



PEKELILING PERKHIDMATAN LEMBAGA PELABUHAN JOHOR

UNIT MARIN & VTMS

JOHOR PORT AUTHORITY CIRCULAR

MARINE & VTMS UNIT

DASAR PENGURUSAN

LESEN JETI PERSENDIRIAN

MANAGEMENT POLICY

PRIVATE JETTY LICENSE

PINDAAN KEDUA

SECOND AMENDMENT

ISI KANDUNGAN

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1. TUJUAN

PURPOSE

- 1.1 Pekeliling ini bertujuan untuk memaklumkan dasar pengurusan lesen jeti persendirian yang dijalankan di dalam had Pelabuhan Tg Pelepas dan Pasir Gudang.

This circular aims to inform the private jetty license management policy that is carried out within the limits of Port of Tg Pelepas and Pasir Gudang.

2. TAFSIRAN

INTERPRETATION

- 2.1 Pekeliling ini bertujuan untuk memaklumkan prosidur pengurusan lesen jeti persendirian yang dijalankan di dalam had Pelabuhan Tg Pelepas dan Pasir Gudang.

This circular aims to inform the private jetty license management procedures carried out within the limits of Port of Tg Pelepas and Pasir Gudang.

“Dermaga/ Jeti Persendirian” ialah *wharf, dock, pier or landing place operated or controlled by the Authority. Wharf includes any wall and building adjoining the forehouse, seabed or river bed; Dock includes basins, locks, cuts, entrance gracing-docks, keel blocks, inclined-planes slipways, gridirons, quays, warehouse and other works and thins appertaining to any dock; Pier includes any stage, stairs, landing place, landing stage, jetty, floating barge or pontoon and any bridge or other works connected therewith;* mana-mana dinding dan bangunan yang bersambung dengan persisir depan, dasar laut atau dasar sungai atau mana-mana struktur binaan di gigi air laut yang menjalankan aktiviti pemunggaran kargo di dalam had Pelabuhan Pasir Gudang dan Tanjung Pelepas dibawah Akta Lembaga Pelabuhan 1963;

any wall and building connected to the foreshore, seabed or river bed or any built structure in the mouth of the sea that carries out cargo unloading

activities within the limits of the Port of Pasir Gudang and Tanjung Pelepas under the Port Authority Act 1963.

“**Lesen Jeti Persendirian**” ialah pemilik jeti yang menjalankan aktiviti pemunggahan kargo sendiri sahaja

"**Private Jetty Licence**" is a jetty owner who carries out his own cargo unloading activities only.

“**Lesen Terminal Operator**” ialah pihak yang menguruskan terminal yang digunakan oleh beberapa jeti operator.

“**Operator Terminal License**” is the party that manages the terminal used by several jetty operators.

“**Lesen Jeti Operator**” ialah syarikat yang melaksanakan aktiviti pemunggahan kargo di jeti persendirian atau terminal yang khas milik.

"**License Jetty Operator**" is a company that carries out cargo unloading activities at a private jetty or specially owned terminal.

“**Pelulus**” ialah Pengurus Besar LPJ atau yang dilantik tanggung tugas Pengurus Besar

"**Approver**" is the General Manager of LPJ or someone appointed to carry out the duties of the General Manager.

“**MMS**” ialah Marine Management System yang digunakan sebagai kaedah atas talian bagi permohonan lesen

“**MMS**” is the Marine Management System used as online method for license applications.

3. LATAR BELAKANG

BACKGROUND

- 3.1 Lembaga Pelabuhan Johor menjalankan Hak Kuasa-Kuasa Di Bawah Seksyen 3 (2)(v) Akta Lembaga-Lembaga Pelabuhan Malaysia 1963 (Pindaan 1992) Akta 488 dan Undang-Undang Kecil Lembaga Pelabuhan Johor 1979 bagi melesenkan perkhidmatan atau kerja-kerja yang terdapat di premis Pelabuhan Johor dan lingkungan batas pelabuhan di bawah bidang kuasa Lembaga Pelabuhan Johor.

The Johor Port Authority exercises the Powers Under Section 3 (2)(v) of the Malaysian Port Authorities Act 1963 (Amendment 1992) Act 488 and the Johor Port Authority By-laws 1979 to license the services or works available in the Johor Port premises and the port boundary under the jurisdiction of the Johor Port Authority.

