



PROSEDUR OPERASI STANDARD (POS)

PENGURUSAN MARINA AWAM

**JABATAN LAUT MALAYSIA
KEMENTERIAN PENGANGKUTAN MALAYSIA**

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PROSEDUR OPERASI STANDARD (POS) PENGURUSAN MARINA AWAM JABATAN LAUT MALAYSIA

1. AM

- .1 Prosedur Operasi Standard (POS) ini diwujudkan sebagai rujukan pegawai dan kakitangan Jabatan Laut Malaysia (JLM) dalam melaksanakan pengurusan marina awam di bawah seliaan JLM.

2. OBJEKTIF

- .1 Menyelaras dan menetapkan prosedur serta keperluan-keperluan yang perlu dipatuhi dalam pengoperasian marina awam.
- .2 Mewujudkan keseragaman kerja dan tindakan bagi mengurus operasi marina awam pada tahap yang optimum.

3. SKOP

- .1 POS ini terpakai kepada semua marina awam di bawah seliaan JLM.
- .2 POS ini merangkumi penetapan prosedur bagi pelaporan ketibaan dan pelepasan *craft* di pelabuhan Malaysia, daftar masuk dan daftar keluar *craft* di marina, pemantauan dan pengawalan marina, penggunaan kemudahan marina, pengurusan sampah, pengurusan *wreck*, perlindungan alam sekitar, pengurusan bangunan, penyewaan ruang bangunan dan kawasan lingkungan serta kutipan hasil bagi semua marina awam di bawah seliaan JLM.

4. DEFINISI

- .1 “*Craft*” bermaksud sesebuah kapal atau bot yang digunakan untuk sukan, *leisure* (santai) atau rekreasi.
- .2 “Marina” bermaksud mana-mana kemudahan untuk tambatan, labuhan, merapat atau menyimpan *craft* di dalam pelabuhan sepertimana ditentukan oleh Ketua Pengarah Laut di dalam Notis Marina.

- .3 “Pekeliling Marina” bermaksud sesuatu pekeliling yang dikeluarkan oleh Pegawai Pelabuhan (Pengarah Laut Wilayah).
- .4 “Notis Marina” bermaksud sesuatu notis yang dikeluarkan oleh Ketua Pengarah Laut.
- .5 “Pengurusan Marina” bermaksud Pegawai dan kakitangan yang bertanggungjawab melaksanakan tugas-tugas menguruskan marina mengikut peraturan berkuatkuasa.
- .6 “Operator” adalah termasuk penyewa (*charterer*), kontraktor atau mana-mana orang yang bertanggungjawab memberikan servis, penyelenggaraan dan penjagaan *craft* / marina.
- .7 “Pemilik” bermaksud pemilik berdaftar *craft* tersebut, individu yang mempunyai *craft* atau mana-mana individu yang bertanggungjawab ke atas *craft*.
- .8 “Pelayar” bermaksud individu yang mengoperasikan *craft*.
- .9 “Ejen” adalah individu atau syarikat yang berdaftar dengan Jabatan Kastam Diraja Malaysia bertindak menjalankan urusan berkaitan bagi pihak pemilik *craft*.
- .10 “Kawasan Kawalan” adalah kawasan yang merangkumi bangunan pejabat, kawasan ponton, akses *slipway*, dataran kejut dan *ramp*.
- .11 “*Wreck*” adalah sepertimana yang dinyatakan di dalam seksyen 381(1) Ordinan Perkapalan Saudagar 1952 dan Part VII Ordinan Perkapalan Saudagar 1960.
- .12 “Kawasan Lingkungan” adalah kawasan tanah atau premis marina yang diduduki di mana kawasan tersebut telahpun dibangunkan secara keseluruhan atau sebahagian.
- .13 “Akaun Belum Terima” adalah sepertimana dinyatakan di dalam Pekeliling Perbendaharaan Malaysia WP 10.6 – Penyelenggaraan dan Pelaporan Akaun Belum Terima.

5. PROSEDUR

.1 Pelaporan Ketibaan dan Pelepasan *Craft* di Pelabuhan Malaysia

- .1 Setiap *craft* mestilah melaporkan ketibaan menggunakan Sistem Pelepasan Kapal (*Ship Clearance System* – SCS).
- .2 Sekiranya pemilik / pelayar belum mendaftar ketibaan menggunakan SCS, pegawai dan kakitangan bertugas perlu memastikan pemilik / pelayar melaporkan ketibaan secara atas talian di marina serta merta¹.
- .3 Pegawai dan Kakitangan yang bertugas mestilah memastikan Laporan Ketibaan adalah seperti yang ditetapkan dalam **ISO SCS dan Manual Pengguna SCS (Lampiran 1)**.
- .4 **Arahan pemakaian SCS** adalah sepertimana yang ditetapkan di dalam **MSN 5/2015 (Lampiran 2)**.

.2 Daftar Masuk *Craft* di Marina Awam di bawah Seliaan JLM

Pegawai dan kakitangan bertugas hendaklah memastikan:

- .1 Setiap pelayar melapor ketibaan di marina dengan mengisi **Borang Daftar Masuk/Daftar Keluar (*Check In/Check out Form* – CIF/COF) (Lampiran 3)** sebelum atau sejurus kapal merapat di marina awam.
- .2 Membuat semakan pada dokumen asal berikut:
 - .1 Senarai anak kapal (*Crew List*) (jika ada);
 - .2 Passport / Kad Pengenalan*;
 - .3 Sijil Pendaftaran Kapal yang sah;
 - .4 *Protection and Indemnity Insurance* (P&I Insurance) atau jaminan kewangan yang sah; dan
 - .5 Salinan *Last Port Clearance* (jika berkenaan);

*** Bagi pelayar asing yang belum memperolehi pengesahan daripada Jabatan Imigresen Malaysia (JIM), pegawai dan**

¹ Pihak pengurusan marina hendaklah menyediakan sebuah komputer bagi tujuan pelaporan SCS.

kakitangan bertugas perlu memastikan pelayar tersebut melaporkan terlebih dahulu ketibaan di JIM terdekat serta merta selepas melapor ketibaan di marina dan memeriksa semula dokumen yang telah disahkan oleh JIM dalam tempoh 2 jam dari masa ketibaan.

Akta Imigresen

Seksyen 26 Pemeriksaan orang-orang yang memasuki Malaysia melalui dataran atau ditempat yang lain daripada lapangan terbang yang dibenarkan.

(2) Setiap orang yang tiba melalui laut atau udara di Malaysia di mana-mana tempat selain daripada tempat mendarat atau lapangan terbang yang dibenarkan, hendaklah dengan serta merta meneruskan dan hadir di hadapan pegawai imigresen yang terdekat.

- .3 Pegawai dan kakitangan bertugas hendaklah memastikan pelayar membuat bayaran bagi penggunaan labuhan (*berthing*), tambatan (*mooring*), bekalan air bersih, perkhidmatan pembuangan sampah, penggunaan tapak di dataran kejut, penggunaan *slipway access* dan penggunaan bekalan elektrik selaras dengan **Second Schedule – Rules 48G Fees Federation Port Rules 1953 (Lampiran 4)**.
- .4 Caj penggunaan labuhan (*berthing*), tambatan (*mooring*), penggunaan dataran kejut dan penggunaan *slipway access* adalah berdasarkan kepada tarikh daftar masuk dan tarikh jangka keluar yang dicatatkan di dalam borang CIF/COF. Bayaran perlu dikutip semasa daftar masuk bagi tempoh penggunaan yang dipohon. Pelayar dibenarkan menanggungkan pembayaran sekiranya beliau menghadapi kesukaran mendapatkan matawang Ringgit Malaysia atau wang pos, atau apa-apa alasan yang munasabah, tetapi hendaklah tidak melebihi 72jam dari masa beliau masuk.
- .5 Pegawai dan Kakitangan bertugas hendaklah memastikan kutipan bayaran yang dibuat semasa daftar masuk direkod dengan teratur dan tepat. Sekiranya pelayar / pemilik ingin melanjutkan tempoh, bayaran lanjutan tempoh tersebut juga perlu dikutip di awal tempoh baharu yang bermula. Kiraan jumlah hari hendaklah bermula dari tarikh dan masa perlanjutan.

- .6 Pegawai dan kakitangan bertugas perlu merekod bacaan meter elektrik dan air dengan tepat di dalam Borang CIF/COF dan Buku Log Craft sebelum pelayar dibenarkan menggunakan kemudahan bekalan elektrik dan air di labuhan.
- .7 **Contoh Pengiraan Kutipan Hasil** adalah seperti di **Lampiran 15**. Pengiraan hendaklah berdasarkan LBP (*length between perpendicular*), iaitu 0.96 dari LOA (*length overall*).
- .8 Nombor siri Borang CIF/COF perlulah direkod di dalam **Buku Pendaftaran Masuk dan Pendaftaran Keluar Craft (Buku Log Craft) (Lampiran 5)** bagi tujuan pengurusan rekod daftar.
- .9 Pegawai dan kakitangan bertugas hendaklah menentukan labuhan yang sesuai dengan saiz *craft* yang memasuki marina. Nombor labuhan mestilah direkodkan di dalam Borang CIF dan Buku Log *Craft*.
- .10 Pegawai dan kakitangan bertugas hendaklah menyerahkan **Pas Masuk Pelayar (Lampiran 10)** dan merekodkan nombor kad tersebut di dalam Buku Log *Craft*.
- .11 Pegawai dan kakitangan bertugas hendaklah menyerahkan salinan Borang CIF/COF yang telah diperaku dan resit bayaran kepada pelayar. Pelayar juga perlu dimaklumkan untuk mendaftar keluar dengan mengisi bahagian daftar keluar pada borang CIF/COF sekiranya mahu meninggalkan marina.
- .12 Pegawai dan kakitangan bertugas perlu memastikan pelayar yang berhasrat melanjutkan tempoh berada di marina (*extending period of stay*) membuat bayaran tambahan sebelum pelanjutan tempoh dibenarkan.
- .13 Perlu dapatkan kebenaran daripada Pengurusan Marina (Pegawai Pelabuhan) bagi kelulusan menduduki melebihi tempoh 30 hari)
- .14 Pemilik dikehendaki melantik ejen atau operator sekiranya berhasrat untuk meninggalkan *craft* di marina bagi tempoh melebihi 30 hari. Ejen atau operator yang dilantik bertanggungjawab sepenuhnya ke atas *craft* tersebut.
- .15 Salinan sijil pendaftaran ejen yang sah perlu dikemukakan untuk semakan.

- .16 Ejen atau operator yang dilantik dan Pemilik *Craft* perlu mengemukakan bukti lantikan / kontrak / perjanjian kepada Pengurusan Marina untuk semakan dan pengesahan.
- .17 **Prosedur Daftar Masuk *Craft* di Marina Awam di Bawah Seliaan JLM** adalah seperti di **Lampiran 7**.

.3 Daftar Keluar *Craft* dari Marina Awam di bawah Seliaan JLM

- .1 Proses daftar keluar dilaksanakan tujuh hari seminggu termasuk cuti umum.²
- .2 Pegawai dan kakitangan bertugas hendaklah memastikan pelayar melengkapkan bahagian Daftar Keluar (*Check Out coloumb*) pada borang CIF/COF dan mengemukakan dokumen berikut:
 - .1 Paspot yang telah disahkan oleh JIM (bagi pelayar warga asing) / Kad Pengenalan;
 - .2 Salinan Surat Izin Belayar (SIB-SCS) (jika keluar pelabuhan);
 - .3 Semua resit pembayaran berkaitan; dan
 - .4 Mendapatkan semula Pas Masuk Pelayar dan sekiranya pas tersebut gagal dikembalikan perlu dilaporkan Pengurusan Marina.
- .3 Pegawai dan kakitangan bertugas hendaklah menyemak penggunaan labuhan (*berthing*), tambatan (*mooring*), bekalan air bersih, perkhidmatan pembuangan sampah, penggunaan tapak di dataran kejut, penggunaan *slipway access* dan penggunaan bekalan elektrik serta merekodkannya di ruangan berkaitan pada Borang CIF/COF) serta Buku Log *Craft* bagi tujuan pengurusan rekod daftar dan kutipan hasil.
- .4 Pegawai dan kakitangan bertugas hendaklah membuat kiraan dan semakan semula caj dan membuat kutipan bayaran tambahan (sekiranya ada) sebelum pelayar dibenarkan belayar keluar. Caj Pengiraan mestilah selaras dengan Second Schedule Fees (Rule – 48G), Federation Port Rules 1953.

² Pengurusan Marina hendaklah memastikan pegawai / kakitangan ditempatkan di marina sepanjang masa mengikut jadual waktu kerja yang ditetapkan oleh Pengarah Wilayah.

- .5 Kutipan bayaran fi hendaklah mengikut tatacara kewangan yang sedang berkuatkuasa.
- .6 Merekod maklumat daftar keluar di dalam Buku Pendaftaran Masuk dan Pendaftaran Keluar *Craft* (Buku Log *Craft*).
- .7 Pengurusan Marina hendaklah memaklumkan kepada Pelayar berkenaan urusan pembayaran fi semasa cuti mingguan dan cuti umum boleh dilaksanakan di Pejabat Laut berdekatan.
- .8 **Prosedur Daftar Keluar *Craft* dari Marina Awam di Bawah Seliaan JLM adalah seperti di Lampiran 8.**

.4 Kawalan Keselamatan di Marina Awam bawah Seliaan JLM

- .1 Pemeriksaan Keselamatan di Pintu Masuk Utama.
 - .1 Pengawal keselamatan atau kakitangan JLM yang bertugas hendaklah menjalankan pemeriksaan / pengesahan diri dan kenderaan yang keluar / masuk marina.
 - .2 Butiran diri dan kenderaan hendaklah diperiksa dan direkod dalam **Buku Pendaftaran Keluar Masuk ke Marina (Buku Log Marina) (Lampiran 9)** di pintu masuk utama dan memberikan **Pas Masuk Pelawat (Lampiran 10)** kepada pelawat serta mengambil semula Pas Masuk Pelawat apabila pelawat keluar.
 - .3 Pengawal keselamatan atau kakitangan yang menjalankan pemeriksaan di pintu keluar masuk perlu melaporkan segera kepada Ketua Pengawal Keselamatan atau pegawai yang bertugas sekiranya menemui perkara, senjata atau barang yang mencurigakan untuk tindakan lanjut.
 - .4 Ketua Pengawal Keselamatan atau pegawai yang bertugas menjalankan siasatan dan menyerahkan kepada pihak polis sekiranya terdapat unsur-unsur jenayah dan pelanggaran undang undang.
 - .5 Pegawai dan kakitangan perlu memantau kontrak perkhidmatan kawalan keselamatan serta cctv dan memastikan kontrak dipatuhi.

.6 Manual Kawalan Keselamatan di Marina Awam bawah Seliaan JLM seperti di Lampiran 11.

.2 Pemeriksaan Keselamatan di Kawasan Kawalan.

- .1 Pengawal keselamatan atau kakitangan JLM yang bertugas mesti menjalankan pemeriksaan / pengesahan diri sebelum membenarkan individu masuk ke kawasan kawalan.
- .2 Pegawai dan kakitangan bertugas hendaklah memastikan setiap pelayar mempamerkan Pas Masuk Pelayar sebelum dibenarkan masuk ke kawasan kawalan.
- .3 Bagi individu bukan pelayar, cop pengesahan hendaklah diperolehi daripada Pengurusan Marina dan dikemukakan kepada pengawal keselamatan / kakitangan bertugas sebelum dibenarkan memasuki kawasan kawalan.
- .4 Pengawal keselamatan atau kakitangan yang bertugas hendaklah menjalankan rondaan di setiap '*clocking point*' yang telah ditetapkan.
- .5 Pengawal keselamatan atau kakitangan yang bertugas perlu memastikan tiada aktiviti yang tidak dibenarkan / dilarang dilakukan di kawasan marina. Senarai aktiviti dilarang adalah sepertimana Terma dan Syarat yang dinyatakan di dalam Borang Daftar Masuk (*Check In Form* - CIF).
- .6 Pengawal keselamatan atau kakitangan perlu memastikan CCTV sentiasa berfungsi sepenuhnya. Sekiranya berlaku sebarang kerosakan CCTV, aduan hendaklah dibuat dengan serta merta kepada Pejabat Pentadbiran Wilayah masing-masing bagi permohonan pembaikan segera.
- .7 Manual Kawalan Keselamatan di Marina Awam bawah Seliaan JLM adalah seperti di Lampiran 11.**

.5 Penggunaan Kemudahan Marina [Labuhan (*Berthing*), Tambatan (*Mooring*), Bekalan Air Bersih, Perkhidmatan Pembuangan Sampah, Penggunaan Tapak Di Dataran Kejut, Penggunaan *Slipway Access* dan Penggunaan Bekalan Elektrik]

- .1 Setiap *craft* yang ingin menggunakan kemudahan labuhan (*berthing*), tambatan (*mooring*), bekalan air bersih, perkhidmatan pembuangan sampah, penggunaan tapak di dataran kejut, penggunaan *slipway access* dan penggunaan bekalan elektrik perlulah menandakan ruangan yang disediakan di dalam Borang Daftar Masuk (*Check In Form - CIF*).
- .2 Pegawai bertugas mestilah membuat semakan dan kelulusan penggunaan kemudahan-kemudahan adalah tertakluk kepada ketersediaan fasiliti yang berkaitan.
- .3 Membuat kiraan caj penggunaan bagi setiap penggunaan kemudahan serta memastikan pungutan bayaran dilaksanakan mengikut caj yang ditetapkan di dalam *Second Schedule Federation Port Rules 1953*.
- .4 Membuat semakan dan mengesahkan maklumat kiraan caj. **Contoh Pengiraan Kutipan adalah seperti di Lampiran 16.**
- .5 Caj penggunaan labuhan (*berthing*), tambatan (*mooring*), penggunaan dataran kejut dan penggunaan *slipway access* adalah berdasarkan kepada tarikh daftar masuk dan keluar di dalam borang CIF. Kakitangan bertugas hendaklah memastikan bayaran perlu diterima semasa daftar masuk.
- .6 Kutipan bayaran fi hendaklah mengikut tatacara kewangan yang sedang berkuatkuasa.
- .7 Pegawai dan Kakitangan bertugas hendaklah memastikan syarat penggunaan *Slipway*, *Ramp* dan Dataran Kejut dipatuhi:-
 - .1 Penggunaan *Slipway*, *Ramp* dan Dataran Kejut adalah terhad bagi penggunaan menurunkan kapal, menaikkan kapal dan menempatkan (*storing*) kapal.
 - .2 Sebarang penggunaan yang melibatkan pemasangan atau pembinaan struktur kekal adalah dilarang.

- .3 Penggunaan bagi struktur tidak kekal perlulah dipohon melalui permohonan sewaan ruang bangunan sepertimana yang ditetapkan dalam **Arahan PTP Bilangan 1 Tahun 2013: Garis Panduan Pengurusan Penyewaan Tanah Persekutuan Oleh Kementerian / Jabatan Pengguna Bagi Ruang Bangunan (Premis) Dan Kawasan Lingkungan (Demis) di Lampiran 12.**

.6 Pengurusan Sampah

- .1 Kakitangan perlu memastikan pelayar membuang sampah di tempat yang disediakan.
- .2 Sekiranya perkhidmatan membuang sampah disediakan di marina, caj perkhidmatan membuang sampah adalah sepertimana yang ditetapkan dalam para 4 (*Garbage Disposal Service*) Jadual Kedua – Peraturan 48G, Federation Port Rules 1953.

.7 Pengurusan Wreck

- .1 Pegawai atau kakitangan yang bertugas hendaklah menghubungi pemilik melalui alamat perhubungan yang dinyatakan di dalam Borang CIF pada hari terakhir sewaan.
- .2 Sekiranya pelayar tidak dapat dihubungi selepas tujuh (7) hari tamat tempoh sewaan, pegawai atau kakitangan bertugas perlu melaporkan secara bertulis kepada Pengarah Wilayah selaku Penerima Wreck untuk tindakan selanjutnya mengikut SOP Wreck berkuatkuasa.

.8 Perlindungan Alam Sekitar

- .1 Setiap pelayar / penyewa yang ingin melakukan aktiviti-aktiviti seperti kerja-kerja pembaikan atau pengubahsuaian kapal termasuk kerja-kerja pembinaan, kimpalan, pengisaran atau pemotongan logam dan penyemburan atau mengecat di Dataran Kejat perlu mendapatkan kebenaran bertulis daripada Pengurusan Marina sebelum dibenarkan melaksanakan aktiviti tersebut.
- .2 Kerja-kerja pembaikan atau pengubahsuaian kapal termasuk kerja-kerja pembinaan, kimpalan, pengisaran atau pemotongan logam dan

penyemburan atau mengecat adalah **DILARANG** di *slipway access*, *gangway* dan pontun dalam marina. Walau bagaimanapun kebenaran daripada Pengurusan Marina mestilah diperolehi sekiranya terdapat keperluan mendesak bagi menjalankan kerja-kerja pembaikan *craft* di kawasan tersebut.

.9 Pengurusan Bangunan

- .1 Pegawai dan Kakitangan perlu membuat pemeriksaan secara berkala iaitu **setiap tiga bulan** sekali bagi memastikan kemudahan sentiasa dalam keadaan baik. Laporan pemeriksaan perlu dilaporkan di dalam **Borang Laporan Pemeriksaan Fizikal Aset - Borang JKR.PATAF6/3 (Lampiran 13)**. Borang tersebut perlu dilengkapkan dan dihantar kepada Pengarah Wilayah untuk tindakan lanjut.
- .2 Sebarang aduan kerosakan perlu dilaporkan segera kepada Ketua Bahagian HEPP Wilayah masing-masing melalui **Borang Laporan Kecacatan / Kerosakan - Borang JKR.PATA F6/4 (Lampiran 14)** untuk tindakan lanjut.
- .3 Pegawai dan kakitangan perlu memastikan kebersihan di kawasan bangunan, pontun dan sekitar marina sentiasa berada di tahap yang terbaik.
- .4 Pegawai yang bertanggungjawab perlu memantau kontrak perkhidmatan (kawalan keselamatan) dan kontrak penyelenggaraan (pembersihan, elektrik dan mekanikal, CCTV, kawalan serangga perosak, sanitari, lanskap dan lain-lain) dan memastikan kontrak dipatuhi.

.10 Penyewaan Ruang Bangunan dan Kawasan Lingkungan (Demis)

- .1 Penggunaan fasiliti tersebut bagi meletakkan struktur kekal adalah dilarang.
- .2 Permohonan penggunaan atau sewaan struktur tidak kekal di ruang bangunan dan kawasan lingkungan perlulah dipanjangkan kepada Pengarah Bahagian Khidmat Pengurusan, Ibu Pejabat Laut Malaysia melalui Pengarah Laut Wilayah dengan melengkapkan Borang Permohonan Sewa Ruang Bangunan (JKPTG/SPHP 1/04).

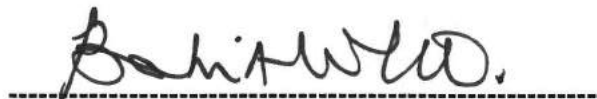
- .3 Setiap permohonan sewaan hendaklah mengikut Arahan PTP Bilangan 1 Tahun 2013: Garis Panduan Pengurusan Penyewaan Tanah Persekutuan Oleh Kementerian / Jabatan Pengguna Bagi Ruang Bangunan (Premis) Dan Kawasan Lingkungan (Demis) seperti di Lampiran 12.
- .4 Jabatan Laut Wilayah bertanggungjawab mendapatkan penilaian kadar sewa bagi tahun semasa daripada Jabatan Penilaian dan Perkhidmatan Harta untuk disertakan bersama setiap permohonan sewaan.
- .5 Jabatan Laut Wilayah hendaklah memantau kegiatan penyewa supaya tidak melanggar syarat-syarat perjanjian penyewaan yang telah ditandatangani.
- .6 Bakal penyewa tidak dibenarkan memasuki tapak sewa sehingga kelulusan permohonan diperolehi. Permohonan kebenaran memasuki tapak awal perlulah dipanjangkan kepada Pengarah Bahagian Khidmat Pengurusan, Ibu Pejabat Laut Malaysia melalui Pengarah Laut Wilayah.
- .7 Permohonan pemasangan meter elektrik berasingan perlulah dibuat atas nama penyewa bagi penggunaan atau sewaan yang melibatkan penggunaan elektrik tidak berpusat.

.11 Kutipan Hasil

- .1 Setiap kutipan hasil marina mestilah diuruskan oleh pegawai dan kakitangan yang diberi kuasa di bawah tatacara kewangan yang sedang berkuatkuasa.
- .2 Bayaran yang belum diterima hendaklah direkod sebagai Akaun Belum Terima mengikut tatacara kewangan yang sedang berkuatkuasa.
- .3 Caj fi penggunaan labuhan (*berthing*), tambatan (*mooring*), bekalan air bersih, perkhidmatan pembuangan sampah, tapak di dataran kejut, *slipway access* dan bekalan elektrik adalah seperti yang dinyatakan di dalam *Second Schedule – Fees (Rule 48G), Federation Port Rules 1953*.

- .4 Bagi kutipan hasil sewa ruang bangunan dan kawasan lingkungan diuruskan oleh Ibu Pejabat Laut Malaysia berdasarkan prosedur kewangan yang sedang berkuatkuasa.

DILULUSKAN OLEH :



DATO' HJ BAHARIN BIN DATO' ABDUL HAMID
Ketua Pengarah Laut

19/8/2019

LAMPIRAN 1

 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 1/9

PENGURUSAN KETIBAAN DAN PELEPASAN KAPAL

PT-HEPP-10

Diluluskan oleh:	Kapt. Jailani bin Jalal Pengarah Bahagian Hal Ehwal Pelaut dan Pelabuhan
Tarikh:	04 September 2015

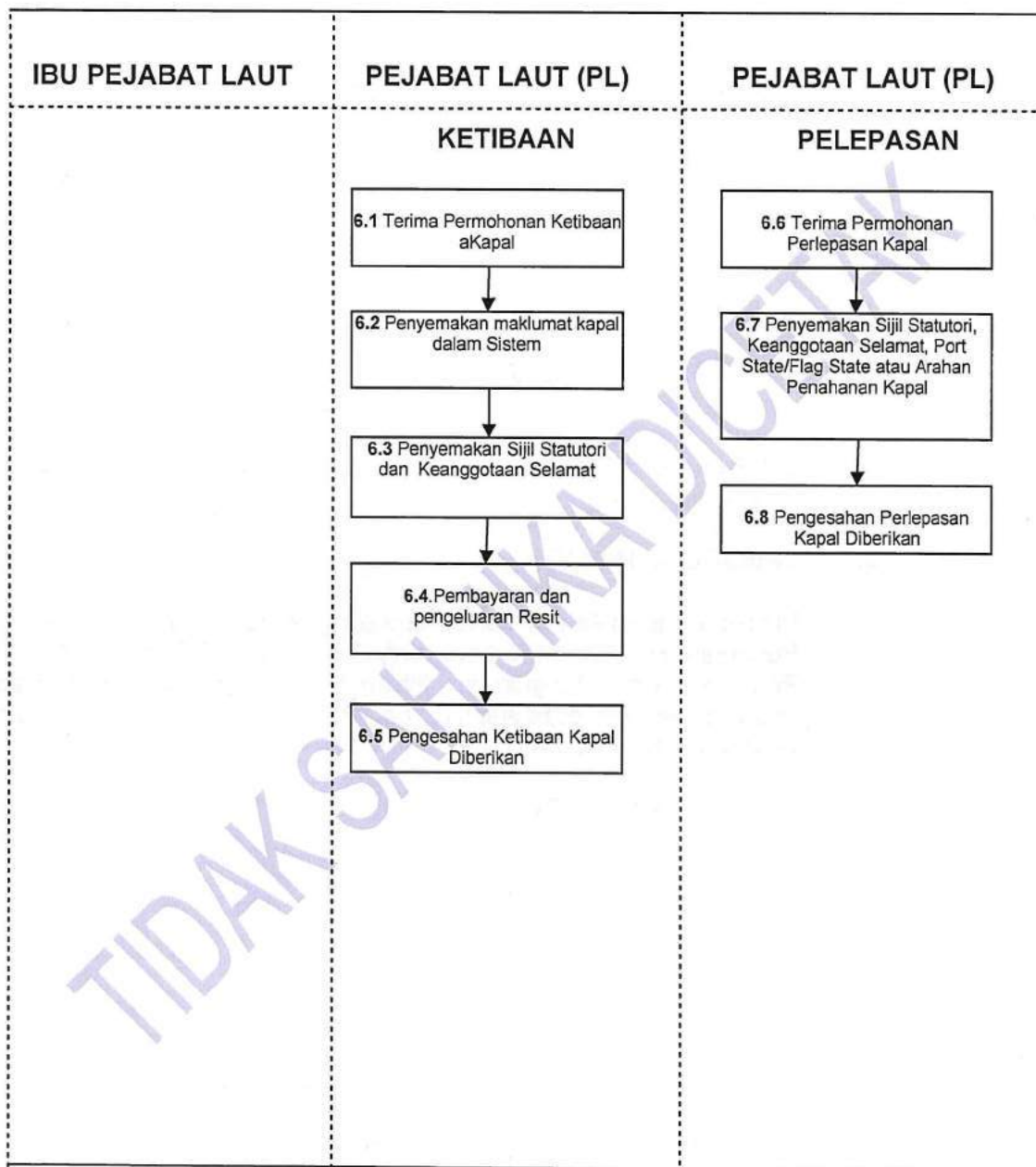
 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 2/9

Rekod Pindaan.

