



# SURUHANJAYA PELABUHAN PULAU PINANG PENANG PORT COMMISSION

NO. FAIL : A.403/10  
TARIKH : 13 NOVEMBER 2020

KEPADA : PEMILIK KAPAL, EJEN PERKAPALAN, NAKHODA, MALIM PELABUHAN,  
OPERATOR TERMINAL, AGENSI KERAJAAN DAN KOMUNITI PELABUHAN

## PORT CIRCULAR NO. 4 / 2020

### GARIS PANDUAN

#### PERMOHONAN BERLABUH TUNGGU (*LAY-UP*) DI DALAM HAD PELABUHAN PULAU PINANG

#### 1. SKOP

Permohonan oleh pemilik kapal, kapten atau ejen bagi mendapatkan kebenaran terhadap aktiviti kapal berlabuh tunggu (*lay-up*) di kawasan yang dibenarkan di dalam had Pelabuhan Pulau Pinang.

#### 2. OBJEKTIF

- 2.1. Menyelaras dan menetapkan prosidur serta keperluan yang perlu dipatuhi oleh pemohon bagi menjalankan aktiviti *lay-up* di dalam had Pelabuhan Pulau Pinang.
- 2.2. Mewujudkan keseragaman kerja dan tindakan bagi mengawal aktiviti *lay-up* yang dijalankan di dalam had pelabuhan.

#### 3. PROSIDUR

- 3.1. Pemohon perlu mengemukakan permohonan rasmi bagi menjalankan aktiviti *lay-up* di dalam had Pelabuhan Pulau Pinang kepada Pengurus Besar Suruhanjaya Pelabuhan Pulau Pinang (SPPP) sekurang-kurangnya 2 minggu sebelum ketibaan kapal.
- 3.2. Sekiranya pemilik kapal adalah warganegara asing, pemohon perlu menamakan seorang wakil pemilik kapal / ejen yang beralamat di Pulau Pinang supaya perhubungan diantara SPPP, Agensi Kerajaan dan PPSB dengan wakil kapal tersebut lebih mudah terutamanya dalam menangani sesuatu kecemasan.
- 3.3. Sekiranya permohonan dibuat oleh ejen, surat lantikan ejen perkapalan oleh pemilik kapal tersebut perlu disertakan didalam borang permohonan.

3.4. Lampiran yang perlu disertakan adalah seperti berikut :-

- a. Borang permohonan *lay-up* seperti di **Lampiran A**;
- b. Surat ketiadahalangan Penang Port Sdn. Bhd. (PPSB) untuk aktiviti *lay-up*, cadangan lokasi labuhan (*Longitud / Latitud*) dan sebarang syarat tambahan (jika ada);
- c. Surat ketiadahalangan Jabatan Laut Wilayah Utara (JLWU) untuk aktiviti *lay-up*, & sebarang syarat tambahan (jika ada); dan
- d. Surat ketiadahalangan untuk aktiviti *lay-up* dari agensi kerajaan / pihak berkuasa yang lain (sekiranya disyaratkan oleh SPPP).

3.5. Permohonan yang lengkap akan diproses dan keputusan akan dimaklumkan dalam tempoh 5 hari bekerja dari tarikh penerimaan permohonan.

3.6. Carta alir prosidur mendapatkan kebenaran bagi menjalankan aktiviti *lay-up* di dalam had Pelabuhan Pulau Pinang adalah seperti di **Lampiran B**.

#### 4. KAWASAN LABUHAN (*ANCHORAGE*)

Kawasan labuhan (*anchorage*) untuk *lay-up* adalah seperti berikut :-

1	5° 27.80 N	100° 21.80 E
2	5° 29.00 N	100° 21.45 E
3	5° 29.00 N	100° 20.70 E
4	5° 27.80 N	100° 21.10 E

#### 5. TERMA & SYARAT

Kelulusan untuk menjalankan aktiviti *lay-up* adalah tertakluk kepada terma & syarat seperti di **Lampiran C**



**SURUHANJAYA PELABUHAN PULAU PINANG**  
**PENANG PORT COMMISSION**

**APPLICATION TO LAY-UP A VESSEL**

**A. PARTICULAR OF VESSEL**

- i. Name Of Vessel : \_\_\_\_\_
- ii. Flag : \_\_\_\_\_
- iii. Year Built : \_\_\_\_\_
- iv. Port of Registry : \_\_\_\_\_
- v. Length Overall : \_\_\_\_\_
- vi. Breadth : \_\_\_\_\_
- vii. Draft : \_\_\_\_\_
- viii. Air Draft : \_\_\_\_\_
- ix. Type of vessel : \_\_\_\_\_
- x. Call Sign : \_\_\_\_\_
- xi. Official No. : \_\_\_\_\_
- xii. Gross Tonnage : \_\_\_\_\_
- xiii. Type of cargo on board (if any) : \_\_\_\_\_

