



PEKELILING PERKHIDMATAN LEMBAGA PELABUHAN JOHOR

UNIT MARIN & VTMS

SERVICE CIRCULAR JOHOR PORT AUTHORITY

MARINE UNIT & VTMS

DASAR PENGURUSAN

LESEN PERKHIDMATAN SOKONGAN

MANAGEMENT POLICY

SUPPORT SERVICE LICENSE

PINDAAN KEDUA

SECOND AMENDMENT

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1. TUJUAN

PURPOSE

- 1.1 Pekeliling ini bertujuan untuk memaklumkan dasar pengurusan lesen perkhidmatan sokongan yang dijalankan di dalam had Pelabuhan Tg Pelepas dan Pasir Gudang. *The purpose of this circular is to inform the license management policy of support services carried out within the limits of Port of Tg Pelepas and Pasir Gudang.*

2. TAFSIRAN

INTERPRETATION

- 2.1 Melainkan sesuatu itu jelas maksudnya di dalam Pekeliling ini, tafsiran di bawah hendaklah diikuti:

Unless the meaning of something is clear in this Circular, the interpretation below must be followed:

“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.

“Penyokong” ialah Pengurus Marin atau Pengurus Kanan Marin.

“Supporter” is Marine Manager or Senior Marine Manager.

“Freight Forwarder” ialah agensi yang melaksanakan aktiviti import/eksport bagi mewakili kepentingan pengirim dan penghantar kargo diperingkat antarabangsa atau domestik.

“Freight Forwarder” is agency who performs import / export activity to represent the interest of sender and cargo shipper at international or domestic level.

“Warehouse Operator” ialah agensi yang menguruskan penerimaan dan penyerahan kargo di dalam gudang untuk tujuan simpanan atau penyerahan kargo untuk tujuan import/eksport.

“Warehouse operator” is agency which manages receiving and delivering of cargo in the warehouse for the purpose of saving or cargo delivery for import / export.

“Operator Instalasi” ialah agensi yang melakukan kerja berkaitan elektrik.
“Installation Operator” is agency who performs work related to electrical.

“On Dock Depot” ialah tempat penyelarasan sementara untuk kontena laden/empty, punggah/muat, eksport/import ketika kerja pengistiharan kargo oleh agen kepada kastam.

“On Dock Depot” is the temporary coordination venue for laden container / empty, unload / load, export / import while work is still under cargo declaration by the agent to custom.

“Cargo Survey” ialah agensi yang menjalankan pemeriksaan atau penelitian terhadap kuantiti dan kualiti kargo yang dibawa atau disimpan.
“Cargo Survey” is agency that performs inspection or research on quantity and quality of cargo which is being brought in or saved.

“Tally Clerk” ialah kerani hitung di dermaga pelabuhan bagi kerja penerimaan dan penyerahan, memunggah/memuat kargo ke kapal atau sebaliknya.

“Tally Clerk” is counting clerk at the wharf to perform task on accept and submit, unload / load cargo into ship or vice versa.

“Stevedoring” ialah pekerjaan memuat/memunggah kargo di kapal dan sebaliknya.

“Stevedoring” is the job of loading/unloading cargo on a ship and vice versa.

“Lashing/Unlashing” ialah agensi yang membekalkan buruh untuk kerja mengikat dan memperkuat muatan di atas kapal terutamanya kapal kontena.

"**Lashing/Unlashing**" is an agency that supplies labour for the work of tying and strengthening cargo on board ships, especially container ships.

"**Fumigation**" ialah agensi yang menjalankan pembunuhan hama dalam kontena atau di dalam gudang dengan keadah asap.

"**Fumigation**" is an agency that carries out the killing of pests in containers or in warehouses with smoke.

"**Stevedoring Gears**" ialah alat bantu punggah/muat kargo ke kapal atau sebaliknya seperti *net, shackle, monkey face* dan lain.

"**Stevedoring Gears**" are tools to help unload/load cargo onto the ship or vice versa such as net, shackle, monkey face and others.

