



LEMBAGA PELABUHAN JOHOR

JALAN MAWAR MERAH 2, PUSAT PERDAGANGAN PASIR GUDANG 2
81700 PASIR GUDANG, JOHOR DARUL TA'ZIM.



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English Version

PORT NOTICE NO.08/2015

JOHOR PORT AUTHORITY

Ref No : LPJ/IP/OPS/24JLD2(52)
To : Ship Masters, Shipping Agents, Port and Terminal Operators and All Port Users
Re : "Lay up" Licence
Enforcement Date : 12th July 2015

The above matter is referred.

2. With effect from the above date, all "lay up" activities for vessels and off shore structures in Kuala Sungai Johor shall be licensed in accordance with section 3(2)(v) of the Port Authorities Act 1963. Failure to do so is an offence under the said Act.

3. In addition to the above, the fee payable for every "lay up" licence is as follows:

No.	Vessel Type	Charges Rate (RM)	Approval Period
1.	All Types of Ship/Barge	RM5,000	Not more than 6 months
2.	Off Shore Structure	RM10,000	Not more than 6 months

4. An application may be made for any extension of the "lay up" period and shall be subject to the approval of Johor Port Authority. A license may be terminated if any of the terms and conditions stated in **APPENDIX 1** are breached. Please refer to **APPENDIX 2** for "lay up" application form.

5. The application procedure and method of payment is explained in **APPENDIX 3**.

Thank you.

PROFESSIONALISM ENHANCES SERVICE

MUHAMMAD RAZIF BIN AHMAD

General Manager
Johor Port Authority
razifahmad@lpj.gov.my

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81700 PASIR GUDANG, JOHOR DARUL TA'ZIM.



Edisi Bahasa Malaysia

NOTIS PELABUHAN BIL. 08/2015

LEMBAGA PELABUHAN JOHOR

No Rujukan : LPJ/IP/OPS/24JLD2(52)
Kepada : Nakhoda Kapal, Agen Perkapalan, Operator Pelabuhan dan Terminal serta Semua Pengguna Pelabuhan.
Perkara : Lesen "Lay Up"
Tarikh Kuatkuasa : 12 Julai 2015

Perkara di atas adalah dirujuk.

2. Berkuatkuasa pada tarikh seperti di atas, semua aktiviti "lay up" bagi kapal dan pelantar minyak di Kuala Sungai Johor perlu dilenaskan mengikut kehendak seksyen 3(2)(v) Akta Lembaga-Lembaga Pelabuhan 1963. Kegagalan berbuat sedemikian merupakan kesalahan di bawah Akta yang tersebut di atas.

3. Tambahan dari di atas, kadar bayaran bagi setiap lesen "lay up" adalah seperti berikut:

Bil.	Jenis Kapal	Kadar Bayaran (RM)	Tempoh Kelulusan
1.	Semua jenis kapal/barge	RM5,000	Tidak melebihi (6) bulan
2.	Pelantar Minyak	RM10,000	Tidak melebihi (6) bulan

4. Permohonan boleh dibuat bagi perlanjutan tempoh lesen "lay up" dan tertakluk kepada kelulusan Lembaga Pelabuhan Johor. Lesen boleh terbatal sekiranya kapal / pelantar minyak melanggar mana-mana syarat yang dinyatakan dalam Terma dan Syarat lesen "lay up" di **LAMPIRAN 1**. Borang permohonan boleh dirujuk pada **LAMPIRAN 2**.

5. Prosedur permohonan dan kaedah pembayaran diterangkan di **LAMPIRAN 3**.

Sekian, terima kasih.