- 3.2 Fungsi utama perlesenan adalah untuk memastikan segala aktiviti dan operasi di jeti persendirian / terminal dalam had Pelabuhan Tg Pelepas dan Pasir Gudang sah dijalankan dan mengikut Peraturan yang digariskan oleh LPJ dan lain-lain agensi berkaitan.

The main function of licensing is to ensure that all activities and operations at the private jetty / terminal within the limits of Port of Tg Pelepas and Pasir Gudang are legally carried out and in accordance with the Regulations outlined by LPJ and other related agencies.

- 3.3 Kelulusan pelaksanaan lesen jeti persendirian / terminal telah di luluskan oleh Lembaga Pengarah LPJ pada 25 Oktober 2011 dengan Bil 272/05/2011.

The approval of the implementation of the private jetty / terminal license was approved by the Board of Directors of LPJ on 25 October 2011 with No. 272/05/2011.

- 3.4 Memastikan lesen jeti persendirian telah mematuhi semua syarat-syarat pelesenan dapat dikeluarkan sepertimana merujuk Piagam Pelanggan selepas dokumen lengkap.

Ensuring that the private jetty license has complied with all licensing conditions can be issued as referred to in the Customer Charter after the document is complete.

- 3.5 Notis arahan melesenkan jeti persendirian di had pelabuhan Pasir Gudang dan Tanjung Pelepas merujuk kepada Notis Pelabuhan LPJ Bil 15/3/2013. Pelaksanaan pengurusan lesen telah dijalankan melalui sistem MMS (www.lpjpcs.gov.my) pada Jun 2016 yang menguruskan jeti persendirian dan terminal (operator jeti persendirian atau operator terminal).

Notice of instructions to license private jetties at Pasir Gudang and Tanjung Pelepas port limits refers to LPJ Port Notice No. 15/3/2013. The implementation of license management was carried out through the MMS system (www.lpjpcs.gov.my) in June 2016 which manages private jetties and terminals (private jetty operators or terminal operators).

4. TERMA DAN SYARAT

TERMS AND CONDITIONS

- 4.1 Terma dan syarat yang digunakan ialah RUJUKAN: LPJ/M-TSLS/14 (AMENDMENT 01/2016) namun dikemaskini melalui Pekeliling terbaru ini seperti berikut:

The terms and conditions used are REFERENCE: LPJ/M-TSLS/14 (AMENDMENT 01/2016) but updated through this latest Circular as follows:

4.1.1 Lesen Operasi

Operating License

4.1.1.1 Pemohon hendaklah mematuhi segala undang-undang Kerajaan dan lain-lain peraturan atau perintah yang dikuatkuasakan di bawah atau pindaan-pindaan Undang-Undang dan Akta Lembaga Pelabuhan Johor dari semasa ke semasa.

The applicant must comply with all Government laws and other regulations or orders enforced under or amendments to the Johor Port Authority Law and Act from time to time.

4.1.1.2 Pemohon hendaklah memastikan bahawa bagi mana-mana keperluan permohonan yang memerlukan dokumen kelulusan agensi lain, dokumen/ lesen tersebut perlu dikeluarkan terlebih dahulu oleh Agensi Kerajaan tersebut sebelum permohonan dibuat yang masih sah lakunya.

Applicants must ensure that for any application requirements that require approval documents from other agencies, the document/license must first be issued by the Government Agency before the application is made which is still valid.

4.1.1.3 Sekiranya pihak pemohon memerlukan surat sokongan daripada LPJ, pemohon perlulah membuat permohonan secara rasmi kepada Pengurus Besar LPJ.

If the applicant needs a letter of support from LPJ, the applicant must make an official application to the General Manager of LPJ.

4.1.1.4 Premis operasi pemohon hendaklah beralamat dan beroperasi di Negeri Johor.

The applicant's operating premises must be located and operated in the State of Johor.

4.1.1.5 Pemohon hendaklah menjalankan operasi dan lesen hanya sah di dalam batas had Pelabuhan Pasir Gudang

dan had Pelabuhan Tanjung Pelepas sahaja mengikut jenis lesen jeti / terminal persendirian yang diluluskan. Applicants must carry out operations and licenses only valid within the limits of Pasir Gudang Port and Tanjung Pelepas Port according to the type of private jetty / terminal license approved.