Pindaan	Tarikh	Huraian Pindaan
-	01/07/2009	Keluaran baru berdasarkan kepada MS ISO 9001:2008
01	04/09/2015	Pindaan baru berdasarkan kepada pertukaran Sistem MAPASS kepada Sistem Pengurusan Ketibaan dan Pelepasan Kapal bagi permohonan ketibaan dan perlepasan kapal di pelabuhan-pelabuhan seluruh Malaysia

 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 3/9

**CARTA ALIR
PENGURUSAN KETIBAAN DAN PELEPASAN KAPAL**



 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 4/9

1. OBJEKTIF.

Untuk memastikan Pengurusan Ketibaan dan Pelepasan Kapal mematuhi Ordinan Perkapalan Saudagar 1952 (Merchant Shipping Ordinance, 1952), Ordinan Perkapalan Saudagar 1960 Sabah (Merchant Shipping Ordinance, 1960 Sabah), Ordinan Perkapalan Saudagar 1960, Sarawak (Merchant Shipping Ordinance, 1960 Sarawak)

2. SKOP.

2.1 Prosedur ini merangkumi proses bagi pengurusan permohonan berikut:

2.1.1 Permohonan ketibaan kapal

2.1.2 Permohonan perlepasan kapal.

2.2 Prosedur ini terpakai di semua Pejabat Laut bagi urusan ketibaan dan pelepasan kapal.

3. TANGGUNGJAWAB.

Prosedur ini adalah di bawah tanggungjawab Ketua Pengarah, Pengarah Bahagian Hal Ehwal Pelaut dan Pelabuhan (HEPP), Ketua Penolong Pengarah Unit Pengurusan Pelabuhan, Kargo & Barter Trade serta pegawai-pegawai di bawahnya, dan Pengarah laut Wilayah serta pegawai-pegawai di bawahnya.

4. DEFINASI/SINGKATAN.

- | | | |
|-----|--------|--|
| 4.1 | KP | - Ketua Pengarah. |
| 4.2 | PBHEPP | - Pengarah Bahagian Hal Ehwal Pelaut Dan Pelabuhan. |
| 4.3 | PLW | - Pengarah Laut Wilayah. |
| 4.4 | KPP | - Ketua Penolong Pengarah. |
| 4.5 | KPL | - Ketua Pejabat Laut. |
| 4.6 | UPPKBT | - Unit Pengurusan Pelabuhan, Kargo dan Barter Trade. |

 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 5/9

- 4.7 PL - Pegawai Laut
- 4.8 PPL - Penolong Pegawai Laut.
- 4.9 Pemohon - Agen Perkapalan/Pemilik Kapal/Kapten Kapal.
- 4.10 PSM - Pegawai Sistem Maklumat.
- 4.11 PPSM - Penolong Pegawai Sistem Maklumat.
- 4.12 MKK - Merinyu Kapal Kanan di Pejabat Wilayah/Pelabuhan.
- 4.13 PT - Pembantu Tadbir.
- 4.14 Pemb. Laut - Pembantu Laut.
- 4.14 SCS - *Ship Clearance System*.

5. RUJUKAN.

- 5.1. Merchant Shipping Ordinance 1952.
- 5.2. Merchant Shipping Ordinance 1960, Sabah
- 5.3. Merchant Shipping Ordinance 1960, Sarawak
- 5.4. Akta Dius Api Persekutuan 1953
- 5.5. Notis Perkapalan Malaysia (NPM 5/2012)
- 5.6. Manual/Dokumentasi Pengguna Sistem SCS

 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 6/9

6. PROSEDUR.

TANGGUNGJAWAB	TINDAKAN
	PEJABAT PELABUHAN (KETIBAAN KAPAL)
PL/PPL/Pemb. Laut/PT	6.1. Terima permohonan ketibaan kapal.
PL/PPL/Pemb. Laut/PT	6.2 Semak maklumat dan butiran kapal.
PL/PPL/Pemb. Laut/PT	6.3 Semakan terhadap tarikh sah laku sijil statutori kapal dan sijil keanggotaan selamat. Jika tidak lengkap, arahkan pemohon untuk kemaskini semula sehingga lengkap.
PL/PPL/Pemb. Laut/PT	6.4 Semak status bayaran dius api. Bayaran dikenakan jika pada tahun yang sama, bagi kapal yang sama, bayaran dius api adalah kurang 10 kali.
PL/PPL/Pemb. Laut/PT	6.4.1 Terima bayaran: (a) secara atas talian (<i>online</i>)-Pejabat Laut membuat semakan no. resit yang dijana oleh sistem; atau (b) secara manual- Pejabat Laut akan mengeluarkan resit bayaran kepada pemohon dan mengemaskini maklumat No. Resit ke dalam sistem.
PL/PPL/Pemb. Laut/PT	6.5 Pengesahan ketibaan kapal diberikan.
	PELEPASAN KAPAL
PL/PPL/Pemb. Laut/PT	6.6 Terima permohonan pelepasan kapal.
PL/PPL/Pemb. Laut/PT	6.7 Proses semakan di antaranya seperti semakan sijil statutori, keanggotaan kapal dan juga laporan Port State Control (PSC)/ Flag State Control (FSC) sekiranya ada dan mana-mana arahan penahanan kapal dari pihak berkuasa yang berkaitan.

 ISO 9001:2008	Jabatan Laut Malaysia	No. Pindaan: 01
	Pengurusan Ketibaan dan Pelepasan Kapal	Tarikh: 04/09/2015
		Mukasurat: 7/9

TANGGUNGJAWAB	TINDAKAN
PL/PPL/Pemb. Laut/PT	6.8 Pengesahan perlepasan kapal diberikan

7. REKOD.

Bil.	Rekod	Tempoh Penyimpanan (Tahun)
7.1	Borang permohonan kata laluan JALIN PASS 1/2004	5 tahun

TIDAK SAH JIKA DICETAK



Ship Clearance System (SCS) JLM User Manual

28th Feb 2014

Document Version 2.1

Prepared by:

iCore Solutions Sdn Bhd

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SCS JLM User Manual

This user manual covers the JLM officer scope of Ship Clearance System (SCS).

This user manual cover:

1. Accessing to the Ship Clearance System.
2. System administration management through Ship Clearance System Portal.
3. Ship Arrival Registration/Approval.
4. Ship Departure Approval.
5. Barter Trade Registration.
6. Report.

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Change History

Author	Version	Date	Remarks
Ng Chee Hau	1.0	27 th Dec 2012	First version
Koh Ren Chien	2.0	5 th Apr 2013	Second version
Koh Ren Chien	2.1	28 th Feb 2013	Update interface changes

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1. Accessing Ship Clearance System

1.1 Login System

1. To start accessing the Ship Clearance System, open up the Internet Explorer and type in the given URL: <http://marine21.marine.gov.my/scsilm/>



Please use Internet Explorer version 9.0 and above.

2. This will bring up the Ship Clearance System Login Page as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Jabatan Laut Officer Login Page

Login ID:
Password:

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3. JLM officer can use their existing SCS login id and password to enter the system. If they don't have the login id or forget their password, they need to contact the IT department to create the new login account or reset the password for them.

4. Upon successful login as JLM officer/user, system will default the main page as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt
2.0 Ship Arrival
3.0 Ship Departure

HOME

Ship Arrival

Ship Name	Est. Arrival Date	Status
EVER GREEZE	25-12-2012	Estimated
JUNG SOON II	19-12-2012	Estimated
MAJU BORNEO	19-12-2012	Estimated
KAN MAN	19-12-2012	Estimated

Ship Departure

Ship Name	Est. Departure Date	Status
SIN HAI SOON NO 6	01-01-1990	Declared
NICH SOON SATU	01-01-1990	Declared
BLUEBILL	01-01-1990	Declared
SUN	12-07-1930	Declared
DRAGONDA	20-11-2009	Declared

New Foreign Ship

Ship Name	Issued Date	Status
Shorel	01-01-1990	New
123124312	01-01-1990	New
1234567	10-12-2012	New

Ship Certificate

Ship Name	Issued Date	Status
URU STAR 24278	01-05-2012	New
DILI STAR	01-05-2012	New
BUNGA TERATAI 3	01-10-2012	New
BUNGA TERASEK	01-10-2012	Update
BUNGA TERATAI 3	05-10-2012	Update

Agent

User Name	Email	Created Date
lohric	testing@testing.com	10-12-2012
UnetName	testingkuh09@testing.com	17-12-2012
kah ren chen	krc@yahoo.com	17-12-2012
UnetName	test2@test.com	07-11-2012
testingregister	test2@test.com	02-11-2012

Agent Companies

Code	Name	Created Date
KS751	kch 8751	10-12-2012

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5. JLM officer will see the info of ship arrival, ship departure registration, new foreign ship registration, ship certificate registration, agent registration and agent companies' registration in the dash board of home page.

2. System Administration

2.1 Managing JLM User Profile

1. To start Managing JLM User Profile, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [User Mgmt] from [System Mgmt] menu.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafsol (JOHOR BAHRU) Home | Change Password | Logout

1.0 System Mgmt

- 1.1 Agent Audit Log
- 1.2 Agent Company Mgmt
- 1.3 Agent User Mgmt
- 1.4 Charges Mgmt
- 1.5 Flag Mgmt
- 1.6 Foreign Ship Mgmt
- 1.7 JLM Audit Log
- 1.8 Port Mgmt
- 1.9 Purpose of Call Mgmt
- 1.10 Ship Certificate Mgmt
- 1.11 Ship Profile Mgmt
- 1.12 User Group Mgmt
- 1.13 Users Mgmt**

2.0 Ship Arrival

3.0 Ship Departure

Ship Arrival Declaration

Est. Arrival Date	Status	Ship Name
04-10-2013	Estimated	YUKCHI 17
04-10-2013	Estimated	EAST STAR
04-10-2013	Estimated	MOI SOON SATU
04-10-2013	Estimated	SIN HAI SOON NO 8
04-10-2013	Estimated	BLUESILL

Ship Departure Declaration

Ship Name	Est. Departure Date	Status
YUKCHI 17	01-01-1900	Declared
EAST STAR	01-01-1900	Declared
MOI SOON SATU	01-01-1900	Declared
SIN HAI SOON NO 8	01-01-1900	Declared
BLUESILL	01-01-1900	Declared

New/Update Ship Certificate

Ship Name	Issued Date	Status
URISTAR 24273	01-09-2012	New
DILI STAR	01-09-2012	New
BUNGA TERATAI 3	15-10-2012	Update
KOTA KAYANUS 0	08-11-2012	New
MOI SOON SATU	08-11-2012	New

Latest Agent Company Registration

Code	Name	Created Date
18751	koh 8751	18-12-2012

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Only the officer with the access right to manage the JLM User can access the JLM user management page.

- Step 2 will bring up the JLM User Management page with JLM user list and 3 action icons as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABURAN KELANG) Home | Change Password | Logout

1.0 System Mgmt: > **1.13 JLM User Management**

2.0 Ship Arrival >

3.0 Ship Departure >

Search: User ID Port Operation

Total Records: 854 | Page No: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Prev | Next

Name	Login ID	Email	Port	Status	Action
AB MALIK BIN HASHIM	abmalik		MYRUH	Inactive	  
ABANG MOHAMAD BIN ABANG HAJI	abnan		MYKCH	Inactive	  
ABAS BIN TOMIK	abas		MYKCH	Active	  
ABD GHANI BIN OSMAN	agud		MYKBR	Inactive	  
ABD KAMIL BIN MAIL @ ISMAIL	kamil		MBSDK	Active	  
ABD KAYUM	kayum		MBLDU	Inactive	  
ABD LATIF BIN SAMAN	latif		MBSDK	Active	  
Abd Rahim Bin Ismail	rahimismail	abdnazir@jsh.gov.my	MBMRK	Active	  
ABD TAIB B SAVI	TAIB		MYKSW	Inactive	  
ABD JALAL BIN MOHAIDIN	JALAL		MYPGU	Active	  
ABD LATIF BIN ADRIAN	adrianlatif		MRTM1	Active	  

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- JLM officer can search user using User ID and Port Operation.
- JLM officer can manage the JLM user by add new user, update the existing user's information and delete the user.

2.1.1 Add New JLM User Profile

- To add new user profile, JLM officer needs to choose the  icon. Add JLM User page will be shown as below.
- JLM officer needs to enter the user info and assign the user privilege to the new user. After that click the **[Add]** button to process the new JLM user registration.
- JLM officer may click the **[Back]** button to back to the previous page.

The screenshot shows the 'Add JLM User' form in the Ship Clearance System (SCS) interface. The form is titled 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM'. It includes a sidebar with navigation links: 1.0 System Mgmt, 2.0 Ship Arrival, and 3.0 Ship Departure. The main form area is divided into 'User Info' and 'User Privilege' sections. The 'User Info' section contains fields for Name, Login ID, Password, Email Address, Port (dropdown), Region (dropdown), Status (dropdown), and User Group (dropdown). The 'User Privilege' section contains a list of checkboxes for various permissions: Users Mgmt, Agent User Mgmt, Ship Profile Mgmt, Foreign Ship Mgmt, Charges Mgmt, Flag Mgmt, Cargo Report, Agent Audit Log, Barter Trade Report, Port Mgmt, Agent Company Mgmt, Ship Certificate Mgmt, Purpose of Call Mgmt, User Group Mgmt, Passenger Report, JLM Audit Log, and Vessel Report. The form also includes 'Add' and 'Back' buttons at the bottom.

2.1.2 Update JLM User Profile

1. To update or change JLM user's profile, JLM officer need to choose the  icon. Edit JLM User page will be shown as below.

The screenshot shows the 'Edit JLM User' form in the Ship Clearance System (SCS) interface. The form is titled 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM'. It includes a sidebar with navigation links: 1.0 System Mgmt, 2.0 Ship Arrival, and 3.0 Ship Departure. The main form area is divided into 'User Info' and 'User Privilege' sections. The 'User Info' section contains fields for Name, Login ID, Password, Email Address, Port (dropdown), Region (dropdown), Status (dropdown), and User Group (dropdown). The 'User Privilege' section contains a list of checkboxes for various permissions: Users Mgmt, Agent User Mgmt, Ship Profile Mgmt, Foreign Ship Mgmt, Charges Mgmt, Flag Mgmt, Cargo Report, Agent Audit Log, Barter Trade Report, Port Mgmt, Agent Company Mgmt, Ship Certificate Mgmt, Purpose of Call Mgmt, User Group Mgmt, Passenger Report, JLM Audit Log, and Vessel Report. The form also includes 'Update' and 'Back' buttons at the bottom.

2. JLM officer have to fill up the entire field required. User access right for the target user can be change.

3. After that, "Update" button clicked to finish the update. The "Back" button allows the JLM officer to back to the previous page.

2.1.3 Delete JLM User Profile

1. To delete JLM user's profile, JLM officer need to choose the  icon as shown below.



The screenshot displays the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM interface. The header includes the system name and a welcome message for CHE HAU (PELABUHAN KELANG). The main menu on the left shows options for System Mgmt, Ship Arrival, and Ship Departure. The current view is '1.13 JLM User Management'. A search bar and a dropdown for 'Port Operation' are visible. Below the search bar, a table titled 'JLM Users List' displays user information. The table has columns for Name, Login ID, Email, Port, Status, and Action. The 'Action' column contains icons for editing and deleting user profiles. The footer shows the copyright information for 2012 and the version number 2.0.

Name	Login ID	Email	Port	Status	Action
AB MALIK BIN HADHM	ahmalik		MY001H	Inactive	 
ABANG MOHAMAD BIN ABANG NAUF	aman		MY001H	Inactive	 
ABAS BIN TOMK	abas		MY001H	Active	 
AED GHANI BIN OSMAN	ayud		MY001H	Inactive	 
AED KAMIL BIN MAIL @ ISMAIL	kamil		MY001H	Active	 
AED KAYUM	kayum		MY001H	Inactive	 
AED LATIP BIN SAMAN	latip		MY001H	Active	 
Abd Rahim Bin Ismail	rahimismail	abonazir@stlh.gov.my	MY001H	Active	 
AED TAIB B SAWI	TAIB		MY001H	Inactive	 
AED JALAL BIN MOHAMAD	JALAL		MY001H	Active	 
ARP I ATIF BIN APRIKSY	ahmedid		MY001H	Active	 

2.2 Managing User Group

1. To start Managing User Group, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [User Group Mgmt] from [System Mgmt] menu.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt

- 1.1 Agent Audit Log
- 2.0 Ship Arrival
 - 1.2 Agent Company Mgmt
 - 1.3 Agent User Mgmt
- 3.0 Ship Departure
 - 1.4 Charges Mgmt
 - 1.5 Flag Mgmt
 - 1.6 Foreign Ship Mgmt
 - 1.7 JLM Audit Log
 - 1.8 Port Mgmt
 - 1.9 Purpose of Call Mgmt
 - 1.10 Ship Certificate Mgmt
 - 1.11 Ship Profile Mgmt
 - 1.12 User Group Mgmt**
 - 1.13 Users Mgmt

Reports

- 1.14 Barter Trade Report
- 1.15 Cargo Report
- 1.16 Passenger Report
- 1.17 Vessel Report

Ship Departure Declaration

Est. Arrival Date	Status	Ship Name	Est. Departure Date	Status
14-03-2014	Estimated	BUNGA MAS 10	30-05-2012	Declared
15-03-2014	Estimated	PRIME SAILOR	05-09-2012	Declared
08-03-2014	Estimated	BRO IMTRES	07-11-2012	Declared
04-03-2014	Estimated	HYA BUILDER	04-12-2012	Declared
02-03-2014	Estimated	VICTORIA HARBOUR	18-04-2013	Declared

New/Update Ship Certificate

Issued Date	Status	Ship Name	Issued Date	Status
04-07-2013	New	DELPHINUS	13-10-1994	New
06-08-2013	New	SIRAGA BESAR 10	12-08-1997	New
06-11-2013	New	AGLE	10-09-2001	New
11-10-2013	New	AGLE	20-05-2002	New
12-10-2013	New	TS Surya Wira 5	07-10-2002	Update

Latest Agent Company Registration

Code	Name	Created Date
PS165	TAS MARITIME SDN BHD	30-09-2013
STPS	STRAITS PERKASA SERVICES SDN BHD	20-07-2013
MTSA	Malaysia Transport Audit JLM	20-02-2014
SS053	KONTENA NASIONAL BERHAD	24-09-2013
RSYC	Royal Selangor Yacht Club	23-09-2013

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Only the officer with the access right to manage the user group can access the user group management page.

- Step 2 will bring up the User Group Mgmt page with user group list and 3 action icons as shown below.



- JLM officer can manage the user group by add new group, update the existing user group and delete the user group.

2.2.1 Add New User Group

- To add new user profile, JLM officer needs to choose the  icon. Add User Group page will be shown as below.
- JLM officer needs to enter the user group info and click the **[Add]** button to process the new user group registration.
- JLM officer may click the **[Back]** button to back to the previous page.



2.2.2 Update User Group

1. To update or change user group, JLM officer need to choose the  icon. Edit User Group page will be shown as below.



2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.

2.2.3 Delete User Group

1. To delete User Group, JLM officer need to choose the  icon as shown below.



Id	Description	Action
1	admin	
2	officer	
200	STATE OFFICER	
3	HEPP ADMIN	
99	HEPP OFFICER	

2.3 Managing Ports

1. To start Managing Ports, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Port Mgmt] from [System Mgmt] menu.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizul (JOHOR BAHRU) Home | Change Password | Logout

1.0 System Mgmt

- 1.1 Agent Audit Log
- 1.2 Agent Company Mgmt
- 1.3 Agent User Mgmt
- 1.4 Charges Mgmt
- 1.5 Flag Mgmt
- 1.6 Foreign Ship Mgmt
- 1.7 JLM Audit Log
- 1.8 Port Mgmt**
- 1.9 Purpose of Call Mgmt
- 1.10 Ship Certificate Mgmt
- 1.11 Ship Profile Mgmt
- 1.12 User Group Mgmt
- 1.13 Users Mgmt
- Reports-----
- 1.14 Barter Trade Report
- 1.15 Cargo Report
- 1.16 Passenger Report
- 1.17 Vessel Report

Ship Arrival

Est. Arrival Date	Status
04-10-2013	Estimated
04-10-2013	Estimated
04-10-2013	Estimated
04-10-2013	Estimated

Ship Departure Declaration

Ship Name	Est. Departure Date	Status
YUKON 17	01-01-1900	Declared
EAST STAR	01-01-1900	Declared
MOI SOON SATU	01-01-1900	Declared
SIN HAI SOON NO 8	01-01-1900	Declared
BLUEBILL	01-01-1900	Declared

New/Update Ship Certificate

Ship Name	Issued Date	Status
UNISTAR 24278	01-05-2012	New
DILI STAR	01-05-2012	New
BUNGA TERATAI 3	15-10-2012	Update
KOTA KAYANG II	05-11-2012	New
MOI SOON SATU	05-11-2012	New

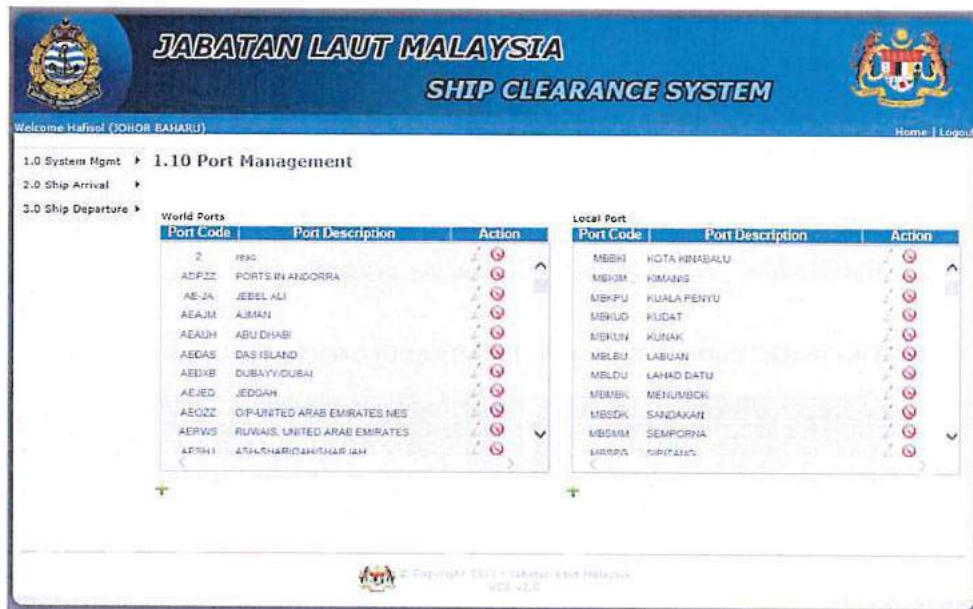
Latest Agent Company Registration

Code	Name	Created Date
45731	kuh 0751	15-12-2012



Only the officer with the access right to manage the port can access the port management page.

3. Step 2 will brings up the Port Mgmt page with port list and 3 action icons as shown below.



- JLM officer can manage the port by add new port, update the existing port and delete the port.

2.3.1 Add New Port

- To add new port, JLM officer needs to choose the  icon. Add Port page will be shown as below.



- JLM officer needs to enter the port info and click the **[Add]** button to process the new port registration.
- JLM officer may click the **[Back]** button to back to the previous page.

2.3.2 Update Port

1. To update or change port, JLM officer need to choose the  icon. Edit Port page will be shown as below.
2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.



2.3.3 Delete Port

1. To delete Port, JLM officer need to choose the  icon as shown below.



World Ports			Local Port		
Port Code	Port Description	Action	Port Code	Port Description	Action
2	MSL		MPBKJ	KOTA KINABALU	
ADPZZ	PORTS IN ANDORRA		MBKIM	KOMANG	
AEJA	JEBEL ALI		MBKPU	KUALA PENYU	
AEAM	AJMAN		MBKUD	KUDAT	
AEAH	ABU DHABI		MBKUN	KUNIAH	
AEDAS	DAS ISLAND		MBLEU	LABUAN	
AEDXB	DUBAYY DUBAI		MBLDU	LAHAD DATU	
AEJED	JEDDAH		MBMBK	MEHUMBON	
AEOZZ	QIP-UNITED ARAB EMIRATES NES		MBSDK	SANDAKAN	
AEKWS	RUWAS, UNITED ARAB EMIRATES		MBSEM	SEMPORNA	
AKSHI	AKH-SHARJAH-SHARJAH ISH		MBSPG	SIPITANG	

2.4 Managing Port/Light Dues Charges

1. To start Managing Port/Light Dues Charges, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Charges Mgmt] from [System Mgmt] menu.



Only the officer with the access right to manage the charges can access the charges management page.

3. Step 2 will brings up the Charges Mgmt page with port list and 3 action icons as shown below.



2.4.1 Add New Port/Light Dues Charges

1. To add new charges, JLM officer needs to choose the  icon. Add charges page will be shown as below.



2. JLM officer needs to enter the charges info and click the **[Add]** button to process the new port registration.
3. JLM officer may click the **[Back]** button to back to the previous page.

2.4.2 Update Port/Light Dues Charges

1. To update or change charges, JLM officer need to choose the  icon. Edit Charges page will be shown as below.
2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) [Home](#) [Change Password](#) [Logout](#)

1.0 System Mgmt ▶ **Edit Charges**
2.0 Ship Arrival ▶
3.0 Ship Departure ▶

Charges Info

Name* LIGHT DUES
Description* RM0.20 / NRT
Amount* 0.20

Port*

Port Code	Port Description	
MBBK	KOTA KINABALU	☐
MBKM	KOMANG	☐
MBKP	KUALA PENJAJ	☐
MBKD	KUDAT	☐
MBKL	KURAK	☐
MBLU	LABUAN	☒

[Cancel](#) [Save](#)

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2.4.3 Delete Charges

- To delete Charges, JLM officer need to choose the  icon as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) [Home](#) [Logout](#)

1.0 System Mgmt ▶ **1.5 Charges Management**
2.0 Ship Arrival ▶
3.0 Ship Departure ▶

Charges List

Name	Description	Amount	Port	Action
LIGHT DUES	RM0.20 / NRT	0.20	MYDAT	
			MYBDH	
			MYDGN	
			MYDRB	
			MYEWA	
			MYGEL	
			MYGIT	
			MYJBN	
			MYKER	
			MYKEM	
			MYKHH	
			MYKOR	
			MYKPL	
			MYKTH	
			MYKTI	
			MYKUA	
			MYKUB	

[Delete](#)

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2.5 Managing Flag

1. To start Managing Flag, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the **[Flag Mgmt]** from **[System Mgmt]** menu.



Only the officer with the access right to manage the flag can access the flag management page.

3. Step 2 will brings up the Flag Management page with port list and 3 action icons as shown below.



4. JLM officer can manage the flag by add new flag, update the existing flag and delete the flag.

2.5.1 Add New Flag

1. To add new flag, JLM officer needs to choose the  icon. Add flag page will be shown as below.



The screenshot shows the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM interface. The header includes the Malaysian coat of arms, the system name, and a user welcome message: 'Welcome CHE HAU (RELABUHAN KELANG)'. The navigation menu on the left lists: 1.0 System Mgmt, 2.0 Ship Arrival, and 3.0 Ship Departure. The 'Add Flag' form is displayed with fields for 'Code*' and 'Description*'. Below the fields are 'Add' and 'Back' buttons. The top right corner has links for 'Home', 'Change Password', and 'Logout'.

2. JLM officer needs to enter the flag info and click the **[Add]** button to process the new flag registration.
3. JLM officer may click the **[Back]** button to back to the previous page.

2.5.2 Update Flag

1. To update or change flag, JLM officer need to choose the  icon. Edit flag page will be shown as below.
2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.



The screenshot shows the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM interface with the 'Edit Flag' form. The header and navigation menu are the same as in the previous screenshot. The 'Edit Flag' form has fields for 'Code*' (containing 'AX') and 'Description*' (containing 'Åland Islands'). Below the fields are 'Update' and 'Back' buttons. The top right corner has links for 'Home', 'Change Password', and 'Logout'.