"**Perkhidmatan Jentera Punggah**" ialah perkhidmatan jentera pengangkat yang digunakan untuk mengangkat kargo daripada lori dan di dalam gudang.

"**Unloading Machinery Service**" is the service of lifting machinery used to lift cargo from trucks and in warehouses.

"**Oil Spill Response**" ialah kerja menangani tumpahan bahan bahaya samada di laut dan di darat.

"**Oil Spill Response**" is the work of dealing with spills of dangerous substances both at sea and on land.

"**Crane Service**" ialah perkhidmatan jentera pengangkat kargo yang digunakan dalam operasi Pelabuhan

"**Crane Service**" is the service of cargo lifting machinery used in Port operations.

"**Conveyour Service**" ialah perkhidmatan pemindahan cargo dengan alat atau mekanisma rantai atau getah dari satu tempat ke satu tempat dengan pemantauan dari jauh.

"**Conveyor Service**" is a cargo transfer service with chain or rubber tools or mechanisms from one place to another with remote monitoring.

“Bulk Operator” ialah pengendali atau syarikat yang melakukan kerja memuat/menurunkan kargo jenis pukal seperti simin, clinker, beras, gandum dan kargo am.

"Bulk Operator" is an operator or company that carries out the work of loading/unloading bulk cargo such as cement, clinker, rice, wheat and general cargo.

“Packing/Unpacking” ialah kerja-kerja membungkus/menyusun/mengumpul sesuatu produk untuk tujuan kekemasan, selamat dan tidak rosak.

"Packing/Unpacking" is the work of packing/arranging/collecting a product for the purpose of neatness, safety and non-damage.

“Roro Driver” adalah agensi yang menyediakan pekerja yang mempunyai lesen kenderaan dan dilesenkan bagi tujuan kerja menurun/memuat/memunggah naik kenderaan import atau eksport seperti kereta, lori dan lain-lain ke dalam/keluar kapal kapal ro-ro.

"Roro Driver" is an agency that provides workers who have a vehicle license and are licensed for the purpose of loading/unloading import or export vehicles such as cars, trucks and others into/out of the ro-ro ship.

“Ship Chandling” ialah agensi pengedar alat kelengkapan bagi keperluan (barang makanan) atau barang-barang lain untuk kegunaan anak-anak kapal. **"Ship Chandling"** is an agency that distributes equipment for necessities (food items) or other items for use by the crew.

“Stuffing/Unstuffing” ialah agensi yang menyediakan pekerja atau buruh yang melakukan kerja memuat/memunggah/menyusun kargo kedalam kontena untuk tujuan import/eksport.

"Stuffing/Unstuffing" is an agency that provides workers or labourers who do the work of loading/unloading/stacking cargo into containers for import/export purposes.

“Penyelaman” ialah agensi penyelaman yang melakukan kerja teknikal di bawah air di dalam kawasan pelabuhan atau had perairan pelabuhan bagi tujuan membaiki kapal, mencari kargo hilang, survey dan lain-lain.

"Diving" is a diving agency that performs technical work under water in the port area or port waters limits for the purpose of repairing ships, searching for lost cargo, surveys and others.

“Fresh Water Supply” ialah pembekalan air tawar melalui kapal atau saluran paip di jeti.

"Fresh Water Supply" is the supply of fresh water through ships or pipelines at the jetty.

“Bunkering” ialah agen yang menjalankan aktiviti mengisi/memuat naik minyak atau bahan bakar untuk kegunaan enjin kapal (MFO, MGO, LNG, MDO dan lain-lain).

"Bunkering" is an agent that carries out the activity of filling/uploading oil or fuel for the use of ship engines (MFO, MGO, LNG, MDO and others).

“Ship Repair and Supply of Ship Sparepart” ialah syarikat pembaikan kapal dan pembekal alat ganti kapal untuk kegunaan kapal.

