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IMPORTANT NOTICE

Dear Port Users,

REVISION OF VEHICLE ENTRY AND PARKING POLICIES

1. Following your feedback and our internal review, we have further improved our vehicle entry and parking policies, which will become effective from 1 October 2009.
2. This is part of an on-going effort by Jurong Port to enhance safety and maintain a safe working environment for all port users.
3. The revisions are as follows :

(a) Extension of Scheme for Long Term Vehicle Entry Permit (VEP) Pass

VEP – Operating Agent or Carrier

- Applicant must be an Operating Agent (shipping agent who does not apply for use of berth) or a Carrier (Principal / Ship Owner) for vessels calling JP.
- Each applicant is entitled to one Long Term VEP, and each Long Term VEP can be used to register two vehicles.

VEP – Licensed Stevedoring Company

- Applicant must be a JP licensed stevedoring company with minimum Class A3 or B3 classification.
- Each applicant is entitled to one Long Term VEP, and each Long Term VEP can be used to register two vehicles.

(b) Long Term VEP holders can sponsor Short Term VEP application under own company

- Long Term VEP holder is allowed to sponsor one Short Term VEP application.
- Each Short Term VEP is valid for 24 hours on a block basis.

(c) Short Term VEP application by Service Providers who are not eligible to apply for Long Term VEP

- Each service provider can only apply a maximum of two (2) Short Term VEPs at any one time.
4. The application procedures and forms are attached with this circular for your reference. The information is also available at the Pass/Permits Office (Main Gate). Alternatively, you can download this circular and application form from <http://www.jp.com.sg> or <http://www.jurongportonline.com>.
5. If you need more clarifications, please contact the following officers during office hours from 0830 hours to 1730 hours on Mondays to Fridays.

| Name of Officers | Contact No/ Fax No |
|-------------------------|---------------------------|
| Mr. Tan Wee Leong | 66609736 / 62619374 |
| Ms. Lisa Lim | 66609088 / 62619374 |

6. Please refer to the following attachments for more information :
- Revised Vehicular Entry and Car Parking Policies
 - Application Procedures / Terms & Conditions VEPs & VPPs / Sponsor Letter
 - Location Map of Bus Stops & Car parks in FTZ

JURONG PORT PTE LTD (“JPPL”)

REVISED VEHICULAR ENTRY & CAR PARKING POLICIES

(PHASE 3 – UPDATED AS AT 1 OCTOBER 2009)

PART I - JURONG PORT FREE TRADE ZONE (FTZ)

- 1.0 Entry Of Vehicles Into Jurong Port FTZ
- 2.0 Vehicle Passes – For Entry Into FTZ
- 3.0 Electronic Parking System (EPS) in Operations At Jurong Port New Main Gate
- 4.0 Parking of Vehicles in JP FTZ
- 5.0 Vehicular Movement At Operational Zones
- 6.0 Towing Of Vehicles At Tow Away Zone

PART II - CAR PARK B - OUTSIDE FTZ

- 1.0 Car Park B – Located Outside Jurong Port FTZ
- 2.0 Types Of Vehicle Parking Pass (VPP)
- 3.0 Pass Charges and Validity Period

PART III - OTHERS

- 1.0 Bus Shuttle Service
- 2.0 Wheel Clamping

PART I – JURONG PORT FREE TRADE ZONE (“FTZ”)

1.0 ENTRY OF VEHICLES INTO JURONG PORT (“JP”) FTZ

1.1 Vehicles With Restriction To Enter JP’s FTZ Are Required To Apply For Vehicle Entry Pass (VEP)

- Pure passenger vehicles (e.g. Saloon cars, MPVs, SUVs)
- Panel Vans and Pick-ups

The entry of such vehicles into JP’s FTZ can only be allowed if the vehicle:-

- Has a valid vehicle label (VEP) issued by JPPL
- Has registered its vehicle IU unit number with JPPL

Vehicles with a valid VEP are required to display the labels at the top left corner of the windscreen of their vehicles for In-Gate checks by the JPPL’s appointed security personnel.

1.2 Vehicles With No Restriction To Enter JP’s FTZ Are Not Required To Apply Vehicle Entry Pass (VEP)

- Commercial vehicles (light to heavy category types) that are engaged in operational related activities in JP’s FTZ (e.g. Open / covered trucks, trailers, cement tankers/ tippers), except panel vans and pick-ups.
- Vehicles used by shipping agencies to ferry ship crew to and from vessels. These vehicles can be allowed entry in FTZ only for this sole purpose (e.g. passenger vans bearing license number ‘PA’ or ‘PZ’)
- Vehicles used by JP’s tenant, lessee and JP’s contractor to ferry their staff to and from JP’s FTZ. These vehicles can be allowed entry in FTZ only for this sole purpose (e.g. passenger vans or buses bearing license number ‘PA’, ‘PZ’ or CB).
- Taxis used as means of transport to ferry port users/ ship crews to and from FTZ. These vehicles can be allowed entry into FTZ only for this sole purpose.

1.3 Vehicles That Are Prohibited Entry Into JP’s FTZ

- All two wheelers, i.e. motorcycles and bicycles including those with side carriages.