2.5.3 Delete Flag

1. To delete Flag, JLM officer need to choose the  icon as shown below.



2.6 Managing Purpose of Call

1. To start Managing Purpose of Call, JLM officer have to access to the Ship Clearance System (SCS) first.



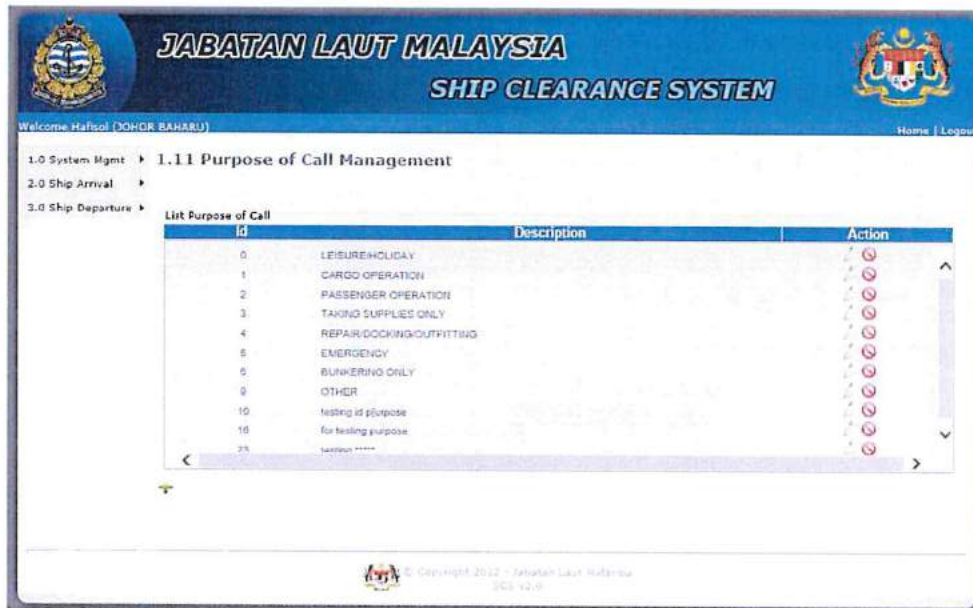
Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Purpose of Call Mgmt] from [System Mgmt] menu.



Only the officer with the access right to manage purpose of call can access the purpose of call management page.

- Step 2 will bring up the Purpose of Call Management page with purpose of call list and 3 action icons as shown below.



- JLM officer can manage the purpose of call by add new purpose of call, update the existing purpose of call and delete the purpose of call.

2.6.1 Add New Purpose of Call

- To add new purpose of call, JLM officer needs to choose the  icon. Add purpose of call page will be shown as below.
- JLM officer needs to enter the purpose of call info and click the **[Add]** button to process the new purpose of call registration.
- JLM officer may click the **[Back]** button to back to the previous page.



2.6.2 Update Purpose of Call

1. To update or change purpose of call, JLM officer need to choose the  icon. Edit purpose of call page will be shown as below.



2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.

2.6.3 Delete Purpose of Call

1. To delete purpose of call, JLM officer need to choose the  icon as shown below.



Id	Description	Action
0	LEISURE/HOLIDAY	
1	CARGO OPERATION	
2	PASSENGER OPERATION	
3	TAKING SUPPLIES ONLY	
4	REPAIR DOCKING/OUTFITTING	
5	EMERGENCY	
6	BUNKERING ONLY	
9	OTHER	
10	testing id purpose	
10	for testing purpose	
21	for testing purpose	

2.7 Managing Agent Companies

1. To start Managing Agent Companies, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Agent Companies Mgmt] from [System Mgmt] menu.



Only the officer with the access right to manage agent companies can access the agent companies' management page.

3. Step 2 will brings up the agent companies Mgmt page with agent companies list as shown below.



4. JLM officer can manage the agent companies by add in the new agent company and update the company info.

2.7.1 Add New Agent Company

1. To add new agent company, JLM officer needs to choose the "Add New Agent Company" Link. Add New Company page will be shown as below.

The screenshot shows the 'Add New Agent Company Profile' form within the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The form is titled 'Welcome CHE HAU (PELABUHAN KELANG)' and includes a navigation menu on the left with options: '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The main form area contains the following fields and controls:

- Standard Agent Code***: A text input field.
- Agent Code***: A text input field.
- Agent Name***: A text input field.
- Tel No***: A text input field.
- Fax No***: A text input field.
- Email***: A text input field.
- Agent Address***: A text input field with a dropdown arrow on the right.
- Port Operation**: A dropdown menu currently showing 'PELABUHAN KELANG'.
- Agent Status**: A dropdown menu currently showing 'Active'.
- Buttons**: 'Add' and 'Cancel' buttons at the bottom of the form.

At the bottom of the page, there is a copyright notice: '© Copyrights 2012 - Jabatan Laut Malaysia SCS-v2.2'.

2. JLM officer needs to enter the purpose of call info and click the **[Add]** button to process the new purpose of call registration.
3. JLM officer may click the **[Cancel]** button to reset the data.

2.7.2 Update Agent Company

1. To update or change agent company info, JLM officer need to choose the company name from the agent companies list to enter the Edit Agent Companies page as shown below.
2. JLM officer have to fill up the entire field required in the form and then click the "Update" button to finish the update process.
3. The "Back" button allows the JLM officer to back to the previous page.

1.0 System Mgmt ▶ Manage Agent Profile
2.0 Ship Arrival ▶
3.0 Ship Departure ▶

Agent Code: 0186
Agent Name: TRANSWEST SHIPPING
Tel No:
Fax No:
Email:
Agent Address: NO 22A, 3A FLOOR, JALAN TIARA 2A/KU1, BANDAR BARU KLANG, 41150, KLANG SELANGOR
Port Operation: PELABUHAN KELANG
Agent Status: Active
Custom Agent Code:
Update Save

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2.8 Managing Agent Users

1. To start Managing Agent Users, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Agent Users Mgmt] from [System Mgmt] menu.

1.0 System Mgmt ▶ 1.1 Agent Audit Log
2.0 Ship Arrival ▶ 1.2 Agent Company Mgmt
3.0 Ship Departure ▶ 1.3 Agent User Mgmt
1.4 Charges Mgmt
1.5 Flag Mgmt
1.6 Foreign Ship Mgmt
1.7 JLM Audit Log

Est. Arrival Date	Status	Ship Name	Est. Departure Date	Status
04-10-2013	Estimated	YUKON 17	01-01-1900	Declared
04-10-2013	Estimated	EAST STAR	01-01-1900	Declared
04-10-2013	Estimated	MOI SOON SATU	01-01-1900	Declared
04-10-2013	Estimated	SIN HAI SOON NO 6	01-01-1900	Declared
04-10-2013	Estimated	BLUEBILL	01-01-1900	Declared

More < >



Only the officer with the access right to manage agent users can access the agent users' management page.

3. Step 2 will brings up the agent users Mgmt page as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) [Home](#) | [Logout](#)

1.0 System Mgmt > **1.3 Agent User Management**
2.0 Ship Arrival > Search
3.0 Ship Departure > Agent Company: AB SUCCESS MARINE (M) SDN BHD

User Login	User Name	Agent Code	Agent Name	Port Code	Application	User Status
No record						

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4. JLM officer can search the users from the specific company. For example, JLM officer search the users in company "MISC Agency SDN BHD", a user list will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) [Home](#) | [Logout](#)

1.0 System Mgmt > **1.3 Agent User Management**
2.0 Ship Arrival > Search
3.0 Ship Departure > Agent Company: MISC AGENCIES SDN BHD

User Login	User Name	Agent Code	Agent Name	Port Code	Application	User Status
cheahhu	Ng Chee Hau	MISC	MISC AGENCIES SDN BHD	MYJBH	Approved	Active

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2.8.1 Active/Inactive Agent Users

1. JLM officer have the right to change the agent users status to inactive to stop all disallowed agent users to do any activity in Ship Clearance System (SCS).
2. To change the agent user's status, JLM officer have to search the user profile as shown in **2.8**.
3. JLM officer may choose the user name to enter the Manage User Profile page as shown below.

The screenshot shows the 'Manage User Profile' page of the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM. The page has a blue header with the system name and logo. A sidebar on the left contains a menu with '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The main content area displays a form for user details: 'User Name' (Abdul Rahman Adnan), 'Email Address', 'Tel No', 'Fax No', 'Port Code' (MWK), 'Login ID' (arahnman), 'Customs Agent Code', and 'User Status' (Inactive). An 'Update' button is located below the form. The footer includes a copyright notice for 2012 and the version 'SCS v2.2'.

4. JLM officer can change the agent user's status in user status field and click **[Update]** button to save changes of user status.

2.9 Managing Foreign Ship

1. To start Managing Foreign Ship, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the **[Foreign Ship Mgmt]** from **[System Mgmt]** menu.

Ship Clearance System (SCS) - JLM User Manual

- Step 2 will bring up the Foreign Ship Mgmt page with foreign ship update list as shown below.
- There are 4 status will be shown in the foreign ship management update list which are approved, new, updated and rejected.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafsal (JOHOR BAHRU)

Home | Change Password | Logout

1.0 System Mgmt
1.1 Agent Audit Log
2.0 Ship Arrival
2.1 Agent Company Mgmt
3.0 Ship Departure
3.1 Agent User Mgmt
3.2 Charges Mgmt
3.3 Flag Mgmt
3.4 Foreign Ship Mgmt
3.5 JLM Audit Log

Est. Arrival Date	Status	Ship Name	Est. Departure Date	Status
04-10-2013	Estimated	YUKON 17	01-01-1900	Declared
04-10-2013	Estimated	EAST STAR	01-01-1900	Declared
04-10-2013	Estimated	MOI SOON SATU	01-01-1900	Declared
04-10-2013	Estimated	SIN HAI SOON NO 6	01-01-1900	Declared
04-10-2013	Estimated	BLUEBILL	01-01-1900	Declared



Only the officer with the access right to manage foreign ship can access the foreign ship management page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG)

Home | Change Password | Logout

1.0 System Mgmt
1.1 Foreign Ship Management
2.0 Ship Arrival
2.1 Search
3.0 Ship Departure
3.1 New
3.2 Official Number
3.3 Search

Total Records: 615 | Page No: 1 2 3 4 5 6 7 8 9 10 11 12 13 Prev | Next

No	Ship Name	Official No.	IMO No.	Submitted By	Agent Code	Status
1	AECEAN ODYSSEY	7225910	7225910	Yahaya	ISS	New
2	SPAR TALURUS	6256258	6256258	NASIR	WSSB	New
3	YIMINGBO	60117	6256258	TEE CHIN WEE	YMLM	New
4	YM TAICHUNG	60118	6256258	TEE CHIN WEE	YMLM	New
5	MC EXPRESS III	334632	0000000	HAFIZ BIN ZAINAL ABIDIN	CIAS	New
6	BOW SIRIUS	6215224	0215204	Shahrol bin Amir	WGSB	New
7	OSA ARYANA	14326	PPM110 14326	mustafy	UMS	New
8	SABANG - B	00000200006	0000000	maritime network sdn bhd	MNSB	Edited
9	LE HE	00000200006	0192098	FEFAPK	FEFAP	Edited
10	CSCL OCEANIA	6280009	6280009	CSA	CSCL	Edited
11	COMVALENCIA	61555	6154220	maersk	MSK	Edited
12	SIAM VARCH	330287	7534440	south maersk	OSK	Edited
13	ARISARA	3258	0009188	maersk	MSK	Edited
14	SPAR CORONA	6497830	6497830	arwan	MKMSB	Edited
15	MOL DISTINCTION	3332	6484718	MUHAMMAD SHAHRIL BIN JAMIL	MOSK	Edited
16	LIAN HUA SONK	1463226	0606020	MSPVG	BS457	New
17	IBERINA	00041	6215957	Bulkmann	BULK	Edited
18	HARUN KUMBAI	3370-08-A	6347428	AZRUHISHAM BIN ABDUL SAJR	HSLM	Edited
19	UNIQUE 10	421000091	7918272	Mohd Saffan's Mokter	ECUS	Edited
20	BBC KUSAN	62037	6227039	SEATEAM	STEAM	Edited
21	GENESS	16607	6832947	JAHARD	DKSH	Edited

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2.9.1 Foreign Ship Management Approval

1. JLM officer have the right to approval or reject the foreign ship management activities submitted by agent through Ship Clearance System (SCS).
2. To approval the updates of foreign ship submitted by agents, JLM officer have to open the Foreign Ship Management page as shown in section 2.9.
3. JLM officer may choose the ship name to enter the Foreign Ship Management Approval page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt ▶ 1.5 Foreign Ship Management
2.0 Ship Arrival ▶
3.0 Ship Departure ▶

Original Foreign Ship Profile

Official Number	3258	IMO Number	9009188	Call Sign	V7PM9	Ship Flag	
Name of Ship	ARISARA	Year of Built	1991	Year of Register			
Port of Registry	MHMAJ - FLORES	Type of Vessel	OIL TANKER				
Standard Draft		Vessel Capacity		Beam		Disp Weight	
Ship Class		Breadth		Depth		Propulsion	
DWT (tonne)	24479.00	LOA (m)	161.54	Owner/Operator			
GRT	18487.00	NRT	9141.00	Address			

Updated Foreign Ship Profile

Official Number	3258	IMO Number	9009188	Call Sign	V7PM9	Ship Flag	MH
Name of Ship	ARISARA	Year of Built	1991	Year of Register	1991		
Port of Registry	MHP22 - PORTS IN MARSHALL ISLANDS	Type of Vessel	FULL CONTAINER				
Standard Draft		Vessel Capacity		Beam		Disp Weight	
Ship Class		Breadth		Depth		Propulsion	
DWT (tonne)	24479.00	LOA (m)	161.54	Owner/Operator	MAERSK		
GRT	18487.00	NRT	9141.00	Address	3RD FLOOR, WISMA PALM GROVE II, JALAN GLENMARIE, SELANGOR DE		
Submitted By	maersk	Agent	MSK				

Approve Reject

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Only the update, and new ship profile will proceed to this page. For approved and rejected ship profile management will proceed to the view only page without approve and reject button.

4. JLM officer can click [**Approve**] button or [**Reject**] button to proceed with the approval.

2.10 Managing Ship Profile

1. To start Managing Foreign Ship, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

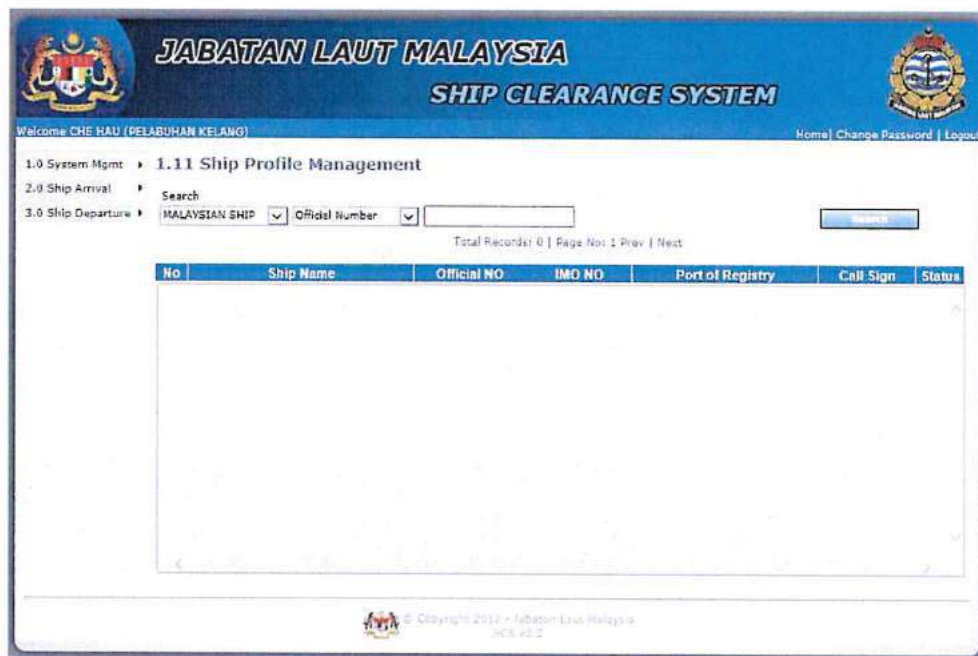
2. After login to the Ship Clearance System, JLM officer can choose the [Ship Profile Mgmt] from [System Mgmt] menu.



Only the officer with the access right to manage ship profile can access the ship profile management page.

3. Step 2 will brings up the Ship Profile Mgmt page with ship profile list as shown below.
4. JLM officer can search the ship profile to manage according to the ship name, IMO number and official number for Malaysian ship or foreign ship (minimum 5 characters). As an example JLM users search Malaysian Ship with ship name "flower", all Malaysia ship with name included alphabet "flower" will be shown as below.

Ship Clearance System (SCS) - JLM User Manual



JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) [Home](#) [Change Password](#) [Logout](#)

1.0 System Mgmt ▶ **1.11 Ship Profile Management**

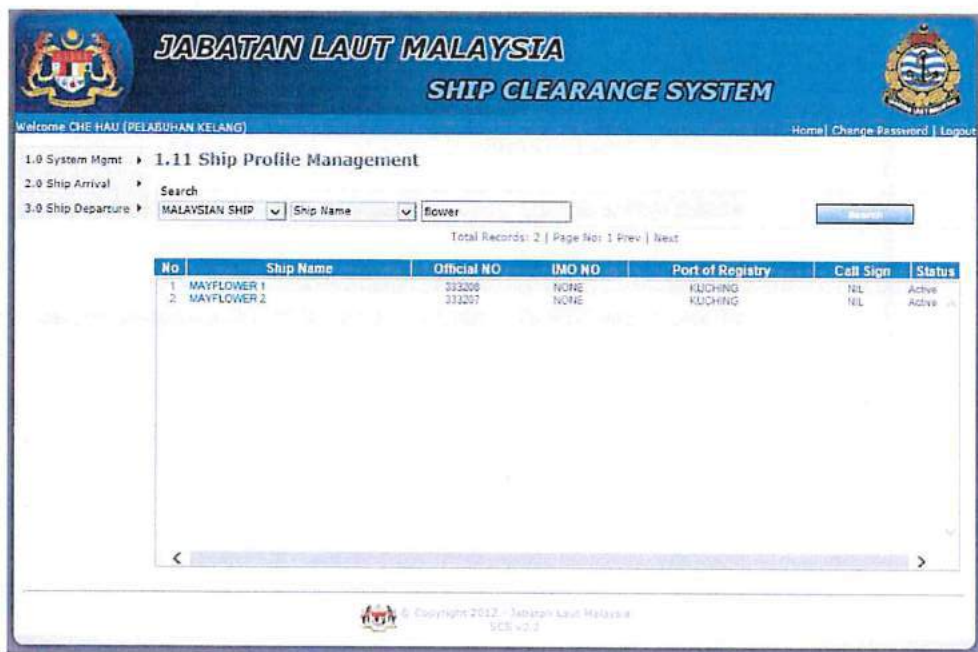
2.0 Ship Arrival ▶ Search

3.0 Ship Departure ▶ MALAYSIAN SHIP ▼ Official Number ▼

Total Records: 0 | Page No: 1 Prev | Next

No	Ship Name	Official NO	IMO NO	Port of Registry	Call Sign	Status
----	-----------	-------------	--------	------------------	-----------	--------

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JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) [Home](#) [Change Password](#) [Logout](#)

1.0 System Mgmt ▶ **1.11 Ship Profile Management**

2.0 Ship Arrival ▶ Search

3.0 Ship Departure ▶ MALAYSIAN SHIP ▼ Ship Name ▼ flower

Total Records: 2 | Page No: 1 Prev | Next

No	Ship Name	Official NO	IMO NO	Port of Registry	Call Sign	Status
1	MAYFLOWER 1	333206	NONE	KUCHING	NEL	Active
2	MAYFLOWER 2	333207	NONE	KUCHING	NEL	Active

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SCS v2.2

2.10.1 Malaysian Ship Profile Management

1. In ship profile management module, JLM officer cannot make any changes to the Malaysian ships profile. But JLM officer can add update and delete the ship certificate.
2. JLM officer can disable and enable ship profile.
3. JLM officer can enter the ship profile management page by click the ship name in the ship profile list as shown in section **2.10**. Ship profile information will be disabled by default for Malaysian ship profile.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The user is logged in as 'CHE MAU (DELABUHAN KELANG)'. The main menu on the left includes '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The '1.3 Ship Profile Management' section is active, showing a form for ship details. The form includes fields for Official Number (333206), IMO Number (NONE), Call Sign (NIL), Ship Flag (MY), Name of Ship (MAYFLOWER 1), Year of Built (2010), Year of Register (2011), Port of Registry (MUKOH - KUCHING), Type of Vessel (BARGE), Standard Draft, Vessel Capacity, Beam, Displacement, Ship Class, Breadth (18.30), Depth (4.27), Propulsion, DWT (tonnes) (0.00), LOA (m) (64.00), Owner/Operator, GRT (1220.00), and LRT (366.00). Below the form is a section for 'Add / Edit Ship Certificate' with dropdowns for Certificate (LESEN), Issuing Authority (American Bureau of Shipping), Issued Date, and Expiry Date. At the bottom, there is a 'Certificate List' table with columns: No, Certificate, Issuing Authority, Issued Date, and Valid Until. A message at the bottom of the table states 'Double click the record to update.'

No	Certificate	Issuing Authority	Issued Date	Valid Until
----	-------------	-------------------	-------------	-------------

2.10.2 Foreign Ship Profile Management

1. In ship profile management module, foreign ship profile is allowed to update/change by JLM officer.
2. JLM officer can disable or enable the ship profile by click on the **[disable]** or **[enable]** button.
3. To update/change foreign ship profile, JLM officer can enter the ship profile management page by click the ship name in the ship profile list as shown in section 2.10.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt ▶ 1.3 Ship Profile Management

2.0 Ship Arrival ▶

3.0 Ship Departure ▶

Official Number* 13R-049784 IMO Number 9246158 Call Sign* DSNU5 Ship Flag* Afghanistan

Name of Ship* DL BELLFLOWER Year of Built* 2002 Year of Register*

Port of Registry KRBUS - BUSAN Type of Vessel* OIL TANKER

Standard Draft: Vessel Capacity: Beam: Displacement:

Ship Class: Breadth: Depth: Propulsion:

DWT (tonne)* 0.00 LOA (m)* 235.00 Owner/Operator*

GRT* 61653.00 NRT* 32617.00 Address*

Buttons: [Update] [Cancel]

Add / Edit Ship Certificate

Certificate LESEN Issued Date: Expiry Date:

Issuing Authority American Bureau of Shipping

Buttons: [Add] [Update]

No	Certificate	Issuing Authority	Issued Date	Valid Until
1	INTERNATIONAL SEWAGE POLLUTION PREVENTION CERTIFICATE	Korean Register of Shipping	23-03-2015	27-02-2016
2	INTERNATIONAL AIR POLLUTION PREVENTION CERTIFICATE	Korean Register of Shipping	23-03-2015	27-02-2016
3	CERT. OF INSURANCE FOR BUNKER 2001	Korean Register of Shipping	30-01-2015	20-02-2016
4	ISCC (ISPS)	Korean Register of Shipping	21-09-2015	18-03-2016
5	CIVIL LIABILITY CERTIFICATE	Korean Register of Shipping	20-01-2015	20-02-2016
6	SAFETY MANAGEMENT CERTIFICATE (ISM)	Korean Register of Shipping	08-11-2015	09-08-2016

Double click the record to update.

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4. After fill up all the required information, click **[Update]** button to save the data.

2.10.3 Add/Edit Ship Certificate

1. In ship profile management module, JLM officer are allowed to add, update and delete the ship certificates for both Malaysian ship and foreign ship.

2.10.3.1 Add Certificate

1. To add a certificate, JLM officers have to fill up the required information in add/edit certificate box.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The top navigation bar includes 'Welcome CHE HAU (PELABUHAN KELANG)' and 'Home | Change Password | Logout'. The main menu on the left shows '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure', with '1.3 Ship Profile Management' selected.

The 'Add / Edit Ship Certificate' form contains the following fields:

- Official Number*: JJR-049784
- IMO Number: 9246138
- Call Sign*: D5NU5
- Ship Flag*: Afghanistan
- Name of Ship*: DL BELLFLOWER
- Year of Built*: 2002
- Year of Register*:
- Port of Registry: KRBUS - BUSAN
- Type of Vessel*: OIL TANKER
- Standard Draft:
- Vessel Capacity:
- Beam:
- Ship Class:
- Breadth:
- Depth:
- DWT (tonne)*: 0.00
- LOA (m)*: 235.00
- Displacement:
- GRT*: 51652.00
- NRT*: 32617.00
- Propulsion:
- Owner/Operator*:
- Address*:

Buttons: [Add] [Edit] [Cancel]

Below the form, the 'Add / Edit Ship Certificate' section shows:

- Certificate: LESEN
- Issuing Authority: American Bureau of Shipping
- Issued Date: 28-02-2014
- Expiry Date: 25-05-2017

The 'Certificate List' table is shown below:

No	Certificate	Issuing Authority	1	2	3	4	5	6	7	Until
1	INTERNATIONAL SEWAGE POLLUTION PREVENTION CERTIFICATE	Korean Register of Ships	8	9	10	11	12	13	14	219
2	INTERNATIONAL AIR POLLUTION PREVENTION CERTIFICATE	Korean Register of Ships	15	16	17	18	19	20	21	210
3	CERT. OF INSURANCE FOR BUNKER 2001	Korean Register of Ships	22	23	24	25	26	27	28	214
4	ISPS (ISPS)	Korean Register of Ships	29	30	31	1	2	3	4	215
5	CIVIL LIABILITY CERTIFICATE	Korean Register of Ships	5	6	7	8	9	10	11	
6	SAFETY MANAGEMENT CERTIFICATE/ISM	Korean Register of Ships								

Buttons: [Add] [Edit] [Cancel]

Footer: Copyright 2012 - Jabatan Laut Malaysia SCS v2.2

2. After enter certificate, issuing authority, issued date and expiry date, click [Add] button to add the certificate.

2.10.3.2 Update and Delete Certificate

- JLM officer can update the existing certificate by double click the certificate in the certificate list. After choose a certificate, the certificate information will be show in the add/edit certificate box to allow JLM officer to update certificate.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt 1.3 Ship Profile Management

2.0 Ship Arrival

3.0 Ship Departure

Official Number* JIR-049784 IMO Number 9246138 Call Sign* DSNU5 Ship Flag* Afghanistan

Name of Ship* DL BELLFLOWER Year of Built* 2002 Year of Register*

Port of Registry KRSUS - BUSAN Type of Vessel* OIL TANKER

Standard Draft Vessel Capacity Beam Displ Weight

Ship Class Breadth Depth Propulsion

DWT (tonne)* 0.00 LOA (m)* 235.00 Owner/Operator*

GRT* 61633.00 NRT* 32617.00 Address*

Buttons: [Cancel] [Update]

Add / Edit Ship Certificate

Certificate: CERT. OF INSURANCE FOR BUNKER 2001 Issued Date: 30-01-2013

Issuing Authority: Korean Register of Shipping Expiry Date: 20-02-2014

Buttons: [Cancel] [Update] [Delete]

Certificate List

No	Certificate	Issuing Authority	Issued Date	Valid Until
1	INTERNATIONAL SEWAGE POLLUTION PREVENTION CERTIFICATE	Korean Register of Shipping	25-03-2013	27-02-2015
2	INTERNATIONAL AIR POLLUTION PREVENTION CERTIFICATE	Korean Register of Shipping	25-03-2013	27-02-2015
3	CERT. OF INSURANCE FOR BUNKER 2001	Korean Register of Shipping	30-01-2013	20-02-2014
4	ISSC (ISPS)	Korean Register of Shipping	11-08-2013	10-02-2014
5	CIVIL LIABILITY CERTIFICATE	Korean Register of Shipping	30-01-2013	20-02-2014
6	SAFETY MANAGEMENT CERTIFICATE(SM)	Korean Register of Shipping	09-11-2013	30-09-2015

Double click the record to update.

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- Figure above shows the certificate "International Tonnage" chosen by JLM officer. JLM officer can change the issuing authority, issued date and expiry date and click [**Update**] to save the changes.
- JLM officer can delete the certificate with [**Delete**] button of click the [**Cancel**] button to reset the add/edit certificate box.

2.11 Managing Ship Certificate

1. To start Managing Ship Certificate, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Ship Certificate Mgmt] from [System Mgmt] menu.



Only the officer with the access right to manage ship certificate can access the ship certificate management page.

3. Step 2 will brings up the Ship Profile certificate page with ship certificate list as shown below.

4. Certificate added or edited by agent will be show in the ship certificate list for pending to be approved by the JLM officer.