"Ship Repair and Supply of Ship Spare part" is a ship repair company and supplier of ship spare parts for ship use.

“Repair and Supply Of Machinery Spare Parts (Crane, Conveyor, RTG and Others)” ialah pembaikan dan pembekalan alat-alat punggah mesin seperti crane, conveyor, RTG dan lain –lain kelengkapan mesin punggah.

"Repair and Supply of Machinery Spare Parts (Crane, Conveyor, RTG and Others)" is the repair and supply of machinery unloading equipment such as cranes, conveyors, RTG and other unloading machine equipment.

“Domestic waste” ialah agensi yang menjalankan kerja pemungutan sampah atau sisa buangan makanan dari kapal. Garbage atau sisa yang umumnya zat boleh pegang dan kasar akibat penggunaan dan buangan manusia

"**Domestic waste**" is an agency that carries out the collection of garbage or food waste from ships. Garbage or waste that is generally holdable and rough due to human use and waste.

"**Perkhidmatan Mooring**" ialah tenaga buruh atau pekerja yang melakukan kerja mengikat/menambat kapal menggunakan tali dari kapal ke demaga (berthing/unberthing, shifting kapal dan sebagainya).

"**Mooring service**" is labour or workers who do the work of tying/mooring the ship using ropes from the ship to the sea (berthing/unberthing, shifting the ship and so on).

"**Disposal Waste**" ialah agen pengendali sisa minyak pelincir enjin atau bahan buangan/kotoran minyak pelincir kegunaan engine kapal.

"**Disposal Waste**" is the handling agent of engine lubricating oil waste or waste materials/dirt of lubricating oil used in ship engines.

"**Operasi Ship To Ship**" ialah operasi pembekalan minyak kapal dari kapal induk ke kapal-kapal kecil untuk tujuan bunkering.

"**Ship to Ship Operation**" is the operation of supplying ship oil from mother ship to small ships for bunkering purposes.

"**Bunker Surveyor**" ialah individu atau juru ukur minyak bunkering / enjin kapal dagang yang dilesenkan oleh LPJ.

"**Bunker Surveyor**" is an individual or oil surveyor of bunkering / merchant ship engines licensed by LPJ.

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) dan Undang-Undang Kecil Lembaga Pelabuhan Johor 1979. Dengan ini Lembaga Pelabuhan Johor 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 its powers under Section 3 (2)(v) of the Malaysian Port Authority Act 1963 (Amendment 1992) and the Johor Port Authority Bylaws 1979. The Johor Port Authority hereby licenses the services or works available at the premises of the Johor Port and the port boundary under the jurisdiction of the Johor Port Authority.

3.2. Fungsi utama perlesenan adalah untuk memastikan segala aktiviti sokongan operasi di dalam had Pelabuhan Tanjung 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 operational support activities within the limits of Tanjung Pelepas and Pasir Gudang ports are legally carried out and in accordance with the rules outlined by LPJ and other related agencies.

3.3. Pengesahan kadar bayaran yang dikenakan keatas aktiviti perkhidmatan sokongan telah diluluskan oleh Lembaga Pengarah pada 25 Oktober 2011 dengan Bil 272/05/2011.

Confirmation of the fee rate charged on support service activities was approved by the Board of Directors on 25 October 2011 with No. 272/05/2011.

3.4. Memastikan lesen perkhidmatan sokongan telah mematuhi semua syarat-syarat perlesenan dapat dikeluarkan seperti yang terdapat Piagam Pelanggan LPJ selepas dokumen lengkap.

Ensuring that the support service license has complied with all licensing conditions can be issued as contained in the LPJ Customer Charter after the documents are complete.

3.5. Kaedah pelaksanaan pengurusan lesen telah dijalankan melalui sistem 'Marine Management System' (www.lpjpcs.gov.my) pada Jun 2016.

The license management implementation method was carried out through the 'Marine Management System' (www.lpjpcs.gov.my) in June 2016.

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 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;

4.1.1.2 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 the officers of the Johor Port Authority.