2.0 VEHICLE PASSES – FOR ENTRY INTO FTZ

2.1 Types of Vehicle Passes For Entry Into FTZ

2.1.1 VEP - LONG TERM PASS (Categories & Requirements)

VEP- Tenant

- FTZ tenant who has existing tenancy agreement with JPPL on the use of office/ space in FTZ. The tenancy agreement is generally for a period of 12 months.
- A tenant who has duo status, i.e. he is a tenant and also a shipping agent in which case he may be granted VEP-Tenant and VEP-Shipping Agent pass. The VEP- Shipping Agent pass to be issued however is limited to one (1) pass.

VEP- Lessee

- FTZ lessee who has existing lease agreement with JPPL on the use of space in FTZ. The lease agreement is generally for a period of 84 months.

VEP- JP's Contractor

- Must be a recognised contractor engaged by JPPL for a project or term contract works.

VEP- J1 Basin Operator

- Must be a shipping agent whose berths are allocated by JPPL at the J1A/B/C Basin berths
- Active berth applicant for the last six (6) months, i.e. must have vessel calls for the last six (6) months

VEP - Shipping Agent

- A shipping agent with no lease office in FTZ
- Must be an active berth applicant for the last six (6) months, i.e. must have vessel calls for the last six (6) months

VEP – Operating Agent or Carrier

- An operating agent (who does not apply for berth) whose vessels call at JP
- A Carrier (Principal or Ship Owner) whose vessels call at JP

VEP – Licensed Stevedoring Company

- A JP licensed stevedoring company with minimum Class A3 or B3 classification

VEP - Canteen Stall Holders

- A stall holder with JPPL to operate the canteen in FTZ

Important Notes:

- The number of passes that can be issued to eligible ports users will be determined and allocated by JPPL.
- All eligible ports users are to check with Jurong Port Pass office personnel for the number of VEP passes allocated to their company.
- Jurong Port tenants, lessees, shipping agents, JPs' contractors, Operating Agent / Carrier, JP's licensed stevedoring companies within minimum Class A3 or B3 classification (all eligible for long term VEP) are allowed to sponsor the one (1) Short Term VEP application for your own company on 24-hour block basis.

2.1.2 VEP - SHORT TERM PASS

The following ports users known as "Service Providers" are eligible to apply for the short term pass.

- Consignee/ Shippers
- Vendors/ suppliers
- Surveyors
- Logistics company/ Transport Company
- Stevedoring company
- Visitors

Important Notes:

The issuance of passes under the VEP-Short Term is also subjected to the following requirements:-

- All applicants are required to submit a completed sponsor letter. The form can be downloaded from JP's website at <http://www.jp.com.sg> or <http://www.jurongportonline.com>.
- Only Jurong Port tenants, lessees, shipping agents, JPs' contractors, Operating Agent / Carrier, JP's licensed stevedoring companies minimum under A3 or B3 classification are allowed to sponsor the application by service providers, capped at quota of two (2) Short Term VEPs per company.
- Wherever applicable, commercial documents must be provided to support the purpose of entry into the port together with the application form (e.g. Delivery Order, Purchase Order, Repair Order, etc)
- Vehicle Pass holders found to have overstayed the duration stated in the pass without valid reasons may be barred from entering the port.

2.2 Transferable Passes

All long term vehicle passes (VEP) are transferable. Each Long Term Pass can be used to register two (2) vehicles.

Example

If a company applies for three (3) VEP long term passes, the limit to the number of vehicles that the company can register is six (6).

However, at any one point in time, only three (3) vehicles are allowed entry into the FTZ.

All vehicle license plate number and its corresponding vehicle IU number will have to be declared to Jurong Port in advance in the application form provided with this document or it can also be downloaded from <http://www.jp.com.sg> or <http://www.jurongportonline.com>.

2.3 Applicable Charges & Validity Period

| VEP – LONG TERM | | | |
|------------------------|--|--|-------------------------|
| S/N | Type of passes | Validity | Charges Per Pass |
| 1 | VEP-Tenant | Up to 12 months , subject to expiry of tenancy period, whichever earlier (Minimum application is 3 months) | \$50.00 * per month |
| 2 | VEP-Lessee | Up to 12 months , subject to expiry of lease period, whichever earlier (Minimum application is 3 months) | \$12.00 per month |
| 3 | VEP- JP's Contractor | Up to 12 months, subject to expiry of contract period, whichever earlier (Minimum application is 3 months) | \$12.00 per month |
| 4 | VEP – Shipping Agent | Up to 12 months (Minimum application is 3 months) | \$12.00 per month |
| 5 | VEP – J1 Basin Operator | Up to 12 months (Minimum application is 3 months) | \$12.00 per month |
| 6 | VEP- Canteen Stall Holders | Up to 12 months, subject to expiry of lease period, whichever earlier (Minimum application is 3 months) | \$12.00 per month |
| 7 | VEP – Operating Agent (who does not apply berth) or Carrier (Ship Owner / Principal) | Up to 12 months (Minimum application is 3 months) | \$12.00 per month |
| 8 | VEP – Licensed Stevedoring Company with minimum A3 or B3 classification | Up to 12 months, subject to expiry of stevedoring license, whichever earlier (Minimum application is 3 months) | \$12.00 per month |

** If the parking of vehicles by the tenant is within its compound and not at the storage area, the applicable charges will be \$12/ pass/ month.*

| VEP – SHORT TERM | | | |
|-------------------------|---|-----------------|--------------------------|
| S/N | Type of passes | Validity | Charges Per Pass |
| 1 | VEP – Service Providers (see note a) | Up to 3 days | \$2.00 per 24 hours |
| 2 | VEP - Non Service Providers (see note b) | One day | \$2.00 per 24 hours only |

Important Notes:

(a) Service Providers refer to Consignees, Shippers, Vendors, Surveyors, Logistics/Transport companies, Visitors. Limit to max of two (2) short term VEP (ST-VEP) application at any one time.