2.11.1 Ship Certificate Approval

1. To approve ship certificate JLM officer have to open the Ship Certificate Management module and choose a ship name from the list (refer section 2.11).
2. Ship certificate approval page will be shown in browser as below.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The page is titled '1.4 Ship Certificate Approval' and includes a sidebar with navigation links: '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The main content area shows a 'Ship Particular' section with fields for 'Official Number' (224858), 'IMO Number' (0), 'Call Sign' (9WCS), 'Type of Vessel' (GENERAL CARGO), 'Name of Ship' (FOONG SIANG II), and 'Port of Registry' (MELBU - LABUAN). Below this is a 'Current Certificate List' table with columns for 'No', 'Certificate', 'Issuing Authority', and 'Valid Until'. The table contains two rows: '1 SHIP'S CERTIFICATE LOG BOOKS' and '2 SHIP SANITATION CONTROL CERT', both issued by 'American Bureau of Shipping' with validity dates of '28-12-2012'. At the bottom, there is a 'New Ship Certificate' section with fields for 'Certificate' (MINIMUM SAFE HANNING DOCUMENT), 'Issued By' (American Bureau of Shipping), 'Submitted By' (Ng Chee Hau), 'Issued Date' (13-12-2012), 'Expiry Date' (28-12-2012), and 'Agent' (HISC AGENCIES SDN BHD). The page also features 'Approve' and 'Reject' buttons and a footer with the copyright notice '© Copyright 2012 - Jabatan Laut Malaysia'.

No	Certificate	Issuing Authority	Valid Until
1	SHIP'S CERTIFICATE LOG BOOKS	American Bureau of Shipping	28-12-2012
2	SHIP SANITATION CONTROL CERT	American Bureau of Shipping	28-12-2012

3. JLM officer can choose [**Approve**] button to approve or [**Reject**] to reject the ship certificate management submitted by agents.

3. Ship Arrival

3.1 Ship Arrival Registration

3.1.1 Search Ship Profile

1. To proceed with the ship arrival registration, JLM users have to access SCS system first.



Please refer to chapter 1. Accessing to the Ship Clearance System

2. After login to the Ship Clearance System (SCS), JLM users can choose [**Ship Arrival Registration**] from [**Ship Arrival**] menu.



3. Step 2 will bring up the Ship Arrival Registration page. JLM Users can search ship in this page to proceed with ship arrival registration.
4. JLM users can search the ship according to the **ship name**, **official number** and **IMO number** for **foreign ship** and **Malaysian ship** (minimum 5 characters). As an example JLM users search Malaysian Ship with ship name "flower", all Malaysia ship with name included alphabet "flower" will be shown as below.
5. After search for the ship profile, JLM users may proceed with the ship arrival registration by clicking on the ship name to enter ship registration page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafsol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt ▶ 1.2 Ship Arrival Registration

2.0 Ship Arrival ▶ Search

3.0 Ship Departure ▶ FOREIGN SHIP Official Number Search

No	Ship Name	Official Number	IMO Number	Port of Registry	Call Sign
No record found.					

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SCS v2.0

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt ▶ 1.2 Ship Arrival Registration

2.0 Ship Arrival ▶ Search

3.0 Ship Departure ▶ MALAYSIAN SHIP Ship Name flower Search

Total Records: 2 | Page No: 1 Prev | Next

No	Ship Name	Official Number	IMO Number	Port of Registry	Call Sign
1	MAYFLOWER 1	333206	NONE	KUCHING	NIL
2	MAYFLOWER 2	333207	NONE	KUCHING	NIL

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SCS v2.2

3.1.2 Ship Arrival Registration

1. After choose a ship profile (refer section 3.1.1). Ship Registration page will be shown in browser. JLM officer required to insert the actual arrival date time and relevant information.
2. Click [Next] button to proceed to the second page of registration page. The second page of registration will be shown as figure below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG) Home | Change Password | Logout

1.0 System Mgmt 1.2 Ship Arrival Registration
2.0 Ship Arrival
3.0 Ship Departure

Official No: 333205 IMO Number: NONE Call Sign: NTL Ship Class:
Name of Ship: MAYFLOWER 1 GRT: 1220.00 LOA (m): 64.00
Port of Registry: KUCHING NRT: 366.00 Year of Built: 2010
Type of Vessel: BARGE Beam: Displacement:
Purpose of Call*: LEISURE/HOLIDAY Depth: 4.27 Propulsion:
Last Port of Call*: Breadth: 18.30 DWT (tonne): 0.00
Type of Voyage*: International Standard Draft: Ship Capacity:
DG on Board*: No Mean Draft on Arrival (m)*: 0.0 Customs Code:
Date:
Actual Arrival Date*: Time*:
Owner/Operator and Officer
Owner/Operator:
Officer: CHE HAU (PELABUHAN KELANG)

List of Certificate

No	Certificate	Issuing Authority	Valid Until

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3. After fill up the cargo, passenger and receipt number, JLM officer can click [Submit] button to proceed to the registration of ship arrival or click [Back] button to back to the previous page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafsuol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt 1.2 Ship Arrival Registration
2.0 Ship Arrival
3.0 Ship Departure

Total Cargo On Board On Arrival

Containers (TEU)	0.00
Dry Bulk (MT)	0.00
Liquid Bulk (MT)	0.00
General (MT)	0.00
Dangerous Good (MT)	0.00
Vehicles (nos.)	0

Total no. of containers DISCHARGED / TRANSHIPMENT

Size	Laden FCL	Laden LCL	Empty
20 Foot	0	0	0
40 Foot	0	0	0
Others	0	0	0

No. of Passengers (Adults)

	On transit	
Disembarking	0	0
Total on board	0	0

No. of Passengers (Children less than 3 years)

	On transit	
Disembarking	0	0
Total on board	0	0

List of Charges

No	Payment Description	Amount (MYR)	Receipt No.
1	LIGHT DUES - RMD 20 / NRT	17.40	

Total Amount (MYR) 17.40

Payment History

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The ship arrival registration make by JLM officer will be automatically approved.

3.2 Ship Arrival Approval

1. To approve the ship arrival declared by agents, JLM officers have to login to the Ship Clearance System (SCS) first.
2. After login to the SCS, JLM officer can open the [Ship Arrival List] from [Ship Arrival] menu as shown below.



3. Step 2 will open the Ship Arrival List page as shown below.



4. JLM officer can search the ship according to the ship status, official number, IMO number and ship name.
5. JLM officer can choose the ship from the list which was estimated the arrival information to approve arrival. After click the ship name, JLM officer will be directed to ship arrival registration page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUAN KELANG) Home | Change Password | Logout

1.0 System Mgmt 2.2 Ship Arrival Registration
2.0 Ship Arrival
3.0 Ship Departure

Official No. MNLAD00530 IMO Number 9142559 Call Sign D X K M Ship Class
Name of Ship DEVON EXPRESS GRT 6171.00 LOA (m) 117.00
Port of Registry MANILA NRT 1851.00 Year of Built 1997
Type of Vessel VEHICLE RO-RO Beam Propulsion
Purpose of Call CARGO OPERATION Depth DWT (tonne) 3650.00
Last Port of Call AUSTRALIA Breadth Ship Capacity
Type of Voyage International Standard Draft
DG on Board No Mean Draft on Arrival (m) 5.40
Arrival Date Time Estimate Arrival 02-08-2013 23:39 Owner/Operator and Agent
Actual Arrival Time* Time* h:mm Agent JARDINE SHIPPING SERVICES (M) SDN BHD

List of Certificate

No	Certificate	Issuing Authority	Valid Until
1	CARGO SHIP SAFETY EQUIPMENT CERTIFICATE	Bureau Veritas	28-07-2017
2	CARGO SHIP SAFETY EQUIPMENT CERTIFICATE	Bureau Veritas	28-07-2017
3	CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE	Bureau Veritas	27-05-2017
4	CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE	Bureau Veritas	27-05-2017
5	CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE	Bureau Veritas	27-05-2017
6	CARGO SHIP SAFETY CONSTRUCTION CERTIFICATE	Bureau Veritas	27-05-2017

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6. JLM officer require to enter actual arrival date time. And then click **[Next]** button to the second page of ship arrival registration.

7. JLM officer required to enter the receipt number. Click **[Submit]** button to proceed with the approval or click **[Back]** button back to the previous page.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizul (JOHOR BAHRU) Home | Logout

1.0 System Mgmt 2.2 Ship Arrival Registration
2.0 Ship Arrival
3.0 Ship Departure

Total Cargo On Board On Arrival

Containers (TEU)	Dry Bulk (MT)	Liquid Bulk (MT)	General (MT)	Dangerous Good (MT)	Vehicles (nos.)
0.00	0.00	0.00	0.00	0.00	0

Total no. of containers DISCHARGED / TRANSSHIPMENT

Size	Laden FCL	Laden LCL	Empty
20 Foot	0	0	0
40 Foot	0	0	0
Others	0	0	0

No. of Passengers (Adults)

Disembarking	On transit
0	0

Total on board 0

No. of Passengers (Children under 3 years)

Disembarking	On transit
0	0

Total on board 0

List of Charges

No	Payment Description	Amount (MYR)	Receipt No.
1	LIGHT DUES - RM0 20 / NRT	34.00	

Total Amount (MYR) 34.00

View Payment History

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Ship Clearance System (SCS) - JLM User Manual

8. [View Payment History] link is provided in the second page of Ship Arrival Registration page to allow JLM officer to view the payment history for the ship. A pop up payment list will be shown as below.

The screenshot shows the 'Payment Records' interface of the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM. The header features the Malaysian coat of arms and the system title. Below the header, there are input fields for 'Official Number' (224329) and 'IMO Number'. The 'Name of Ship' field contains 'YUKON 12'. A 'List of Payment Record' table is displayed with the following data:

No	Payment Description	Arrival Date	Amount(MYR)	Receipt No
1	LIGHT DUES	26-12-2012	87.20	8888

Below the table is a pagination bar with a 'Data' button. The footer includes a copyright notice: '© Copyright 2012 - Jabatan Laut Malaysia v.02.02'.

4. Ship Departure

4.1 Ship Departure Approval

4.1.1 Search Ship Profile

1. To proceed with the ship arrival registration, JLM users have to access SCS system first.



Please refer to section 1. Accessing to the Ship Clearance System

2. After login to the Ship Clearance System (SCS), JLM users can choose [Ship Departure List] from [Ship Departure] menu.



3. Step 2 will open the Ship Departure List page as shown below.



Ship Clearance System (SCS) - JLM User Manual

4. JLM officer can search the ship according to the ship status, official number, IMO number and ship name.
5. JLM officer can choose the ship from the list which was and declared the estimate of departure by shipping agents. After click the ship name, JLM officer will be directed to ship departure approval page as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome, CHE HAU (PELABUHAN KELANG)

1.0 System Mgmt | 3.2 Ship Departure Update

2.0 Ship Arrival

3.0 Ship Departure

Official Number: 328306 | IMO Number: | Port of Registry: PELABUHAN KELANG

Name of Ship: BUNGA MAS 10 | Call Sign: SMCKZ | Type of Voyage: International

Standard Draft: | Vessel Capacity: | Beam: | Disp Weight: |

Ship Class: | Breadth: | Depth: | Custom Code: |

Mean Draft on Departure (m): 0.00 | Next Port of Call: AALBORG | DG On Board: No

Arrival
Act. DateTime: 29-05-2012 19:00

Departure
Est. DateTime: 30-05-2012 03:00
Act. Date*: | Time*: |

Total Cargo On Board On Departure

Containers (TEU)	Dry bulk (MT)	Liquid bulk (MT)	General (MT)	Dangerous Goods (MT)	Vehicles (nos.)
0.00	0.00	0.00	0.00	0.00	0

Total No. of Containers LOADED

Size	Laden FCL	Laden LCL	Empty
20 Foot	0	0	0
40 Foot	0	0	0
Others	0	0	0

No. of passengers (Adults)

Disembarking	On transit
0	0

No. of passengers (Children less than 12 years)

Disembarking	On transit
0	0

Master Name: | Officer Note: | No. of Crew: |

[View Certificate List](#)

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SCS v2.2

6. JLM officer required to enter actual departure date time, master name and number of crew. And then click **[Approve]** button or click **[Reject]** button to approve or reject the ship departure.

4.2 Ship Departure Withdrawal

1. JLM officer is allowed to withdraw the ship status from [Departed] to allow the shipping agent to declare the ship departure again.
2. To withdraw the ship departure status, JLM officer have to open the ship departure list as shown in section 4.1.1. JLM officer have to choose the ship which is already departed from port. This will open the ship departure withdrawal page as shown below.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The user is logged in as 'CHE HAU (PELABUHAN KELANG)'. The main menu on the left includes '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The '3.2 Ship Departure Update' form is active, showing details for the ship 'HYUNDAI CONFIDENCE'. The form includes fields for Official Number (31006-SC), IMO Number (9254848), Port of Registry (PANAMA CITY), Call Sign (HOZQ), Type of Voyage (International), Standard Draft, Vessel Capacity, Beam, Disp Weight, Ship Class, Breadth, Depth, Custom Code, Mean Draft on Departure (12.00), Next Port of Call (JEBEL ALI), DG On Board (No), Arrival Act. DateTime (15-10-2012 11:00), and Departure Est. DateTime (15-09-2012 21:00). There are also sections for Total Cargo On Board On Departure and Total No. of Containers LOADED. The Master Name is KIM JONGHWI, and the No of Crew is 22. A 'Withdraw' button is visible at the bottom right.

Total Cargo On Board On Departure			
Containers (TEU)	1000.00		
Dry bulk (MT)	0.00		
Liquid bulk (MT)	0.00		
General (MT)	0.00		
Dangerous Goods (MT)	0.00		
Vehicles (nos.)	0		

Total No. of Containers LOADED			
Size	Laden FCL	Laden LCL	Empty
20 Foot	100	0	0
40 Foot	100	0	0
Others	0	0	0

No. of passengers (Adults)		
Disembarking	0	On transit
Total on board	0	

No. of passengers (Children less than 12 years)	
Disembarking	0
On transit	
Total on board	

3. Click [**withdraw**] button to withdraw the ship departure status to allow the shipping agents to declare the ship departure again.

5. Barter Trade Arrival

5.1 Barter Trade Registration

5.1.1 Search Ship Profile

1. To proceed with the barter trade arrival registration, JLM users have to access SCS system first.



Please refer to chapter 1. Accessing to the Ship Clearance System

2. After login to the Ship Clearance System (SCS), JLM users can choose [Ship Arrival Registration] from [Ship Arrival] menu.

Est. Arrival Date	Status	Ship Name
10-12-2012	Estimated	SIN HAI SOON NO 6
10-12-2012	Estimated	MOI SOON SATU
10-12-2012	Estimated	BLUEBILL
10-12-2012	Estimated	SUN
10-12-2012	Estimated	DRAGONDA

Est. Departure Date	Status	Ship Name
01-01-1900	Declared	SIN HAI SOON NO 6
01-01-1900	Declared	MOI SOON SATU
01-01-1900	Declared	BLUEBILL
12-07-1930	Declared	SUN
20-11-2000	Declared	DRAGONDA

3. Step 2 will bring up the Ship Arrival Registration page. JLM Users can search ship in this page to proceed with ship arrival registration.

Mo	Ship Name	Official Number	IMO Number	Port of Registry	Call Sign
----	-----------	-----------------	------------	------------------	-----------

- JLM users can search the ship according to the **ship name**, **official number** and **IMO number** for **foreign ship** and **Malaysian ship** (minimum 5 characters). As an example JLM users search Malaysian Ship with ship name "flower", all Malaysia ship with name included alphabet "flower" will be shown as below.

The screenshot displays the JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM interface. The header includes the Malaysian coat of arms and the system title. The navigation menu shows options like '1.0 System Mgmt', '1.2 Ship Arrival Registration', '2.0 Ship Arrival', and '3.0 Ship Departure'. The search section is active, showing a search for 'flower' under the 'MALAYSIAN SHIP' category. The results table lists two ships: MAYFLOWER 1 and MAYFLOWER 2, both registered in KUCHING.

No	Ship Name	Official Number	IMO Number	Port of Registry	Call Sign
1	MAYFLOWER 1	333206	NONE	KUCHING	NL
2	MAYFLOWER 2	333207	NONE	KUCHING	NL

- After search for the ship profile, JLM users may proceed with the ship arrival registration by clicking on the ship name to enter ship registration page.

5.1.2 Barter Trade Arrival Registration

- After choose a ship profile (refer section 5.1.1). Ship Registration page will be shown in browser as figure below.
- JLM officer required to choose [**Barter Trade**] from purpose of call and then insert the actual arrival date time and relevant information.
- Click [**Next**] button to proceed to the second page of registration page. The second page of registration will be shown as figure below.
- After fill up the cargo, passenger and receipt number, JLM officer can click [**Submit**] button to proceed to the registration of ship arrival or click [**Back**] button to back to the previous page.

Ship Clearance System (SCS) - JLM User Manual

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome CHE HAU (PELABUHAN KELANG)

Home | Change Password | Logout

1.0 System Mgmt | 1.2 Ship Arrival Registration

2.0 Ship Arrival | 3.0 Ship Departure

Official No: 333206 IMO Number: NONE Call Sign: NIL Ship Class:

Name of Ship: MAYFLOWER 1 GRT: 1220.00 LOA (m): 64.00

Port of Registry: KUCHING NRT: 366.00 Year of Built: 2010

Type of Vessel: BARGE Beam: Depth: 4.27 Propulsion:

Purpose of Call: **REPAIR/DOCKING/OUTFITTING** Breadth: 18.30 DWT (tonne): 0.00

Last Port of Call: PASSENGER OPERATION Type of Voyage: REPAIR/DOCKING/OUTFITTING Ship Capacity:

DG on Board: EMERGENCY BUNKERING ONLY Standard Draft: 6.0 Customs Code:

Date: OTHER BARTER TRADE Draft on Arrival (m): 6.0

Actual Arrival Date:

Owner/Operator and Officer
Owner/Operator: CHE HAU (PELABUHAN KELANG)
Officer:

List of Certificate

No	Certificate	Issuing Authority	Valid Until

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JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Halisol (JOHOR BAHRU)

Home | Change Password | Logout

1.0 System Mgmt | 1.2 Ship Arrival Registration

2.0 Ship Arrival | 3.0 Ship Departure

Jetty: JETI EXAMPLE

Commodity	Weight(Tonne)	Amount(RM)
☐ SAYUR-SAYURAN	0.00	0.00
☐ BUAH-BUAHAN	0.00	0.00
☐ KEMASING	0.00	0.00
☐ KELAPA	0.00	0.00
☐ MAKANAN BASAH	0.00	0.00
☐ MAKANAN KERING	0.00	0.00

List of Charges

No	Payment Description	Amount (MYR)	Receipt No.
1	LIGHT DUES - RM0.20 / NRT	10.07	

Total Amount (MYR): 10.07

Payment History

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The barter trade arrival registration make by JLM officer will be automatically approved.

6. Report

6.1 Agent Audit Log

1. To view the Agent Audit Log, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Agent Audit Log] from [System Mgmt] menu.



Only the officer with the access right to view the agent audit log can access the agent audit log page.

3. Step 2 will brings up the Agent Audit Log page as shown below.



Ship Clearance System (SCS) - JLM User Manual

4. JLM officer can view the activities done by agent according to the date, port and type of activity.
5. If JLM officer click on search button without choose any type of searching, a default search with all the activities done by agents will be shown as below.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The top navigation bar includes the system name and a 'Home | Logout' link. The left sidebar shows a menu with '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The main content area is titled '1.1 Agent Audit Log' and contains a search form with fields for 'Search Type' (Port, Date, Activity), 'Info' (Port, Date From, Date To, Activity), and a 'Search' button. Below the search form is a table of audit log entries.

User	Date Time	Action	Port
Ng Chee Hau	2012-12-24 12:56:00.027	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-24 11:56:04.17	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-24 11:57:42.84	Logout.cfm Logout	MYJBH
Ng Chee Hau	2012-12-24 11:57:02.267	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-24 10:13:54.153	NewForShipReg.cfm: Add new foreign ship official number: E300776954port registry: (IRABD)	MYJBH
Ng Chee Hau	2012-12-24 10:12:10.62	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-24 10:01:06.84	Home.cfm Login	MYJBH
HARBEANG	2012-12-20 14:04:29.79	Home.cfm Login	MYPKG
QINQIN			
Ng Chee Hau	2012-12-19 15:52:16.503	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-19 15:36:42.08	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-19 15:17:19.503	Home.cfm Login	MYJBH
Ng Chee Hau	2012-12-19 15:10:44.68	Home.cfm Login	MYJBH
NG CHEE HAU	2012-12-19 14:44:47.21	Air_ShipReg3.cfm: Declare Ship Arrival: Official No: 330035 & Port Registry: MYJBH	MYJBH

6.1.1 Port Searching

1. To view the agent activities record according to the different port operation, JLM officer need check the checkbox in search type field to enable the port selection in the info section.
2. After select port operation, click [**Search**] button to proceed with the results. For an example JLM user choose the port "MYPKG" as the port operation, all activities done by the agents in port "MYPKG" will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt. → **1.1 Agent Audit Log**

2.0 Ship Arrival → Search Type: ☒ Port ☐ Date ☐ Activity

3.0 Ship Departure → Info: Port: MBKK - KOTA KINABALU Date: From: TO: Activity: --

User **Date Time** **Action** **Port**

No record found.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt. → **1.1 Agent Audit Log**

2.0 Ship Arrival → Search Type: ☐ Port ☐ Date ☐ Activity

3.0 Ship Departure → Info: Port: MBKK - KOTA KINABALU Date: From: 2012-12-06 TO: 2012-12-06 Activity: --

User **Date Time** **Action** **Port**

HARDAMS SRGH	2012-12-20 14:04:29.79	Home cfm. Login	MYFNG
ARULTHEVAN AL	2012-12-06 16:17:20.65	Dep_ShipUpd2 cfm. Declare Ship Departure. Departure ID: 60219422-04b6-48f5-8f69-461a1e613cae	MYFNG
PONRUSAMY AL	2012-12-06 16:14:22.313	Dep_ShipUpd2 cfm. Declare Ship Departure. Departure ID: 60219422-04b6-48f5-8f69-461a1e613cae	MYFNG
ARULTHEVAN AL	2012-12-06 16:11:51.81	Dep_ShipUpd2 cfm. Declare Ship Departure. Departure ID: 6009717-2611-4b03-9383-4010603edd712	MYFNG
PONRUSAMY AL	2012-12-06 16:11:27.233	Dep_ShipUpd2 cfm. Declare Ship Departure. Departure ID: 6009717-2611-4b03-9383-4010603edd712	MYFNG

6.1.2 Date Searching

- To view the agent activity records in a specific date, JLM officer need check the checkbox in search type field to enable the date insertion in the info section.

Ship Clearance System (SCS) - JLM User Manual

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizi (JOHOR BAHRU) Home | Logout

1.0 System Mgmt > 1.1 Agent Audit Log

2.0 Ship Arrival > Search Type

3.0 Ship Departure > ☐ Port ☒ Date ☐ Activity

Info

Port: MBBKI - KOTA KINABALU

Date: From 01-12-2012 TO 31-12-2012

Activity: --

User	Date Time	Action	Port
No record found.			

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SCS v2.0

- After enter the date, click **[Search]** button to proceed with the results. For an example JLM officer enter a date range from "1-12-2012" to "31-12-2012", a result of activities done by the agents in the range of date will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizi (JOHOR BAHRU) Home | Logout

1.0 System Mgmt > 1.1 Agent Audit Log

2.0 Ship Arrival > Search Type

3.0 Ship Departure > ☐ Port ☒ Date ☐ Activity

Info

Port: MBBKI - KOTA KINABALU

Date: From 01-12-2012 TO 31-12-2012

Activity: --

User	Date Time	Action	Port
Ng Chee Hau	2012-12-24 12:00:00.027	Home.cfm, Login	MYJBH
Restech	2012-12-24 11:58:04.17	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-24 11:57:42.54	Logout.cfm, Logout	MYJBH
Ng Chee Hau	2012-12-24 11:57:02.287	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-24 10:13:54.153	NewForShipReg.cfm, Add new foreign ship official number: 2200776554port registry: IRABD	MYJBH
Ng Chee Hau	2012-12-24 10:13:10.92	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-24 10:01:08.94	Home.cfm, Login	MYJBH
HARISANS	2012-12-20 14:04:29.79	Home.cfm, Login	MYFKG
SHINCH			
Ng Chee Hau	2012-12-19 15:52:16.503	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-19 15:38:42.08	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-19 15:17:19.003	Home.cfm, Login	MYJBH
Ng Chee Hau	2012-12-19 15:10:44.08	Home.cfm, Login	MYJBH
NG CHEE HAU	2012-12-19 14:44:47.21	Arr_ShipReg3.cfm, Declare Ship Arrival. Official No: 330568 & Port Registry: MBBKI	MYBAT

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SCS v2.0

6.1.3 Activity Searching

1. To view the agent activity records according to the activity, JLM officer need check the checkbox in search type field to enable the activity selection in the info section.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt > 1.1 Agent Audit Log

2.0 Ship Arrival > Search Type

3.0 Ship Departure > ☐ Port ☐ Date ☒ Activity

Info

Port : MBK1 - KOTA KINABALU

Date : From TO

Activity :

- Ship Arrival Management
- Ship Departure Management
- Agent Companies Profile Management
- Ship Profile Management
- Foreign Ship Profile Management
- Ship Certificate Management
- Agent Registry
- Agent Companies Registry

User	Date Time	Action	Port
No record found.			

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STP 12.9

2. After select an activity, click [Search] button to proceed with the results. For an example JLM officer select "Ship Arrival Management", a result of activities done by the agents which is ship arrival management will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizol (JOHOR BAHRU) Home | Logout

1.0 System Mgmt > 1.1 Agent Audit Log

2.0 Ship Arrival > Search Type

3.0 Ship Departure > ☐ Port ☐ Date ☒ Activity

Info

Port : MBK1 - KOTA KINABALU

Date : From TO

Activity :

User	Date Time	Action	Port
Ng Chee Hau	2012-12-18 14:44:47.21	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326880 & Port Registry: MYJCH	MYBAT
Ng Chee Hau	2012-12-18 14:24:10.487	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326531 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-18 14:32:15.577	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326580 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-18 14:28:35.56	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326605 & Port Registry: MBK1	MYJSH
Ng Chee Hau	2012-12-18 14:24:09.815	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326650 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-18 12:10:15.29	An_ShipReg3 cfm, Declare Ship Arrival Official No: 324194 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-18 09:45:03.723	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326025 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-14 16:39:03.007	An_ShipReg3 cfm, Declare Ship Arrival Official No: 327101 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-14 09:40:25.18	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326605 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-13 17:20:54.359	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326440 & Port Registry: MBK1	MYJSH
Ng Chee Hau	2012-12-13 17:19:23.013	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326182 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-13 16:51:44.003	An_ShipReg3 cfm, Declare Ship Arrival Official No: 321030 kwh & Port Registry: EDCB	MYJSH
Ng Chee Hau	2012-12-12 17:46:20.44	An_ShipReg3 cfm, Declare Ship Arrival Official No: 327787 & Port Registry: MYJCH	MYJSH
Ng Chee Hau	2012-12-12 17:02:09.42	An_ShipReg3 cfm, Declare Ship Arrival Official No: 326047 & Port Registry: MBK1	MYJSH

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STP 12.9

6.1.4 Multiple Types Searching

1. JLM officer allowed searching the agent activity records with multiple types searching provided in SCS. JLM officer may choose more than one type of searching from the "Search Type" section.

The screenshot shows the '1.1 Agent Audit Log' search interface. The 'Search Type' section has three checkboxes: 'Port' (checked), 'Date' (unchecked), and 'Activity' (checked). The 'Info' section shows 'Port : MYJBH - JOHOR BAHRU' and 'Date : From' and 'TO' fields. A dropdown menu for 'Activity' is open, showing options: 'Ship Arrival Management', 'Ship Departure Management', 'Agent Companies Profile Management', 'Ship Profile Management', 'Foreign Ship Profile Management', 'Ship Certificate Management', 'Agent Registry', and 'Agent Companies Registry'. The 'Search' button is visible. The table below the search criteria is empty, with the message 'No record found.'.

User	Date Time	Action	Port
No record found.			

2. After enter the info, click [**Search**] button to proceed with the results. For an example JLM officer select "MYJBH" as port operation and "Ship Arrival Management" as the activity type, a result of activities done by the agents which is ship arrival management in port "MYJBH" will be shown as below.

The screenshot shows the search results for '1.1 Agent Audit Log'. The 'Search Type' section has 'Port' (unchecked), 'Date' (unchecked), and 'Activity' (checked). The 'Info' section shows 'Port : MBBKT - KOTA KINABALU' and 'Date : From' and 'TO' fields. The 'Search' button is visible. The table below the search criteria shows the results of the search.