**B. PARTICULAR OF OWNER / REPRESENTATIVES**

- i. Owner's Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ii. Owner's Local Representatives Name & Address

*(To be filled-up if the owner of the vessel is a foreigner)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- iii. Resident owner's representative / agent in Penang

- a. Name : \_\_\_\_\_
- b. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Contact No.: \_\_\_\_\_

**C. LAY-UP INFORMATION**

- i. Proposed Period Length : \_\_\_\_\_ months
- ii. Expected Time Arrival (ETA) : \_\_\_\_\_
- iii. Expected Departure (ETD) : \_\_\_\_\_
- iv. Purpose for Lay-up : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

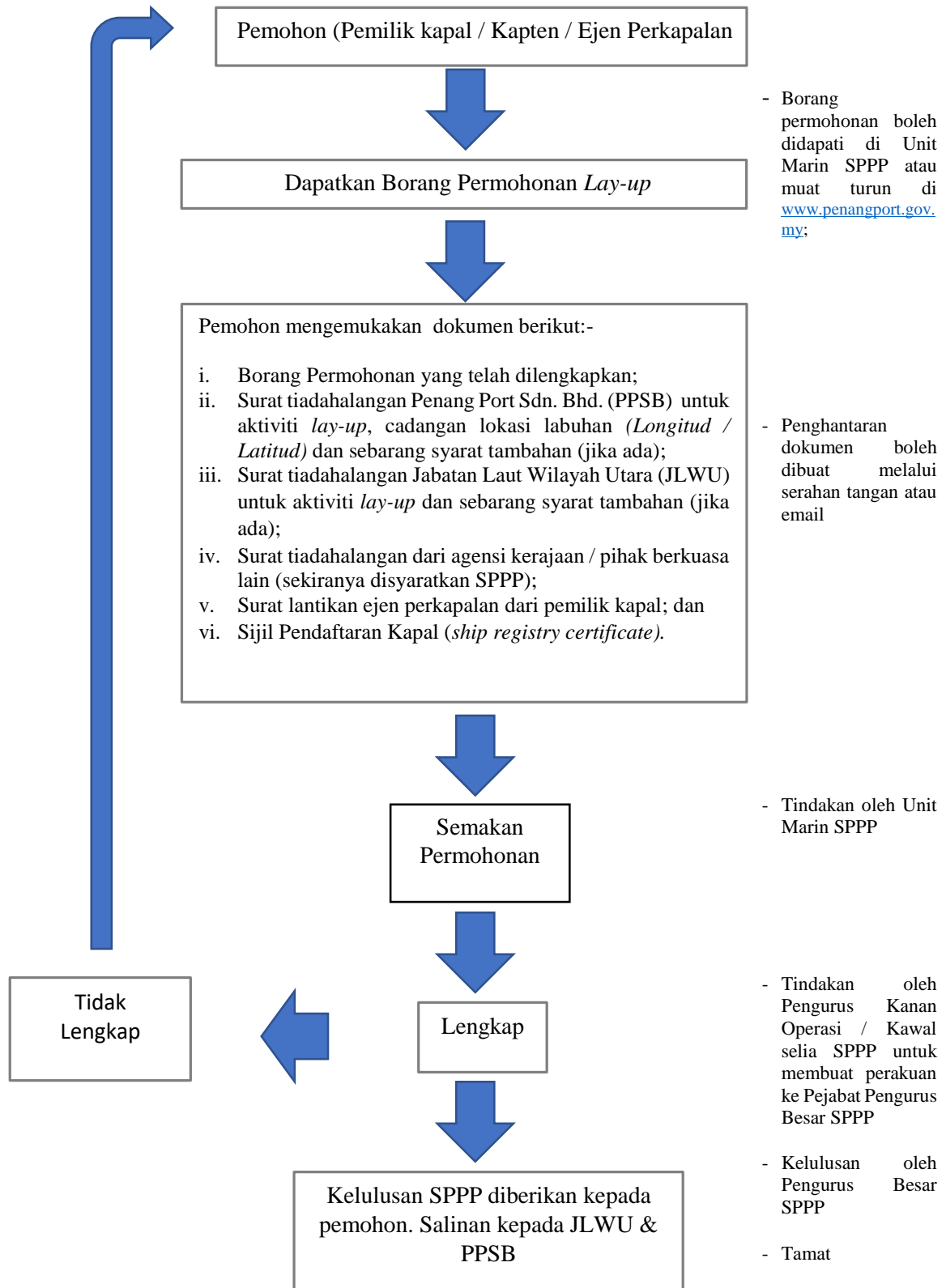
**D. APPLICANT DETAILS**

- i. Name : \_\_\_\_\_
- ii. Designation : \_\_\_\_\_
- iii. Date : \_\_\_\_\_
- iv. Signature : \_\_\_\_\_
- v. Official Stamp : \_\_\_\_\_

----- APPLICATION FORM END -----

**CARTA ALIR PROSIDUR MENDAPATKAN KEBENARAN BERLABUH TUNGGU**

**(LAY - UP) DI DALAM HAD PELABUHAN PULAU PINANG**



**TERMS AND CONDITIONS**

**DURING LAYING UP VESSEL WITHIN PENANG PORT LIMIT**

1. The vessel approved for lay-up shall be placed in position as directed by Penang Port Commission (PPC) General Manager (GM), or any officer authorised by GM;
2. PPC pilot, or any pilot licensed by PPC, shall conduct all movement of vessel either proceeding to, or while in the lay-up area;
3. The vessel proceeding to lay-up shall be fully manned and the main engine shall be in good working order at all time;
4. The vessel navigating to the lay-up area shall proceed at slow speed consistent to the safety of navigation as per advised by Pilot and/or Control Tower of Penang Port Sdn. Bhd. (PPSB);
5. The schedule for the movement shall be at the discretion of the PPSB. The number of tugs required to assist the movement or to standby will be informed by PPSB accordingly;
6. A sufficient amount of cable shall be veered in order to avoid dragging of anchor;
7. The vessel's position shall be checked and maintained at all times & water depth at the allocated anchoring area shall be recorded in the Deck Log Book;
8. The master shall always be responsible for the safety and navigation of the vessel at all times;
9. Appropriate lights / signals shall be exhibited at all times to indicate the position of laying-up vessels;
10. The vessel shall be moored / anchored so as to be clear of all other vessel at all times during all conditions of wind and tide;