PROFESIONALISME MEMANTAPKAN PERKHIDMATAN

MUHAMMAD RAZIF BIN AHMAD

Pengurus Besar
Lembaga Pelabuhan Johor
razifahmad@lpj.gov.my

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LAMPIRAN/ APPENDIX 3

Prosedur Permohonan Lesen “Lay Up”
Application Procedure for “Lay Up” License

BIL/NO	NAMA PROSES/ PROCESS NAME	PENERANGAN PROSES /PROCESS DESCRIPTION	TINDAKAN/ACTION
1	Fill in laid-up permit application form	The process of filling the laid-up permit application form by Shipping Agent/Master Vessel. (Appendix 2)	Applicant and Johor Port Berhad
2	Receive application form	The process of receiving laid-up license application form by LPJ Staff (Marine Unit LPJ)	Marine& VTMS Unit LPJ
3	Form completed?	The decision process to identify either the information of application form is completed or not by LPJ Staff (Marine Unit LPJ)	Marine& VTMS Unit LPJ
4	Approve laid-up permit application form	The process of approving the laid-up permit application form by LPJ Staff (Marine Unit) once the information is completed and GM approval is required.	Marine& VTMS Unit LPJ
5	Pay fees	The process of paying permit fees by Shipping Agent/Master Vessel after being notified by LPJ Staff (Marine Unit). Shipping Agent/Master Vessel pays permit fees can be use in cash or cheque only with the name of “Lembaga Pelabuhan Johor” .	Applicant
6	Issue receipt	The process of issuing receipt to Shipping Agent/Master Vessel by LPJ Staff (Finance Unit) to Applicant.	Finance Unit , LPJ and Applicant
7	Receive receipt	The process of receiving payment receipt by Shipping Agent/Master Vessel from LPJ Staff (Finance Unit) after paying the license fees.	Finance Unit , LPJ and Applicant
8	Issue laid-up license	The process of issuing license to Shipping Agent/Master Vessel by LPJ Staff (Marine & VTMS Unit).	Marine& VTMS Unit LPJ
9	Receive laid-up license	The process of receiving laid-up permit by Shipping Agent/Master Vessel from LPJ Staff (Marine & VTMS Unit).	Marine& VTMS Unit LPJ and Applicant

Nota:

1. Permohonan perlu dikemukakan sekurang-kurangnya dua (2) minggu sebelum tarikh kapal atau pelantar masuk ke Kuala Sungai Johor beserta dokumen lengkap.



JOHOR PORT AUTHORITY
 PORT AUTHORITY ACT 1963; SECTION 3(2)(v)

APPLICATION FOR LAY-UP LICENSE

NEW RENEW Previous Expiry Date :

A. PARTICULAR OF VESSEL

- | | |
|---------------------------------|---|
| i) Name: | ix) Type of Cargo On Board (if any):..... |
| ii) Flag:..... | x) Type of Vessel: |
| iii) Year Built:..... | xi) Call Sign: |
| iv) Port of Registry:..... | xii) Official No:..... |
| v) Length Overall (LOA):m | xiii) Gross Tonnage (GRT): |
| vi) Breadth:.....m | xiv) MSSI No:..... |
| vii) Draft:m | xv) Type of Anchor:..... |
| viii) Air Draught:.....m | xvi) No of Anchor:..... |

B. PARTICULAR OF OWNER/AGENT

- i) Owner's Name & Address:.....

 Telephone No :
 Fax No :
 Email :
- ii) Owner's Local Representatives Name & Address:

 Telephone No :
 Fax No :
 Email :

C. PERIOD FOR LAY UP

- i) Period of Lay Up : Not more than six (6) months.
- ii) Proposed Period Length (Actual) : months
- iii) Expected Time Arrival (ETA) :
- iv) Expected Departure (ETD) :
- v) Purpose for lay up :

D. DETAILS OF LOCAL REPRESENTATIVE

We/I Owner/Owner's representative/Agent of the above vessel hereby accept and agreed comply with the Terms and Conditions of this permit.

Signature : Company Stamp :
 Name :
 Phone No :
 Tel No :
 Fax No :
 Email : Date :

Note: For the purpose of this permit, the person signing this document shall be deemed to the Owner/Owner's agent of the vessel.

E. TERMS AND CONDITIONS

Conditions for laying up of the vessel (*insert name of vessel*).....
 Vessel may be laid-up subject to the Terms and Conditions which shall be fully complied with the Owner, Master or Agent of the vessel.

