

PASS OFFICE CIRCULAR

Jurong Port Pte Ltd
37 Jurong Port Road
Singapore 619110

No.32 of 2017

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Date: 12 May 2017

To: All Licenced Stevedore Companies

Dear Sirs,

APPLICATION OF LONG TERM PASS (LTP) FOR STEVEDORE WORKERS

- 1 This circular will take effect from 15 May 2017.
- 2 All Stevedore Workers with stevedore related occupation code (*Please refer to attached appendix A*) and employed by Licensed Stevedore Companies would be required to register under Stevedore Worker Registry and Long Term Pass (green-colored) will be issued.
- 3 Stevedore Companies would need to submit the following for pass application via JPOnline:
 - i. For Singaporean/SPR: 3 consecutive months CPF Statement of Payment
 - ii. For Foreigner: Work Permit
 - iii. Letter of Declaration by employer (*Please refer to attached appendix B*)
- 4 Newly hired workers without 3 consecutive months of CPF records would be excused from submission. However, the Stevedore Companies are required to present 3 consecutive months of CPF records for subsequent pass renewal application.
- 5 Workers will not be allowed to be issued with 2 LTPs under 2 different Stevedore Companies. Workers will need to present a letter of termination from his previous Stevedore Company to apply for a LTP under a new Stevedore Company.
- 6 The LTP will have a maximum of 1 year validity subjected, but not limited to the expiry of Work Permit, Safety Orientation Course/Safety Refresher Course and Medical Report.

Thank you.

Woo Chee Seng
Head Security
Security Department
For Jurong Port Pte Ltd

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Appendix A - Stevedore-related occupation code

Occupation Code	Job Description
SMW	Manual Works (Stevedore not involved in lifting operation and others skilled works) Includes: 1) Dunnage Clearing/Laying 2) Unlashing Worker
SSS	Stevedore Safety Supervisor
SLO	Stevedore (Safety Liaison Officer)
SLS	Lifting Supervisor
SRG	Rigger
SSM	Signalman
SCL	Container Lashing Worker
SCM	Coneman (Container Operation)
STO	Traffic Controller (Container Operations)
SBM	Berthing / Unberthing / Mooring Worker
SWO	Winch Operator
SDC	Ship Deck Crane Operator
SHF	Hatch Foreman
SCR	Cargo Checker
STC	Cargo Tally Clerk
SFF	Forklift Foreman
HF	Forklift Operator

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Appendix B – Letter of Declaration

[Company's Letterhead]

[Date]

Jurong Port Pte Ltd
37 Jurong Port Road
Singapore 619110

To: Jurong Port Pte Ltd

EMPLOYER'S LETTER OF DECLARATION

I, _____ (Name of Employer in Block Letters) of
_____ (Name of Company in Block Letters) hereby declare:

1. I have entered into an employment agreement with the following person(s) whose details are set out hereunder, that the conditions of his employment in the said agreement are in compliance with relevant Ministry of Manpower (MOM) rules and regulations such as CPF / Levy contributions.

No.	Employee Name	Employee NRIC/FIN	Employee Mobile No.	Designation*

**Stevedore Company is required to indicate Foreman/Checker/Tally Clerk*

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2. I have made the necessary checks to ensure that the workers declared above are not declared under the employment of other Licensed Stevedore Companies.

Employer Signature : _____

Company Stamp : _____

Date : _____