4.1.1.3 Pemohon dikehendaki membuat pembaharuan lesen perkhidmatan sokongan dalam tempoh **satu (1) bulan** sebelum tarikh tamat tempoh lesen (sekiranya masih ada keperluan).

Notis pemberitahuan (melalui e-mel sistem) akan dikeluarkan LPJ dalam tempoh tersebut.

The applicant is required to renew the support service license within **one (1) month** before the license expiry date (if there is still a need). A notification notice (via email system) will be issued to LPJ during that period.

- 4.1.1.4 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 cancelled if the permit/license from another approving agency is cancelled or withdrawn.

- 4.1.1.5 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.

- 4.1.1.6 Kod bidang (*Nature Of Business*) SSM perlu selari (*relate*) dengan lesen yang dimohon.

The field code (Nature of Business) SSM must be parallel (*relate*) with the license applied for.

- 4.1.1.7 Pemohon yang ingin membatalkan lesen yang telah dikeluarkan oleh LPJ tidak akan diberikan bayaran balik (*refund*) bagi jumlah lesen yang telah dibayar.

Applicants who wish to cancel a license issued by LPJ will not be given a refund for the license amount that has been paid.

4.1.2 Pembatalan, Penggantungan dan Pembaharuan Lesen Cancellation, 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 cancelled 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 atau berhak mendapat pampasan kerana apa-apa kerugian terhadap dirinya disebabkan oleh pembatalan atau

penggantungan lesen yang dikeluarkan atau yang disebabkan oleh keengganan membaharui lesen itu.

The licensee shall not make any claim or be entitled to compensation for any loss to himself caused by the cancellation or suspension of the license issued 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 (*new application*).

The application to renew the license must be made to the relevant LPJ in any prescribed manner. 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 cancelled 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.

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.

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 perkhidmatan sokongan (Lampiran A)

[Support service license payment rate \(Appendix A\)](#)

6.2 Syarat dokumen lesen perkhidmatan sokongan (Lampiran B)

[Support service license document conditions \(Appendix B\)](#)

6.3 Carta alir pengurusan lesen perkhidmatan sokongan oleh LPJ (Lampiran C)

[Support service license management flow chart by LPJ \(Appendix C\)](#)

6.4 Carta alir pengurusan lesen perkhidmatan sokongan oleh pemohon (Lampiran D)

[Support service license management flow chart by the applicant \(Appendix D\)](#)

7. TARIKH KUATKUASA

EFFECTIVE DATE

7.1 Dasar pengurusan lesen perkhidmatan sokongan (Pindaan Kedua) ini berkuatkuasa pada

[This support service license management policy \(Second Amendment\) comes into force on](#)

“PROFESIONALISME MEMANTAPKAN PERKHIDMATAN”
“PROFESSIONALISMS ENHANCE SERVICES”

Pengurus Besar
Lembaga Pelabuhan Johor

Sebarang pertanyaan boleh hubungi di:

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

Unit Marin dan VTMS Marine and VTMS Unit

Lembaga Pelabuhan Johor

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

LICENSE FEE RATE FOR PRIVATE JETTY

KOD TP/PG CODE TP / PG	KATEGORI LESEN PERKHIDMATAN SOKONGAN LICENSE CATEGORY SUPPORT SERVICE	KADAR BAYARAN LESEN LICENSE PAYMENT RATE	
		BARU NEW (6 BULAN) (6 MONTHS)	PEMBAHARUAN (1 TAHUN) RENEWAL (1 YEAR)
		RM	RM
1	Ejen Fret / <i>Freight Fowarder</i>	525	1025
2	Operator Gudang / <i>Warehouse Operator</i>	525	1025
3	Operator Instolasi / <i>Installation Operator</i>	525	1025
4	Depoh Kontena / <i>On Dock Depot</i>	525	1025
5	Juru Ukur Kargo / <i>Cargo Survey</i>	525	1025
6	Kerani Hitung Banding / <i>Tally Clerk</i>	525	1025
7	Pengendali Kargo / <i>Stevedoring</i>	525	1025
8	<i>Lashing & unlashing</i>	525	1025
9	Pewasapan Kontena / <i>Fumigation</i>	525	1025
10	<i>Stevedoring Gears</i>	525	1025
11	Perkhidmatan Jentera Punggah / <i>Forklift Service</i>	525	1025
12	Pembersihan Tumpahan Minyak / <i>Oil Spill Response</i>	525	1025
13	Perkhidmatan Jentera Kren / <i>Crane Service</i>	525	1025

