



MARITIME AND PORT AUTHORITY OF SINGAPORE

PERMISSION TO LAY UP A
VESSEL IN THE PORT

This form may take you 10 minutes to fill in.
You will need the following information to fill in the form:

- Vessel's particulars and number of manning crew
- Ship's certificates status

Please submit the completed form in 2 copies to:
MPA One-Stop Document Centre
#01-26 Tanjong Pagar Complex, 7A Keppel Road, Singapore 089054
Tel: 6325 2374 Fax: 6325 2376

PART I
OWNERS' / AGENT'S DECLARATION

Name of Vessel: _____ Type of Vessel: _____ Gross Tonnage: _____

Port of Registry: _____ Flag: _____ Call Sign: _____

Length Overall: _____ Breadth Extreme: _____ Net Tonnage: _____

Maximum height of the vessel's structure or cargo or equipment
onboard (whichever is the highest) above her waterline: _____

Date of Arrival / Launching / Delicensing as Harbour Craft: _____

Laying-up location _____

Anticipated period of laying-up _____

Type & quantity of cargo remaining onboard _____

Manning :

- a) No of Deck Officers _____ (including Master)
- b) No of Watchmen / _____ Security Guards
- c) No of Engineers _____
- d) No of Crew _____
- e) No of Fire-fighting Certificate holders _____

PART II
CONDITIONS TO BE OBSERVED BY THE MASTER, OWNERS, AGENT RESPONSIBLE FOR A LAYING-UP VESSEL

- 1 *Good seamanlike practices and all reasonable safety precautions must be observed on the vessel at all times. Any accident on the vessel or to the vessel should be reported immediately by the master or the person-in-charge to the Port Master by the most direct means (via VHF radio channel 12 or 7 telephone nos. 63252488 or 63252493).*
- 2 *The owner / agent or master shall obtain the prior written permission of the Port Master if he intends to shift his vessel from one location to another in the port except in exceptional circumstances when the change of location ought be reported to the Post Master immediately after the change.*
- 3 *No transfer of oil or oily water shall be carried out on the vessel unless prior written permission is obtained from the Port Master except when receiving fuel for vessel's own use or when carrying out transfers within the vessel.*
- 4 *In the case where a gas-free certificate is required for laying-up the vessel, the vessel's gas-free condition must be maintained throughout the period of laying-up. A fresh gas-free certificate must be obtained every 3 months or at lesser intervals if so required.*
- 5 *The validity of the vessel's safety certificates, the Load Line Certificate or the "Certificate of fitness to lay-up" together with the International Oil Pollution Prevention Certificate, ISM Code (DOC & SMC), ISPS Code (ISSC) and her insurance policy must be maintained. The Port Master must be immediately notified in writing if any of these documents become invalid.*
- 6 *The Port Master should be immediately informed in writing of any change in ownership of the vessel. The names and addresses of the new owner and agent should also be given if available.*
- 7 *The Port Master shall also be informed in writing immediately of any change in the particulars of the vessel or change of crew members indicated in the permit.*
- 8 *Every self-propelled vessel exceeding 300 GT at the anchorage shall have on board a VHF radiotelephone that is capable of operating in the International Maritime VHF Radio Communication Service in the 156-174 MHz Band on the following channels: 7, 12, 20, 21 and 22.*
- 9 *Adequate number of deck officers, engineers and ratings as stipulated by the Port Master from time to time shall be on board the vessel at all times to oversee the safety of the vessel whilst she is at the anchorage.*
- 10 *A list of officers and ratings on board must be submitted and kept updated as and when changes occur.*

PART III

I, (full name in block letters and I/C or passport number) _____
owner/owner's representative / agent of the aforementioned vessel hereby accept and agree to comply with the conditions
attached to this permit.

Registered Name & Address of Company

(Signature & Stamp)

Date : _____

Tel No : _____

Note : Section 10 of The MPA Act states that : "Any person who makes any negligent mis-statement or any statement which is false in any material particular in any return, claim or other document which is requested or required by the Authority shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5.000 or to imprisonment for a term not exceeding 6 months or to both".

PART IV

For Port Master's Dept's use

Ship Registry expiry					
Loadline Certificate expiry					
Safety Equipment Certificate expiry					
Safety Construction Certificate expiry					
Certificate of Fitness (SWC) expiry					
Insurance Expiry					
Gas Free Certificate expiry					
I.O.P.P. Certificate expiry					
Document of Compliance (DOC) expiry					
Safety Management Certificate (SMC) expiry					
ISPS Code (ISSC) expiry					

PART V

APPROVAL AND RENEWAL PERMIT FOR LAYING-UP A VESSEL IN PORT

Name of Vessel _____ Flag _____ GT _____

Type of Vessel _____ Arrival Date _____

Agent / Owner _____
(Delete as necessary) _____

For Port Master's Department's use

No	Date of Submission	Approved Period		Approving Officer's Signature	Remarks
		From	To		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Note : Failure to inform the Port Master of changes to vessel's particulars or other information in the application form or breach of conditions stipulated in the permit or the signatory of Part III is no longer an authorised representative or the vessel, will render the permit invalid.