

# **PORT CLEARANCE FORMALITIES FOR ARRIVING AND DEPARTING VESSELS**

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## **SECTION 1 – GENERAL DECLARATION OF A VESSEL'S ARRIVAL**

### **1 Requirements on Arrival**

Within 24 hours of arrival of a vessel in Singapore, the owner, agent or master shall submit the General Declaration, duly completed in duplicates, to MPA's One-Stop Document Centre (OSDC). The details in the General Declaration to be completed are as follows:

- a. To indicate "Arrival" in the box provided;
- b. Name of vessel;
- c. Call sign of vessel;
- d. Type of vessel;
- e. Nationality of vessel, i.e. flag;
- f. Port of Registry;
- g. Certificate of Registry Number;
- h. IMO Number;
- i. Gross Tonnage ) When a vessel has dual registered tonnages,
- j. Net Tonnage ) the higher tonnage should be declared
- k. Name of vessel owner;
- l. Country of vessel owner;
- m. Name of master;
- n. Name of Shipping Line;
- o. Deadweight capacity in summer salt water;
- p. Name, address & telephone number of shipping agent;
- q. Agent's account number ie credit account with MPA;
- r. Purpose of entering port, if taking bunkers state quantity and grade;
- s. Charterer;
- t. Arrival from;
- u. Date & time of arrival;
- v. Position in port;
- w. Total cargo;
- x. Number of passengers;
- y. Date of declaration and signature of master or agent, with stamp.

### **2 Documents to be Submitted**

Two copies of the completed General Declaration together with the following documents must be submitted to OSDC immediately:

- a. Original Port Clearance of last port of call;
- b. Certificate of Insurance in respect of Civil Liability for Oil Pollution Damage (CLC 92). This applies to a vessel carrying in bulk a cargo of more than 2,000 tonnes of persistent oil;
- c. IMO Certificate of Fitness for LNG/LPG and vessels carrying dangerous chemicals in bulk.

3 Assignment of GDV Number

On receipt of these documents, OSDC will allot a GDV Number (General Declaration of Vessel Number) which is to be stamped on all copies of the General Declaration.

4 Retention of General Declaration for Arrival of Vessel

A copy of the General Declaration for arrival of vessel (other than the original copy of the General Declaration) will be returned to the shipping agent for his retention.

## **SECTION 2 – GENERAL DECLARATION OF A VESSEL'S DEPARTURE**

### 1. Requirements on Departure

Prior to departure of a vessel, the owner, agent or master is also required to raise the General Declaration in 2 copies. All the details required in the General Declaration must be completed. The date of the vessel's departure should be indicated.

### 2 GDV Number

The owner, agent or master must fill in the GDV number which was earlier assigned to the vessel on arrival, on the General Declaration for departure. In other words, the GDV number for each vessel is the same for her arrival as well as for her departure for that particular call.

### 3 Documents to be Submitted

The following documents are required to be produced at MPA's One-Stop Document Centre (OSDC):

- a. 2 copies of the General Declaration for departure duly completed;
- b. Certificate of Registry;
- c. Load Line Certificate;
- d. Passenger Ship Safety Certificate (for passenger vessel only);
- e. Cargo Ship Safety Construction Certificate;
- f. Cargo Ship Safety Equipment Certificate\*
- g. Cargo Ship Safety Radio Certificate;
- h. Certificate of Insurance or other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC 92). This applies to a vessel carrying in bulk a cargo of more than 2,000 tonnes of persistent oil;
- i. Certificate of Fitness issued pursuant to IMO Codes on vessels carrying liquid bulk dangerous substances (including liquefied gases);
- j. Crew List (in duplicate);
- k. Passenger List, if applicable (in duplicate);
- l. International Oil Pollution Prevention (IOPP) Certificate with approved Shipboard Oil Pollution Emergency Plan (SOPEP) and if applicable, compliance with Regulation 13G and 13H of Annex I to MARPOL 73/78;
- m. International Tonnage Certificate (ITC69);
- n. Certificate of Insurance for passenger vessel;
- o. International Safety Management (ISM) Code with approved Document of Compliance (DOC) and Safety Management Certificate (SMC);
- p. International Ship Security Certificate.
- q. International Air Pollution Prevention Certificate
- r. International Sewage Pollution Prevention Certificate

\* For a heavy-lift vessel loading an oil rig and with large number of riding crew from the oil rig at the time of departure, the total number of persons onboard must not exceed the total number of life-saving appliances stipulated in the Safety Equipment Certificate of the heavy-lift vessel. In such a case, a dispensation from the flag state of the heavy-lift vessel is required.