14	Perkhidmatan Jentera Konveyor / <i>Conveyor Service</i>	525	1025
15	Pengendalian Dagangan Pukal / <i>Bulk Operator</i>	525	1025
16	<i>Packing Unpacking</i>	525	1025
17	Perkhidmatan Pemandu RORO / <i>RORO Driver Service</i>	525	1025
18	<i>Ship chandling</i>	275	525
19	<i>Stuffing & Unstuffing</i>	275	525
20	Perkhidmatan Penyelaman / <i>Diving Service</i>	275	525
21	Bekalan Air Tawar / <i>Fresh Water Supply</i>	275	525
22	Bekalan Minyak Enjin Kapal / <i>Bunkering</i>	525	1025
23	Pembaikan & Pembekalan Alat Ganti Kapal / <i>Ship Repair and Supply of Ship Sparepart</i>	275	525
24	Pembaikan dan Pembekalan Alat Ganti Jentera (Kren, Konveyor, RTG, dan Lain-lain) / <i>Repair and Supply of Machinery Spare Parts (Crane, Conveyor, RTG and others)</i>	525	1025
25	Sisa Buangan Sampah Domestik / <i>Domestic Waste</i>	275	525
26	Perkhidmatan Mooring / <i>Mooring Service</i>	275	525
27	Pembuangan & Penerimaan Sisa Kapal / <i>Ship Disposal Waste</i>	275	525
28	Operasi STS (Kapal Induk) / <i>Ship to Ship Operation (Mother Vessel)</i>	10,000	10,000
29	Juru Ukur Minyak Enjin Kapal / <i>Bunker Surveyor</i>	525	1025

Makluman: [Information](#):

1. Bagi Kod Bidang 21, 22, 25, 27 dan 28, tempoh kelulusan adalah berdasarkan tarikh tamat sebenar permit DSL yang dikeluarkan oleh KPM atau/dan surat kelulusan Jabatan Laut Malaysia.

[For the field code 21, 22, 25, 27 and 28, approval period is based on actual expiry date of DSL permit issued by KPM or / and approval letter Malaysia Marine Department.](#)

2. Kadar bayaran Kod Bidang 21, 22, 25, 27 dan 28 adalah dikira secara pro rata mengikut bulan.

[The payment rate for Field Code 21, 22, 25, 27 and 28 are according to monthly pro rate.](#)

**SYARAT DOKUMEN LESEN JETI PERSENDIRIAN / TERMINAL OPERATOR /
OPERATOR JETI PERSENDIRIAN**

**REQUIREMENT OF DOCUMENT FOR PRIVATE JETTY LICENSE / OPERATOR
TERMINAL / PRIVATE JETTY OPERATOR**

KOD DOKUMEN DOCUMENT CODE	LAMPIRAN APPENDIX	BARU NEW (6 BULAN) (6 MONTHS)	PEMBAHARUAN (1 TAHUN) RENEWAL (1 YEAR)
01 – Ejen Fret / Freight Forwarder			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
02 – Operator Gudang / Warehouse Operator			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
03 – Operator Instolasi / Installation Operator			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
04 – Depoh Kontena / On Dock Depot			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
05 – Cargo Surveyor Juruukur Kargo			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓

04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
17	Cargo Survey License	✓	✓
06 – Kerani Hitung Banding / Tally Clerk			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
07 – Stevedoring / Cargo Handling / Trimming Gang Stevedoring / Pengendalian Kargo / Trimming Gang			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
08 – Lashing And Unlashing			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
25	Training Certificate	✓	✓
09 – Pemasangan Kontena / Fumigation			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
10 – Pembekalan Stevedoring Gears / Stevedoring Gears			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
11 – Pembekalan Perkhidmatan Jentera Punggah / Forklift Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓

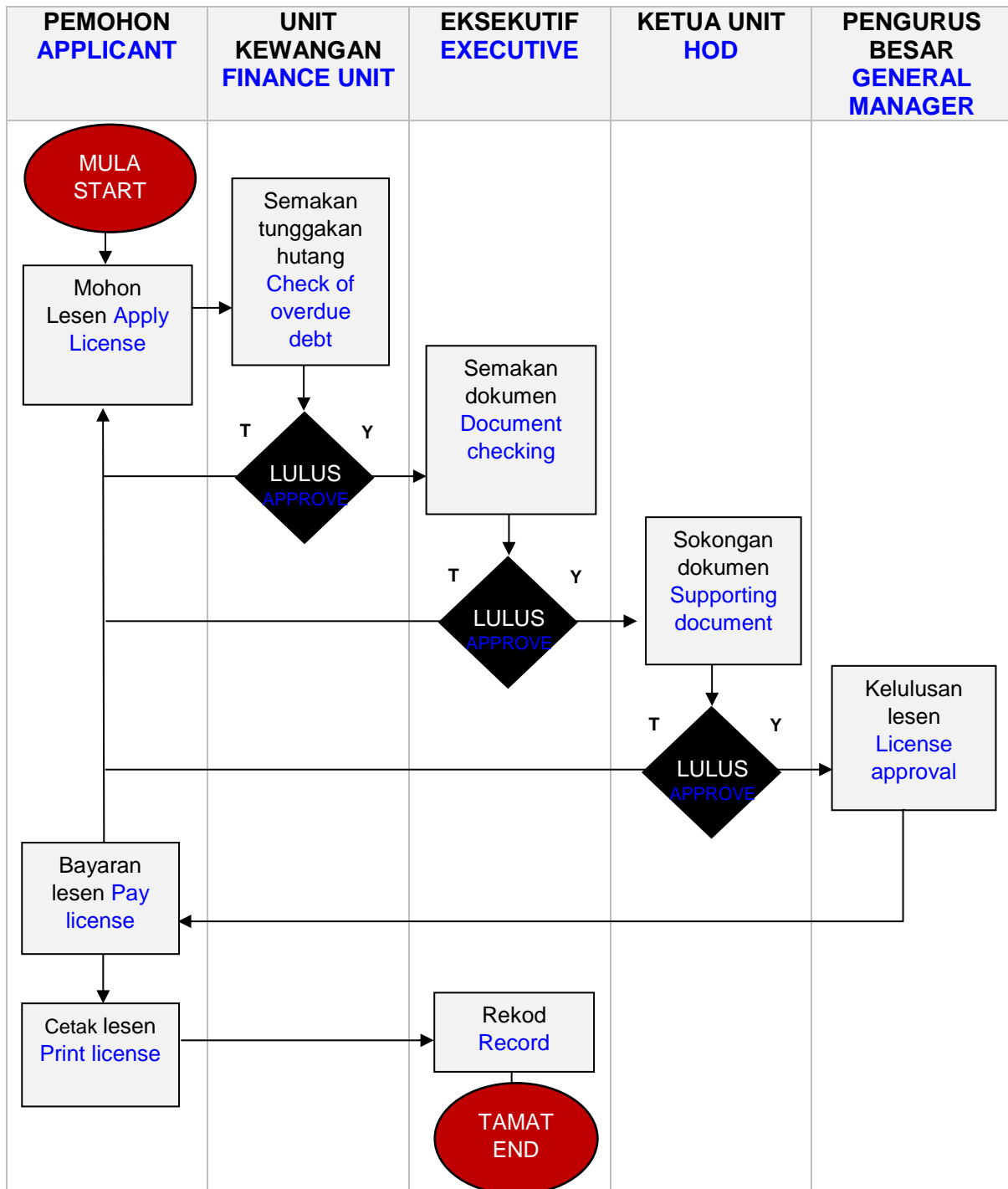
12 – Pembersihan Tumpahan Dagangan Bahaya / Oil Spill Response			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
20	Appointment Letter – Oil Spill Response (OSR)	✓	✓
13 – Pembekalan Perkhidmatan Jentera Kren / Crane Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
14 – Pembekalan Perkhidmatan Jentera Konveyor / Conveyor Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
15 – Pengendalian Dagangan Pukul / Bulk Operator			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
16 – Packing / Unpacking Pembungkusan / Membongkar			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
17 – Membekalkan Perkhidmatan Pemandu Kenderaan Dari//Ke Kapal Roro / Driver Service Providing Driver Service From//To Roro Ship / Driver Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
18 – Ship Chandling Kapal Chandling			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓

04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
19 – Stuffing And Unstuffing Sumbat Dan Tidak Sumbat			
01	SSM Certificate & Corporate Information Sijil SSM & Maklumat Korporat	✓	✓
02	Company Profile Profil Syarikat	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
20 – Perkhidmatan Penyelaman / Diving Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
14	Diver's License	✓	✓
21 – Bekalan Air Tawar / Fresh Water Supply)			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
11	Domestic Shipping License (DSL)	✓	✓
18	Ship Registry Certificate	✓	✓
22 – Bekalan Minyak Enjin Kapal / Bunkering			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
07	PDA2 (KPDNHEP)	✓	✓
08	Ship/Truck Particular	✓	✓
11	Domestic Shipping Licence (DSL)	✓	✓
19	Approval Letter From Marine Department & COA	✓	✓
23 – Pembaikan & Pembekalan Alat Ganti Kapal / Ship Repair and Supply of Ship Sparepart			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓

24 – Pembaikan dan Pembekalan Alat Ganti Jentera (Kren, Konveyor, RTG, dan Lain-lain) / Repair and Supply of Machinery Spare Parts (Crane, Conveyor, RTG and others)			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
25 – Sisa Buangan Sampah Domestik / Domestic Waste			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
16	Pihak Berkuasa Tempatan (Local Authority) License	✓	✓
26 – Perkhidmatan Mooring / Mooring Service			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
25	Training Certificate	✓	✓
27 – Pembuangan & Penerimaan Sisa Kapal / Ship Disposal Waste			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
15	Jabatan Alam Sekitar (DOE) License/Permit Lesen / Permit Department of Environment (DOE)	✓	✓
28 – Operasi STS (Kapal Induk) / Ship to Ship Operation (Mother Vessel)			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
09	Q 88	✓	✓
11	Domestic Shipping Licence (DSL)	✓	✓
18	Ship Registry Certificate	✓	✓
19	Approval Letter From Marine Department & COA	✓	✓
20	Appointment Letter - Oil Spill Response (OSR)	✓	✓

29 – Juru Ukur Minyak Enjin Kapal / <i>Bunker Surveyor</i>			
01	SSM Certificate & Corporate Information	✓	✓
02	Company Profile	✓	✓
04	Company Act 1965 (Form 24, 44* & 49*) Or Company Act 2016 (Form 46(3), 51)	✓	✓
22	Bunker Survey License/Appointment Letter	✓	✓

**CARTA ALIR PROSES PENGURUSAN LESEN PERKHIDMATAN SOKONGAN
OLEH LPJ FLOW CHART OF LICENSE ISSUED ON SUPPORT SERVICE
LICENSE BY LPJ**



CARTA ALIR PROSES PENGURUSAN LESEN PERKHIDMATAN SOKONGAN OLEH PEMOHON
FLOW CHART PROCESS OF SUPPORT SERVICE LICENSE BY APPLICANT

