

Offshore Marine Centre

Managed by



Jurong Port

Pass Application Guidelines

Step 1 - Fill in the required information and email your application together with the supporting documents to shelycarino@jp.com.sg or submit personally to Offshore Marine Centre office between 9:00am to 5:30pm (Mondays to Thursdays) and 9:00am to 5:00pm on Fridays.

1. [Long Term Pass \(LTP\) Application Form](#)
- [Necessary Supporting Documents](#)
2. [Special Appointment Letter \(please refer to Training requirements schedule\)](#)

Step 2 - You will receive an e-mail confirmation advising you on the OMC Pass collection date.

- If you experience any technical problems during your application,
 - a. Fax your application to Fax No: **+65 6578 9353** or call Tel No: **+65 6578 9348** for assistance.

Payment Scheme

- i. Long Term Pass : **SGD 15.00**
- ii. For Loss Pass: **SGD 50.00** will be chargeable for replacement.
- iii. All payment through **Cash or Cheque only**. Cheque payment shall be made payable to **JURONG PORT PTE LTD** upon application.
- iv. A receipt will be generated upon successful payment.

Important Note

- i. All passes must be returned to **OMC Safety and Security Department** upon termination of employment by sponsoring company.