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Jurong Port Pte Ltd  
37 Jurong Port Road  
Singapore 619110

telephone (65) 6265 0666  
facsimile (65) 6265 6614  
web site www.jp.com.sg

## 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.

<b>Name of Officers</b>	<b>Contact No/ Fax No</b>
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

<b>VEP – LONG TERM</b>			
<b>S/N</b>	<b>Type of passes</b>	<b>Validity</b>	<b>Charges Per Pass</b>
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.*

<b>VEP – SHORT TERM</b>			
<b>S/N</b>	<b>Type of passes</b>	<b>Validity</b>	<b>Charges Per Pass</b>
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