The originals of the aforesaid vessel's certificates will be inspected and returned to the agent. In the absence of such original certificates, MPA will accept their certified true copies duly certified by the proper issuing Authorities. The aforesaid statutory and mandatory certificates of the vessel shall be in force when the vessel proceeds to sea.

4. Manning Requirement

For a Singapore-registered vessel, the vessel's manning shall be subjected to the safe manning check of the Shipping Division of MPA (For enquiries please call tel: 6375 6224).

5. Issuance of Port Clearance Certificate

A Port Clearance Certificate will be issued to the vessel when the above requirements have been satisfactorily complied with and port dues payable by the vessel to MPA is settled. The agent should ensure that his vessel's documents have been returned to him before leaving the counter at OSDC.

Note: Section 46(1) of the MPA Act (Cap.170A) requires that no vessel shall leave the port without the owner, agent or master obtaining port clearance from the Port Master.

6. Vessel to Leave Port within 48 hours

Section 47(1) of the MPA Act (Cap.170A) states that the owner, agent or master of any vessel which fails to leave port within 48 hours or such shorter period as may be specified by the Port Master, after obtaining the port clearance, shall within 6 hours after the expiry of the 48 hours or such shorter period specified by the Port Master, return to the Port Master the port clearance issued, and if so required, obtain a fresh port clearance.

7. Vessel that will not be granted Port Clearance

The following vessels will not be cleared:

- a. Vessels arrested by the Sheriff of the High Court;
- b. Vessels detained for non-compliance with provisions of the MPA Act (Cap.170A) or any other written laws; or
- c. Vessels whose owners or masters have not complied with or have been charged with an offence under any of the provisions of the MPA Act (Cap.170A) or any other written laws.

### **SECTION 3 – ELECTRONIC PORT CLEARANCE SCHEME**

For the convenience of the Shipping Community, Port Clearance formalities for vessels can be carried out at the offices of shipping agencies by using Electronic Port Clearance (EPC) via MARINET.

With effect from 1 Aug 2006, EPC users will be able to apply and obtain Port Clearance for vessels by undertaking and declaring that these vessels are properly crewed and possess valid certificates and documents. With this undertaking, EPC users need not present the original certificates for inspection at MPA's One-Stop Document Centre before the vessel's departure.

To apply for the use of the EPC Scheme, please complete and submit the Application Form under Appendix 2 to MPA.

### **SECTION 4 – CREATION OF VESSEL RECORD**

To facilitate the submission of General Declarations through MARINET for vessels either calling for the first time or have been renamed since their last visit, please complete and submit the Application Form under Appendix 3 to MPA.



**M P A**  
SINGAPORE

# MARITIME AND PORT AUTHORITY OF SINGAPORE

## GENERAL DECLARATION

<p>This form may take you 10 minutes to fill in.</p> <p>You will need the following information to fill in the form:</p> <ul style="list-style-type: none"> <li>- Vessel's Particulars</li> <li>- Agent's Particulars</li> <li>- Details of Arrival / Departure</li> </ul>	<p>You will also need to submit:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><u>On Arrival :</u></td> <td style="width: 50%;"><u>For Departure :</u></td> </tr> <tr> <td>a) Last Port Clearance</td> <td>a) 2 copies of Crew List +</td> </tr> <tr> <td>b) Certificate of Civil Liability +</td> <td>b) 2 copies of Passenger List +</td> </tr> <tr> <td>c) Certificate of Fitness +</td> <td></td> </tr> </table>	<u>On Arrival :</u>	<u>For Departure :</u>	a) Last Port Clearance	a) 2 copies of Crew List +	b) Certificate of Civil Liability +	b) 2 copies of Passenger List +	c) Certificate of Fitness +	
<u>On Arrival :</u>	<u>For Departure :</u>								
a) Last Port Clearance	a) 2 copies of Crew List +								
b) Certificate of Civil Liability +	b) 2 copies of Passenger List +								
c) Certificate of Fitness +									
<p>Please submit the completed form in 2 copies together with all other required documents to:</p> <p>MPA One-Stop Document Centre, #01-26 Tanjong Pagar Complex, 7A Keppel Road, Singapore 089054, Tel: 6325 2374 Fax: 6325 2376</p>									

