



## MARITIME AND PORT AUTHORITY OF SINGAPORE

### PORT MARINE CIRCULAR NO. 14 OF 2024

24 DEC 2024

Shipping Community  
Harbour Craft Community  
Pleasure Craft Community

### **CHANGES TO PRE-ARRIVAL NOTIFICATION FROM 1 JANUARY 2025**

1. This circular supersedes Port Marine Circular No. 11 of 2022 and provide updates on the changes to the Pre-Arrival Notification (PAN).
2. From 1 Jan 2025, the Maritime Singapore Green Initiative (MSGI) will be enhanced. The incentives for ocean-going vessels previously under GPP will be integrated under the enhanced Green Ship programme (GSP) – Green Port component.
3. To qualify for port dues concession<sup>1</sup>, the master of every ship, craft or unit calling at the Port of Singapore must register under the Green Ship Programme – Green Port component and declare the fuel/technology used throughout the entire duration of port stay in Singapore in the revised PAN.
4. PAN has also been revised for the reporting of compliance with Ballast Water Management Convention (BWMC). Vessels are now only required to indicate for a valid BWMC Certificate or Statement of Compliance, and the operational status of the Ballast Water Management System (BWMS), if applicable.
5. Pursuant to Section 44(1), (2) of the Maritime and Port Authority of Singapore Act (Cap. 170A), and Regulations 3 and 63A of the Maritime and Port Authority of Singapore (Port) Regulations, the Port Master hereby directs owners, masters or agents of vessels to furnish the required information using the revised PAN form. ANNEX A delineates the types of vessels to which the revised PAN is applicable, and the revised PAN form is provided in Appendix 1.
6. There are no alterations to the requirements or reporting format of the Notification of Arrival (NOA) for vessels under 500 Gross Tonnage (GT), as outlined in ANNEX B.

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<sup>1</sup> The vessel must first be registered under the GSP – Green Port through the digitalPORT@SG™ prior to arrival in Singapore; and subsequently declare the participation in the programme via PAN before arrival into Singapore.

7. For any inquiries regarding this circular on the revised PAN, please contact the Port Security Unit at telephone +65 6221-3127, or email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg).

CAPT CHONG JIA CHYUAN  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

## PRE-ARRIVAL NOTIFICATION (PAN)

The revised Pre-Arrival Notification (PAN) form must be submitted by the owner, agent, or master of the following vessels:

- a) Passenger ships, including high-speed passenger craft;
- b) Cargo ships, including high-speed craft, of 500 Gross Tonnage (GT) and above; and
- c) Mobile offshore units, including mobile offshore drilling units.

2 The revised PAN form is attached in **Appendix 1** for reference and will be available for download at the URL [go.gov.sg/ePAN](https://go.gov.sg/ePAN) from 28 Dec 2024. Owners, agents, or masters are required to use the revised PAN form for all vessel arrivals on or after 1 Jan 2025.

3 The completed PAN form must be submitted to the Port Security Unit via email at [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) at least **24 hours** prior to the vessel's arrival in Singapore. Vessel agent(s) who are based in Singapore may submit the PAN through digitalPORT@SG™ (<https://digitalport.mpa.gov.sg>) from 1 Jan 2025.

4 Once the PAN has been submitted for a vessel, submission of a separate Notice of Arrival (NOA) is **not** required.

5 For any inquiries regarding the PAN, please contact the Port Security Unit at telephone +65 6221-3127, or email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg).

**MARITIME AND PORT AUTHORITY OF SINGAPORE**

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PAN FORM version 11.0

This form may take 10 minutes to complete. You will need the following information to complete the form:

1. Particulars of ship and contact details
2. Arrival voyage information
3. Security related information
4. Declarations

**Pre-Arrival Notification (PAN)**

Owner, Agents or Masters of

- a) Passenger ships including high-speed passenger craft,
- b) Cargo ships, including high-speed craft, of 500GT and above, and
- c) Mobile offshore units, including mobile offshore drilling units,

must email a duly completed PAN (this form) to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) at least **24 hours** before arrival of the ship, craft or unit into Singapore. A ship, craft or unit coming from a nearby port, with less than 24 hours steaming time to Singapore, must immediately on departure from such port complete this form and email to [isps@mpa.gov.sg](mailto:isps@mpa.gov.sg) before arrival into Singapore.