(b) Non Service Providers refer to Tenant, Lessee, JP Contractor, Shipping Agent, J1 Basin Operator, Operating Agent, Carrier (Principal / Ship Owner), JP Licensed Stevedoring Company with minimum A3 or B3 classification. This category is entitled to sponsor max. one (1) short term VEP (ST- VEP) application on 24- hr block basis.

3.0 ELECTRONIC PARKING SYSTEM (EPS) IN OPERATIONS AT JURONG PORT MAIN GATE

- 3.1 Jurong Port Main Gate will have a new Electronic Parking System (EPS). The System will detect the validity of the vehicle IU that has been registered with Jurong Port upon entry and exit at the designated lanes using the New Main Gate.
- 3.2 Only vehicle pass holders (VEPs) are required to enter and exit through the designated EPS equipped lane. No other lanes are allowed to be used.
- 3.3 All vehicles pass holders of VEP-Long Term and Short Term are required to declare in advance their vehicle IU in the application form provided with this document or it can also be downloaded from JP's website at <http://www.jp.com.sg> or <http://www.jurongportonline.com>.

4.0 PARKING OF VEHICLES IN JP FTZ

- 4.1. All vehicle pass holders are to park their cars strictly to the assigned parking area in FTZ.

For easy reference:-

- Red Marked Lots – Strictly for VEP-Tenant pass holders.
- White Marked Lots – Common Parking Lots. Temporary parking open to all VEP pass holders on a first come first serve basis.

Important Notes:

Driving into JP's FTZ is discouraged for safety reasons. Jurong Port does not guarantee the availability of Common Parking Lots which is on a first come first serve basis. You are encouraged to use Car Park B located outside FTZ.

- 4.2 The VEP label is to be displayed at the top left side windscreen of the vehicles at all times in the FTZ.
- 4.3 The parking of vehicles in FTZ is subject to and governed by the JPPL Vehicle Entry Pass Terms and Conditions.

5.0 VEHICULAR MOVEMENT AT OPERATIONAL ZONES

- 5.1 Operational zones is defined as areas designated for operational activities such as but not limited to the wharf side and the storage area.
- 5.2 All operational zones in FTZ are generally demarcated by a double red line marking on the ground.
- 5.3 No parking of vehicles will be allowed in operational zones. Only vehicles performing loading/ discharging activities are allowed to be in the operational zones.

6.0 TOWING OF VEHICLES AT TOW AWAY ZONE

- 6.1 'Tow Away Zone' is defined as areas designated for vehicular movement and deemed not safe for parking of vehicles. The said areas are generally located along the warehouse eaves fronting the sea and the stretch of open area at the wharfside or such areas as maybe designated by JPPL from time to time.
- 6.2 Any vehicles found illegally parked within the Tow Away Zone will be towed to Fire Safety & Environment (FSE) Unit car park compound.
- 6.3 The administrative fee for the release of vehicles being towed away will be \$100.00.
- 6.4 JPPL shall not be responsible or liable for any damage, loss claims or expenses relating to the towing of the vehicle.

PART II – CAR PARK B - OUTSIDE FTZ

1.0 CARPARK “B” – LOCATED OUTSIDE JURONG PORT FTZ

- 1.1 The Car Park B is located outside FTZ at the junction of Jalan Tepong and Jurong Port Road for port users. The Car Park is strictly for the parking of cars, light goods vehicles (pickups, vans) motorcycles and bicycles only.

2.0 TYPES OF VEHICLE PARKING PASS (VPP)

A. Vehicle Parking Pass (VPP) - Long Term

Categories of JP port users who can apply

- Tenant, Lessee
- JP's Contractor
- Shipping Agent
- J1 Basin Operator
- Canteen Stall Holder
- Operating Agent / Carrier (Principal / Ship Owner)
- JP Licensed Stevedoring Companies with minimum Class A3 or B3 classification

The number of passes that can be issued to eligible ports users will be determined and allocated by JPPL.

Important Notes

- All eligible ports users are to check with Jurong Port Pass/ Permits Office personnel for the number of VPP passes allocated to their company.

B. Vehicle Parking Pass (VPP) - Short Term

Categories of JP port users who can apply

- All port users who are STP/ LTP pass holders
- Jurong Port Visitors

Important Notes

- Only vehicles with VPP labels are permitted to park their vehicles at Carpark B.
- Motorcycles and bicycles do not need to apply for VPP for parking at the said car park.
- No entry and parking for heavy vehicles including trailers.