User	Date Time	Action	Port
Ng Chee Hau	2012-12-18 14:54:15.497	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325631 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-18 14:52:18.877	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325659 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-18 14:52:35.55	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325655 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-18 14:52:59.513	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325650 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-18 12:18:15.29	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 324194 & Port Registry: MYPEN	MYJBH
Ng Chee Hau	2012-12-18 09:45:09.720	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325025 & Port Registry: MYGCH	MYJBH
Ng Chee Hau	2012-12-14 16:25:03.007	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 327101 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-13 14:20:40.28.18	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325605 & Port Registry: MYGCH	MYJBH
Ng Chee Hau	2012-12-13 17:20:54.353	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325645 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-13 17:19:23.012	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325160 & Port Registry: MYGCH	MYJBH
Ng Chee Hau	2012-12-13 16:51:44.083	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 731000 kuh & Port Registry: SCEBL	MYJBH
Ng Chee Hau	2012-12-12 17:10:20.44	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 327757 & Port Registry: MYGCH	MYJBH
Ng Chee Hau	2012-12-12 17:09:00.42	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325647 & Port Registry: MBLBU	MYJBH
Ng Chee Hau	2012-12-12 16:48:53.04	Arr_ShipReg3.cfm: Declare Ship Arrival: Official No: 325069 & Port Registry: MYGCH	MYJBH

6.2 JLM Audit Log

1. To view the JLM Audit Log, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [JLM Audit Log] from [System Mgmt] menu.

Est. Arrival Date	Status	Ship Name	Est. Departure Date	Status
04-10-2013	Estimated	YUKON 17	01-01-1900	Declared
04-10-2013	Estimated	EAST STAR	01-01-1900	Declared
04-10-2013	Estimated	MOI SOON SATU	01-01-1900	Declared
04-10-2013	Estimated	SUN HAI SOON NO 8	01-01-1900	Declared
04-10-2013	Estimated	BLUEBILL	01-01-1900	Declared



Only the officer with the access right to view the JLM audit log can access the JLM audit log page.

3. Step 2 will brings up the JLM Audit Log page as shown below.

User	Date Time	Action	Port
No record found.			

4. JLM officer can view activities done by JLM according to the date, port and type of activity.

Ship Clearance System (SCS) - JLM User Manual

5. If JLM officer click on search button without choose any type of searching, a default search with all the activities done by JLM users will be shown as below.

The screenshot shows the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The '1.8 JLM Audit Log' section is active. Under 'Search Type', the 'Port' checkbox is selected. The 'Info' section shows 'Port : MBGKI - KOTA KINABALU'. The 'Date' and 'Activity' checkboxes are unselected. The 'Date From' and 'Date To' fields are empty. The 'Search' button is visible. Below the search criteria is a table with the following data:

User	Date Time	Action	Port
Haftool	2012-12-28 08:19:01.737	Login dlm. Login	MYJBH
Haftool	2012-12-28 14:45:09.747	Login dlm. Login	MYJBH
Haftool	2012-12-24 13:58:30.89	Login dlm. Login	MYJBH
Haftool	2012-12-24 11:43:56.438	Login dlm. Login	MYJBH
Haftool	2012-12-24 11:01:33.857	Login dlm. Login	MYJBH
Haftool	2012-12-24 10:11:30.29	Login dlm. Login	MYJBH
Haftool	2012-12-24 09:29:56.177	Login dlm. Login	MYJBH
Haftool	2012-12-24 09:07:03.568	Login dlm. Login	MYJBH
Haftool	2012-12-21 14:48:27.49	Login dlm. Login	MYJBH
Haftool	2012-12-21 12:15:40.023	Login dlm. Login	MYJBH
Haftool	2012-12-21 12:04:00.897	Login dlm. Login	MYJBH
Haftool	2012-12-21 10:51:12.797	Login dlm. Login	MYJBH
Haftool	2012-12-21 10:14:37.807	Login dlm. Login	MYJBH
administrator	2012-12-21 10:14:03.07	Login dlm. Login	MYJBH

6.2.1 Port Searching

1. To view the JLM user's activity records according to the different port operation, JLM officer need check the checkbox in search type field to enable the port selection in the info section.

The screenshot shows the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The '1.8 JLM Audit Log' section is active. Under 'Search Type', the 'Port' checkbox is selected. The 'Info' section shows a dropdown menu for 'Port : MBGKI - KOTA KINABALU'. The 'Date' and 'Activity' checkboxes are unselected. The 'Date From' and 'Date To' fields are empty. The 'Search' button is visible. Below the search criteria is a table with the following data:

User	Date Time	Action	Port
No record found.			

Ship Clearance System (SCS) - JLM User Manual

- After select port operation, click **[Search]** button to proceed with the results.
For an example JLM user choose the port "MYPKG" as the port operation, all activities done by the agents in port "MYPKG" will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHAU) Home | Logout

1.0 System Mgmt > 1.8 JLM Audit Log

2.0 Ship Arrival > Search Type: Info

3.0 Ship Departure > ☐ Port ☐ Date ☐ Activity

Port: MYPKG - KOTA KINABALU

Date: From: To: Search

User	Date Time	Action	Port
Chee Hui	2012-12-17 12:52:40.39	Logout cfm. Logout	MYPKG
Chee Hui	2012-12-17 12:53:34.737	Login cfm. Login	MYPKG
Chee Hui	2012-12-11 15:00:40.097	Login cfm. Login	MYPKG
Chee Hui	2012-12-11 14:59:45.04	Logout cfm. Logout	MYPKG
Chee Hui	2012-12-11 14:44:35.243	Login cfm. Login	MYPKG
Chee Hui	2012-12-11 14:44:15.582	Logout cfm. Logout	MYPKG
Chee Hui	2012-12-11 14:34:49.09	Login cfm. Login	MYPKG
Chee Hui	2012-12-11 14:34:00.49	Logout cfm. Logout	MYPKG
Chee Hui	2012-12-11 14:33:17.69	Login cfm. Login	MYPKG
Chee Hui	2012-12-09 16:16:15.27	UDep_ShipInfo cfm. Withdraw Ship Departure info. Departure ID: 63219422-04b-466-81a8-4b1a1e513ca8	MYPKG
Chee Hui	2012-12-09 16:16:15.653	UDep_ShipInfo cfm. Approved Ship Departure. Departure ID: 63219422-04b-466-81a8-4b1a1e513ca8	MYPKG
Chee Hui	2012-12-09 16:15:49.927	Login cfm. Login	MYPKG

6.2.2 Date Searching

- To view the JLM user's activity records in a specific date, JLM officer need check the checkbox in search type field to enable the date insertion in the info section.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHAU) Home | Logout

1.0 System Mgmt > 1.8 JLM Audit Log

2.0 Ship Arrival > Search Type: Info

3.0 Ship Departure > ☐ Port ☒ Date ☐ Activity

Port: MYPKG - KOTA KINABALU

Date: From: 01-12-2012 To: Search

Calendar: Dec 2012

User	Date Time	Action	Port
No record found.			

Ship Clearance System (SCS) - JLM User Manual

- After enter the date, click **[Search]** button to proceed with the results. For an example JLM officer enter a date range from "1-12-2012" to "31-12-2012", a result of activities done by the JLM users in the range of date will be shown as below.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The user is logged in as 'Hafisol (JOHOR BAHRU)'. The '1.8 JLM Audit Log' section is active. The 'Search Type' section has 'Activity' checked. The 'Info' section shows 'Port: MBBK1 - KOTA KINABALU' and 'Date From: 1-12-2012' to '31-12-2012'. The 'Search' button is visible. Below the search criteria, a table lists the audit log results.

User	Date Time	Action	Port
Hafisol	2012-12-26 10:31:15.503	Login dlm. Login	MVJBH
Hafisol	2012-12-26 09:19:01.737	Login dlm. Login	MVJBH
Hafisol	2012-12-24 14:45:09.747	Login dlm. Login	MVJBH
Hafisol	2012-12-24 12:59:38.65	Login dlm. Login	MVJBH
Hafisol	2012-12-24 11:45:58.453	Login dlm. Login	MVJBH
Hafisol	2012-12-24 11:01:33.657	Login dlm. Login	MVJBH
Hafisol	2012-12-24 10:11:30.29	Login dlm. Login	MVJBH
Hafisol	2012-12-21 09:25:38.177	Login dlm. Login	MVJBH
Hafisol	2012-12-24 09:07:53.663	Login dlm. Login	MVJBH
Hafisol	2012-12-21 14:46:37.49	Login dlm. Login	MVJBH
Hafisol	2012-12-21 12:19:48.623	Login dlm. Login	MVJBH
Hafisol	2012-12-21 12:04:09.897	Login dlm. Login	MVJBH
Hafisol	2012-12-21 10:51:15.787	Login dlm. Login	MVJBH
Hafisol	2012-12-21 10:14:37.657	Login dlm. Login	MVJBH

6.2.3 Activity Searching

- To view the JLM user's activity records according to the activity, JLM officer need check the checkbox in search type field to enable the activity selection in the info section.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. The user is logged in as 'Hafisol (JOHOR BAHRU)'. The '1.8 JLM Audit Log' section is active. The 'Search Type' section has 'Activity' checked. The 'Info' section shows 'Port: MBBK1 - KOTA KINABALU' and 'Date From: 1-12-2012' to '31-12-2012'. The 'Search' button is visible. Below the search criteria, a dropdown menu is open, showing a list of activities.

No record found.

- Ship Arrival Management
- Ship Departure Management
- Agent Users Management
- Agent Companies Management
- JLM Users Management
- Port Management
- Flag Management
- Purpose Of Call Management
- Charges Management
- Ship Profile Management
- Foreign Ship Profile Management
- Ship Certificate Management
- User Group Management

Ship Clearance System (SCS) - JLM User Manual

- After select an activity, click [Search] button to proceed with the results. For an example JLM officer select "Ship Arrival Management", a result of activities done by the JLM users which is ship arrival management will be shown as below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) Home | Logout

1.8 JLM Audit Log

Search Type: ☐ Port ☐ Date ☐ Activity

Info: Port: MBRNI - KOTA KINABALU Date From: To: Activity:

User	Date Time	Action	Port
Hafisol	2012-12-18 14:34:49.573	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 53e507d5-7482-4a2c-9213-794d57c77f13	MYJSH
Hafisol	2012-12-18 14:23:28.777	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 84eeb34e-7781-4781-a2b1-74c0d9f4d4e9	MYJSH
Hafisol	2012-12-18 14:27:27.607	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 7a28a7a5-5cad-4715-b871-20a1b1bd38cf	MYJSH
Hafisol	2012-12-18 10:36:28.307	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 083385e-4715-42a2-a591-0c0c044b1110	MYJSH
Hafisol	2012-12-18 10:19:42.212	Ukr_Reg3 cfm. Approved Ship Arrival. Arrival ID: 4667c41b-b46a-4309-b80a-c0b0e197731e	MYJSH
Hafisol	2012-12-14 16:56:10.413	Ukr_Reg3 cfm. Approved Ship Arrival. Arrival ID: 228724	MYJSH
Hafisol	2012-12-14 09:58:40.473	Ukr_Reg3 cfm. Approved Ship Arrival. Arrival ID: 320303	MYJSH
Hafisol	2012-12-14 09:49:04.877	Ukr_Reg3 cfm. Approved Ship Arrival. Arrival ID: 320708	MYJSH
Hafisol	2012-12-14 09:42:07.023	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 803a4e45-4537-42b5-8caa-d01f5624e680	MYJSH
Hafisol	2012-12-12 17:11:45.81	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: a74dc0b9-c0c0-42b1-4a10-6bcb0691422	MYJSH
Hafisol	2012-12-12 17:11:03.543	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 8ea00e51-2a84-4add-ba55-0647c0d0e500	MYJSH
Hafisol	2012-12-12 17:10:52.34	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: a0830071-2bb5-44f6-ba54-600a5d3737b4	MYJSH
Hafisol	2012-12-12 17:10:39.48	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: 07b69022-ebec-434d-9b5a-34c1ba21cdd9	MYJSH
Hafisol	2012-12-12 17:10:27.22	Ukr_ShpReg3 cfm. Approved Ship Arrival. Arrival ID: a0c2129a-b34f-42ac-3e01-0e0d0d0c04f4	MYJSH

6.2.4 Multiple Types Searching

- JLM officer allowed to search the JLM user's activity records with multiple types searching provided in SCS.
- JLM officer may choose more than one type of searching from the "Search Type" section.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) Home | Logout

1.8 JLM Audit Log

Search Type: ☒ Port ☐ Date ☒ Activity

Info: Port: MYJSH - JOHOR BAHRU Date From: To: Activity:

Activity:

- Ship Arrival Management
- Ship Departure Management
- Agent Users Management
- Agent Companies Management
- JLM Users Management
- Port Management
- Flag Management
- Purpose Of Call Management
- Charges Management
- Ship Profile Management
- Foreign Ship Profile Management
- Ship Certificate Management
- User Group Management

No record found.

- After enter the info, click [**Search**] button to proceed with the results. For an example JLM officer select "MYJBH" as port operation and "Ship Arrival Management" as the activity type, a result of activities done by the JLM users which is ship arrival management in port "MYJBH" will be shown as below.

The screenshot displays the 'JABATAN LAUT MALAYSIA SHIP CLEARANCE SYSTEM' interface. On the left, a navigation menu includes '1.0 System Mgmt', '2.0 Ship Arrival', and '3.0 Ship Departure'. The main area is titled '1.8 JLM Audit Log' and contains a search form with fields for 'Port' (set to 'MYJBH - KOTA KINABALU'), 'Date From', 'Date To', and 'Activity'. Below the search form is a table of audit logs.

User	Date Time	Action	Port
Hafisol	2012-12-18 14:34:48.573	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 53e507e5-7a92-442e-9223-79407c77115	MYJBH
Hafisol	2012-12-18 14:33:20.777	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 04e4d34e-73f1-4781-a3b1-7a0d9f9e9a	MYJBH
Hafisol	2012-12-18 14:27:27.867	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 7c25a7e8-5c9d-4715-e971-28a161b93d2f	MYJBH
Hafisol	2012-12-14 16:35:25.307	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 0f3206c-a716-40a3-a007-6e6d443119	MYJBH
Hafisol	2012-12-14 16:19:42.213	Uatn_Reg3.cfm, Approved Ship Arrival, Arrival ID: 45e7e41b-b49c-4369-b80a-c98be107715e	MYJBH
Hafisol	2012-12-14 16:08:16.413	Uatn_Reg3.cfm, Approved Ship Arrival, Arrival ID: 32e724	MYJBH
Hafisol	2012-12-14 09:58:40.473	Uatn_Reg3.cfm, Approved Ship Arrival, Arrival ID: 32e724	MYJBH
Hafisol	2012-12-14 09:49:04.677	Uatn_Reg3.cfm, Approved Ship Arrival, Arrival ID: 32e724	MYJBH
Hafisol	2012-12-14 09:42:07.023	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 603a4e4d-4327-4285-80e9-d1c16904e58	MYJBH
Hafisol	2012-12-13 17:11:10.81	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: e74d2d69-3cc0-42b1-b422-0c0c0c01422	MYJBH
Hafisol	2012-12-13 17:11:03.543	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 8aa00e11-2c8f-4d6d-ba55-b6d77e0e660	MYJBH
Hafisol	2012-12-13 17:10:52.24	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: a0220071-2b0c-4d5d-8e54-5603d3787e4	MYJBH
Hafisol	2012-12-13 17:10:29.48	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: 07b59622-4b6c-4543-905a-34c13e1c09d	MYJBH
Hafisol	2012-12-13 17:10:27.22	Uatn_ShpReg3.cfm, Approved Ship Arrival, Arrival ID: a322c156-3541-4ba2-9a9f-bef0309e4e	MYJBH

6.3 Cargo Report

- To view the Cargo Report, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

- After login to the Ship Clearance System, JLM officer can choose the [**Cargo Report**] from [**System Mgmt**] menu.



Only the officer with the access right to view the cargo report can access the cargo report page.



3. Step 2 will bring up the Cargo Report as shown below.



4. JLM officer can view Cargo Report according to the year and.

5. After select the port operation and enter the year, click on search button cargo report will be shown as below.

Ship Clearance System (SCS) - JLM User Manual

STATISTIK BULANAN PERGERAKAN KARGO

Tahun:		2012										
JABATAN:		JAGATAN LAUT WILAYAH SELATAN										
KELUPANGAN:		JOKOR BARAHU										
Bulan	BIL. KAPAL Pergerakan	Pukul Cukai Am	Pukul Cukai	Pukul Kering	IMPORT(MT) Kargo Am	Kargo Bawa	Kontena (TEU)	Pukul Cukai	Pukul Kering	EXPORT(MT) Kargo Am	Kargo Bawa	Kontena (TEU)
JAN	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEB	4	1	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	30.00
MAR	2	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
APR	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUN	0	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUL	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AUG	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEP	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OCT	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NOV	2	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEC	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JML	17	3	225.00	211.00	1312.00	1455.00	122.50	103.33	112.00	104.00	105.00	131.00
Jumlah Import/Export(MT)												

Analisis

Pd. - Nelayan
Ad. - Pelayan
MT - 45000000

6.4 Passenger Report

- To view the Passenger Report, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

- After login to the Ship Clearance System, JLM officer can choose the [Passenger Report] from [System Mgmt] menu.



Only the officer with the access right to view the passenger report can access the passenger report page.

3. Step 2 will brings up the Passenger Report as shown below.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafizal (JOHOR BAHRU)

1.0 System Mgmt ▶ 1.9 Number of Passenger Report

2.0 Ship Arrival ▶ Search

3.0 Ship Departure ▶ Port Operation: BAGAN DATOH

Statistic From: JAN Year: 2012

To: JAN Year: 2012

Search

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SCS v2.0

4. JLM officer can view Passenger Report according to the year, port and date.
5. After select the port operation and enter the date, click on search button
Passenger report will be shown as below.

STATISTIK BULANAN PENGENDALIAN PENUMPANG (MYJBH)

Faktor: 1. From 01-01-2012 To 01-12-2012
1. HADATAPILAUT JOHOR BAHRU
PELAKSANA/DETE

BULAN	TARIK	PELATAGAN DIMESTER										PELATAGAN FIDANOSA									
		KAPAL	JM. KRT	12	MAKUT	KELUAR	JM. KRT	MAKUT	KELUAR	JM. KRT	MAKUT	KAPAL	JM. KRT	12	MAKUT	KELUAR	JM. KRT	MAKUT	KELUAR	JM. KRT	MAKUT
JAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEB	3	3	3	0	10	10	0	0	0	0	0	1	1	1	5	5	5	15	0	0	15
MAR	2	2	2	0	10	10	0	0	0	0	0	1	1	1	0	5	5	0	0	0	0
APR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JUN	0	0	0	0	0	0	0	0	0	0	0	1	1	1	0	15	15	0	0	0	0
JUL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCT	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOV	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEC	38	38	38	10,555	200	20,555	30,020	100	10,020	0	0	0	0	0	0	0	0	0	0	0	0
JAM	48	48	48	10,555	120	10,570	30,020	100	10,020	3	3	3	3	20	25	15	0	0	0	15	15

Jumlah Besar Penumpang
Jumlah Penumpang

Hadiah: 110,520

Keluar: 210

Hadiah: 51,000

Penumpang: 1,000,000

*1 JLM KAPAL PENYUTANAN MELAYU

*2 JLM KAPAL PENYUTANAN ASING

6.5 Vessel Report

1. To view the Vessel Report, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Vessel Report] from [System Mgmt] menu.

JABATAN LAUT MALAYSIA
SHIP CLEARANCE SYSTEM

Welcome Hafisol (JOHOR BAHRU) Home | Change Password | Logout

1.0 System Mgmt

- 1.1 Agent Audit Log
- 1.2 Agent Company Mgmt
- 2.0 Ship Arrival
- 1.3 Agent User Mgmt
- 3.0 Ship Departure
- 1.4 Charges Mgmt
- 1.5 Flag Mgmt
- 1.6 Foreign Ship Mgmt
- 1.7 JLM Audit Log
- 1.8 Port Mgmt
- 1.9 Purpose of Call Mgmt
- 1.10 Ship Certificate Mgmt
- 1.11 Ship Profile Mgmt
- 1.12 User Group Mgmt
- 1.13 Users Mgmt
- Reports-----
- 1.14 Barter Trade Report
- 1.15 Cargo Report
- 1.16 Passenger Report
- 1.17 Vessel Report**

Ship Arrival

Est. Arrival Date	Status
04-10-2013	Estimated
04-10-2013	Estimated
04-10-2013	Estimated
04-10-2013	Estimated

Ship Departure Declaration

Ship Name	Est. Departure Date	Status
MOI SOON SATU	01-01-1999	Declared
SHI HAI SOON NO 6	01-01-1999	Declared
BLUEBILL	01-01-1999	Declared
SUN	13-07-1999	Declared
DRAGONDA	20-11-2000	Declared

New/Update Ship Certificate

Ship Name	Issued Date	Status
UNSTAR 24270	01-06-2012	New
DIU STAR	01-06-2012	New
BUNGA TERATAI 3	15-10-2012	Update
KOLIM 6	20-11-2012	New
FONG SIANG II	11-12-2012	New

Latest Agent Company Registration

Code	Name	Created Date
16751	16751	15-12-2012

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SCS v2.0



Only the officer with the access right to view the passenger report can access the vessel report page.

3. Step 2 will brings up the Vessel Report as shown below. JLM officer can view Vessel Report according to the year, port and vessel types.
4. After select the port operation, enter the year and choose vessel types, click on search button vessel report will be shown as below.

VESSEL STATISTIC REPORT

YEAR

2012

PORT

AB

TYPE OF VESSEL			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ACCOMMODATION & PIPE LAY BARGE	INT	ARR	0	0	0	0	0	0	0	0	0	0	0	0	
		DEP	0	0	0	0	0	0	0	0	0	0	0	0	
	DOM	ARR	0	0	0	0	0	0	0	0	0	0	0	0	
		DEP	0	0	0	0	0	0	0	0	0	0	0	0	
OTHER	INT	ARR	0	0	0	0	0	0	0	0	0	0	0	0	
		DEP	0	0	0	0	0	0	0	0	0	0	0	0	
	DOM	ARR	0	0	0	0	0	0	0	0	0	0	0	0	
		DEP	0	0	0	0	0	0	0	0	0	0	0	0	

NOTE:

INT

INTERNATIONAL

DOM

DOMESTIC

ARR

ARRIVAL

DEP

DEPARTURE

6.6 Barter Trade Report

1. To view the barter Report, JLM officer have to access to the Ship Clearance System (SCS) first.



Please refer to chapter 1. Accessing to the Ship Clearance System.

2. After login to the Ship Clearance System, JLM officer can choose the [Barter Trade Report] from [System Mgmt] menu.

3.



Only the officer with the access right to view the passenger report can access the barter trade report page.

LAMPIRAN 2



NOTIS PERKAPALAN MALAYSIA
MALAYSIAN SHIPPING NOTICE

NPM 05/2012
MSN 05/2012

JABATAN LAUT MALAYSIA

Ibu Pejabat Laut, Peti Surat 12, 42007 Pelabuhan Klang.
Tel: 03-33467777 Fax: 03-3168 5289, 3167 2882
<http://www.marine.gov.my>

E-mail: kpgr@marine.gov.my

PELAKSANAAN SISTEM PERLEPASAN KAPAL (SCS) ATAS TALIAN

IMPLEMENTATION OF ONLINE SHIP CLEARANCE SYSTEM (SCS)

Pemakluman kepada pemilik kapal, agensi perkapalan, nakhoda, pegawai-pegawai kapal, krew kapal dan mereka yang terlibat di dalam aktiviti perkapalan.

Notification to ship owners, shipping agencies, masters, ship's officers, ship's crews and the shipping community.

Notis ini memaklumkan bahawa sistem baru Jabatan Laut iaitu Sistem Perlepasan Kapal (SCS) akan berkuatkuasa sepenuhnya dalam perlaksanaannya bermula pada 15^{hb} Mei 2012.

This notice serve to inform that Marine Department's new Ship Clearance System (SCS) will officially commence on 15th May 2012.

2. Perlaksanaan sistem baru ini adalah bertujuan memberi perkhidmatan secara atas talian untuk proses ketibaan dan perlepasan kapal dengan lebih berkesan.

2. The new system serves to provide online application towards greater efficiency for ship arrival and departure clearances.

3. Permohonan ketibaan dan perlepasan kapal di pelabuhan secara manual hanya boleh diterimapakai sehingga 31^{hb} Julai 2012 sahaja. Selepas tarikh tersebut, segala permohonan ketibaan dan perlepasan kapal hendaklah dilakukan secara atas talian melalui alamat <http://marine21.marine.gov.my/scsagent/>

3. Manual application for ship arrival and departure clearances will continue to be accepted until 31st July 2012. After that date, all applications for arrival and departure clearances are required to be done online at <http://marine21.marine.gov.my/scsagent/>

Ketua Pengarah Laut / Director General of Marine
Tarikh/Date: 10 May 2012

LAMPIRAN 3

CHECK IN AND CHECK OUT FORM (No: _____)

MARINE DEPARTMENT MALAYSIA, PUBLIC MARINA _____

Check in				Check out			
Arrival date (dd/mm/yy)				Departure date (dd/mm/yy)			
Arrival time				Departure time			
Previous Port/Marina				Next port/Marina			
Expected departure date				Actual length of stay			
Length of stay				Signature of Skipper			
Name of craft							
Call Sign				Official Number			
Flag of Registry				Port of Registry			
Name of the Owner/operator							
Name of skipper/master							
Passport Number							
Address							
E-mail				Contact No.			
Type of Craft		Passenger		No. of Passenger (to enclose name list)			
		Yatch		No. of Crew (to enclosed name list)			
Type of voyage		International / Domestic		Dangerous good on board		Yes No	
LOA (m)				Mean of draft at arrival(m)			
LBP (0.96 of the LOA)(m)				GRT			

I hereby confirm the above information provided are true and correct

(Skipper of _____)

FOR OFFICE USE ONLY

Pontoon No:			
Service rendered	Nos. of days	Other service	Nos. of usage
Berth rental		Garbage disposal	
Mooring		Slipway access	
Hard standing bay rental		Total chargeable amount during check in (RM)	
Arrival/Current meter reading			
Water meter			
Electric meter			
Total chargeable amount during check out (RM)			

Prepared by:

Approved by:

Marina assistant

Marine officer

() ()

Document required during check in must be accompanied by original documents.

Nos.	Documents	Availability	Notes
1.	Crew/Passenger List	Yes/No	
2.	Identity card/Passport (all crew/passenger)	Yes/No	
3.	Ship Registration Certificate	Yes/No	
4.	Insurance or bank guarantee	Yes/No	
5.	Copy of last port clearance	Yes/No	
6.	Surat Izin Belayar	Yes/No	

Terms and Conditions:

Definations:

1. 'Craft' means a craft use for the purpose of leisure, sport or recreation;
2. 'marina' means any facility for mooring, anchoring, berthing and storing of craft in a port as determined by the Director of Marine in Marina notice;
3. 'Marina Circular' means a circular described as such and issued by a Port Officer;
4. 'Marina Notice' means a notice described as such and issued by the Director of Marine;
5. 'Operator' includes the charterer, contractor or any person responsible for the service, maintenance and upkeep of the craft;
6. 'Owner' means the registered Owner of the craft, the person owning the craft or any person who is responsible for the craft;
7. 'Seafarer/s' is/are individual/ team who operated the craft on behalf of the Owner of the craft.
8. 'Agent' is an individual or company registered with Custom Malaysia and authorized to do such business and carry responsibilities on behalf of the craft's Owner;
9. 'Controlled Area' are area including office or marina building, pontoon area, slipway success, ramp and hard standing bay;
10. 'Compound Area' includes government premise and where the area has been developed on whole or in part as marina compound;
1. Port Officer reserve the right to deny berthing to any Owner or craft. The Owner shall comply with all reasonable instruction of Marina Manager or his appointer staff matters relating to the safe and efficient operation of the Marina.
2. The Owner shall at all times maintain good seamanship while navigating inside and outside of the marina vicinity so as to cause no danger or inconvenience to any other person or craft in the area.
3. Every vessel, other than an open craft, when under way within port limits between the hour of sunset and sunrise shall carry a green light on the starboard side and a red light on the port side of the vessel, such light shall be screened so that they may be visible over and arc of the horizon.
4. Access to marina is prohibited to unauthorized person. Visiting berth holders/ Owner must report upon arrival and departure at the guard house / security officer at marina office.
5. Pets are not allowed in the marina.
6. No dangerous, inflammable, poisonous or noxious substances, oil, petrol fuel, paint or contaminated bilge water or allowed to escape into marina.
7. Fishing / swimming / bathing / diving within marina are prohibited.
8. Unlawful activities are prohibited.
9. In the interest of hygiene, no paper or solid matter shall be discharged or allowed to escape into the marina.
10. This Marina only provides berthing for seagoing craft only. The Owner accepts full responsibility for the seaworthy condition of the vessel and maintaining the vessel in such condition.
11. The vessel Owner is responsible for ensuring their vessel is kept in such condition that it does not become unsightly of dilapidated or reflect unfavourably on the marina. Vessel decks and all walkways and fingers must be kept free and clear of debris at all times.
12. Laundry of any type or any item of a personal nature shall not be hung out to dry or air in public view aboard any vessel or any part of the Marina.
13. Noise shall be kept to a minimum.
14. Owner must report arrival/ departure their craft, update customer information form and payment fee record at the marina office.
15. Port officer reserved the right to require the Owner to remove any vessel from its berth upon providing 14 days written notice to that effect / will take action to dispose their vessel according to Section 381 of MSO 1953.
16. The Owner, operator and master/skipper shall be liable for the removal and the cost of any measure take to remove any craft that is found abandoned, becomes and obstruction to navigation or has become a wreck in any part of the marina including the hardstanding bay.
17. The Owner shall not to leave their craft unattended and/or become unseaworthy while it is kept at the marina including the hardstanding bay. If the Owner has to leave the country for significant period or 30 days or more, they should appoint a keeper or caretaker to see that their craft is take care of. The Owner shall provide all documents pertaining contracting or appointing keeper or caretaker upon requested by Marina Management.
18. The port officer reserves the right to remove or dispose by any means any craft unattended or abandoned in any part of the marina including the hardstanding bay.
19. Entry into marina by land or water entails acceptance of the published marina regulation under federation port rules 1953, charges and these terms and conditions.
20. Major repairs or refit (including construction works, welding, metal grinding or cutting and spray / painting) are strictly prohibited within the marina. In the case of urgency to repair craft, Owner shall acquire permission from Marina Management before proceeding with the repair works.
21. No fishing trawlers are to be moored in the marina berth.
22. No item of personal belonging is to be left unattended on the piers or any part of the marina at any time.
23. No unregistered vehicles / trailers are permitted to be parked in any general marina car park, that is, they must be stored within the designated storage area within the facility.
24. All vehicle include craft are accepted in this premise at the Owner risk and we undertake no responsibility and shall not be liable in any matter whatsoever for any loss or damage.
25. The Owner shall pay the rental / charges to JLM during arrival / check in and upon demand at the rate set out in the schedule before using any facilities made available at the marina. Under exceptional circumstances, the Owner may be allowed to postpones the payment no later than 72 hours from time of check in.
26. Should the Owner wish to extend their stay, the rental shall be calculated commencing from the day and time of extension.
27. Please demand for official receipt to any amount paid.
28. Please ensure the official receipt was true and correct.