**1 Particulars of Ship and Contact Details**

\* Denotes mandatory field

- 1.1 \* IMO number :
- 1.2 \* Name of ship :
- 1.3 \* Flag State :
- 1.4 \* Type of ship :
- 1.5 \* Call sign :
- 1.6 \* Arrival Fwd Draft :      Mid Draft :      Aft Draft :
- 1.7 \* Air Draft :
- 1.8 \* INMARSAT number :    \* MMSI number :
- 1.9 \* Gross Tonnage :
- 1.10 \* Name of ship owner (company or individual) :  
 \* Place of incorporation (applicable for company only) :  
 \* Nationality (applicable for individual only) :

- \* Name of Company Security Officer (CSO) :
- \* CSO 24 hours contact tel/mobile no. :

- 1.11 \* Name of agent in Singapore :  
 \* Agent 24 hours contact tel/mobile no. :                      Fax no. :  
 \* Agent's email address :

- 1.12 \* Ship's email address :

**2 Arrival Voyage Information**

- 2.1 \* Ship arriving from :

- 2.2 Port facility information

- \* Facility/Location : If Others, please specify the facility/location :
- \* Expected date and time of arrival:
- \* Expected date and time of departure:
- \* Purpose of call :
  - Loading/ Discharging Cargo
  - Embarking/Disembarking Passengers
  - Taking Bunkers
  - Taking Ship's Supplies
  - Changing Members of Crew
  - Repair / Docking/ Outfitting at Shipyard
  - Repairs at Anchorage
  - Miscellaneous, if Miscellaneous, please specify purpose :

- 2.3 \* General description of cargo onboard:

- 2.3.1 \* Is the ship carrying any Dangerous Cargo? This includes dangerous cargo carried in packaged form, i.e. IMDG Dangerous Goods (DG) cargo OR Hazardous Noxious Substances (HNS, chemicals in bulk). Y/N

**3 Security Related Information**

- 3.1 \* Current security level of ship:

- 3.2 List last 10 port calls (ship/port interface conducted) - Chronological order beginning with most recent call

No	Date From	Date To	Port Facility	Port Name	Security Level	Special or Additional Security Measures
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3.3 List of most recent 5 ship-to-ship activities during the period specified in 3.2 - Chronological order beginning with the most recent call :

No	Date From	Date To	Lat	Lon	Activity	Security Measures Applied
1						
2						
3						
4						
5						

3.4 \* Does the ship have any privately contracted security personnel onboard? Y/N

3.5 \* Does the ship have any refugees, stowaways, or persons rescued from sea onboard? Y/N

3.6 Remarks :

#### 4 Declarations

4.1 Arms and Ammunition

\* Is the ship carrying arms or ammunition onboard? Y/N

4.1.1 Type and quantity of arms, ammunition and/or explosives onboard forming part of the ordinary armament of the vessel, or required for the service of the vessel or carried onboard for the personal use of passengers or crew :

4.1.2 Does the ship have a strong room? Y/N If yes, location :

4.2 Mandatory Certificates

4.2.1 Does the ship have the following valid mandatory certificates onboard?

4.2.1.1 \* Certificate of Insurance or other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage (BCC)? Y/N

Issuer: Expiry date:

4.2.1.2 \* CLC 92 Certificate (for tankers)? Y/N

Issuer : Expiry date:

4.2.1.3 \* International Ship Security Certificate (ISSC)? Y/N

Issuer : Expiry date:

4.3 Green Ship Programme

Is vessel **registered** under the Green Ship Programme – Green Port (GSP- Green Port)?

- Yes or No

If Yes, will vessel be using one of the following fuel/technology throughout entire port stay in Singapore? Please choose from **one** of the 4 options:

Vessel will be using **zero-emission fuel/technology** (e.g. hydrogen, full electrification, hybrid of hydrogen fuel cell and electrification etc.) throughout entire duration of port stay in Singapore.

Vessel will be using **zero-carbon fuels** (e.g. ammonia with pilot fuel capped at 25% with ammonia slip/NO<sub>x</sub>/N<sub>2</sub>O addressed, B100 biofuel, green methanol etc.) throughout entire duration of port stay in Singapore.

