the craft to be inspected by the Authority as soon as this application is approved (or as and when required) and to abide by all the conditions imposed by the Port Master.</p> <p>..... Signature of *Co-Owner/Co-Licensee (& Company's Stamp if Company-owned)</p> <p>..... Designation in Company (if applicable)</p> <p>..... Date</p>
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SECTION 7 - FOR OFFICIAL USE

Licence No. now assigned	Conditions of Licence (if any)	
Arrears Port Dues Paid (*YES / NO)		
Annual Port Dues payable	Annual Licence Fee payable	Total Dues & Fee payable
Annual DG Permit/Misc. Fee payable	Current Licensing Date	Current Licensing Expiry Date
Remarks:		
<input type="checkbox"/> This application is APPROVED. <input type="checkbox"/> This application is NOT APPROVED.		
..... for Port Master	 Date

*Delete whichever inapplicable

APPENDIX 7 - CONTACT INFORMATION

**MARITIME & PORT AUTHORITY OF SINGAPORE
ONE-STOP DOCUMENT CENTRE (OSDC)
7A KEPPEL ROAD #01-26
TANJONG PAGAR COMPLEX
SINGAPORE 089054**

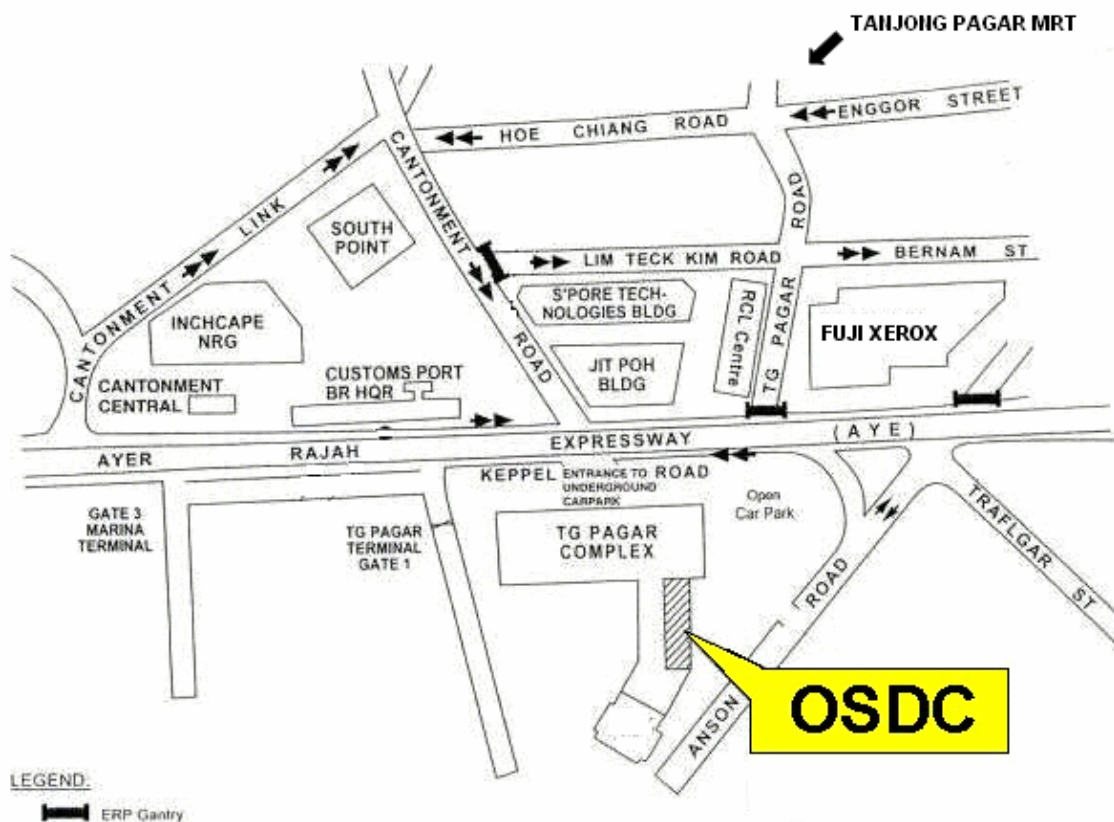
TEL: (65) 6325 2373

TEL: (65) 6325 2375

TEL: (65) 6325 2590

FAX: (65) 6325 2376

EMAIL: OSDC@mpa.gov.sg



SERVICES FOR LICENCES AVAILABLE FROM

MONDAYS TO FRIDAYS - 8:00 AM TO 5:30 PM

CLOSED ON PUBLIC HOLIDAYS

For information related to bus services, please visit the following websites:

<http://www.sbstransit.com.sg/sbstravelguide/index.htm>

<http://www.smrmbuses.com.sg/busguide/default.htm>



PROCEDURES FOR TEMPORARY IMPORT OF PLEASURE CRAFTS INTO SINGAPORE

Good & Services Tax (GST) is payable for all goods imported into Singapore and it is currently being levied at the rate of 5% on the Cost, Insurance and Freight (CIF) of the goods. Likewise GST is payable for the import of pleasure craft, whether new or used, including visiting yachts to be used locally.

However, as a facilitative measure, Singapore Customs would like to inform that owners of foreign-registered visiting pleasure crafts can apply for a Customs Inward Permit under the Temporary Import Scheme to cover such movement into Singapore for up to a period of 3 months (subject to renewal up to a maximum of 1 year). No GST is required to be paid for the temporary import.

Please note that a Customs Outward Permit is required for the re-exportation of a pleasure craft covered under a Customs Inward Permit. For the purpose of cross-reference, the Inward Permit number has to be declared in the Outward Permit.

Application for Permit

For the application of a Temporary Inward Permit, the owners can approach a local registered permit declaring agent in Singapore to declare the permit on their behalf.

a) Details of some the declaring agents can be obtained from the following websites :

Singapore Logistics Association (<http://www.sla.org.sg>) or
Singapore Air-cargo Association (<http://www.saaa.org.sg>) or
Singapore Shipping Association (<http://www.ssa.org.sg>) or
TradeNet website listing (http://www.tradenet.gov.sg/trdnet/index.jsp?catName=5&artName=11400&url=/html/92_List_of_Some_Service_Centres.html)

b) Details of customs documentation procedures are also available at the websites:
<http://www.tradenet.gov.sg> and
<http://www.customs.gov.sg>

Note: A Bank Guarantee (BG) is required to be lodged with Customs and usually this is undertaken by the permit declaring agent. BG is a security bond lodged with Customs to cover the potential duties and GST of the goods under temporary importation.

Should you require clarification or more information, please call the Customs Call Centre at 6355 2000 followed by (*)0 to speak to any of our officers or email us at customs_documentation@customs.gov.sg