29. Insurance

- a. All risk in the craft and responsibility for its loss, damage and all other risks whatsoever remain with the Owner at all the times
- b. The Owner shall at all-time keep insured the craft, third party and their properties in such amount and with a reputable company as requested by Marina Management and to provide upon request to Marina Management with an Insurance Certificate/ Policy to Marina Management's satisfaction.

30. The Owner agrees and acknowledges that:

- a. Jabatan Laut Malaysia / Marina Management are not liable for the care and protection of the craft and is not liable for any loss or damage (including consequential loss and damage) however caused which may be suffered or incurred or which may arise directly or indirectly by or in respect of the craft or its fittings and contents
- b. To the fullest extent permitted by law, all implied terms and condition are hereby excluded.

31. Electricity and water supply charges to be paid in full before departing from marina.

32. The Owner agreed to pay the full chargeable amount during check out.

33. The detail rates as below: -

facility	rate(RM)
<i>Berthing</i>	RM 2.00 per day for every metre length or any part thereof RM 30.00 per month for every metre length or any part thereof (a) a day shall be the period beginning from 0800 hours to 0800 hours of the following day, or any part thereof; (b) a month shall be the continuous period of 30 days and for any extra days, daily fees shall apply.
<i>Mooring</i>	RM 1.00 per day for every metre length or any part thereof; RM 15.00 per month for every metre length or any part thereof
Freshwater	RM 2.00 for every 10 litres or part thereof Transportation of water, a minimum fee RM 10.00 shall be imposed
Garbage disposal service	Alongside a berth, the fee shall be RM 5.00 per collection At a mooring, the fee shall be RM 10.00 per collection
<i>Hardstanding Bay</i>	RM 3.00 per day for every metre length or any part thereof
<i>Slipway Access</i>	RM 100.00 per access
Electric Supplies	RM 0.30 per kilowatt-hour (kWh)

Owner.

Marina management

I, hereby agree to abide to all terms and conditions stipulated under this form.

Signature

Signature

Name:

Name:

Date:

Date:

LAMPIRAN 4

PART IX
GENERAL

49. Conservancy.

No oil or substance containing oil of any description shall be discharged or allowed to escape, and no ashes, rubbish or other nuisance likely to be detrimental to shipping or to pollute the harbour shall be discharged or thrown overboard within port limits.

50. Search-lights, projectors, etc.

No captain or master of any vessel shall permit within port limits any search-light or other projector of any description to be used on board such vessel without the permission of the Port Officer; provided that this Rule shall not apply to any vessel belonging to or in the service of Her Majesty.

51. Militia of a foreign power.

(1) No member of the armed forces in the service of a foreign power shall land within a port carrying arms without the permission of the appropriate State or Settlement authority:

"PART VIIIA

REGULATING MARINA

Application. 48A. This Part shall apply to any marina under the charge of the Director of Marine.

Interpretation. 48B. In this Part, unless the context otherwise requires—

"craft" means a craft use for the purpose of leisure, sport or recreation;

"marina" means any facility for mooring, anchoring, berthing or storing of craft in a port as determined by the Director of Marine in a Marina Notice;

"Marina Circular" means a circular described as such and issued by a Port Officer;

"Marina Notice" means a notice described as such and issued by the Director of Marine;

"operator" includes the charterer, contractor or any person responsible for the service, maintenance and upkeep of the craft;

"owner" means the registered owner of the craft, the person owning the craft or any person who is responsible for the craft.

Obligation to remove obstruction or wreck. 48C. (1) The owner, operator and master shall be liable for the removal and the cost of any measure taken to remove any craft that is found abandoned, becomes an obstruction to navigation or has become a wreck in any part of a marina.

(2) In the absence of the owner, operator and master—

(a) the owner immediately prior to the craft becoming a wreck, an obstruction or being abandoned;

(b) the insurer, if the craft is insured; or

(c) the person who provides financial security to the craft,

shall be deemed to be the owner of the craft.

Conservancy. 48D. (1) The owner, operator or master of any craft in a marina shall obtain a written permission from the Port Officer before cleaning any of the tanks and other spaces on the craft.

(2) Every craft shall use the garbage collection service that is provided in a marina.

(3) Instructions and conditions for the storage, collection and disposal of garbage, oily waste or oil water mixture may be issued by a Port Officer in a Marina Circular.

(4) All on board oily waste and oil water mixture that are required to be discharged shall be discharged into the reception facility that is made available in a marina.

Tug and tow
services

48E. (1) Any craft entering a berth in a marina may use the tug and tow services that are made available in the marina.

(2) Any person intending to provide tug and tow services to any craft in a marina shall apply to the Port Officer for a written permission.

(3) Upon application and upon payment of a fee of three hundred ringgit, the Port Officer may grant a written permission to provide the tug and tow services and such permission shall be valid for a period of one year.

Regulating the
movement of
craft

48F. The Port Officer may give directions on the movement of any craft within a marina including the prohibition of entry into any area prescribed in a Marina Circular.

Marina fees

48G. The fees for the use of marinas under these Rules are prescribed in the Second Schedule."

****SECOND SCHEDULE**

FEES

[Rule 48G]

Berthing

1. (1) For a craft lying alongside a berth at a marina the fee shall be RM2.00 per day or RM30.00 per month for every metre length or any part thereof.

(2) For the purposes of subparagraph (1)—

- (a) a day shall be the period beginning from 0800 hours to 0800 hours of the following day, or any part thereof;
- (b) a month shall be the continuous period of thirty days and for any extra days daily fees shall apply; and
- (c) the length of the craft shall be measured by the Length Between Perpendiculars (LBP).

Mooring

2. (1) For a craft mooring to a buoy or pile mooring or any other form of securing to the sea-bed the fee shall be RM1.00 per day or RM15.00 per month for every metre length or any part thereof.

(2) A craft is moored from the time when the craft is first secured to thereto until the craft is finally cast off.

Freshwater

3. (1) For the supply of freshwater the fee shall be RM2.00 for every 10 litres or part thereof.

(2) Where the supply of freshwater requires transportation, a minimum fee of RM10.00 shall be imposed for the transportation cost.

Garbage disposal service

4. For the garbage disposal service of a craft—

- (a) alongside a berth, the fee shall be RM5.00 per collection; and
- (b) at a mooring, the fee shall be RM10.00 per collection.

Hardstanding bay rental

5. For a craft using the hardstanding facilities, the hardstanding bay rental shall be at the rate of RM3.00 per day for every metre length or any part thereof.

Slipway access

6. For a craft using the slipway access, the slipway access fee shall be RM100.00 per access.

Electricity

7. For a craft using the electricity outlet provided at the berth, the fee shall be imposed by metre reading at the rate of RM0.30 per kilowatt-hour (kWh).".

LAMPIRAN 5

LAMPIRAN 5

TEMPLATE DAFTAR MASUK KELUAR KAPAL LAYAR (BUKU LOG CRAFT)

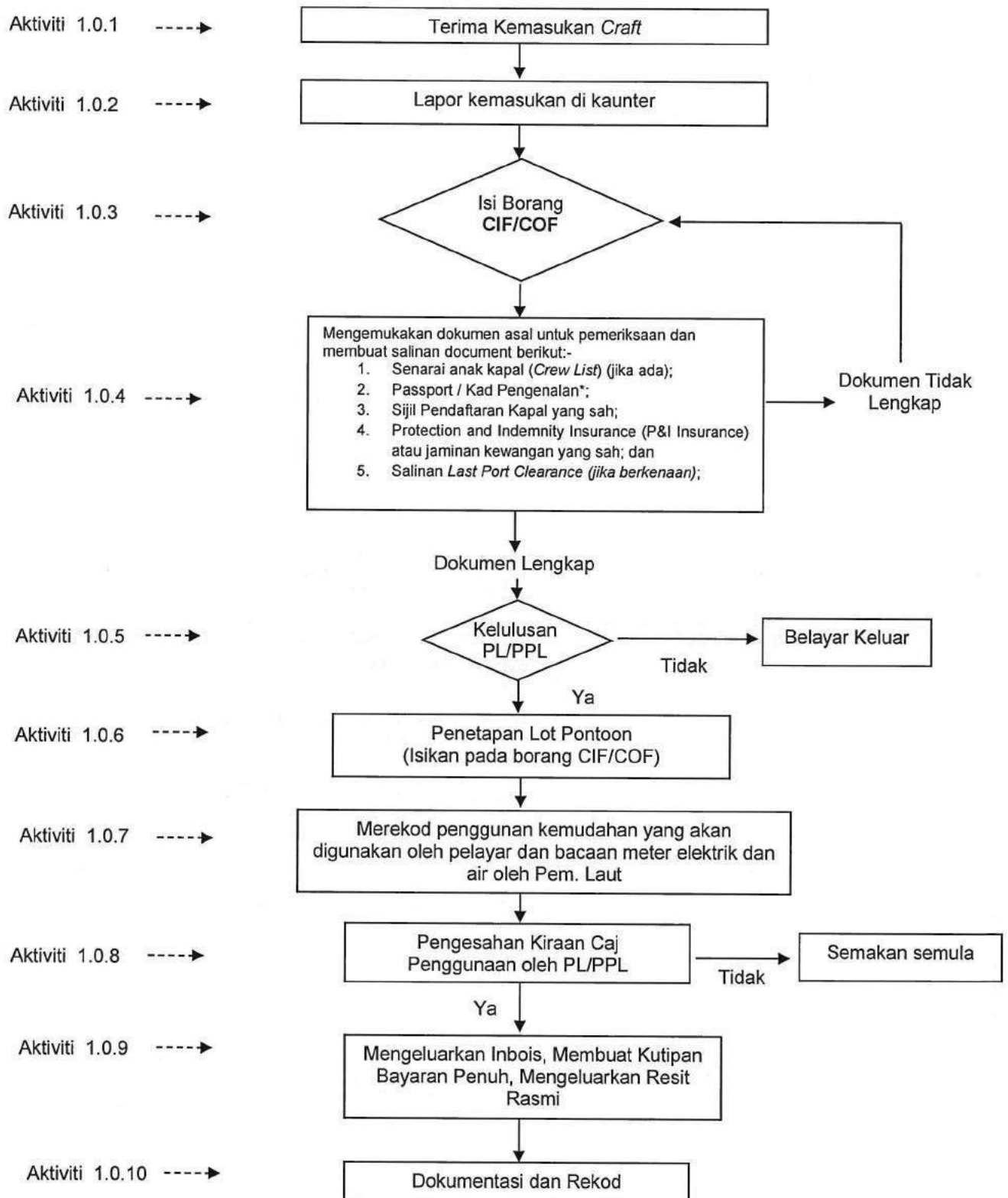
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LAMPIRAN 6

- BATAL -

LAMPIRAN 7

CARTA ALIR PROSEDUR DAFTAR MASUK *CRAFT* DI MARINA AWAM



1. DEFINISI DAN SINGKATAN

- | | | |
|-----|------------|-------------------------|
| 1.1 | PL | - Pegawai Laut |
| 1.2 | PPL | - Penolong Pegawai Laut |
| 1.3 | Pemb. Laut | - Pembantu Laut |

2. TANGGUNGJAWAB

Jawatan	Tugasan / kuasa
PL/PPL	Membuat pertimbangan dan memberi kelulusan kemasukan <i>craft</i> di marina.
	Memantau kemasukan <i>craft</i> dan pelayar di marina. Merancang dan mengawal selia pengurusan marina agar terkawal dan selamat. Membuat semakan dan pengesahan penggunaan dan kiraan caj penggunaan kemudahan marina oleh pelayar. Mengeluarkan inbois, menerima bayaran dan mengeluarkan resit rasmi.
Pemb. Laut	Membantu menguruskan ketibaan/kemasukan <i>craft</i> dan pelayar di marina. Memastikan lot pontoon berada dalam keadaan selamat bagi aktiviti bertambat. Merekod penggunaan kemudahan yang digunakan pelayar. Mengambil bacaan pada meter elektrik dan air sebelum digunakan oleh pelayar dan kemudahan lain yang digunakan. Membuat pengiraan caj. Menyimpan dan mengemaskini maklumat ketibaan/kemasukan <i>craft</i> di marina dan memastikan disimpan di tempat yang selamat.

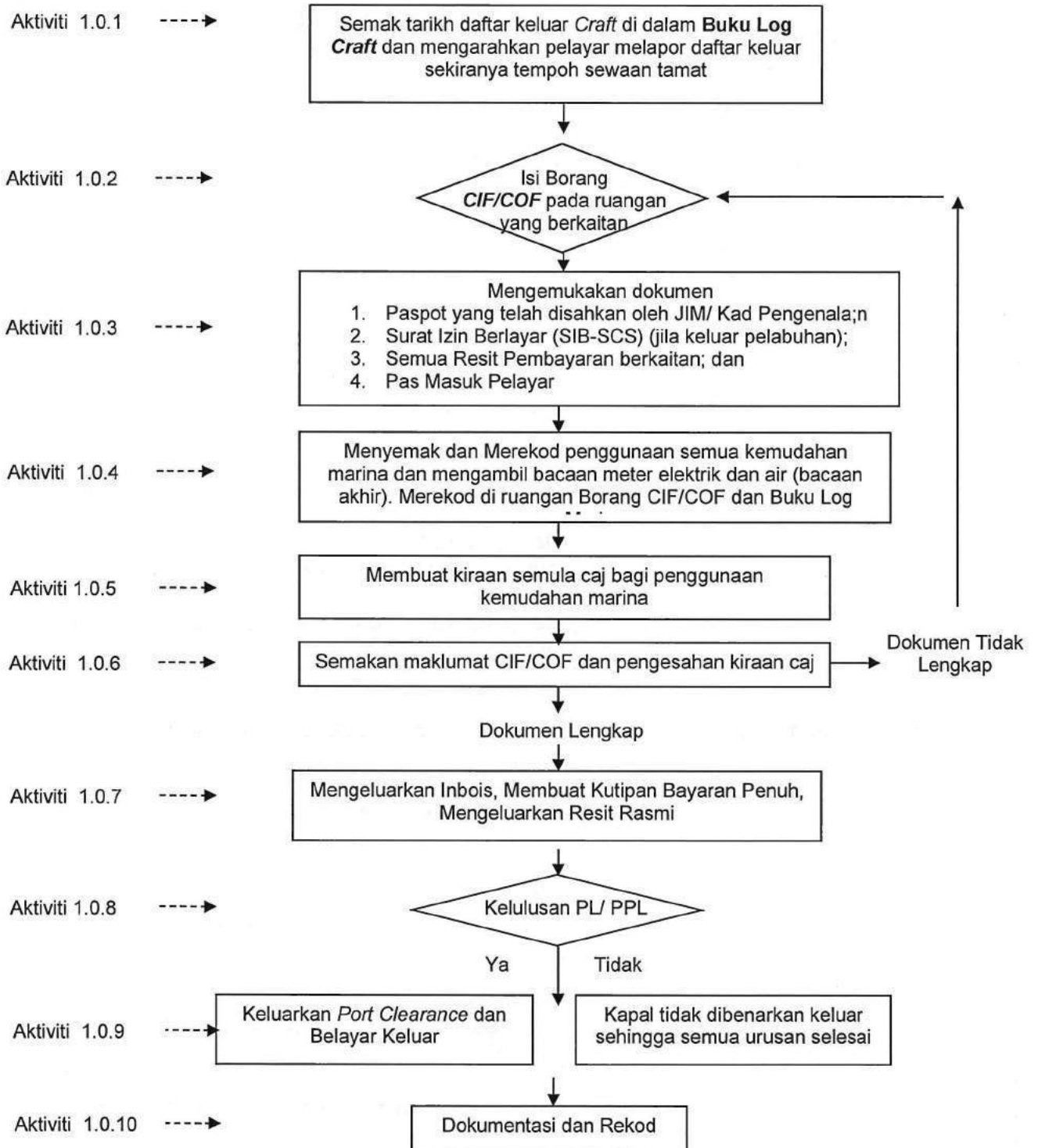
3. PROSEDUR DAFTAR MASUK CRAFT DI MARINA AWAM

Tanggungjawab	Tindakan
Pemb. Laut	Terima Ketibaan dan Kemasukan <i>Craft</i> Menerima ketibaan <i>craft</i> dan pelayar di marina. Membantu juragan melaksanakan kerja merapat dan bertambat kapal layar di pontoon. Pendaftaran Ketibaan Membantu pelayar yang tiba melapor ketibaan di kaunter pendaftaran Mengemukakan borang CIF/COF kepada pelayar untuk diisi semua maklumat yang diperlukan. Memastikan dokumen wajib berikut dikemukakan bersama-sama borang CIF/COF untuk semakan: 1. Senarai anak kapal (<i>Crew List</i>) (jika ada); 2. Passport / Kad Pengenalan*; 3. Sijil Pendaftaran Kapal yang sah; 4. Protection and Indemnity Insurance (P&I Insurance) atau jaminan kewangan yang sah; dan 5. Salinan <i>Last Port Clearance</i> (jika berkenaan); Membuat salinan kesemua dokumen tersebut dan dipanjangkan kepada PL/PPL untuk pertimbangan dan kelulusan. Mengenal pasti lot pontoon yang boleh menyalurkan bekalan air dan elektrik bagi kapal layar. Merekod Penggunaan dan Caj Penggunaan Kemudahan Marina Merekodkan bacaan awal meter air dan elektrik di dalam borang CIF/COF dan Buku Log Craft. Merekod jenis kemudahan marina yang digunakan dan tempoh penggunaan labuhan (<i>berthing</i>), tambatan (<i>mooring</i>), bekalan air bersih, perkhidmatan pembuangan sampah, penggunaan tapak di dataran kejut, penggunaan <i>slipway access</i> di dalam borang CIF/COF.

	Membuat kiraan caj selaras dengan <i>Second Schedule – Rules 48G Fees Federation Port Rules 1953 (Lampiran 4)</i>. Dan memastikan caj penggunaan labuhan (berthing), tambatan (mooring), penggunaan dataran kejut dan penggunaan slipway access adalah berdasarkan kepada tarikh daftar masuk dan keluar di dalam borang CIF/COF
PL/PPL	Pertimbangan dan kelulusan PL/PPL Pendaftaran Ketibaan dan Penetapan No. Pontun. Membuat semakan dokumentasi yang di kemukakan oleh Pemb. Laut. Semakan asal mestilah sama dengan salinan kedua yang dilampirkan. Membuat pertimbangan dan memberi kelulusan kemasukan dengan menandatangani borang CIF/COF. Setelah ditandatangani, borang CIF/COF hendaklah diserahkan kepada PL/PPL bagi urusan penetapan lot pontoon. Kutipan Bayaran Semakan dan pengesahan kiraan caj. Mengeluarkan invois. Membuat kutipan bayaran penuh dan mengeluarkan resit rasmi

LAMPIRAN 8

CARTA ALIR PROSEDUR DAFTAR KELUAR CRAFT DI MARINA AWAM



1. DEFINISI DAN SINGKATAN

- | | | |
|-----|------------|-------------------------|
| 1.1 | PL | - Pegawai Laut |
| 1.2 | PPL | - Penolong Pegawai Laut |
| 1.3 | Pemb. Laut | - Pembantu Laut |

2. TANGGUNGJAWAB

Jawatan	Tugasan / kuasa
PL/PPL	Membuat pertimbangan dan memberi kelulusan daftar keluar <i>craft</i> dari marina. Memantau daftar keluar <i>craft</i> dan pelayar di marina. Merancang dan mengawal selia pengurusan marina agar terkawal dan selamat. Membuat semakan dan pengesahan penggunaan dan kiraan caj penggunaan kemudahan marina oleh pelayar. Mengeluarkan inbois, menerima bayaran dan mengeluarkan resit rasmi. Mengeluarkan <i>Port Clearance</i> dan keizinan belayar keluar.
Pemb. Laut	Membantu menguruskan daftar keluar <i>craft</i> dan pelayar di marina. Memastikan lot pontoon berada dalam keadaan selamat bagi aktiviti bertambat dan aktiviti keluar <i>craft</i> . Mengambil dan merekod bacaan pada meter elektrik dan air semasa daftar keluar <i>craft</i> berdasarkan penggunaan sebenar oleh pelayar. Merekodkan penggunaan kemudahan lain yang digunapakai berdasarkan penggunaan sebenar oleh pelayar. Membuat kiraan caj penggunaan kemudahan. Menyimpan dan mengemaskini maklumat daftar keluar <i>craft</i> di marina dan memastikan disimpan di tempat yang selamat.

3. PROSEDUR DAFTAR KELUAR CRAFT DI MARINA AWAM

Pemb. Laut	Proses Daftar Keluar Marina Memastikan tempoh menetap dimarina dipatuhi oleh semua pelayar melalui semakan tarikh masuk dan tarikh jangka keluar yang direkodkan di dalam borang CIF/COF dan Buku Log Craft Memaklumkan pelayar tempoh tamat dan bantu pelayar mendaftar keluar sekiranya pelayar tidak berhasrat menyambung tempoh menetap di marina. Mengemukakan borang COF/CIF untuk dilengkapi oleh pelayar. Menyemak CIF/COF dan memastikan dokumen lampiran diserahkan bersama-sama borang CIF/COF:- 1. Paspot yang telah disahkan oleh JIM/ Kad Pengenal;n 2. Surat Izin Berlayar (SIB-SCS) (jila keluar pelabuhan); 3. Semua Resit Pembayaran berkaitan; dan 4. Pas Masuk Pelayar
Pemb. Laut	Merekod Penggunaan Kemudahan Marina dan Pengiraan Caj Merekod penggunaan kemudahan marina dan mengambil bacaan meter elektrik dan air (bacaan akhir) di dalam Borang CIF/COF dan Buku Log Marina. Membuat kiraan semula caj bagi penggunaan perkhidmatan / kemudahan marina. Dokumen dan rekod pengiraan caj penggunaan kemudahan marina dipanjangkan kepada PL/PPL untuk semakan, pertimbangan dan kelulusan (Salinan perlu dilampirkan) .
PL/ PPL	Semakan dokumen CIF/COF dan Kutipan Bayaran Membuat semakan dokumentasi dan pengiraan caj yang di kemukakan oleh Pemb. Laut. Semakan asal mestilah sama dengan salinan kedua yang dilampirkan. Membuat pertimbangan dan memberi kelulusan dengan menandatangani CIF/COF. Mengeluarkan Inbois bagi jumlah caj penggunaan kemudahan marina kepada pelayar dan mengarahkan pembayaran penuh dibuat. Memastikan bayaran tambahan dikutip sekiranya ada. Mengeluarkan resit rasmi sekiranya pembayaran penuh telah diterima daripada pelayar dan memastikan rekod bayaran disimpan.

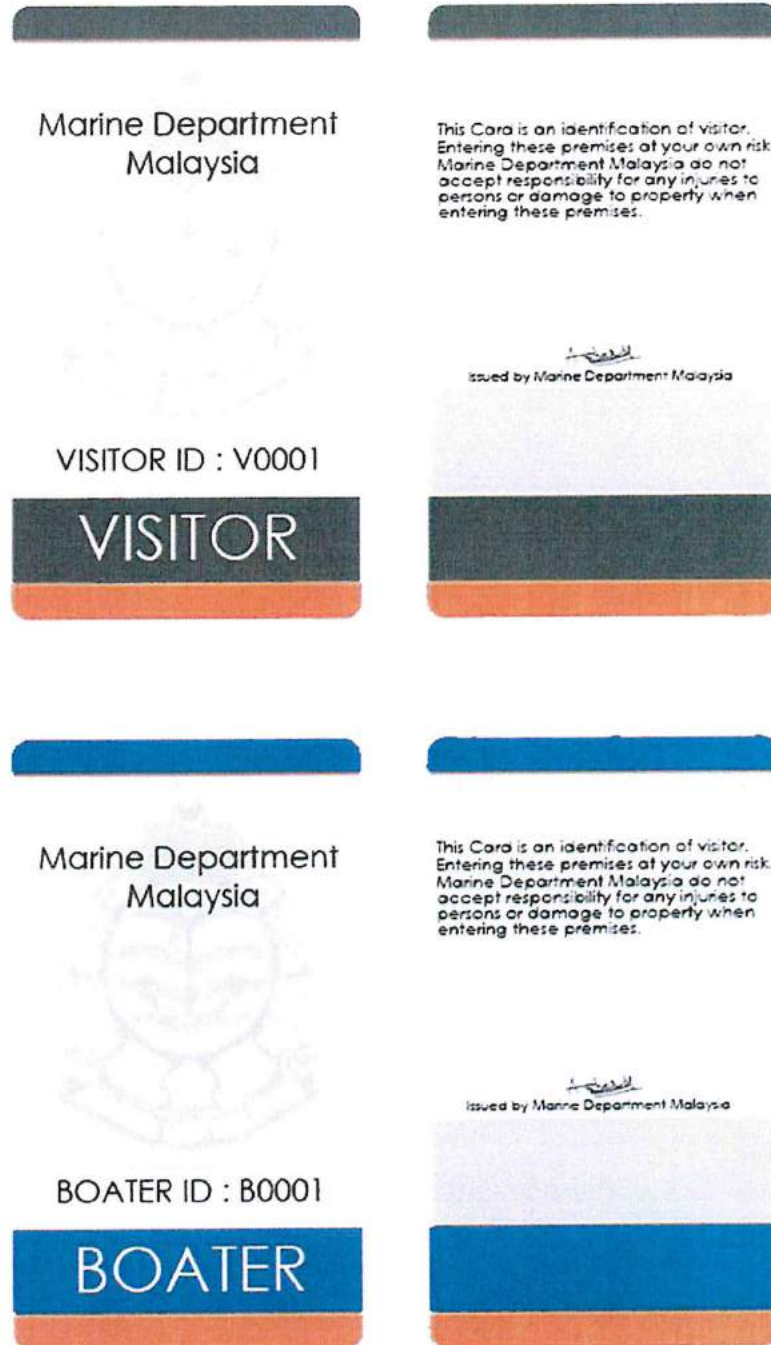
PL/PPL	Kebenaran pelepasan Membuat semakan akhir terhadap dokumentasi dan mengeluarkan Port Clearance sekiranya semua urusan lengkap
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LAMPIRAN 9

BUKU PENDAFTARAN KELUAR MASUK KE MARINA (BUKU LOG MARINA)

Bil.	Tarikh	Nama Pelawat / Nama Kapal Layar	Tujuan	No. Kenderaan/ Kapal Layar	Waktu Masuk	Waktu Keluar	Catatan

LAMPIRAN 10



LAMPIRAN 11

MANUAL KAWALAN KESELAMATAN DI MARINA AWAM BAWAH SELIAAN JABATAN LAUT MALAYSIA (JLM)

1. PENGENALAN

Kawalan keselamatan adalah langkah perlindungan ke atas keselamatan premis atau tempat termasuk kawasan kawalan iaitu bangunan pejabat, kawasan pontun, akses *slipway*, dataran kejut dan *ramp* termasuk mengurus perkara-perkara terperingkat dan sensitif supaya sentiasa berada dalam keadaan selamat.

