

PASS OFFICE CIRCULAR

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Dear Jurong Port Users

Jurong Port Pass Application Fee Changes

1. Jurong Port (JP) Pass Office has reviewed the application fees for all JP passes along with enhancement to the pass application system.
2. With effect from 1st June 2017, JP Pass Office will be able to update the change in the following areas without the need to change the pass:
 - a. Activation of Cargo SST function
 - b. Add or amend access area
 - c. Add or amend occupation code
3. Pass Replacement will only be required in the following situation:
 - a. Damaged/ spoilt LTP
 - b. Loss of LTP (must be substantiated with a police report)

A letter of request from the user company is required for replacement of pass. The replacement pass shall have the same validity date as the original pass.

4. The revised administrative fees are as follows:

SN	Service Type	Fee
1	LTP for 1-year or part thereof	\$20
2	LTP for 2-years or part thereof	\$40
3	LTP for 3-years or part thereof	\$60
4	Pass Replacement	\$10
5	Update and encryption ¹	\$5

5. Applicant can submit their long term pass (LTP) application via JP website at <http://www.jp.com.sg>

¹ Update and encryption might affect the validity period of the original pass.

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6. For more information, please contact Mr Mohd Sani or Ms Jocelyn Chua at 6660 9736/ 6660 9515/ 6660 9087.

Thank you.

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For Jurong Port Pte Ltd