- 4.1.1.6 Lembaga Pelabuhan Johor tidak akan bertanggungjawab di atas segala aktiviti yang dilakukan oleh pemegang lesen atau pekerja-pekerja pemegang lesen yang mengakibatkan apa-apa tuntutan kerugian daripada mana-mana pihak yang terlibat.

The Johor Port Authority will not be responsible for any activities carried out by the licensee or the employees of the licensee that result in any claim of loss from any party involved.

- 4.1.1.7 Lesen tidak dibenarkan dipindah milik atau dipinjamkan kepada syarikat lain.

Licenses are not allowed to be transferred or lent to other companies.

- 4.1.1.8 Lesen hendaklah dipamerkan di premis jeti atau terminal masing-masing.

The license must be displayed at the respective jetty or terminal premises.

- 4.1.1.9 Tindakan saman (Mahkamah) atau tindakan Undang-Undang akan dilakukan terhadap sebarang perkhidmatan atau kerja-kerja yang dilakukan oleh pemohon, sekiranya sengaja melakukan kecuaiian atau ingkar untuk melaksanakan apa-apa juga peraturan-peraturan atau arahan-arahan dan terus-terusan menjalankan perkhidmatan atau kerja-kerja di mana-mana premis; Summons action (Court) or legal action will be taken

against any service or work done by the applicant, in case of deliberate negligence or failure to implement any regulations or instructions and continuously carry out services or works at any premises;

- 4.1.1.10 Pemohon hendaklah sentiasa melaksanakan dengan sempurna segala peraturan-peraturan serta arahan-arahan daripada pegawai-pegawai Lembaga Pelabuhan Johor.

The applicant must always perfectly implement all regulations and instructions from Johor Port Authority officials.

- 4.1.1.11 Pemohon dikehendaki membuat pembaharuan lesen jeti persendirian dalam tempoh satu (1) bulan sebelum tarikh tamat tempoh lesen. Notis pemberitahuan akan dikeluarkan LPJ dalam tempoh tersebut.

The applicant is required to renew the private jetty license within one (1) month before the license expiry date. A notification notice will be issued by LPJ during that period.

- 4.1.1.12 Syarikat hendaklah memastikan semua permit/lesen daripada lain-lain Agensi Kerajaan adalah sah dan belum tamat tempoh semasa membuat permohonan memperbaharui lesen. Lesen adalah terbatal serta merta sekiranya permit/lesen daripada agensi pelulus yang lain terbatal atau ditarik balik.

The company must ensure that all permits/licenses from other Government Agencies are valid and have not expired when making an application to renew a license. The license is immediately canceled if the permit/license from other approving agency is canceled or withdrawn.

4.1.1.13 Lesen yang diberikan bukanlah satu bentuk perjanjian untuk mendapatkan perniagaan di premis Pelabuhan/Terminal.

The license granted is not a form of agreement to obtain business at the Port/Terminal premises.

4.1.2 Pembatalan , Penggantungan dan Pembaharuan Lesen Cancelation, Suspension and Renewal of License

4.1.2.1 LPJ boleh pada bila-bila masa menurut budi bicaranya dalam mana-mana hal keadaan yang berikut membatalkan, atau menggantung selama tempoh yang difikirkannya patut, mana-mana lesen yang dikeluarkan olehnya di bawah Akta ini-

LPJ may at any time at its discretion in any of the following circumstances cancel, or suspend for such period as it deems fit, any license issued by it under this Act-

i. Jika pemegang lesen telah melakukan suatu kesalahan di bawah Akta ini;

If the licensee has committed an offense under this Act;

ii. Jika pemegang lesen telah melanggar mana-mana syarat lesen

If the licensee has breached any license conditions.

4.1.2.2 Jika sesuatu lesen telah dibatalkan atau digantung, LPJ boleh pada masa pembatalan atau penggantungan itu, memberi apa-apa arahan dari semasa ke semasa kepada pemegang lesen sebagaimana difikirkan perlu untuk kepentingan awam dan pemegang lesen hendaklah mematuhi semua arahan itu.

If a license has been canceled or suspended, LPJ may at the time of cancellation or suspension, give any instructions from time to time to the licensee as deemed necessary for the public interest and the licensee shall comply with all such instructions.

- 4.1.2.3 Pemegang lesen tidak boleh membuat apa-apa tuntutan dan berhak mendapat pampasan kerana apa-apa kerugian terhadap dirinya disebabkan oleh pembatalan atau penggantungan lesen yang dikeluarkan di bawah Akta ini atau yang disebabkan oleh keengganan membaharui lesen itu.