3.0 PASS CHARGES AND VALIDITY PERIOD

| S/N | Category | Charges per pass | Validity |
|-----|-------------------|------------------|--|
| 1 | Long Term VPP- LT | \$8.00 per month | 3 to 12 months (subject to expiry of tenancy/ lease/ contract period, whichever earlier) |
| 2 | Short Term VPP-ST | \$2.00 per day | Daily (24 hours) |

PART III – OTHERS

1.0 BUS SHUTTLE SERVICE

1.1 Shuttle Service

- Bus plying Jurong Port Admin Building, Car Park B and FTZ
- Frequency – 15 mins and 30 mins
- Operating hours
 - 6.30am to 7.00pm on weekdays at 15 minutes interval
 - 7.00pm to 6.30am on weekdays at 30 minutes interval
 - 24 hours (1 bus) on Sat, Sun & Public Holidays

1.2 Bus Stops

- 12 numbers of bus stops in JP FTZ
- 4 number of outside FTZ bus stops ; (1) Carpark B (1) JP Admin Building, (1) New Pass Office (1) After In Gate of New Main Gate

2.0 WHEEL CLAMPING

- 2.1 Action will be taken on vehicles found illegally parked at non designated car parking area in FTZ and at Car Park B.
- 2.2 A warning notice to port users will be issued for illegal parking. If the vehicle is not removed immediately, the vehicle will be clamped.
- 2.3 To remove the vehicle clamp, the vehicle owner will be charged an administrative fee of \$80.00. Wheel clamping matters will be managed by JPPL Security Department.
- 2.4 JPPL shall not be responsible or liable for any damage, loss claims or expenses relating to the wheel clamping of the vehicle.

Attachments:-

- Application Procedures/ Terms & Conditions/Forms For VEP & VPP
- Sponsor Letter For VEP-Short Term Pass
- Location Map of Bus Stops & Carparks in FTZ



**APPLICATION PROCEDURE FOR JURONG PORT
FTZ - VEHICLE ENTRY PASS (VEP) &
OUTSIDE FTZ - CARPARK B - VEHICLE PARKING PASS (VPP)**

(Phase 3 – Updated As At 1 October 2009)

A. VEHICLE ENTRY PASS (VEP) – JURONG PORT FREE TRADE ZONE (“FTZ”)

Important Notes:

- Use for vehicle entry and car parking purposes in Jurong Port FTZ
- Applicable to passenger vehicles (MPV, SUV, saloon), light goods vehicles (all types of pickups and covered vans only)
- All vehicle pass applicants to provide vehicle IU number together with the application
- Except for VEP- Tenant pass holders (park at RED lots), all other VEP pass holders are to strictly park their vehicles at WHITE lots ONLY. Unauthorised parking of vehicles at the RED lots will be wheel clamped.
- All vehicles parked in the FTZ are governed by the Jurong Port Vehicle Entry Pass Terms and Conditions. (please refer to overleaf)

1. VEHICLE ENTRY PASSES

- LONG TERM PASS

| S/No | Type Of Pass | Issued to | Validity | Charges Per Pass |
|------|-----------------------------|---|------------------|------------------|
| 1 | VEP - Tenant | Tenant | Up to 12 months* | \$50 per month. |
| 2 | VEP - Lessee | Lessee | Up to 12 months* | \$12 per month |
| 3 | VEP - JP's Contractor | JP's Contractor | Up to 12 months* | \$12 per month |
| 4 | VEP - Shipping Agent | Shipping Agent with no office in FTZ | Up to 12 months* | \$12 per month |
| 5 | VEP - J1 Basin Operators | Wooden craft operators At J1 Basin berths | Up to 12 months* | \$12 per month |
| 6 | VEP - Canteen Stall Holders | JP canteen stall operators (Admin /FTZ) | Up to 12 months* | \$12 per month |

| S/No | Type Of Pass | Issued to | Validity | Charges Per Pass |
|------|---|--|------------------|------------------|
| 7 | VEP – Operating Agent or Carrier (Principal / Ship Owner) | Operating Agent, Carrier with no office in FTZ | Up to 12 months* | \$12 per month |
| 8 | VEP – Licensed Stevedoring Company of minimum A3 or B3 classification | JP Licensed Stevedoring Company | Up to 12 months* | \$12 per month |

* Minimum of three (3) months

○ SHORT TERM PASS

| S/No | Type Of Pass | Issued to | Validity | Charges Per Pass |
|------|-------------------------------------|---|---------------|--|
| 1 | VEP- Service Providers (Short Term) | Eligible port users includes Consignee / Shippers, Vendors, suppliers, Surveyors, Logistics company, Transport Company, Stevedoring company, Visitors | Up to 3 days | \$2 per 24 hr Only max two (2) ST VEP per application |
| 2 | VEP- Service Providers (Short Term) | Applicable to Long Term VEP holders who want to sponsor ST-VEP for own company - Tenant, Lessee, JP Contractor, Shipping Agent, J1 Basin Operator, Operating Agent, Carrier (Principal / Ship Owner), JP Licensed Stevedoring Company within minimum Class A3 or B3 classification | Up to 24 hour | \$2 per 24 hr Only max one (1) ST VEP per application |

Important Notes:

- Only Long Term Passes are transferable. (Note: Each Long Term Pass can be used to register two (2) vehicles. Example; If a company applies for three (3) VEP long term passes, the number of vehicles that the company can register is six (6). This will be the limit allowed. However, at any one point in time, only three (3) vehicles are allowed entry into the FTZ)
- Re-application is required upon expiry. A replacement is allowed for change of detail to labels. However re- application is required and existing label is to be surrendered to JPPL.
- The number of labels issued will be allocated by Jurong Port. (Please check with our Jurong Port Pass / Permits Office)
- The validity of passes is up to 12 months and the minimum application required is for the period of three (3) months, subject to the expiry of the Tenancy, Lease or Contract period, whichever earlier.