Vessel will be using **low-carbon fuels with C<sub>F</sub> value ≤ 1.375** (e.g. methanol) or using **LNG with methane slip addressed to max 1%** or **biofuels B50 up to B99** throughout entire duration of port stay in Singapore.

Vessel is using **low-carbon fuels with 1.375 < C<sub>F</sub> value ≤ 2.750** (e.g. using LNG with methane slip unaddressed) or **biofuels B24 up to B49** throughout entire duration of port stay in Singapore.

#### 4.4 \* Ballast Water Management Convention

4.4.1 Does the vessel have IBWMC / Statement of Compliance (Y/N)

4.4.1.1 Is the Ballast Waste Management System (BWMS) operational, if fitted (Y/N)?  
(if BWMS is not applicable, please select "No".)

#### 4.5 \* Sulphur Limit

4.5.1 Please specify the method for compliance with MARPOL Annex VI Regulation 14.1 with regard to 0.50% m/m fuel oil sulphur content limit throughout the vessel's stay in Singapore port waters.

4.5.2 Please specify the type of scrubber installed on board.

Open-Loop (Note: Discharge of wash water from open-loop scrubbers is prohibited in Port of Singapore. Vessel shall complete changeover to compliant fuel prior entry into Singapore Port Limits.)

Does the vessel have enough compliant fuel oil on board throughout the vessel's stay in Singapore? Y/N

Has arrangement been made to procure compliant fuel in Singapore? Y/N

Close-Loop

Hybrid Type (Note: Scrubber shall only be operated in closed-loop mode or ship to use compliant fuel)

4.5.3 Please specify the type of compliant fuel oil (<=0.50% sulphur content) that will be used on board.

- Vessel will be using Low Sulphur Fuel Oil (LSFO)
- Vessel will be using Marine Gas Oil (MGO)
- Vessel will be using Liquefied Natural Gas (LNG)
- Vessel will be using other alternative fuel oil to comply with the requirement
- Please specify:

4.5.4 Has the vessel completed the Fuel Oil Non Availability Report (FONOR)?

Yes (Please send a copy of the FONOR to shipping@mpa.gov.sg; BSD@mpa.gov.sg)

Has arrangement been made to dispose the non-compliant fuel oil in Singapore? Y/N

Has arrangement been made to procure compliant fuel oil in Singapore? Y/N

No

- The vessel took on board compliant fuel oil as per Bunker Delivery Note (BDN) but later test results show the fuel to be non-compliant
- Other reason for not completing the FONOR, please specify:

4.6 \* Will vessel be operating any unmanned aircraft (e.g. radio-controlled aircraft, drones, remote-controlled kites etc) while in port (refer to Port Marine Circular 22 of 2021 "Flying of Unmanned Aircraft Over Singapore Port Waters")? Y/N

4.7 Above information is declared by

4.7.1 \* Name:

4.7.2 \* Title:

4.7.3 \* Location of ship at the time the report is made: Lat / Long / Port

4.7.4 \* Time:

4.7.5 \* Date

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## ANNEX B

### NOTIFICATION OF ARRIVAL FOR VESSELS LESS THAN 500 GT

The owner, agent, master or person-in charge of a vessel of under 500 Gross Tonnage (GT) shall notify the Port Master at least 12 hours prior to the vessel's arrival in Singapore.

2 The Notice of Arrival (NOA) report shall be addressed to the Port Master and must include the information outlined in the reporting format as shown in Appendix 2. The NOA can be transmitted through one of the following methods:

- a) Upload via digitalPORT@SGTM (<https://digitalport.mpa.gov.sg>); or
- b) Send via email to [noa@mpa.gov.sg](mailto:noa@mpa.gov.sg); or
- c) Send via Telefax to +65 6224-5776.

3 For vessels returning from a location in the Singapore Strait, the NOA may be transmitted via VHF radio immediately upon the vessel's departure from the location.