2. TUJUAN / OBJEKTIF

Mewujudkan satu sistem cara kerja yang sistematik, teratur dan memberikan panduan kepada semua mengenai kawalan keselamatan di semua marina awam di bawah seliaan JLM serta memastikan premis marina, kawasan kawalan, kawasan pontun marina serta perkara-perkara tertentu sentiasa berada dalam keadaan selamat.

3. PEGAWAI-PEGAWAI YANG BERTANGGUNGJAWAB KE ATAS KESELAMATAN MARINA AWAM BAWAH SELIAAN JLM

3.1 Pegawai Keselamatan Marina

Pegawai yang dilantik hendaklah terdiri daripada Ketua Pejabat Marina (Pegawai Laut/ Penolong Pegawai Laut) yang mana bertanggungjawab mengenai pentadbiran Marina Awam untuk melaksanakan arahan-arahan keselamatan Kerajaan yang berhubung rapat dan mendapat nasihat dari Pegawai Keselamatan Kerajaan.

3.2 Penolong Pegawai Keselamatan Marina

Pegawai yang dilantik hendaklah terdiri daripada pembantu kepada Ketua Pejabat Marina seperti Penolong Pegawai Laut/ Pembantu Laut.

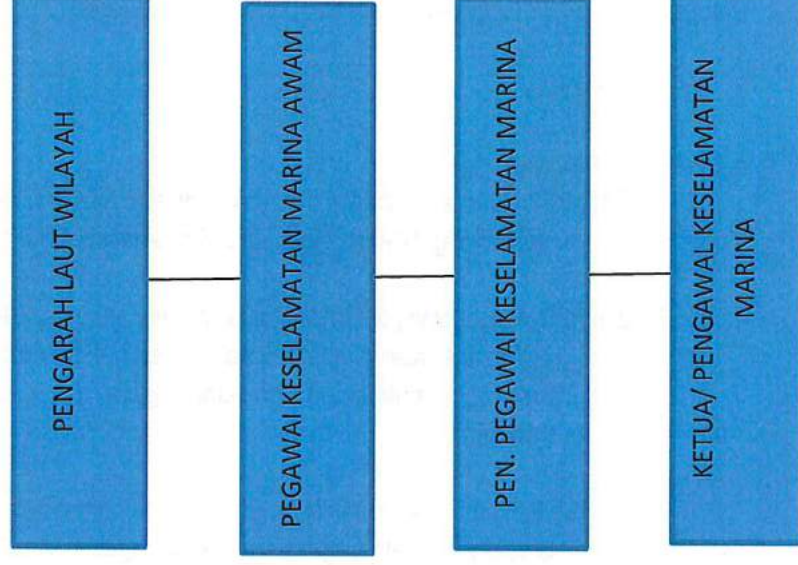
3.3 Ketua / Pengawal Keselamatan Marina

Syarikat yang dilantik hendaklah melaksanakan urusan keselamatan di Marina Awam bawah seliaan JLM.

JAWATAN	SENARAI TUGAS
Pegawai Keselamatan Marina	Bertanggungjawab ke atas semua aspek keselamatan (premis, kawasan kawalan dan kawasan pontun); Mengemukakan perakuan-perakuan kepada Pengarah Laut Wilayah akan cadangan-cadangan untuk meningkatkan keselamatan marina awam serta mewakili dalam menghadiri mesyuarat mengenai keselamatan marina awam; Mewakili Jabatan dalam menghadiri mesyuarat berkenaan marina awam Jabatan terutamanya dari segi keselamatan;

	Mengadakan pemeriksaan dari semasa ke semasa ke atas premis marina, kawasan kawalan dan pontun di marina di bawah seliaannya; Menyelaras langkah-langkah keselamatan serta melaksanakan tugas-tugas lain yang ditetapkan dalam peraturan keselamatan. Pegawai Keselamatan Marina perlu memantau kontrak perkhidmatan kawalan keselamatan serta cctv dan memastikan kontrak dipatuhi.
Penolong Pegawai Keselamatan Marina	Bertanggungjawab ke atas semua aspek keselamatan (premis, kawasan kawalan dan kawasan pontun); Bekerjasama bersama Pegawai Keselamatan Marina dalam mengemukakan perakuan-perakuan kepada Pengarah Laut Wilayah akan cadangan-cadangan untuk meningkatkan keselamatan marina awam serta mewakili dalam menghadiri mesyuarat mengenai keselamatan marina awam; Boleh mewakili Jabatan dalam menghadiri mesyuarat berkenaan marina awam Jabatan terutamanya dari segi keselamatan; Membantu Pegawai Keselamatan Marina melaksanakan pemeriksaan dari semasa ke semasa ke atas premis marina, kawasan kawalan dan pontun di marina; Membantu menyelaras langkah-langkah keselamatan serta melaksanakan tugas-tugas lain yang ditetapkan dalam peraturan keselamatan. Penolong Pegawai Keselamatan Marina perlu memantau kontrak perkhidmatan kawalan keselamatan serta cctv dan memastikan kontrak dipatuhi.
Ketua / Pengawal Keselamatan Marina	Bertanggungjawab ke atas semua aspek keselamatan (premis, kawasan kawalan dan kawasan pontun); Ketua/Pengawal Keselamatan Marina hendaklah menjalankan tugas seperti mana yang telah ditetapkan dalam kontrak perkhidmatan kawalan keselamatan. Ketua/Pengawal Keselamatan Marina hendaklah sentiasa mematuhi arahan semasa yang ditetapkan Ketua/Penolong Pegawai Keselamatan Marina.

Carta Organisasi Kawalan Keselamatan Marina Awam Di Bawah Seliaan Jabatan Laut Malaysia



4. CIRI-CIRI KESELAMATAN

Pematuhan manual keselamatan ini penting dalam memastikan sistem kawalan keselamatan dapat dilaksanakan dengan sempurna bagi menghindari segala kemungkinan yang akan berlaku dalam kawasan kawalan di marina seperti kes-kes jenayah, pencerobohan, kehilangan dan kerosakan harta benda

4.1 Keselamatan Marina Awam

Langkah-langkah keselamatan diambil untuk menghalang orang-orang yang tidak dibenarkan daripada memasuki ke marina secara haram. Dalam urusan ini, JLM telah mewujudkan perkara-perkara berikut:

- i. Sistem pas keselamatan; dan
- ii. Perkhidmatan kawalan keselamatan swasta.

4.2 Sistem Pas Keselamatan

4.2.1 Pas Keselamatan

Pas keselamatan di Marina Awam terdiri daripada dua (2) jenis:

- i. Pas Pelawat; dan
- ii. Pas Pelayar

4.2.1.1 Pas Pelawat

4.2.1.1.1 Dikeluarkan sebagai pinjaman kepada pegawai kerajaan atau orang awam yang datang untuk tujuan lain selain belayar;

4.2.1.1.2 Dokumen yang diperlukan untuk permohonan pas pelawat adalah seperti kad pengenalan (warganegara) / lesen memandu untuk perseorangan. Bagi pihak kontraktor bukan warganegara, permit kerja yang masih sah diperlukan.

4.2.1.1.3 Dokumen yang diperlukan untuk permohonan pas pelawat bagi tujuan lawatan sekolah / agensi kerajaan / agensi swasta perlu kemukakan surat kebenaran dari Pengarah Laut Wilayah.

4.2.1.1.3 Prosedur serahan pas pelawat

4.2.1.1.3.1 Pelawat hendaklah mengemukakan kad pengenalan/ lesen memandu yang masih sah atau masih berkuatkuasa kepada Ketua Pengawal /Pengawal Keselamatan Marina. Dan masukan maklumat dalam buku log pas pelawat

4.2.1.1.3.2 Ketua Pengawal/ Pengawal Keselamatan Marina semak Kad Pengenalan / lesen memandu dan kemukakan pas pelawat.

4.2.1.1.4 Prosedur pemulangan pas pelawat

4.2.1.1.4.1 Pas Pelawat hendaklah dipulangkan semula di Pondok Keselamatan Pintu Utama/ Pintu masuk Marina Awam.

4.2.1.1.4.2 Pelawat isi semula buku log untuk maklumat keluar premis.

4.2.1.1.5 Prosedur kehilangan pas pelawat

4.2.1.1.5.1 Ketua Pengawal/ Pengawal Keselamatan Marina menerima aduan kehilangan pas serta memaklumkan kepada Pegawai Keselamatan Marina;

4.2.1.1.5.2 Pegawai Keselamatan Marina membuat laporan polis;

4.2.1.2 Pas Pelayar

4.2.1.2.1 Dikeluarkan sebagai pinjaman kepada semua pengguna pontun/ pelayar sahaja;

4.2.1.2.2 Pas akan dikemukakan setelah pelayar selesai melaksanakan Prosedur Daftar Masuk *Craft* di Marina Awam.

4.2.1.2.3 Prosedur serahan pas pelayar

4.2.1.1.3.1 Pelayar wajib selesai menjalani prosedur Daftar Masuk *Craft* di Marina Awam dan telah diluluskan di kaunter;

4.2.1.1.3.2 Pegawai Keselamatan Marina/ Penolong Pegawai Keselamatan Marina/Kakitangan yang bertugas akan kemukakan pas pelayar setelah selesai prosedur masuk *craft* dan telah menetapkan nombor lot pontun. Dan membuat rekod di dalam buku log Marina.

4.2.1.1.4 Prosedur pemulangan pas pelayar

4.2.1.1.4.1 Pas Pelayar hendaklah dipulangkan semula di kaunter.

4.2.1.1.4.2 Pelayar isi semula buku log marina untuk maklumat keluar pontun.

4.2.1.1.5 Prosedur kehilangan pas pelayar

4.2.1.1.5.1 Pegawai Keselamatan Marina/ Penolong Pegawai Keselamatan Marina menerima aduan kehilangan pas dari pelayar;

- 4.2.1.1.5.2 Pegawai Keselamatan Marina/ Penolong Pegawai Keselamatan Marina membuat laporan polis;
- 4.2.1.1.5.3 Pelayar mengemukakan permohonan Pas Pelayar Gantian.
- 4.2.1.1.5.6 Pegawai Keselamatan Marina/ Penolong Pegawai Keselamatan Marina memproses permohonan Pas Pelayar Gantian.

4.2.2 Kunci Keselamatan

Kunci memainkan peranan penting sebagai langkah kawalan utama terhadap keselamatan di semua marina awam di bawah seliaan JLM.

4.2.2.1 Kunci Induk (Master Key)

- i. Kunci Induk dikawal dan disimpan oleh Pegawai Keselamatan Marina;
- ii. Salinan Kunci induk turut disimpan dan dikawal oleh Penolong Pegawai Keselamatan Marina. Penggunaan kunci ini adalah atas kebenaran Pegawai Keselamatan Marina sahaja;
- iii. Setiap penggunaan kunci induk akan direkodkan di dalam buku Daftar Pergerakan Kunci yang disediakan;
- iv. Pintu masuk utama dan pintu masuk ke ponton marina dibekalkan dengan 3 unit kunci:
 - a. Kunci Induk (Master Key) – Pegawai Keselamatan Marina
 - b. Kunci Pendua 1 – Pembantu Ketua Pegawai Keselamatan Marina
 - c. Kunci Pendua 2 – Ketua Pengawal Keselamatan Marina
- v. Sebarang perbuatan menyalin kunci induk adalah tidak dibenarkan
- vi. Peminjaman kunci induk adalah tidak digalakkan dan hanya peminjam sementara dibenarkan untuk tujuan tertentu dengan mendapatkan kebenaran dari Pegawai Keselamatan Marina.

4.2.2.2 Kunci Pendua

- i. Kunci di kawal selia seperti yang di nyatakan di para 4.2.2.1 (iv) (b) dan (c)
- ii. Pengguna bilik yang memerlukan kunci dibenarkan untuk menyimpan kunci masing-masing.
- iii. Penyalinan kunci oleh individu secara persendirian adalah dilarang

4.2.2.3 Prosedur Kehilangan Kunci

- i. Maklumkan kepada Pegawai Keselamatan Marina/ Penolong Pegawai Keselamatan
- ii. Membuat laporan polis mengenai kehilangan tersebut.
- iii. Pegawai Keselamatan Marina mengemukakan permohonan baru kunci gantian.

4.3 Perkhidmatan Kawalan Keselamatan

Bagi meningkatkan tahap keselamatan Marina Awam, Wilayah berkaitan hendaklah melantik syarikat luar untuk melaksanakan Perkhidmatan Kawalan Keselamatan bagi mengawal marina supaya berada dalam keadaan yang baik, selamat dan terkawal.

Segala tugas dan tanggungjawab, laporan kawalan keselamatan, ciri-ciri pengawal, kelengkapan kawalan keselamatan dan alat perhubungan adalah tertakluk kepada syarat-syarat kontrak semasa.

4.3.1 Bilangan Pengawal Keselamatan Marina

Bilangan Pengawal Keselamatan di Marina Awam

BIL	PERKARA	JUMLAH (Orang)	CATATAN
1.	Waktu bekerja	2 syif	24 jam
2.	Anggota Keseluruhan	6	2 orang Ketua Pengawal untuk 2 syif 2 orang syif siang 2 orang syif malam (untuk kawalan keselamatan di pintu masuk utama marina dan pintu masuk pontun marina)
3.	Syif 1 (siang)	1 Ketua Pengawal 2 Pengawal Keselamatan	0700 hingga 1900
4.	Syif 2 (malam)	1 Ketua Pengawal 2 Pengawal Keselamatan	1900 hingga 0700

*Tertakluk kepada perubahan syarat kontrak

4.3.2 Bilangan Pengawal, Masa Bertugas dan Lokasi Kawalan di Marina

4.3.2.1 Hari Bekerja Biasa

BIL	LOKASI KAWALAN	BIL. ANGGOTA SYIF PAGI (0700 hingga 1900)	BIL. ANGGOTA SYIF MALAM (1900 hingga 0700)
1.	Pintu masuk utama, Bangunan Marina, kawasan dataran kejut, tempat meletak kenderaan, slivay dan lain-lain kawasan tidak termasuk kawasan di pontun marina.	2 orang	2 orang
2.	Pintu masuk utama ke kawasan pontun dan di dalam kawasan pontun sahaja.	1 orang	1 orang
	JUMLAH	3 ORANG	3 ORANG

4.3.2.2 Sabtu / Ahad/ Cuti Umum

BIL	LOKASI KAWALAN	BIL. ANGGOTA SYIF PAGI (0700 hingga 1900)	BIL. ANGGOTA SYIF MALAM (1900 hingga 0700)
1.	Pintu masuk utama, Bangunan Marina, kawasan dataran kejut, tempat meletak kenderaan, sliway dan lain-lain kawasan tidak termasuk kawasan di pontun marina.	1 Ketua Pengawal 1orang	1 Ketua Pengawal 1 orang
2.	Pintu masuk utama ke kawasan pontun dan di dalam kawasan pontun sahaja.	1 orang	1 orang
JUMLAH		3 ORANG	3 ORANG

5. PELAN TINDAKAN KECEMASAN

5.1 Tindakan Semasa Berlaku Kecemasan

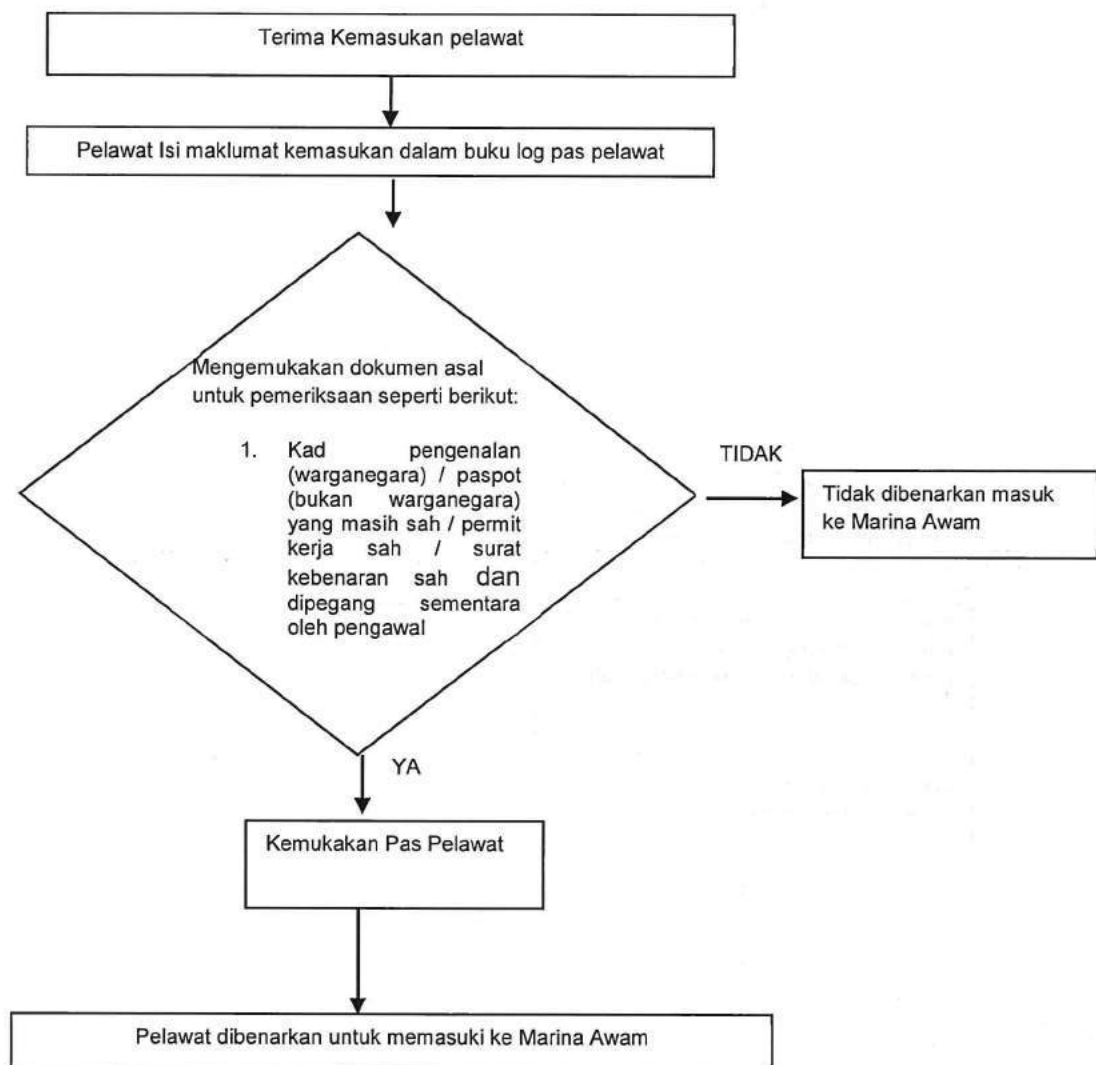
- i. Membunyikan penggera
- ii. Menghubungi pegawai/ pasukan bomba/ polis atau pengawal keselamatan. Kesemua nombor hubungi pihak berkuasa/ pegawai/ bilik pengawal keselamatan perlu dipamerkan di kawasan yang mudah untuk dilihat.
- iii. Berkumpul di tempat yang telah ditentukan / ditetapkan.

5.2 Pelaporan Insiden

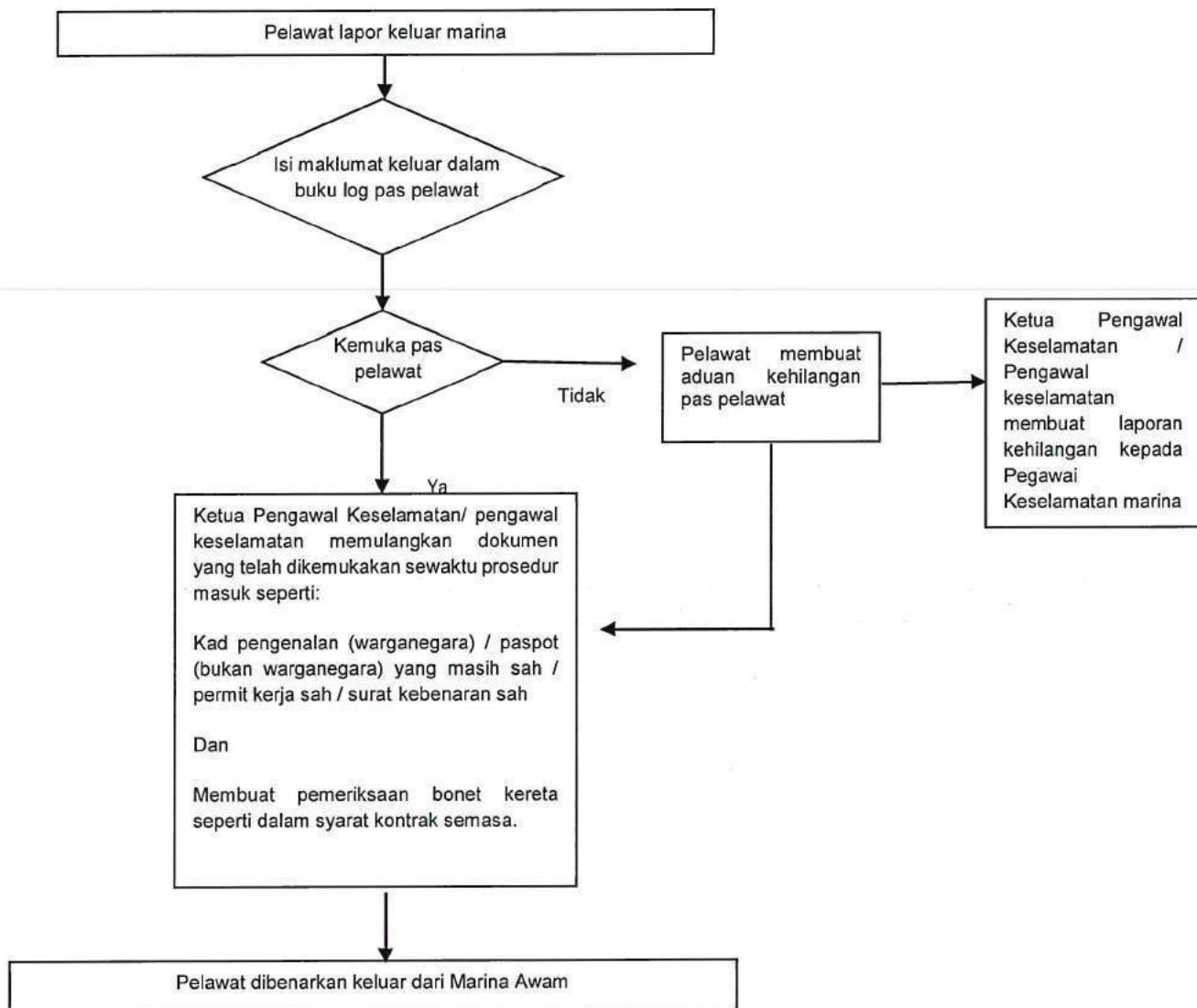
Sebarang kecemasan yang berlaku misalnya jenayah, pelayar / petugas dalam keadaan sakit tenat, kebakaran dan sebagainya hendaklah dilaporkan dengan kadar segera kepada pihak seperti berikut:

BIL	PERKARA	NOMBOR
NOMBOR KECEMASAN UMUM		
1.	Polis Diraja Malaysia	999
2.	Jabatan Bomba & Penyelamat	
3.	Ambulans	
4.	Angkatan Pertahanan Awam (APAM)	
NOMBOR KECEMASAN DALAMAN		
5.	Pejabat Marina Awam dan kakitangan	Mengikut Pejabat Marina

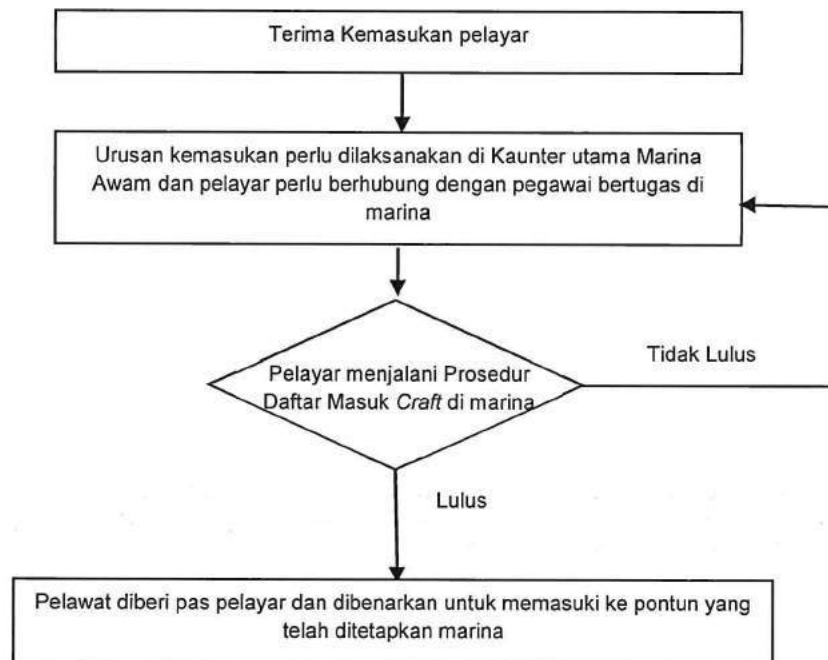
CARTA ALIR PROSEDUR KAWALAN KESELAMATAN MASUK KE MARINA AWAM – PAS PELAWAT



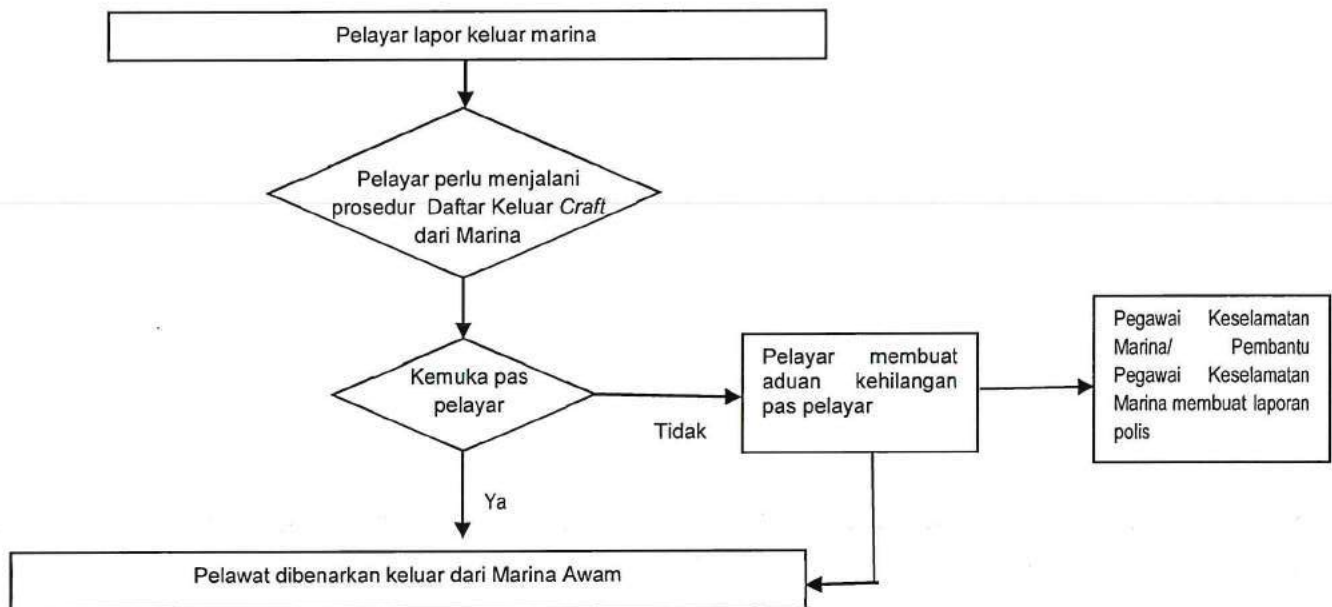
CARTA ALIR PROSEDUR KAWALAN KESELAMATAN KELUAR MARINA AWAM – PAS PELAWAT



CARTA ALIR PROSEDUR KAWALAN KESELAMATAN MASUK KE MARINA AWAM – PAS PELAYAR



CARTA ALIR PROSEDUR KAWALAN KESELAMATAN KELUAR MARINA AWAM – PAS PELAYAR



BORANG ADUAN/LAPORAN KAWALAN KESELAMATAN

Hari:		Nama Pengadu:	
Tarikh:		Jawatan:	
Waktu:			

Pengadu Menyatakan:

This image shows a full page of primary-ruled notebook paper. It features multiple sets of horizontal lines designed to help young learners write neatly. Each set consists of two dashed outer lines and one solid central midline, providing a guide for letter height and placement. The entire page is white with no text or other markings.