2. APPLICATION PROCEDURE (VEP)

For All Long Term Pass

| Procedure |
|---|
| <ol style="list-style-type: none">1. Application to be made three (3) days in advance (form to be obtained from JP Pass/ Permits Office or downloaded from JP's website)2. Applicant come in person with duly completed form at Pass Office and make payment3. Three (3) days processing time4. Applicant self collect at Pass/ Permits Office |

For Short Term Pass

| Procedure |
|---|
| <ol style="list-style-type: none">1. Application made at Pass/ Permits Office in person with duly completed forms<ul style="list-style-type: none">▪ Sponsor letter (to be obtained from JP Pass/ Permits Office or downloaded from JP's website) &▪ Application form to be obtained from JP Pass/ Permits Office or downloaded from JP's website)<p>Note: The sponsor letter and the application form have to be submitted. Applicants are encouraged to get all forms duly completed before coming in person so as to avoid unnecessary delay.</p>2. Applicant will be issued with the pass at the time of application <p>Important Note: It is compulsory for the applicant to furnish JP with the Vehicle IU. All applicants are advised to ensure that they have this vehicle IU detail are indicated correctly to prevent unnecessary delay or rejection.</p> |

3. PAYMENT & TERMINATION

- Payment must be submitted together with the Application for VEP. Payment mode is either in the form of cash or cheque. Cheque payment shall be crossed and made payable to JURONG PORT PTE LTD.
- If a pass is terminated by the holder, a refund may be made by JP for passes with validity period of minimum one (1) month. No refund will be made if the validity is less than one (1) month.

For any enquiries, please call our Pass Office Personnel (Pass/ Permits Office) at Tel: 66609568 or Fax 62619374. The operating hours is from 0830hrs to 1730hrs (Mon to Fri). Saturday, Sunday and Public Holiday will be closed. You may call 66609554 outside the operating hours.

For Vehicle Entry Pass (VEP) long term pass application, please apply at Jurong Port Pass Office during the operating hours.

B. VEHICLE PARKING PASS (VPP) – CAR PARK ‘B’ OUTSIDE FTZ

Important Notes:

- Alternative parking area outside JP FTZ for port users.
- Only vehicles with valid VPP are allowed entry and parking at Car Park B.
- Car park is strictly for the entry of passenger, light vehicles, motorcycles and bicycles. No entry to heavy vehicles or trailers. (more than 10 ft and above)
- Only passenger and light vehicles are required to apply for VPP to park in the car park area.
- Motorcycles and bicycles need not apply VPP for parking at Car Park B
- There is no need for declaration of vehicle IU number together with the application
- The parking of vehicles at Car Park B will be subjected to and is governed by the Jurong Port Vehicle Entry Pass Terms and Conditions. (please see overleaf)

1. VEHICLE PARKING PASS (VPP)

| S/No | Type Of Pass | Issued to | Validity | Charges (Per label / month) |
|------|--------------------------|--|--------------------------------|-----------------------------|
| 1 | VPP – Long Term (VPP-LT) | Tenant / lessee/ shipping agent/ operating agent/ carrier/ licensed stevedoring – min A3 or B3 / canteen stall holders / J1 basin operator | Up to 12 months (min 3 months) | \$8.00 |
| 2 | VPP –Short Term (VPP-ST) | Other port users including visitors | 24 hours basis | \$2.00 per day (24 hours) |

Important Notes:

- Re-application is required upon expiry. A replacement is allowed for change of detail to labels. However, re- application is required and existing label is to be surrendered to JPPL.
- VPP label are to be displayed at the front screen of vehicle at all times.
- The validity of passes under Long Term is up to 12 months and the minimum application required is for the period of 3 months, subject to the expiry of the tenancy, lease or contract period, whichever earlier.
- The number of labels issued under VPP- Long Term will be allocated by Jurong Port. (Please check with our Jurong Port Pass/ Permits Office)

2. APPLICATION PROCEDURE (VPP)

For all VPP - Long Term Pass

| Procedure |
|--|
| 1. Application to be made three (3) days in advance (form to be obtained from JP Pass/ Permits Office or downloaded from JP's website) |

2. Applicant come in person with duly completed form at Pass / Permits Office and make payment
3. Three (3) days processing time
4. Applicant self collect at Pass Office

For VPP Short Term Pass

| Procedure |
|--|
| <ol style="list-style-type: none"> 1. Application made at Pass Office in person with duly completed forms (Application form to be obtained from JP Pass/ Permits Office or downloaded from JP's website) <p>Note: The application form has to be submitted. Applicants are encouraged to get the form duly completed before coming in person so as to avoid unnecessary delay.</p> <ol style="list-style-type: none"> 2. Applicant will be issued with the pass at the time of application |

3. PAYMENT & TERMINATION

- Payment must be submitted together with the Application for VPP. Payment mode is either in the form of cash or cheque. Cheque payment shall be crossed and made payable to JURONG PORT PTE LTD.
- If a pass is terminated by the holder, a refund may be made by JP for passes with validity period of minimum one (1) month. No refund will be made if the validity is less than one (1) month.

For any enquiries, please call our Pass/ Permits Office Personnel at Tel: 66609568 or Fax 62619374. The operating hours is from 0830hrs to 1730hrs (Mon to Fri). Saturday, Sunday and Public Holiday will be closed. You may call 66609554 outside the operating hours.

For Vehicle Parking Pass (VPP) long term application, please apply at our Jurong Port Pass/ Permits Office during the operating hours.