The licensee shall not make any claim and shall be entitled to compensation for any loss to himself caused by the cancellation or suspension of the license issued under this Act or caused by the refusal to renew the licence.

- 4.1.2.4 Permohonan untuk membaharui lesen hendaklah dibuat kepada LPJ berkenaan mengikut apa-apa cara yang ditetapkan. Bagi pemegang lesen yang telah tamat tempoh melebihi 2 tahun, permohonan akan dipertimbangkan sebagai permohonan baru.

The application to renew the license must be made to the LPJ in accordance with any prescribed method. For license holders whose term has expired for more than 2 years, the application will be considered as a new application.

- 4.1.2.5 Pemegang lesen (pemohon) hendaklah terlebih dahulu mendapatkan kelulusan daripada pihak berkuasa berkenaan mengenai apa-apa pertukaran maklumat dinyatakan dalam lesen.

The license holder (applicant) must first obtain approval from the relevant authority regarding any exchange of information specified in the license.

- 4.1.2.6 Lesen akan dibatalkan serta- merta sekiranya pemohon gagal membuat bayaran dalam tempoh empat belas (14) hari. Syarikat perlu memohon semula lesen sekiranya gagal membuat bayaran.

The license will be canceled immediately if the applicant fails to make payment within fourteen (14) days. The company has to reapply for the license if it fails to make the payment.

- 4.1.2.7 Lembaga Pelabuhan Johor berhak membatalkan atau menggantung lesen tanpa apa-apa notis dengan serta-merta, jika di dapati maklumat yang diberikan oleh syarikat tidak benar dan palsu.

The Johor Port Authority reserves the right to cancel or suspend the license without any notice immediately, if it is found that the information provided by the company is untrue and false.

- 4.1.2.8 Sebarang kelulusan pembatalan, penggantungan, pemohonan dan pembaharuan hendaklah diputuskan oleh Pelulus sahaja.

Any approval of cancellation, suspension, application and renewal shall be decided by the Approver only.

5. PINDAAN

AMENDMENT

- 5.1 Dasar ini adalah tertakluk kepada pindaan dan perubahan dari masa ke semasa.

This policy is subject to amendments and changes from time to time.

- 5.2 LPJ berhak mengubahsuai, menyemak dan meminda syarat dan / atau pada bila-bila masa tanpa notis.

LPJ reserves the right to modify, revise and amend the conditions and / or at any time without notice.

- 5.3 Terma dan syarat boleh diasingkan jika mana-mana peruntukan diputuskan sebagai tidak sah atau tidak boleh dikuatkuasa oleh itu peruntukan tersebut hendaklah dianggap telah dipotong tanpa menjejaskan peruntukan lain yang masih dalam terma dan syarat ini.

The terms and conditions may be severed if any provision is determined to be invalid or unenforceable therefore the provision shall be deemed to have been severed without affecting the other provisions remaining in these terms and conditions.

6. GARIS PANDUAN

GUIDELINE

- 6.1 Kadar bayaran lesen jeti persendirian / terminal (Lampiran A)
[Private jetty / terminal license fee rate \(Appendix A\)](#)
- 6.2 Syarat dokumen lesen jeti persendirian / terminal (Lampiran B)
[Private jetty / terminal license document requirements \(Appendix B\)](#)
- 6.3 Carta alir proses pengurusan lesen jeti persendirian / terminal oleh LPJ (Lampiran C)
[Flow chart of private jetty / terminal license management process by LPJ \(Appendix C\)](#)
- 6.4 Carta alir proses pengurusan lesen jeti persendirian / terminal oleh pemohon (Lampiran D)
[Flow chart of the private jetty / terminal license management process by the applicant \(Appendix D\)](#)

7. TARIKH KUATKUASA

EFFECTIVE DATE

- 7.1 Dasar pengurusan lesen jeti persendirian (Pindaan Kedua) ini berkuatkuasa pada
[This private jetty license management policy \(Second Amendment\) comes into force on](#)

“PROFESIONALISME MEMANTAPKAN PERKHIDMATAN”

“PROFESSIONALISM ENHANCES SERVICE”

Pengurus Besar
Lembaga Pelabuhan
[General Manager](#)
[Johor Johor Port Authority](#)

Sebarang pertanyaan boleh hubungi di:

[For any enquiry, please contact for any enquiry, please contact:](#)