11. The owner, master or its agent shall be liable for all liabilities in relation to the vessels;
12. PPC as Port Authority and PPSB as Port Operator, shall 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;
13. The owner, master or 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;

14. The owner, master or its agent shall notify the GM or any officer authorised by GM of any changes of vessel ownership and/or agent, and the GM upon receiving such notice shall immediate effect cancel the approval;
15. It shall be the duty of the new owner or its new agent to make a new application to PPC for a new approval;
16. VHF set must be ready at all time to be contacted by Penang Port Control Tower (at least channel 12 and 16) in case of medical emergencies or any other incident;
17. No repairs shall be carried out on the vessel unless authorised by the GM or any officer authorised by GM;
18. No arms, ammunition, or explosive shall be on board while the vessel is in lay-up;
19. A complete list of personnel engaged on board with full particulars of name, nationality, identity card/passport number shall be submitted to the GM or any officer authorised by GM and to relevant authorities (OGA);
20. It is the responsibility of the ship owner, master or its agent to engage with OGA to look after all matters relating to security, firefighting and safety of the vessel;
21. The GM or any officer authorised by GM, may give directions either verbally or in writing, from time to time, to the owner, master or its agent of the vessel pertaining to all port safety and shipping matters;
22. The owner, master or its agent shall be responsible for all garbage & waste collection. No garbage, waste or other material shall be dumped into the sea;
23. The owner, master or its agent shall pay promptly, and in full all charges, rates and dues being levied on the vessel;
24. The owner, master or its agent shall comply to all the port notices established by PPC and OGA from time to time;
25. In additional to all other condition, the vessel shall comply with all laws, rules and regulations currently in force in Malaysia, and may be amended from time to time, unless otherwise exempted;
26. The GM or any officer authorised by GM, reserve the right to withdraw the approval to lay up without assigning any reason whatsoever. The owner, master or its agent has no right to claim for any damages, or loss that may arise as a consequence of the withdrawal;

*TERMS AND CONDITIONS END*