Note: Terms and Conditions For Lay Up Permit : **Ref No : LPJ/LP/01-B/15**

F. FOR OFFICIAL USE ONLY – JOHOR PORT BERHAD

i) Approved date of signing Laying-up:

ii) Recommendation and Remarks by Marine Manager (Sr. Pilot/Sr. Marine Manager)

.....

iii) Position coordinate: Latitude: Longitude:

Notes : Please attached the propose position in WGS 84 format

Signature :

Name :

Designation :

Date :

Company Stamp:

G. FOR OFFICIAL USE ONLY – JPA’S CHECKLIST

The document required are (*please thick "x"*):

- 1. Application letter from shipping agent
- 2. Shipping agent’s appointment letter from vessel owner
- 3. Vessel insurance valid until(date)
- 4. Emergency Response Plan (ERP)
- 5. Ship particulars
- 6. Mooring arrangement
- 7. GA Plan
- 8. Others

Recommendation period : From / / (date) until / / (date)

Recommendation position: Latitude: Longitude:

Verified and checked by :

H. FOR OFFICIAL USE ONLY – JPA APPROVAL

This application is **approved/not approved**, and permission is hereby granted to lay-up in position:

Position: Latitude: Longitude:

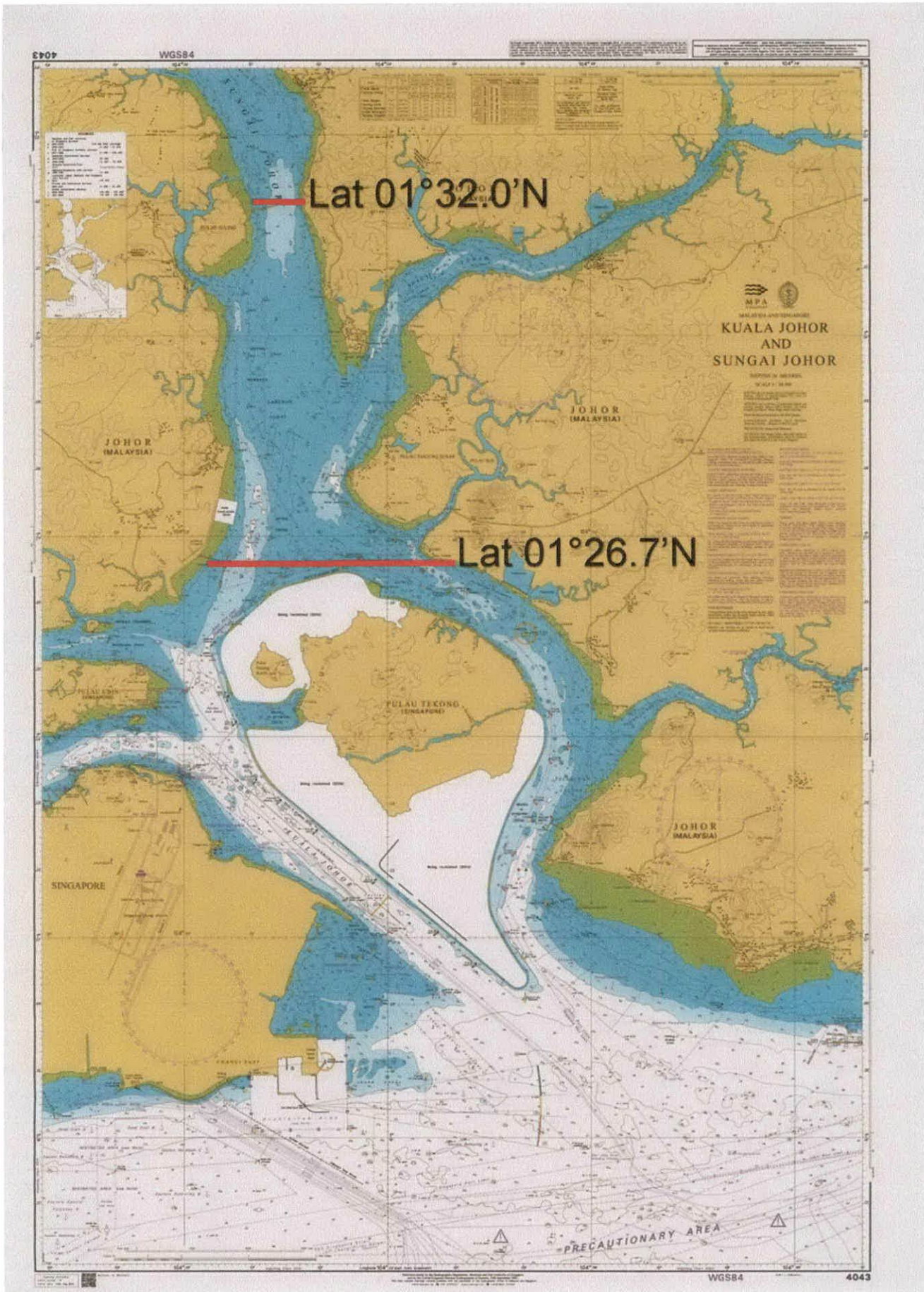
Period : From / / (dd/mm/yy) until / / (dd/mm/yy)