JURONG PORT VEHICLE ENTRY PASS TERMS & CONDITIONS

1. Unless the context otherwise requires:
 - 1.1 "Application" means the application form which these terms and conditions refer to;
 - 1.2 "Authorised Vehicle" means a vehicle belonging to the Vehicle Pass Holder, including a car (either belonging to the Vehicle Pass Holder or to any of the Vehicle Pass Holder's employees, servants or agents);
 - 1.3 "JPPL" means Jurong Port Pte Ltd;
 - 1.4 "JPPL Vehicle Entry Pass" means the vehicle entry pass issued by JPPL pursuant to the Application and any replacement or renewal or amendment thereof;
 - 1.5 "Jurong Port" means all or any part of the land, place, structure, property, building, terminal, berth, jetty, or wharf including any container yards, storage yards, warehouses, gates, entry or exit points, workshops belonging to or operated or administered by JPPL;
 - 1.6 "Vehicle Pass Holder" means the person to whom a JPPL Vehicle Entry Pass is issued by JPPL and/or the employee of such person who is duly authorised by such person to hold and use that JPPL Vehicle Entry Pass.
 - 1.7 Words importing the singular number includes the plural and vice versa.
 - 1.8 Reference to a person includes reference to a sole proprietor, partnership or company or other form of organisation.
2. The JPPL Vehicle Entry Pass is issued at the absolute discretion of JPPL.
3. The applicant shall pay the relevant processing fees (including the prevailing Goods and Services Tax) for the application, issuance, renewal, and replacement of the JPPL Vehicle Entry Pass as may be imposed by JPPL in its absolute discretion from time to time.
4. JPPL reserves the right to levy any other fees or charges for any service provided or action taken or to be taken by JPPL in respect of the JPPL Vehicle Entry Pass.
5. All fees and charges payable are subject to changes which may be made by JPPL at its absolute discretion at any time and from time to time without notice and without giving any reason whatsoever.
6. Each JPPL Vehicle Entry Pass may only be used by the Vehicle Pass Holder in respect of an Authorised Vehicle and shall not in any way be transferred for use by any other person or in respect of any other vehicle. Its unauthorised possession, use, retention or transfer to another person or vehicle constitutes a penal offence.
7. Each JPPL Vehicle Entry Pass JPPL Vehicle Entry Pass may only be used by the Vehicle Pass Holder for the entry of one Authorised Vehicle into Jurong Port for purpose of carrying out the Vehicle Pass Holder's official business as approved by JPPL.
8. No Authorised Vehicle shall remain in Jurong Port longer than necessary for the conduct of Vehicle Pass Holder's official business as approved by JPPL or for any other purpose.
9. Upon seeking entry into Jurong Port:
 - 9.1 the JPPL Vehicle Entry Pass must be displayed prominently on the left hand side of the front windscreen of the Authorised Vehicle to facilitate inspection;
 - 9.2 the driver and each passenger seeking entry into Jurong Port by way of the Authorised Vehicle must hold and produce a valid JPPL Pass for inspection.
10. The Vehicle Pass Holder shall ensure that each of its driver, upon entering into and within Jurong Port shall:
 - 10.1 possess a valid driving licence issued by the relevant authorities;
 - 10.2 drives strictly within the designated route from the Main Gate or West Gate to the intended destination and if in doubt, seek guidance from the relevant security personnel at the respective gates;
 - 10.3 switch on the headlights to low beam when driving at all times, even during daylight hours, so as to render the Authorised Vehicle more visible to other drivers and road users in Jurong Port;
 - 10.4 observes the 40kmph speed limit and all traffic directional signs, maintains a safe distance from and, where proper and safe to do so, gives way to other vehicles and road users;
 - 10.5 does not stop, wait or park at or around gantry paths or cranes and shall only park, stop or wait at authorised parking lots or designated places;
 - 10.6 maintains a safe distance from any suspended load at all times;
 - 10.7 where necessary to stop, switches on the "hazard lights";
 - 10.8 the Authorised Vehicle has a valid motor vehicle insurance policy.
11. In addition to JPPL other rights under these terms and conditions and the General Rules & Regulations for Jurong Port and JPPL Pass Conditions, JPPL reserves the right to clamp, disable, remove, tow or move any Authorised Vehicle found not to be parked at the designated place or causing any obstruction or hazard to other traffic or other port users. The Vehicle Pass Holder shall be liable to pay all cost, expenses, charges that may be imposed or incurred by JPPL for the clamping, disabling, removal, towing or moving of any such Authorised Vehicle found not to be parked at the designated place.
12. The Vehicle Pass Holder and all its drivers and passengers using the Authorised Vehicle to enter into Jurong Port shall comply with all rules, regulations and lawful directions or instructions given by any authorised officer of JPPL or as indicated by any signboard upon entering and/or within Jurong Port, including the General Rules & Regulations for Jurong Port and JPPL Pass Conditions as well as any other terms and conditions as may be implemented by JPPL at any time and from time to time.
13. The Vehicle Pass Holder accepts full and absolute responsibility for all transactions made by the use or the purported use of the JPPL Vehicle Entry Pass in whatsoever manner effected with or without the Vehicle Pass Holder's knowledge or authority and whether or not in error, as if the JPPL Vehicle Entry Pass had been used by the Vehicle Pass personally.
14. The JPPL Vehicle Entry Pass remains the property of JPPL at all times. JPPL shall have the right to invalidate or withdraw the JPPL Vehicle Entry Pass at any time or refuse to re-issue, replace or renew the JPPL Vehicle Entry Pass without any reason being assigned therefore and without any refund of any fees paid. The Vehicle Pass Holder shall immediately return the JPPL Vehicle Entry Pass to JPPL at JPPL's request at any time.
