



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

#### For Short Term Pass

Procedure
<ol style="list-style-type: none"><li>1. Application made at Pass/ Permits Office in person with duly completed forms<ul style="list-style-type: none"><li>▪ Sponsor letter (to be obtained from JP Pass/ Permits Office or downloaded from JP's website) &amp;</li><li>▪ Application form to be obtained from JP Pass/ Permits Office or downloaded from JP's website)</li></ul><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></li><li>2. Applicant will be issued with the pass at the time of application</li></ol> <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

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| payment<br>3. Three (3) days processing time<br>4. Applicant self collect at Pass Office |
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For VPP Short Term Pass

Procedure
<ol style="list-style-type: none"><li>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)  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.</li><li>2. Applicant will be issued with the pass at the time of application</li></ol>

### 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.