**Declaration of:**  Arrival and Departure **GDV NO.**   
 Arrival  
 Departure

VESSEL PARTICULARS																													
Name																													
Callsign	Nationality <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="padding: 2px 5px;">1</td><td style="padding: 2px 5px;">Singapore</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">2</td><td style="padding: 2px 5px;">Non-Singapore</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">3</td><td style="padding: 2px 5px;">Nil</td></tr></table>			1	Singapore			2	Non-Singapore			3	Nil																
		1	Singapore																										
		2	Non-Singapore																										
		3	Nil																										
Type	of																												
Nationality (Flag)	Charterer * <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="padding: 2px 5px;">1</td><td style="padding: 2px 5px;">Loading / Discharging Cargo</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">2</td><td style="padding: 2px 5px;">Embarking / Disembarking Passengers</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">3</td><td style="padding: 2px 5px;">Taking Bunkers</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">4</td><td style="padding: 2px 5px;">Taking Ship's Supplies</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">5</td><td style="padding: 2px 5px;">Changing Members of Crew</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">6</td><td style="padding: 2px 5px;">Repair / Docking / Outfitting at Shipyard</td></tr><tr><td style="border: 1px solid black;"></td><td style="border: 1px solid black;"></td><td style="padding: 2px 5px;">9</td><td style="padding: 2px 5px;">Other Afloat Activities, Please Specify:</td></tr></table>			1	Loading / Discharging Cargo			2	Embarking / Disembarking Passengers			3	Taking Bunkers			4	Taking Ship's Supplies			5	Changing Members of Crew			6	Repair / Docking / Outfitting at Shipyard			9	Other Afloat Activities, Please Specify:
		1	Loading / Discharging Cargo																										
		2	Embarking / Disembarking Passengers																										
		3	Taking Bunkers																										
		4	Taking Ship's Supplies																										
		5	Changing Members of Crew																										
		6	Repair / Docking / Outfitting at Shipyard																										
		9	Other Afloat Activities, Please Specify:																										
Port of Registry	Purpose of Call *																												
Certificate of Registry No.	1 Loading / Discharging Cargo																												
IMO Number	2 Embarking / Disembarking Passengers																												
Gross Register Tons / Gross Tons	3 Taking Bunkers																												
Net Register Tons	4 Taking Ship's Supplies																												
Name of Vessel Owner	5 Changing Members of Crew																												
Country of Vessel Owner	6 Repair / Docking / Outfitting at Shipyard																												
Master	9 Other Afloat Activities, Please Specify:																												
Name of Shipping Line	_____																												
Deadweight Capacity at Summer Mark (to nearest tonne)	_____																												
Name & Address of Agent	_____																												
Tel No.	_____																												
A/C No.	_____																												
	If Taking Bunkers, State:-																												
	Quantity Taken : <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table> Tonnes																												
	Grade of Bunkers @ : MDO / MGO / MFO <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table> cst																												

ARRIVAL																	
Date & Time	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>														Position in Port	Location	Grid Reference
Arrived From																	
Total Passengers on Board		Total Cargo on Board (Freight Tonnes)															

DEPARTURE																	
Date & Time	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>														Number of Crew (Including Master)		
Next Port																	
Total Passengers on Board		Total Cargo on Board (Freight Tonnes)															

I declare that the information given above is true and correct.

\_\_\_\_\_

Date

\_\_\_\_\_

Authorised Agent / Master of Vessel



# MARITIME AND PORT AUTHORITY OF SINGAPORE

## APPLICATION FOR ELECTRONIC PORT CLEARANCE SCHEME

a) This form may take you 5 minutes to fill in. You will need the following information :

- Company's particulars
- Company's MPA Account Number
- Company's MARINET Account Number

b) Submit the completed form to:

MARINE ENVIRONMENT & SAFETY DEPARTMENT  
MARINE LICENSING SECTION  
20TH STOREY TANJONG PAGAR COMPLEX  
7B KEPPEL ROAD  
SINGAPORE 089055  
Fax: 63252804

c) For enquiries, please call 6325 2474 or 6325 2480 between 8.30 am to 5.00pm on weekdays.

**The following are to filled in by an authorised officer of the Company :**

Company's Name : \_\_\_\_\_

Company's Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

MPA Account No. : \_\_\_\_\_

Marinet Account No. : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Name of  
Authorised Officer : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature of  
Authorised Officer : \_\_\_\_\_

Date : \_\_\_\_\_

Company's Stamp : \_\_\_\_\_



**M P A**  
SINGAPORE

## MARITIME AND PORT AUTHORITY OF SINGAPORE

### CREATION OF VESSEL RECORD

<p>This form may take you 5 minutes to fill in. You will need the following information:</p> <ul style="list-style-type: none"><li>• Vessel's particulars</li><li>• Agent's MPA Account Number</li></ul>	<p>Please submit the completed form to: MPA One-Stop Document Centre #01-26 Tanjong Pagar Complex, 7A Keppel Road, Singapore 089054 Tel: 6325 2374 Fax: 6325 2376</p>
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Reason for creation (tick whichever is applicable) :