15. The Vehicle Pass Holder and all its drivers and passengers using the Authorised Vehicle to enter Jurong Port enters entirely at their own risks, and the Vehicle Pass Holder and each of its drivers and passengers shall absolve JPPL, its servants and agents from all liabilities whatsoever in respect of any injury (fatal or otherwise) and any loss or damage to property, including the Authorised Vehicle, howsoever sustained by the Vehicle Pass Holder and any of its drivers and/or passengers while in Jurong Port.
16. The Vehicle Pass Holder shall indemnify and keep JPPL indemnified and save JPPL harmless against all proceedings suits actions claims demands costs expenses whatsoever which may be taken or made against or incurred or become payable by JPPL in relation to any injury (whether fatal or otherwise) to any person and loss or damage to property whatsoever caused, whether directly or indirectly, by the act default omission or negligence of any person (including the Vehicle Pass Holder, any of its drivers or passengers using the Authorised Vehicle to enter Jurong Port or JPPL Pass Holders or any of its servants, agents or contractors), including any:
 - 16.1 use or misuse of the JPPL Vehicle Entry Pass; and/or
 - 16.2 breach of any provision of these terms & conditions, the General Rules & Regulations for Jurong Port, the JPPL Pass Conditions and any other terms and conditions as may be implemented by JPPL at any time and from time to time on the part of the Vehicle Pass Holder or any of its drivers or passengers using the Authorised Vehicle to enter Jurong Port; and/or
 - 16.3 act of enforcement or protection of JPPL's rights and remedies against the Vehicle Pass Holder or any of its drivers or passengers using the Authorised Vehicle to enter Jurong Port.
17. The JPPL Vehicle Entry Pass shall become invalid on the expiry of such JPPL Vehicle Entry Pass held by the Vehicle Pass Holder or upon the withdrawal of such JPPL Vehicle Entry Pass becoming invalid under these terms and conditions. Until the JPPL Vehicle Entry Pass is returned to JPPL or until the use of the JPPL Vehicle Entry Pass is cancelled or deactivated, whichever is earlier, the Vehicle Pass Holder shall remain liable in respect of any use or misuse thereof whatsoever.
18. If the JPPL Vehicle Entry Pass is no longer required for whatsoever reason, the Vehicle Pass Holder shall immediately report the same to JPPL. Any use of the JPPL Vehicle Entry Pass in contravention of this terms and conditions is fraudulent and the Vehicle Pass Holder shall nevertheless continue to be responsible for all its use, payments and liabilities until the JPPL Vehicle Entry Pass is cancelled or deactivated.
19. The Vehicle Pass Holder shall exercise all possible care to ensure the safety and safe use of the Authorised Vehicle. If the JPPL Vehicle Entry Pass is lost, stolen or for any reason liable to misuse, the Vehicle Pass Holder shall immediately report the same to JPPL. If the JPPL Vehicle Entry Pass is reported as lost, stolen or liable to misuse is recovered subsequently, it shall not be used but shall be returned immediately to JPPL.
20. Without prejudice to the generality of Condition 14, JPPL shall not be liable in any way:
 - 20.1 for any inconvenience, loss, damage or embarrassment of any nature suffered by the Vehicle Pass Holder or any of its drivers or passengers using the Authorised Vehicle to enter Jurong Port due or arising from the JPPL Vehicle Entry Pass not being accepted or honoured or being invalidated or withdrawn for any reason whatsoever including but not limited to the error, defect, failure or interruptions in any operations facilities services resulting or arising from any breakdown, repair, servicing, mechanical or other defect of the computer system or communications links or any equipment whether or not belonging to JPPL or from any other cause and whether or not JPPL, its servants or agents shall have been negligent;
 - 20.2 if JPPL is unable to perform its obligations under these terms and conditions due directly or indirectly, to the failure of any machine, system of authorisation, data processing or communication system or transmission link or any industrial dispute, war, Act of God or anything which JPPL deems as outside the control of itself, its servants or agents.
21. JPPL may vary any part of these terms and conditions at any time in such manner as JPPL may decide and such changes may be notified to the Vehicle Pass Holder in writing or by publication thereof or by any other means or manner as JPPL may decide.
22. The Vehicle Pass Holder and all its drivers and passengers using the Authorised Vehicle to enter JPPL are deemed to have read and understood these terms and conditions and agreed to abide therewith.
23. If any provision of these terms and conditions or any part thereof is declared to be void, invalid, illegal or otherwise unenforceable under any applicable law, such provision or part thereof shall be severed and the remaining provisions or the remaining parts of the provision shall remain in full force and effect.
24. The rights and remedies of JPPL under these terms and conditions are cumulative and are not exclusive of other rights and remedies available to JPPL at law.
25. No forbearance or failure or delay by JPPL in exercising any right, power or remedy is to be deemed a waiver or partial waiver thereof on the part of JPPL. No waiver by JPPL of any breach of these terms and conditions on the part of the Vehicle Pass Holder or any of its drivers and/or passengers using the Authorised Vehicle to enter Jurong Port is to be deemed as waiver of any subsequent breach of the same or any other provision of these terms and conditions.
26. These terms and conditions are governed by the laws of Singapore. The Vehicle Pass Holder and/or any of its drivers and passengers using the Authorised Vehicle to enter Jurong Port submit irrevocably to the non-exclusive jurisdiction of the Courts in Singapore.