Lembaga Pelabuhan

Unit Marin dan VTMS

Jalan Mawar Merah 2,

Pusat Perdagangan Pasir Gudang 2,

81700 Pasir Gudang

Johor

Tel: 07- 253 4000

Faks / Fax: 07- 253 3730

KADAR BAYARAN LESEN JETI PERSENDIRIAN

PRIVATE JETTY LICENSE FEE RATE

KOD CODE	KATEGORI LESEN JETI PERSENDIRIAN PRIVATE JETTY LICENSE CATEGORY	TEMPOH LESEN DIBERIKAN PERIOD OF LICENSE GRANTED	DEPOSIT TUNAI (RM) / JAMINAN BANK CASH DEPOSIT (RM) / BANK GUARANT EE	KADAR BAYARAN LESEN LICENSE FEE RATE	
				BARU NEW 6 BULAN 6 MONTHS	TAHUNAN ANNUALLY
				RM	RM
1.	Jeti Persendirian Private Jetty	Baru (6 bulan) atau Tahunan (12 bulan) berakhir 31 Disember New (6 months) or Annualy (12 months) ends on 31 December	5,000.00 atau melebihi kadar (jaminan bank) 5,000.00 or more than rate (bank guarantee)	2,500.00	5,000.00
2.	Operator Jeti Persendirian Private Jetty Operator	5 tahun mengikut Perjanjian 5 years as per Agreement	Mengikut purata tiga (3) bulan transaksi nilaian kargo According to average of three (3) months cargo value transaction	Tiada Nil	5,000.00
3.	Operator Terminal Terminal Operator	Melebihi 5 tahun mengikut tempoh sewaan dan	Mengikut purata tiga (3) bulan transaksi nilaian	Tiada Nil	10,000.00

		pemilikan tanah More than 5 years according to the rental period and ownership of the land	kargo According to the average of three (3) months of cargo value transactions		
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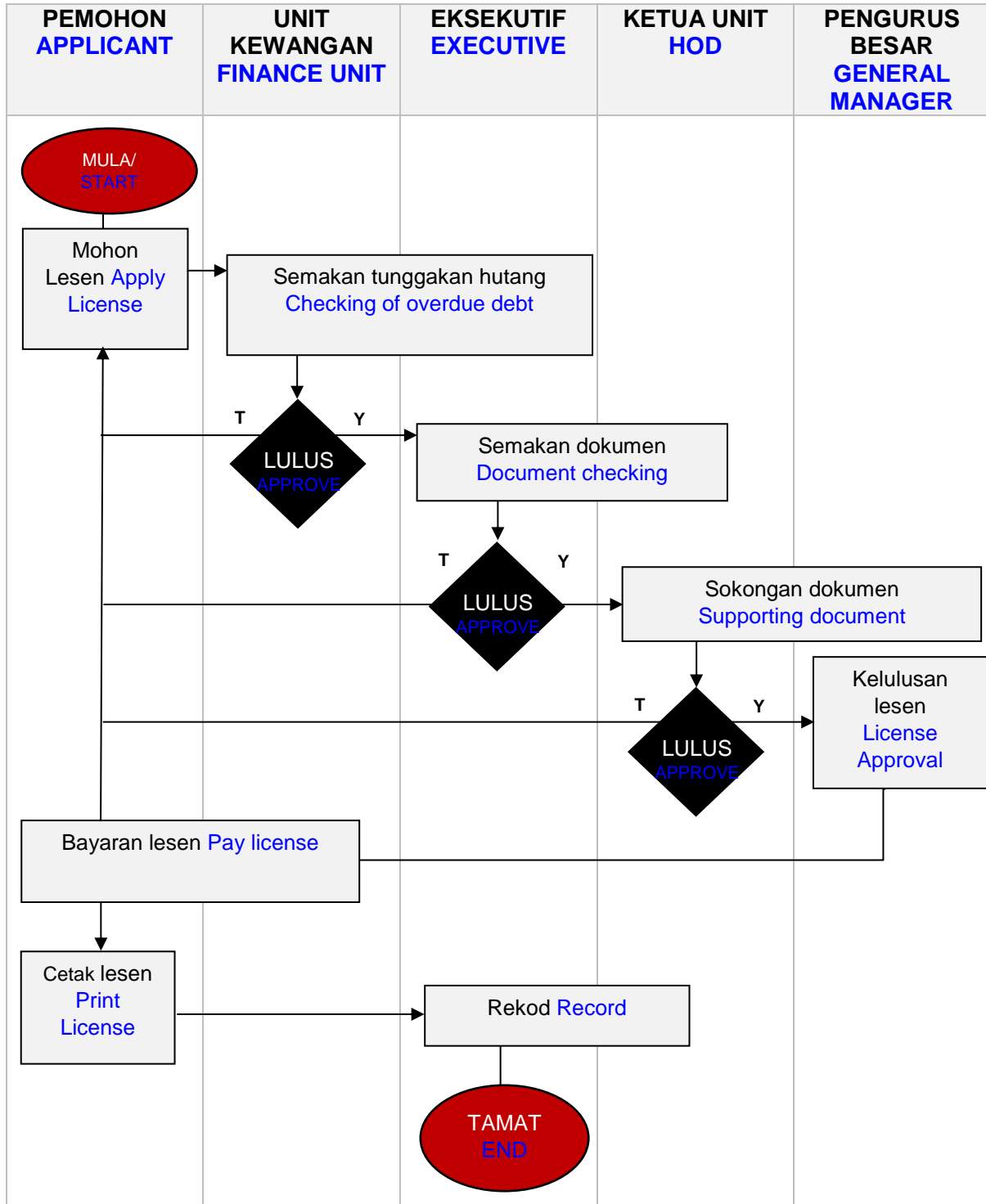
**SYARAT DOKUMEN LESEN JETI PERSENDIRIAN / TERMINAL OPERATOR /
OPERATOR JETI PERSENDIRIAN**