- a) For vessels in the VTIS East sector, the NOA shall be transmitted on VHF Channel 10;
- b) For vessels in the VTIS Central sector, the NOA shall be transmitted on VHF Channel 14;
- c) For vessels in the VTIS West sector, the NOA shall be transmitted on VHF Channel 73

4 A NOA is not required if a Pre-Arrival Notification (PAN) has already been submitted for the vessel.

5 For any inquired regarding the NOA, please contact the Vessel Traffic Management Department at telephone +65 6325-2493/2494, or email to [pocc@mpa.gov.sg](mailto:pocc@mpa.gov.sg).

**NOTIFICATION OF ARRIVAL REPORTING FORMAT**

(Note: All fields are mandatory and shall not be left blank)

S/N	Item	Data	Explanation
1	Name of vessel	e.g. MILLENNIUM FALCON	Name of Vessel
2	Call Sign	e.g. 3ABC6	Call Sign
3	MMSI	e.g. 123456789	Maritime Mobile Service Identity Code
4	IMO Number	e.g. 0007909853	Vessel's IMO ship identification number
5	Draft	e.g.5 m	Draft of vessel in metres
6	Height	e.g. 20 m	Height in metres <sup>1</sup>
7	Agent	e.g. ABC Shipping	Name of local agent
8	ETA	e.g. 18062016/1800	First 8 numerals [18062016] 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 or Name of Terminal or Port Facility	Abbreviated location code in port e.g. AEBA (Anchorage Eastern Bunkering "Alpha") or name of terminal or port facility.
11	Purpose of Port Call	e.g. Bunkering, Taking Ship's Stores, Cargo Operations, Crew Change, Repairs/ Docking at Shipyard, Repairs at Anchorage	To state the purpose of port call.
12	Last Port	Name of last port	Last port of call e.g. Hong Kong
13	Is the vessel carrying arms <sup>2</sup>	Y or N If Y, list type and quantity.	These arms or explosives refer to those belonging to the ship or persons on board, and not carried as cargo. The vessel shall maintain a list detailing the type, quantity,
	and/or explosives <sup>3</sup> onboard <sup>4</sup> ?		and identification numbers for each item and to make available such list when

<sup>1</sup> 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.

<sup>2</sup> Arms means – (a) firearms, air-guns, air-pistols, stun guns, electronic dart guns, automatic guns, automatic pistols, guns or any other kind of gun from which any shot, bullet or other missile can be discharged or noxious fumes or noxious substance can be emitted, and any component part of any such arms; (b) bayonets, swords, daggers, spears and spearheads; and (c) such weapon, accessory, or other article or thing, as specify to be arms for the purposes of the Arms and Explosives Act (Cap. 13) or any part thereof;

S/N	Item	Data	Explanation
			requested by the Authority, or, an authorized officer
14	Will vessel be operating any unmanned aircraft while in port?	Y or No If Y, vessel is required to submit the notification via <a href="#">LINK</a>	Examples of unmanned aircraft include radio-controlled aircraft, drones and remote-controlled kites. Refer to Port Marine Circular 22 of 2021 "Flying of Unmanned Aircraft over Singapore Port Waters."
15	Remarks	(if any)	The following information is to be declared as appropriate: Conditions affecting the navigation of the vessel such as defective propulsion machinery, steering equipment, thrusters, list and/or awkward tows; Fire hazards on board. These include hazards involving dangerous goods; Nature of damage in the case of damage vessels; and Nature of immediate assistance required on arrival (if any) such as medical or firefighting. Note: To indicate NA if not applicable

I, [*state name*] the master of the vessel named in this NOA, declare that I know of and understand the requirements of the Singapore authorities for the COVID-19 pandemic, in particular, the safe management requirements or measures stated in the relevant Port Marine Circulars issued by the Port Master or the Maritime and Port Authority of Singapore. I further declare that I have clearly informed the crew of my vessel of the requirements of the Singapore authorities, and will ensure that the crew comply with all the requirements.

Declaration made by

Name :  
Designation :  
Time :  
Date :

<sup>3</sup> Explosive means any explosive within the meaning of the Arms and Explosives Act (Cap. 13).

<sup>4</sup> Arms and/or explosives carried onboard– Refers to arms or explosives belonging to the ship or persons on board, i.e. such articles as form part of the ordinary armament of any vessel or as are required for the service of any vessel or the personal use of the crew or the passengers thereof;