.....
GENERAL MANAGER
Johor Port Authority

Date :

Notes :

Lay Out - Approved Area for Lay Up at Kuala Sungai Johor





JOHOR PORT AUTHORITY

Port Authority Act 1963; Section (3)(2)(v)

TERMS AND CONDITIONS

APPLICATION FOR LAY UP LICENCE

July 2015

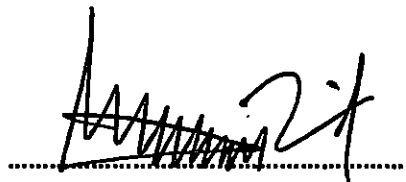
**TERMS AND CONDITIONS
OF LAYING UP VESSEL AT PASIR GUDANG PORT LIMIT**

(No 1 – 39; 3 pages)

1. Johor Port Authority pilot, or any pilot licensed by Johor Port Authority, shall conduct all movements of vessel either proceeding to, or lay-up area, or while in the lay-up area.
2. The vessel proceeding to lay-up shall be fully manned and the main engine shall be in good working order at all times.
3. The number of tugs required to assist the movement or to standby will be informed accordingly.
4. All movements shall be conducted during day light hours only (0630 – 1900)
5. If navigation and mooring operations cannot be completed during day light hours, such operation shall be suspended and the vessel anchored temporarily at a safe place to allow operations to continue the next day.
6. A sufficient amount of cable shall be veered in order to avoid dragging of anchor.
7. A marker buoy shall be placed to indicate the position of each anchor.
8. The vessel's position shall be checked and maintained at all times.
9. Water depths at the allocated anchoring area shall be recorded in the Deck Log Book.
10. The vessel navigating upriver to the lay-up area shall proceed at slow speed consistent to the safety of navigation and shall pass through the shallow waters east of Selat Mendana no earlier than two (2) hours before H.W. and not later than two (2) hours after H.W. The maximum draft licensed at this area is 6.5 meter.
11. The Master shall be responsible for the safety and navigation of the vessel at all times.
12. Vessels anchoring in lay-up position shall be placed in a row of five (5) vessel for each row, or in a row of any number as directed by General Manager, or his authorised representative, and each row shall be known as a 'raft'.
13. All round red light visible for the distance of at least two (2) nautical miles, shall be exhibited at the highest point (mast) of the vessel, at all times from dusk to dawn (1800hrs. to 0800hrs).
14. The vessel shall be moored so as to be clear of all other vessel at all times during all conditions of wind and tide.
15. The Owner, its Agent or Servant shall be liable for, in meet in full, all liabilities in relation to the vessel whether statutory, tortuous, contractual or contractual.
16. Johor Port Authority and Johor Port Berhad, shall (hereinafter call 'the port operator') not be liable for any damage, loss or injury caused to the vessel, its owner, agent, master or crew, during the vessel's stay in the Port regardless of whether such damage, loss or injury was caused by the official of Port Authority, the port operator, its agents or any third parties.
17. The Owner and its Agent shall indemnify the Port Authority, and the port operator in respect of any loss, damage, injury of death caused by their vessel, their servants or agent to third parties, or any property vested in the third parties, or the Authority and the port operator. The Owner and its Agent shall submit true copies of certificates of insurance (Tanker insurance, P & I etc.) to the General Manager or his authorised representative together with this application for license.
18. The Owner of its Agent shall notify the General manager or his authorised representative of any transfer of ownership or agency, and the General Manager upon receiving such notice shall immediate effect cancel the license and it shall be the duty of the owner and or its agent

