

SHORT TERM PASS (STP) APPLICATION PROCEDURES

- 1 The applicant must apply in-person so that an instant photo of the applicant for STP can be taken on-the-spot at the STP Office.

- 2 Age Criteria
 - 2.1 Applicant above 65 years old should not work in any operational areas.
 - 2.2 Applicant above 60 years old is not permitted to work on board vessel.
 - 2.3 Applicant below 16 years old is not permitted to enter Jurong Port area.

- 3 Documents Required

Please ensure that a complete set of the following documents is submitted at the time of application or faxed to the STP office at 6261-9374 to avoid unnecessary delay in processing or rejection:

 - 3.1 Jurong Port Business Partner (For account holder)

Letter from the company, delivery order, invoice or any other document is required to ascertain the purpose of entry into the port.

 - 3.2 Third Party Sponsorship Letter (For non-account holder)

An original sponsorship letter indicating the applicant's name, NRIC or passport no., company's name and purpose of entry is required from Jurong Port Business Partner who requires your service to enter into Jurong Port.

 - 3.3 For Surveyors

Letter from the company and other document proof are required to ascertain the purpose of entry into the port

3.4 For JPPL Term Contractor Pass Application

An original company's letter is required to present to the JPPL department manager concerned for his endorsement. The content of this letter should state the nature and duration of the contract, workers' names and NRIC / Passport no. It must be submitted at the time of application.

3.5 For Singapore citizen / permanent resident:

- Original Singapore NRIC

3.6 For foreigner:

a. Employment Pass holder:

- Original valid Employment Pass with valid passport

b. S Pass or Work Permit holder:

- Original valid S Pass or Work Permit with valid passport

3.7 A copy of licence / qualification issued by the Authority is required for stevedore, signalman, lashing workman, crane, forklift operator, etc.

4 Fees

4.1 Jurong Port will issue STP up to seven days (inclusive of Sunday and Public Holiday) at the discretion of Jurong Port Management subject to the purpose of entry into the port.

4.2 A non-refundable fee of \$ 2.00 per pass (inclusive of GST) is payable upon each successful application. The STP also serves as an official receipt for the fee paid.

5 Operating Hours & Contact Number

For enquiry on STP application, you may contact 6660-9568 (24 hrs) or fax to 6261-9374 (24 hrs) or contact JP Customer Service at 6413-9600 during office hours.