**PRIVATE JETTY / TERMINAL OPERATOR / PRIVATE JETTY OPERATOR
LICENSE DOCUMENT REQUIREMENTS**

BIL	KATEGORI LESEN LICENSE CATEGORY	DOKUMEN YANG DIPERLUKAN REQUIRED DOCUMENT	
		BARU NEW	PERBAHARUI RENEW
1.	Surat tiada halangan daripada KASTAM / Imigresen (jetty penumpang) Johor Letter of no obstruction from CUSTOMS / Immigration (passenger jetty) Johor	✓	✓
2.	Surat tiada halangan daripada Jabatan Laut Wilayah Selatan No obstruction letter from the Southern Regional Marine Department	✓	✓
3.	Surat tiada halangan daripada Jabatan Imigresen Johor (terpakai untuk jetty penumpang - feri, kapal layar dan lain-lain berkaitan) Letter of no obstacle from the Johor Immigration Department (applies to passenger piers - ferries, yachts and other related)	✓	✓
4.	Surat tiada halangan daripada BAKAJ Letter of no obstruction from BAKAJ	✓	✓
5.	Lesen Pendudukan Sementara (LPS) atau TOL daripada Pejabat Tanah Temporary Occupation License (LPS) or TOL from Land Office	✓	✓
6.	Sijil Pendaftaran Syarikat (SSM) atau MOA Company Registration Certificate (SSM) or MOA	✓	✓
7.	Carta laut kedudukan kawasan struktur jetty dan tanah – format WGS84 Sea chart position of the pier and land structure area – WGS84 format	✓	✓

8.	DEIA daripada Jabatan Alam Sekitar DEIA from Environmental Department	✓	-
9.	Sesalanan laporan Marine Risk Assesment (MRA) yang diluluskan A copy of the approved Marine Risk Assessment (MRA) report	✓	-
10.	Sesalanan laporan Full Mission Ship Simulation (FMSS) yang dijalankan A copy of carried out Full Mission Ship Simulation (FMSS) report	✓	-
11.	Bathymetric Survey Tinjauan Batimetrik	✓	✓
12.	Jaminan Bank / Deposit Tunai Bank Guarantee / Cash Deposit	-	✓
<p>Nota: Note: Perjanjian untuk lesen terminal operator dan jeti operator disediakan pihak LPJ Agreement for operator terminal license and operator jetty is prepared by LPJ</p>			

CARTA ALIR PROSES PENGURUSAN LESEN JETI PERSENDIRIAN OLEH LPJ
FLOW CHART OF PRIVATE JETTY LICENSE MANAGEMENT PROCESS BY LPJ



CARTA ALIR PROSES PENGURUSAN LESEN JETI PERSENDIRIAN OLEH PEMOHON
FLOW CHART OF PRIVATE JETTY LICENSE MANAGEMENT BY APPLICANTS

