



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR  
No 10 of 2011

19 December 2011

To: Shipping Community

**REPORTING PROCEDURES FOR NOTIFICATION OF ARRIVAL AT SINGAPORE  
FOR VESSELS LESS THAN 300GT**

1 Pursuant to Section 44 of the Maritime and Port Authority of Singapore Act (Cap. 170A) and Regulation 3 of the Maritime and Port Authority of Singapore (Port) Regulations 1997, the Port Master hereby directs that with effect from 1 January 2012 at 0001hrs. the owner, agent, master or person-in-charge of a vessel of less than 300 GT shall notify the Port Master at least 12 hours prior to the arrival of the vessel at Singapore.

2 The Notification of Arrival report shall be addressed to the Port Master and provides the information in the reporting format as shown in **Appendix 1**. It shall be transmitted by any of the following means:

MARINET	An Electronic Data Interchange system for electronic transaction between shipping community and MPA
E-mail	noa@mpa.gov.sg
Telefax	(65) 6224 5776
Telex	RS 34970 (Answer Back PORTPM 34970)

3 A vessel returning from a location in the Singapore Strait may transmit the notification of arrival report via VHF radio immediately on departure from the location. This report shall be transmitted on VHF Channel 10 for a vessel in the VTIS East sector, VHF Channel 14 for a vessel in the VTIS Central sector or VHF Channel 73 for a vessel in the VTIS West sector of the Singapore Strait

4 Please contact Capt Lim Cheng Hai at DID (65) 6325 2453 if you have any queries.

LEE CHENG WEE  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

## APPENDIX 1

### NOTIFICATION OF ARRIVAL REPORTING FORMAT

S/N	ITEM	DATA	EXPLANATION
1	Name of vessel	e.g. GRACE	Name of Vessel
2	Call Sign	e.g. 9ABC	Call Sign
3	MMSI	e.g. 123456789	Maritime Mobile Service Identity Code
4	IMO Number	e.g. 0007909853	Number issued by Lloyds Register
5	Draft	e.g. 10.5 m	Draft of vessel in metres
6	Height	e.g. 42 m	Height in metres as defined at the bottom of this table
7	Agent	e.g. ABC Shipping	Name of local agent
8	ETA	e.g. 18032004/1800	First 8 numerals [18072003] denote date, month and year (i.e. DDMMYYYY) of arrival. Last 4 numerals [1800] denote time of arrival (HHMM) at local time
9	Direction From	From E or W or S	Direction from which the vessel is approaching Singapore e.g. E (East), W (West) or S (South). Note: Only one direction is to be indicated.
10	Intended Location	e.g. AEBA or PEBGA	Abbreviated location code in port e.g. AEBA (Anchorage Eastern Bunkering "Alpha") or PEBGA (Pilot Eastern Boarding Ground "Alpha")
11	Last Port	Name of last port	Last port of call e.g. Hong Kong
12	Remarks	(if any)	The following information is to be declared as appropriate: <ul style="list-style-type: none"> <li>a) Conditions affecting the navigation of the vessel such as defective propulsion machinery, steering equipment, thrusters, list and/or awkward tows;</li> <li>b) Fire hazards on board. These include hazards involving dangerous goods;</li> <li>c) Nature of damage in the case of damage vessels; and</li> <li>d) Nature of immediate assistance required on arrival (if any) such as medical or fire-fighting.</li> </ul> Note: To indicate NA if not applicable

HEIGHT – refers to the height declared by the vessel, measured vertically from the water-line to the highest point of the vessel including its cargo, structure or equipment on board. If there are extendible structures and the extended height exceeds the heights of its cargo or fixed structures or equipment on board, the highest point shall be the maximum height attainable by these structures when fully extended. The height must be verifiable with the appropriate plans or documents carried on board the vessel.