- ( ) Creation of record for vessel's first call to Singapore
- ( ) Update change of vessel's name (submit registry / documentary proof)

Name of Vessel : \_\_\_\_\_

Vessel Call Sign : \_\_\_\_\_

Vessel Type Code : \_\_\_\_\_

Vessel Flag Code : \_\_\_\_\_

Length Overall (LOA) : \_\_\_\_\_

Gross Tonnage (ITC 69) : \_\_\_\_\_

MPA Account Number : \_\_\_\_\_

\_\_\_\_\_  
Signature of person & Company stamp

Name of Person : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Fax No: \_\_\_\_\_

*Note : Please contact PSA Berthing Unit for vessel abbreviated name*

**Creation/14102002**

## APPENDIX 4 - CONTACT INFORMATION

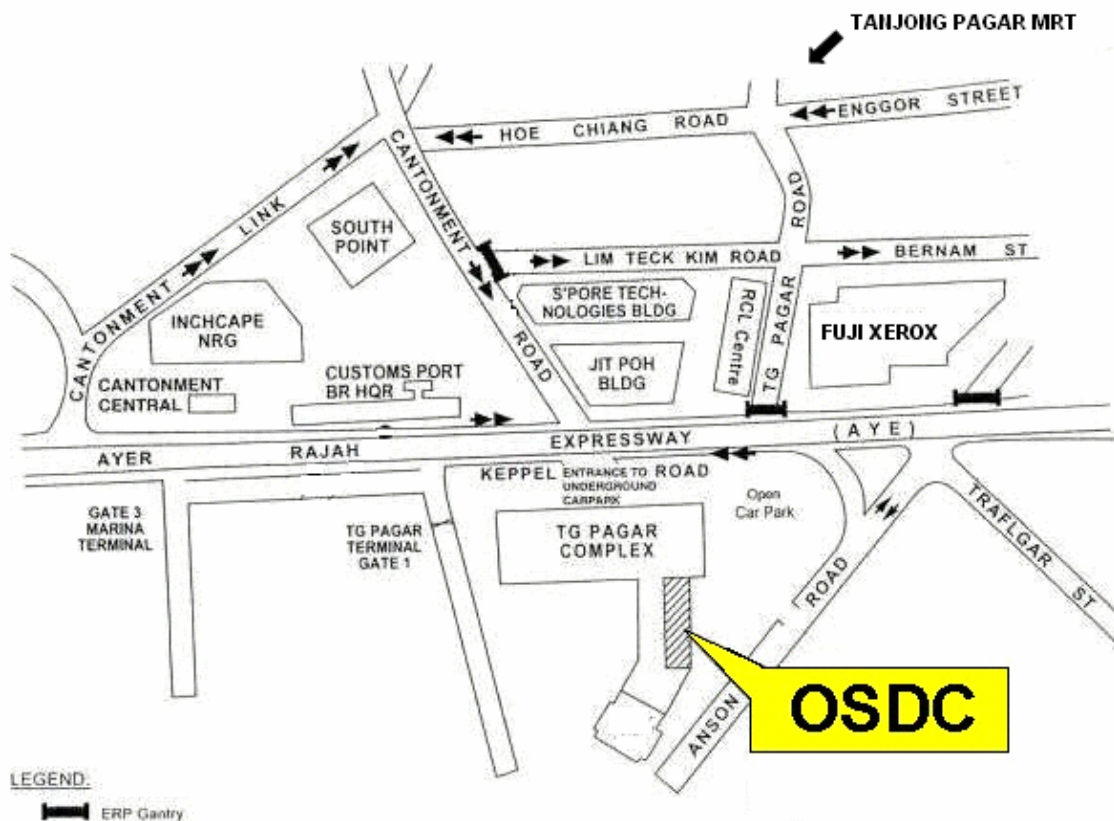
**MARITIME & PORT AUTHORITY OF SINGAPORE  
ONE-STOP DOCUMENT CENTRE (OSDC)  
7A KEPPEL ROAD #01-26  
TANJONG PAGAR COMPLEX  
SINGAPORE 089054**

**TEL: (65) 6325 2370**

**TEL: (65) 6325 2374**

**FAX: (65) 6325 2376**

**EMAIL: OSDC@mpa.gov.sg**



**SERVICES FOR PORT CLEARANCE AVAILABLE**

**MONDAYS TO FRIDAYS - 8:00 AM TO 5:30 PM\* (LAST TICKET ISSUED)**

**CLOSED ON SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS**

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

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

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