JURONG PORT VEHICLE ENTRY/ PARKING PASS APPLICATION FORM

PART I: (* Please tick whichever appropriate)

VEHICLE ENTRY PASS INTO FREE TRADE ZONE (VEP-FTZ)

A) FTZ VEP(LONG TERM): New Application Renewal

- *Lessee
- *Tenant (*Jurong Port/Penjuru Terminal)
- *JP Term Contractors
- *Shipping Agents
- *J1 Basin Operators
- *Canteen Stallholders
- *Operating Agent or Carrier
- *Licensed Stevedoring Company – min Class A3 or B3

Please state VEP duration applied for : _____
 (min 3 months up to max of 12 months from date of application)

Important Note to Applicant for VEP Long Term:

- o Each VEP Long Term entitled can be used to register two (2) vehicles as main and secondary vehicles
- o However at any one pint in time, only one (1) vehicle is allowed entry into FTZ
- o The VEP fee is applicable only to the main vehicle

B) FTZ VEP(SHORT TERM): New Application

- 1 Day 2 Days 3 Days

Important Note To Applicant for VEP Short Term :-

- o For sponsorship by Long Term VEP holders for own company, limited to 24 hours block basis.
- o You are required to attach supporting documents e.g. delivery order/commercial documents with duly completed sponsor letter with this application.
- o Driving into the port is discouraged for safety reasons.
- o Jurong Port does not guarantee the availability of carpark lots at the Common Parking Area which is on a first come first serve basis

VEHICLE PARKING PASS (VPP) OUTSIDE FTZ – CARPARK B

A) CARPARK B VPP (LONG TERM) : New Application Renewal

- *Lessee
- *Tenant
- *JP Term Contractors
- *Shipping Agents
- *J1 Basin Operators
- *Canteen Stallholders
- *Operating Agent or Carrier
- *Licensed Stevedoring Company - min Class A3 or B3
- *Other Port User

Please specify: _____

Please state VPP duration applied for : _____
 (min 3 months up to max of 12 months from date of application)

B) CARPARK B - VPP (SHORT TERM)

- Carpark B

PART II : Applicant's detail :

Name Of Applicant : _____ Contact No : _____

Company Name : _____

Company address : _____

| SN | Vehicle No | | Vehicle IU No (Applicable for VEP FTZ only) | | Serial No of VEP/ VPP issued (For Official Use) | |
|----|------------|-----------|--|-----------|--|-----------|
| | Main | Secondary | Main | Secondary | Main | Secondary |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- I hereby confirm that the information provided is true, valid and up to date in all respect. I hereby further confirm that I have read, understood and agree to abide by the terms and conditions of Jurong Port Vehicle Entry Pass and any other terms and conditions as may be implemented by JP from time to time. I hereby acknowledged that I have received the VEP (s) as stated above.

Signature & Date

Company Stamp

PART III : For Official Use

A) Applicant 's valid LTP/STP No : _____ (applicable for VEP Short Term application only)

B) VEP/VPP Effective Date: _____ Expiry Date: _____ Issued By (Name/Sign) _____

C) Not Approved (please specify reasons): _____

Date:

To: JURONG PORT PTE LTD (PASS / PERMITS OFFICE)

SPONSOR LETTER - APPLICATION FOR VEHICLE ENTRY PASS (VEP)
– VEP-Short Term (VEP-ST)

We, _____ confirm that we are a
(Sponsor Company Name)

listed _____ with Jurong Port Pte Ltd (JPPL).

(Please indicate accordingly: Tenant / Lessee / Shipping Agent / Contractor / Operating Agent / Carrier / Licensed Stevedoring Company – Minimum Class A3 or B3)

We write to sponsor the following applicant and company for the application of Vehicle Entry Pass (VEP-ST) to enter Jurong Port FTZ on _____.

| | | |
|---------------------------------------|--|--|
| Applicant's Name | Applicant's Company Name : | Applicant's Identification No. / Passport No. / JP Pass No: |
| Purpose of Entry (Please tick) | <ul style="list-style-type: none">○ 1. Survey cargo & equipment○ 2. Document Process○ 3. Equipment Deliveries○ 4. Office Deliveries○ 5. Others (Pls specify) | Location of Visit (Eg. W/h J2, berth J4, Cntr Terminal Yard) |

We hereby confirm that the abovementioned information provided is true, valid and up to date in all respect. We undertake all responsibilities to sponsoring the applicant and company as declared above and understood that JP has the right to reject the pass application without giving any valid reason.

We are also aware that it is compulsory for the sponsored applicant to furnish JPPL with the vehicle IU no. as part of the application requirement.

We further confirm that we have read, understood and agree to abide by the terms and conditions of Jurong Port Vehicle Entry Pass and any other terms and conditions as may be implemented by JP from time to time.

Name of Authorised Person

Signature

Date & Time

Sponsor Company Stamp _____

Bus Stops & Car Parks Locations In FTZ

Legend

- Bus Stops
- Tenanted lots
- Common Lots

Important Notes:

- Tenanted lots are painted in red while common lots are painted in white
- Common lots under the warehouse eaves are limited in nos. and not guaranteed. It will be on a first come first serve basis.