19. to cause the new owner or its agent to make immediate application for a new license if the owner or its agent fails to notify the Port Authority of such a transfer or cause a new license to be granted to the new owner or its agent, then the owner or its agent, being the holder of the license shall be liable and responsible for the vessel.
20. The classification of the vessel to be fully maintained throughout the laid-up period, and all statutory certificates, including those listed hereunder, must be, and remain, valid through the lay-up period.
 - i) Safety Construction Certificate
 - ii) International Loading Certificate
 - iii) Safety Equipment Certificate
 - iv) Safety Radio Telephony / Telegraphy Certificate
 - v) Passenger Ship Safety Certificate etc.
 - vi) Deratting exemption or Deratting Certificate
20. At least one (1) qualified engineer and one (1) qualified Navigation Officer must be on board the vessel at all times.
21. The vessel must be secured fore and aft to the satisfaction of the General Manager, or his authorised representative. A diagram of the mooring arrangement has to be submitted to the General Manager, or his authorised representative.
22. A VHF set with must be provided to contact shore (Johor Port Control – at least Channels 11, and 16) in case of medical emergencies or other incidents. Other radio apparatus shall be sealed by the Customs. The vessel shall report daily to Johor Port Control @0900hrs.
23. A serviceable portable aids (Day-light Signalling) Lamp powered by battery must be provided at all times for visual communication.
24. All vessels must have their cargo tanks cleaned and certified gas free by the Government Chemist. Only clean ballast should be used if ballast is put into cargo tanks. The gas free state of all tanks must be maintained & subsequently renewed every calendar month.
25. No repairs shall be carried out on the vessel unless authorised by the General Manager, or his authorised representative. Such repairs, if any, shall be carried out only by Malaysian local Contractors, unless otherwise authorised by the General Manager.
26. No dutiable items or good shall be taken on board unless approved by the Custom's Department. All dutiable stores shall be kept under lock and sealed by the Customs. The Customs seal shall not be broken while the vessel is within the territorial waters.
27. No arms, ammunition, or explosive shall be on board while the vessel is in lay-up.
28. A complete list of personnel engaged on board with full particulars of name, nationality, identity card / passport number shall be submitted to the General Manager or his authorised representative, and to the Immigration Department.
29. One (1) resident Owner's representative / Agent shall be in Johor Bahru, so that a liaison between Marine Department / Government Department and the ship can be maintained at all times and especially in case of emergencies.
30. It is the responsibility of the ship owners to engage a local agency to look after all matters relating to security, fire-fighting and periodical of the moorings of the vessel.

31. No craft is licensed to go alongside and no person is allowed on board the vessel unless authorised by the Customs Department and approved by the General Manager, or his authorised representative.
32. All movements of the vessel shall be undertaken by the Johor Port Authority pilots, or any person licensed to pilot vessel pursuant to Section 29 (A) of the Port Authorities Act 1963, and tugs belonging to or authorised by Johor Port Berhad. The schedule for the movements and the number of tugs used shall be at the discretion of the General Manager or his authorised representative.
33. In addition to all other condition, the vessel shall comply with all laws, rules and regulations currently in force in Malaysia, and amended from time to time, unless otherwise exempted.
34. The General Manager, or his delegated or authorised officers or representatives, may give directions either verbally or in writing, from time to time, to the Owner / Master / Agent / Servant of the vessel pertaining to all port safety and shipping matters.
35. The Owner / Master / Agent shall pay promptly, and in full all charges, rates and dues being levied on the vessel.
36. The General Manager, or his authorised representative, reserve the right to withdraw the license to lay up without assigning any reason whatsoever. The Owner / Agent have no right to claim for any damages, or loss that may arise as a consequence of the withdrawal.
37. The local agent shall be responsible for all garbage collection, and no garbage, rubbish, waste or other matter shall be dumped into the sea.
38. The Owner/Agent/Master shall comply all the Port Notices established by JPA or other relevant agencies from time to time.
39. The Owner/Master Agent shall undertaking of vessel/ rig is wrecked, stranded or in distress, plunder, create disorder or obstruct the preservation of the ship/rig to be recovered or salvage by other authority or agency shall be payable to the salver by the owner such ship or wreck has been save when service are rendered in saving life from any danger.



MUHAMMAD RAZIF BIN AHMAD
General Manager
Johor Port Authority