Tandatangan Pengadu:

Nama:

Diterima oleh:

.....

Nama:

LAMPIRAN 12



PESURUHJAYA TANAH PERSEKUTUAN
Jabatan Kerja Tanah dan Bangunan (Persekutuan)
Araas 2, Wisma Dendera
No. 25, Persiaran Persekutuan, Presint 8,
62574 PUTRAJAYA



Telefon : 88712603
Faks : 88893855
Laman Web : www.kptg.gov.my

DENGAN TANGAN

Rujukan Tuan : JKPTG(S)/SPHP/704/30/15-2
Rujukan Kami : JLD8 (11)
Tarikh : 15 April 2013
Jamadilakhir 1434

SENARAI EDARAN SEPERTI DI LAMPIRAN A

Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan,

ARAHAN PESURUHJAYA TANAH PERSEKUTUAN BIL. 1/2013.

- Garis Panduan Pengurusan Penyewaan Tanah Persekutuan Oleh Kementerian / Jabatan Pengguna Bagi Ruang Bangunan (Premis)

Dengan hormatnya saya merujuk kepada perkara di atas dan keputusan Mesyuarat Jawatankuasa Induk Pemantauan Tanah Persekutuan Bil. 2/2011 bertarikh 25 November 2011 adalah berkaitan.

2. Untuk makluman Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan, Pesuruhjaya Tanah Persekutuan (PTP) telah dipertanggungjawabkan bagi menjalankan kuasa-kuasa memiliki dan melupuskan tanah-tanah kepada dan daripada Kerajaan Persekutuan. Segala harta tanah kepunyaan Kerajaan Persekutuan adalah terletak hak dan didaftarkan hak milik atas nama Pesuruhjaya Tanah Persekutuan sebagaimana yang diperuntukkan di dalam Akta Pesuruhjaya Tanah Persekutuan 1957 (Akta 349). Seksyen 223 Kanun Tanah Negara (KTN) 1965 juga memberihak kepada Tuan Tanah untuk menyewakan tanah miliknya untuk tempoh tidak melebihi tiga (3) tahun dan penyewaan tersebut tidak perlu didaftarkan di dalam hak milik.

3. Dimaklumkan bahawa semua permohonan penyewaan bagi ruang bangunan (Premis) adalah diproses oleh Kementerian / Jabatan Pengguna seperti mana yang telah dipersetujui di dalam Mesyuarat Jawatankuasa Induk Pemantauan Tanah Persekutuan Bil. 2/2011 bertarikh 25 November 2011. Sehubungan dengan itu, bersama-sama ini dikemukakan Garis Panduan Pengurusan Penyewaan Tanah

Persekutuan Oleh Kementerian/ Jabatan Pengguna Bagi Ruang Bangunan (Premis) untuk rujukan dan tindakan Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan jua.

4. Sukacita saya ingin menarik perhatian Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan bahawa Garis Panduan ini berkuat kuasa pada **24 April 2013** dan kesemua pembayaran **sewa bulanan termasuk deposit hendaklah dibayar atas nama Ketua Setiausaha Kementerian / Ketua Pengarah / Pengarah masing-masing dan semua hasil dimasukkan ke dalam Kumpulan Wang Hasil Disatukan** sepertimana yang termaktub di dalam Perkara 97 (1) Perlembagaan Persekutuan.

5. Dengan berkuatkuasanya Garis Panduan ini, Arahan Pesuruhjaya Tanah Persekutuan Bil. 1/2012 bertarikh 13 Februari 2013 (Garis Panduan Pengurusan Penyewaan Tanah Persekutuan Oleh Kementerian / Jabatan Pengguna Bagi Ruang Bangunan) adalah dibatalkan.

6. Oleh yang demikian, dimohon kerjasama Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan untuk membuat sebaran kepada semua Agensi di bawah seliaan Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan. Kerjasama dan tindakan awal Y. Bhg. Datuk / Dato' Sri / Dato' / Tuan / Puan amatlah dihargai.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menurut perintah,



(DATO' SRI AZEMI BIN KASIM)
Pesuruhjaya Tanah Persekutuan

s.k.

Y. Bhg. Dato' TKPTG (P)

Y. Bhg. Dato' Dr. TKPTG (KP)

PUU JKPTG

Tuan PSPHP

Tuan PSHTP

KPP SPHP

Fail

Float

Arahan PTP Bil 1/2013

LAMPIRAN A

Ketua Pengarah
Unit Perancang Ekonomi
Jabatan Perdana Menteri
Blok B5 dan B6, Kompleks Jabatan Perdana Menteri
Pusat Pentadbiran Kerajaan Persekutuan
62502 PUTRAJAYA

Setiausaha Bahagian
Pengurusan Hartanah
Jabatan Perdana Menteri
Aras 4 & 7, Blok B3, Kompleks Jabatan Perdana Menteri
Pusat Pentadbiran Kerajaan Persekutuan
62502 PUTRAJAYA

Ketua Pengarah
Unit Penyelarasan dan Pelaksanaan
Aras 3, Blok Timor, Bangunan Perdana Putra
Pusat Pentadbiran Kerajaan Persekutuan
62502 PUTRAJAYA

Ketua Setiausaha
Kementerian Kewangan
Bahagian Dasar Saraan, Wang Awam dan
Khidmat Pengurusan, Seksyen Pembangunan
Aras 2 (Utara), Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62592 PUTRAJAYA

Ketua Setiausaha
Kementerian Pelajaran Malaysia
Bahagian Perolehan dan Pengurusan Aset
Aras 5, Blok E2, Kompleks E
Pusat Pentadbiran Kerajaan Persekutuan
62604 PUTRAJAYA

Ketua Setiausaha
Kementerian Pengangkutan
Aras 1, Blok D5, Kompleks D
Pusat Pentadbiran Kerajaan Persekutuan
62616 PUTRAJAYA

Ketua Setiausaha
Kementerian Perusahaan, Perladangan dan Komoditi
Bahagian Pengurusan Pembangunan Kewangan
Aras 6-13, Lot 2G4, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62654 PUTRAJAYA.

Ketua Setiausaha
Kementerian Dalam Negeri
Bahagian Kewangan, Bekalan dan Pembangunan
Aras 3, Blok D1 & D2, Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62546 PUTRAJAYA.

Ketua Setiausaha
Kementerian Penerangan, Komunikasi dan Kebudayaan
Bahagian Pembangunan
Tingkat 26, 27, 30, 34 dan 35 Menara TH Perdana
1001, Jalan Sultan Ismail
50694 KUALA LUMPUR

Ketua Setiausaha
Kementerian Tenaga, Teknologi Hijau dan Air
Bahagian Pembangunan dan Kewangan
Blok E 4/5, Kompleks Kerajaan Parcel E
Pusat Pentadbiran Kerajaan Persekutuan
62668 PUTRAJAYA

Ketua Setiausaha
Kementerian Luar Bandar dan Wilayah
Bahagian Pembangunan
Aras 4, Blok D9, Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62606 PUTRAJAYA

Ketua Setiausaha
Kementerian Pengajian Tinggi
Bahagian Pembangunan
Aras 6, Blok E3, Parcel E, Presint 1
Pusat Pentadbiran Kerajaan Persekutuan
62505 PUTRAJAYA

Ketua Setiausaha
Kementerian Sains, Teknologi dan Inovasi
Bahagian Pembangunan
Aras 1, Blok C5, Parcel C
Pusat Pentadbiran Kerajaan Persekutuan
62262 PUTRAJAYA

Ketua Setiausaha
Kementerian Sumber Asli dan Alam Sekitar
Bahagian Pembangunan
Wisma Sumber Asli
Aras 15, Menara Wisma
No. 25, Persiaran Perdana, Presint 4
62574 PUTRAJAYA

Ketua Setiausaha
Kementerian Pelancongan
Bahagian Pembangunan
No. 2 Menara 1
Jalan P5/6, Presint 5
62200 PUTRAJAYA

Ketua Setiausaha
Kementerian Pertanian dan Industri Asas Tani
Bahagian Khidmat Sokongan dan Pembangunan Industri
Tingkat 13, No.28, Persiaran Perdana
Wisma Tani, Presint 4
62624 PUTRAJAYA

Ketua Setiausaha
Kementerian Pertahanan
Tingkat 3, Wisma Pertahanan
Jalan Padang Tembak
Unit Pengurusan
50634 KUALA LUMPUR

Ketua Setiausaha
Kementerian Kerja Raya
Bahagian Kawal Selia dan Penyelenggaraan
Tingkat 7, Blok B, Kompleks Kerja Raya
Jalan Sultan Salahuddin
50580 KUALA LUMPUR

Ketua Setiausaha
Kementerian Kesihatan Malaysia
Bahagian Perancangan dan Pembangunan
Aras 9 & 11, Blok E7, Parcel E
Pusat Pentadbiran Kerajaan Persekutuan
62590 PUTRAJAYA

Ketua Setiausaha
Kementerian Belia dan Sukan
Cawangan Pembangunan
Bahagian Kewangan dan Pembangunan
Menara KBS, Aras 8, Presint 4
Pusat Pentadbiran Kerajaan Persekutuan
62570 PUTRAJAYA

Ketua Setiausaha
Kementerian Sumber Manusia
Bahagian Kewangan dan Pembangunan
Aras 8, Blok D3, Parcel D
Pusat Pentadbiran Kerajaan Persekutuan
62530 PUTRAJAYA

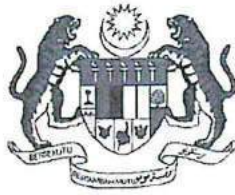
Ketua Setiausaha
Kementerian Perumahan dan Kerajaan Tempatan
Bahagian Pembangunan dan Pelaksana Projek
Aras 5 – 9, No.51, Persiaran Perdana, Presint 4
62100 PUTRAJAYA

Ketua Setiausaha
Kementerian Perdagangan Dalam Negeri
Koperasi dan Kepenggunaan
No. 13, Persiaran Perdana, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62623 PUTRAJAYA

Ketua Setiausaha
Kementerian Pembangunan Wanita
Keluarga dan Masyarakat
Bahagian Pembangunan
Tingkat 3, Menara Sime Darby
Jalan Raja Laut
50350 KUALA LUMPUR

Ketua Setiausaha
Kementerian Luar Negeri
Wisma Putra (Bahagian Pembangunan)
No. 1, Jalan Wisma Putra, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62502 PUTRAJAYA

Ketua Setiausaha
Kementerian Wilayah Persekutuan
Bahagian Pembangunan
Aras 1-4, Blok 2
Menara Putrajaya Holdings
62100 PUTRAJAYA



**GARIS PANDUAN PENGURUSAN PENYEWAAN
TANAH PERSEKUTUAN OLEH
KEMENTERIAN/JABATAN PENGGUNA BAGI RUANG
BANGUNAN (PREMIS)**



JABATAN KETUA PENGARAH TANAH DAN GALIAN (PERSEKUTUAN)

(JKPTG)

(SEKSYEN PENGUATKUASA DAN HASIL PERSEKUTUAN)

GARIS PANDUAN PENGURUSAN PENYEWAAN TANAH PERSEKUTUAN OLEH KEMENTERIAN / JABATAN PENGGUNA BAGI BANGUNAN

1. TUJUAN

Garis Panduan ini adalah bertujuan untuk memberi penjelasan mengenai tatacara pengurusan penyewaan Tanah Persekutuan oleh Kementerian / Jabatan Pengguna (KJP) bagi ruang bangunan (premis).

2. LATAR BELAKANG

Pesuruhjaya Tanah Persekutuan (PTP) mempunyai kuasa untuk melupuskan mana-mana tanah Persekutuan yang diletakhak kepada PTP. Maksud pelupusan ini termasuklah memberi atau menerima sewaan (*tenancy*) ke atas tanah tersebut.

Tempoh sewaan tanah Persekutuan ini adalah tidak melebihi tiga (3) tahun sahaja sepertimana diperuntukan dibawah Seksyen 223 Kanun Tanah Negara 1965 (KTN).

Tanah-tanah Persekutuan yang boleh diberi sewaan adalah seperti:

- i. Tanah milik PTP,
- ii. Tanah-tanah rizab menurut Perkara 85(5) PP,
- iii. Mana-mana tanah yang diletakhak kepada PTP menurut mana-mana undang-undang bertulis yang sedang berkuatkuasa, dan
- iv. Tanah berstatus Borang K Akta Pengambilan Tanah (APT) 1960

3. TAFSIRAN

Tafsiran yang digunapakai dalam panduan adalah seperti berikut:-

Bangunan Kerajaan Persekutuan

Mana-mana bangunan yang diduduki oleh Kementerian / Jabatan Pengguna di atas tanah PTP.

Tanah Kerajaan Persekutuan

Bermaksud tanah Kerajaan Persekutuan yang terdiri daripada tanah milik, tanah rizab, tanah yang dipajak, tanah berstatus Borang K Akta Pengambilan Tanah 1960 atau sebagainya untuk kegunaan KJP.

Kawasan Lingkungan

Bermaksud kawasan tanah dan premis yang diduduki oleh KJP di mana kawasan tersebut telahpun dibangunkan secara keseluruhan ataupun sebahagiannya.

4. PERNYATAAN DASAR

Dasar penyewaan ini adalah seperti berikut:

- i. Mana-mana ruang bangunan termasuk kawasan lingkungannya;
- ii. Kadar sewaan hendaklah ditentukan oleh nilai Jabatan Penilaian dan Perkhidmatan Harta (JPPH); dan
- iii. Pengurusan pungutan hasil dan penyelenggaraan Akaun Deposit hendaklah diselenggara oleh KJP mengikut Peraturan dan Pekeliling Perbendaharaan yang berkuatkuasa.

Dasar ini tidak terpakai bagi tanah-tanah yang dibangunkan untuk tujuan Kuarters Perumahan Kakitangan Kerajaan Persekutuan yang diurus dan diselenggarakan oleh Bahagian Pengurusan Hartanah, Jabatan Perdana Menteri (BPH).

5. PROSEDUR PENYEWAAN

5.1 Sewaan Bangunan

- Diproses oleh KJP
 - Sewaan ruang bangunan termasuklah kawasan lingkungannya seperti tempat letak kereta, kafeteria / kantin, kiosk, papan iklan, menara telekomunikasi, mesin ATM dsb.
- Kelayakan Pemohon
 - Individu
 - Berumur 18 tahun ke atas
 - Warganegara Malaysia

- Tidak muflis
 - Bermastautin di dalam Persekutuan
- Syarikat / Organisasi
 - Berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM) bagi syarikat
 - Berdaftar dengan Pendaftar Pertubuhan (ROS) bagi organisasi
 - Tidak muflis
 - Memorandum and Articles (M&A) membenarkan memegang sewaan (jika ada)
 - Alamat berdaftar di dalam Persekutuan
- Tatacara Permohonan
 - Menggunakan Borang Permohonan Penyewaan (Borang SPHP/01). Borang SPHP/01 boleh dimuat turun dilaman sesawang www.kptg.gov.my atau diperolehi secara percuma di KJP berkaitan.
 - Semua permohonan perlulah dihantar kepada KJP yang berkaitan (Jawatankuasa).
- Permohonan penyewaan diluluskan oleh Jawatankuasa yang ditubuhkan oleh KJP berkaitan.
- Segala keputusan Jawatankuasa adalah muktamad. Rayuan hanya boleh dibuat bagi perkara berikut:
 - Tempoh kuatkuasa perjanjian penyewaan;
 - Pengurangan/Penambahan keluasan premis yang disewakan;
 - Perlanjutan penyewaan.
- Permohonan untuk pengurangan dan pengecualian kadar sewa hendaklah dipanjangkan kepada PTP (dengan syarat pembayaran wang cagaran untuk tempoh 3 bulan dan sewa bulan pertama hendaklah dijelaskan terlebih dahulu).
- Syarat-syarat perjanjian
 - Pembayaran Penyewaan
 - Semua pembayaran sewa bulanan termasuk deposit hendaklah dibayar atas nama Ketua Setiausaha Kementerian/ Ketua Pengarah/ Pengarah dan semua

hasil dimasukkan ke dalam kumpulan Wang Hasil Disatukan sepertimana yang termaktub di dalam Perkara 97 (1) Perlembagaan Persekutuan.

- Wang cagaran
 - Pemohon yang berjaya hendaklah membuat bayaran wang cagaran bersamaan tiga bulan sewaan apabila mengemukakan Surat Setuju Terima kepada KJP.
 - Pengembalian wang cagaran adalah sepertimana diperuntukkan di dalam perjanjian.
- Penamatan
 - Perjanjian penyewaan akan tamat seperti mana tempoh yang dinyatakan di dalam perjanjian. Walau bagaimanapun KJP mempunyai kuasa untuk menamatkan perjanjian tersebut pada bila-bila masa dengan memberikan notis tiga puluh (30) hari atau sebagaimana diperuntukkan di dalam perjanjian.
- Insurans Tanggungan
 - Penyewa disyorkan mendapatkan perlindungan insurans yang mencukupi bagi melindungi hak dan kepentingan Penyewa selama tempoh penyewaan berkuatkuasa.
- Perjanjian Penyewaan
 - Dokumen perjanjian penyewaan adalah berdasarkan format yang dikeluarkan oleh PTP sebagaimana di **Lampiran 1B**.
 - **Panduan Penyediaan Dokumen Perjanjian Penyewaan Tanah Persekutuan oleh Kementerian dan Jabatan Pengguna bagi Ruang Bangunan** dikemukakan pada **Lampiran 1**.
 - Sekiranya terdapat keperluan untuk meminda format perjanjian tersebut, ianya perlu dirujuk kepada Penasihat Undang-Undang KJP terlebih dahulu dan dikemukakan kepada PTP untuk kelulusan.
 - Semua perjanjian penyewaan hendaklah diperakukan dan ditandatangani oleh PTP dan penyewa.

- Pihak KJP perlu menyediakan lima (5) salinan dokumen perjanjian sepertimana format yang disediakan oleh PTP.
 - Lima (5) salinan dokumen perjanjian penyewaan yang **telah dilengkapi** hendaklah dikemukakan kepada PTP untuk ditandatangani dan dimeterai.
 - Satu salinan perjanjian penyewaan yang telah dimatikan setem hendaklah dikemukakan kepada PTP untuk tujuan rekod.
- Perlanjutan Penyewaan
 - Permohonan perlanjutan penyewaan hendaklah dipohon enam bulan sebelum tamat tempoh perjanjian.
 - Pihak KJP hendaklah memastikan pihak penyewa tidak mempunyai tunggakan bayaran penyewaan sebelum perlanjutan diluluskan oleh Jawatankuasa.
 - Kelulusan perlanjutan penyewaan juga adalah tertakluk kepada perkara berikut:
 - Tempoh penyewaan tidak melebihi tiga (3) tahun
 - Kadar sewaan ditentukan oleh JPPH
 - Format perjanjian perlanjutan penyewaan adalah seperti di **Lampiran 2**.
- Pematuhan Syarat
 - Penyewa tidak dibenarkan untuk memberi sewaan kecil, atau melepaskan premis tersebut kepada pihak ketiga melainkan dengan kebenaran dan persetujuan bertulis Pegawai Penguasa.
- Tanggungjawab KJP
 - Memastikan semua hasil dimasukkan ke dalam Kumpulan Wang Hasil Disatukan mengikut kod penjenisan berdasarkan Pekeliling Perbendaharaan Bil. 5 tahun 2004.
 - KJP hendaklah memantau kegiatan penyewa supaya tidak melanggar syarat-syarat perjanjian penyewaan yang telah ditandatangani.
 - KJP hendaklah menghantar laporan bulanan berkaitan penyewaan kepada PTP mengikut format seperti **Lampiran 3**.

6. PENGECUALIAN

Mana-mana perjanjian penyewaan sedia ada yang tempoh perjanjian masih berkuatkuasa semasa Garis Panduan ini dikeluarkan adalah tidak tertakluk kepada dasar dan prosedur yang ditetapkan dalam Garis Panduan ini dan boleh diteruskan sehingga tamat tempoh perjanjian. Sekiranya terdapat keperluan perlanjutan perjanjian penyewaan, KJP hendaklah mematuhi Garis Panduan yang telah ditetapkan.

7. TARIKH KUATKUASA

Garis Panduan ini berkuatkuasa pada **24 April 2013**.

8. PEMBATALAN

Dengan berkuatkuasanya Garis Panduan ini, Arahan Pesuruhjaya Tanah Persekutuan Bil. 1/2012 bertarikh 13 Februari 2012 (Garis Panduan Pengurusan Penyewaan Tanah Persekutuan Oleh Kementerian /Jabatan Pengguna Bagi Ruang Bangunan) adalah dibatalkan.

(DATO' SRI AZEMI BIN KASIM)
Pesuruhjaya Tanah Persekutuan
Tarikh : 24 April 2013

Lampiran 1

PANDUAN PENYEDIAAN DOKUMEN PERJANJIAN PENYEWAAN TANAH PERSEKUTUAN OLEH KEMENTERIAN DAN JABATAN PENGGUNA BAGI RUANG BANGUNAN

1. PERIHAL

Garis panduan ini adalah bertujuan untuk memberi penjelasan mengenai penyediaan dan pengisian perjanjian penyewaan ruang bangunan oleh Kementerian/Jabatan Pengguna. Arahan Pesuruhjaya Tanah Persekutuan Bil 1/2013 adalah dirujuk.

Jabatan Ketua Pengarah Tanah dan Galian (Persekutuan) telah menyediakan Dokumen Perjanjian dalam bentuk *softcopy* menggunakan format *Microsoft Words*.

2. DEFINISI

Singkatan Istilah dalam Dokumen Perjanjian

KJP	:	Kementerian/Jabatan Pengguna
KSU	:	Ketua Setiausaha
PTP	:	Pesuruhjaya Tanah Persekutuan
JKPTG	:	Jabatan Ketua Pengarah Tanah dan Galian
PUU JKPTG	:	Penasihat Undang-Undang JKPTG
Pegawai Penguasa	:	Kementerian/ Jabatan Pengguna atau mana-mana pegawai Kementerian/ Jabatan Pengguna yang diberi kuasa untuk mentadbir Perjanjian ini

3. RUJUKAN

- 3.1 Arahan Pesuruhjaya Tanah Persekutuan Bil 2/2013
- 3.2 Kanun Tanah Negara 1965
- 3.3 Akta Pesuruhjaya Tanah Persekutuan 1957
- 3.4 Akta Kontrak 1950
- 3.5 Akta Setem 1949
- 3.6 Akta Kontrak Kerajaan 1949

4. SENARAI KANDUNGAN CAKERA PADAT

- 4.1 Bersama-sama panduan ini disertakan **sekeping cakera padat (Compact Disc)** yang memuatkan beberapa dokumen yang digunakan untuk memproses permohonan penyewaan ruang bangunan berserta dokumen Perjanjian dalam format *Microsoft Words*.
- 4.2 Senarai kandungan cakera padat tersebut adalah seperti di bawah;

Bil	Rujukan	Keterangan
1	Lampiran A	Borang Permohonan Sewa Ruang Bangunan JKPTG/SPHP 1/04
2	Lampiran B	Surat Pemberitahuan Permohonan Penyewaan Tidak Lengkap
3	Lampiran C	Laporan Tapak/Ruang Bangunan
4	Lampiran D	Surat Mohon Penilaian JPPH
5	Lampiran E	Surat Tolak Permohonan Penyewaan
6	Lampiran F	Surat Tawaran Penyewaan dan Surat Setuju Terima (SST)
7	Lampiran G	Notis Penamatan Penyewaan
8	Lampiran H	Perjanjian Penyewaan Ruang Bangunan
9	Lampiran I	Perjanjian Tambahan-Perlanjutan Sewa
10	Lampiran J	Format Muka Depan Perjanjian Penyewaan
11	Lampiran K	Laporan Bulanan Penyewaan Ruang Bangunan
12	Lampiran L	Manual Pengisian Perjanjian Penyewaan Ruang Bangunan

5. PENYEDIAAN DOKUMEN PERJANJIAN

- 5.1 Pegawai Penguasa yang menyediakan dokumen Perjanjian adalah pihak yang bertanggungjawab dan mempunyai kuasa untuk mentadbir sepenuhnya Perjanjian ini dengan memantau pelaksanaan dan pematuhan syarat-syarat Perjanjian ini dan mengambil apa-apa tindakan yang bersesuaian agar maksud Perjanjian ini terlaksana.
- 5.2 Format muka hadapan Dokumen Perjanjian serta maklumat-maklumat yang perlu dicatatkan adalah seperti di **Lampiran 1A**. Kertas yang digunakan untuk muka hadapan dan belakang hendaklah berwarna merah jambu dan bersaiz A4 (80gsm).
- 5.3 Format kandungan Dokumen Perjanjian ini hendaklah seragam seperti di **Lampiran 1B**.

- 5.4 Pendaftaran nombor perjanjian hendaklah diuruskan oleh Pegawai Penguasa. Sistem pemberian nombor perjanjian telah ditetapkan seperti **Lampiran 1C**.
- 5.5 Perjanjian ini hanyalah disediakan selepas pihak penyewa mendapat kelulusan penyewaan secara bertulis daripada KJP.
- 5.6 Semua perjanjian penyewaan hendaklah diperakukan dan ditandatangani oleh Pesuruhjaya Tanah Persekutuan (PTP) dan Penyewa. Dokumen perjanjian penyewaan adalah berdasarkan format yang dikeluarkan oleh PTP.
- 5.7 Pihak KJP bertanggungjawab mentadbir sepenuhnya Perjanjian ini dengan memantau pelaksanaan dan pematuhan syarat-syarat Perjanjian ini dan mengambil apa-apa tindakan yang bersesuaian agar maksud Perjanjian ini terlaksana.
- 5.8 Klausula di dalam template perjanjian ini boleh dipinda dengan kelulusan Penasihat Undang-undang KJP dan Jabatan Ketua Pengarah Tanah dan Galian.

6. MENGISI DOKUMEN PERJANJIAN

- 6.1 Template perjanjian ini telah disediakan dalam bentuk *softcopy* dalam format *Microsoft Words* menggunakan kaedah pengisian borang (*filling in forms*) yang mana hanya **bahagian yang telah ditandakan biru sahaja boleh diubah dan diisi**. Bahagian lain dalam template Dokumen Perjanjian tidak dapat diubah atau dipinda.
- 6.2 Setiap perkataan yang ditandakan biru hendaklah diisi dengan lengkap mengikut arahan yang dinyatakan di ruangan komen (**Comment[eX]**) di dalam **Lampiran 1B**.
- 6.3 Setiap bahagian yang ditandakan biru hendaklah diisi dengan lengkap dan teratur.
- 6.4 Dokumen perjanjian ini hendaklah dicetak kepada lima (5) salinan.
- 6.5 Setiap cetakan dokumen tawaran mestilah menggunakan kertas putih bersaiz A4 (80gsm) dengan menggunakan cetakan pada muka hadapan dan belakang (*double-sided*) pada helaian yang sama.
- 6.6 Disyaratkan supaya setiap helaian dokumen perjanjian penyewaan yang dicetak mempunyai *watermark* logo JKPTG seperti yang dipaparkan di dalam Dokumen Perjanjian kecuali pada muka hadapan dan belakang.

7. TANDATANGAN

- 7.1 Dokumen Perjanjian hendaklah ditandatangani oleh PTP sebagai tuan tanah dengan pihak penyewa. Kontrak hendaklah ditandatangani secepat mungkin selepas semua terma dan syarat dipersetujui oleh kedua-dua pihak dan selewat-lewatnya empat (4) bulan dari tarikh Surat Setuju Terima.
- 7.2 Sebelum dikemukakan kepada PTP untuk tandatangan, semua dokumen perjanjian hendaklah ditandatangani oleh pihak penyewa di bahagian penyewa dan tandatangan pihak pegawai penguasa di bahagian saksi. Semua dokumen yang dihantar kepada PTP hendaklah berserta lampiran-lampiran yang lengkap.

8. DUTI SETEM

- 8.1 Semua dokumen perjanjian dikenakan duti setem dan kos ini ditanggung oleh pihak penyewa.
- 8.2 Dokumen Perjanjian lengkap hendaklah dimatikan setem dalam tempoh tiga **puluh (30) hari bekerja** dari tarikh dokumen perjanjian yang telah ditandatangani diterima.
- 8.3 Dokumen Perjanjian yang telah dimatikan setem hendaklah direkodkan dalam Buku Daftar Perjanjian.

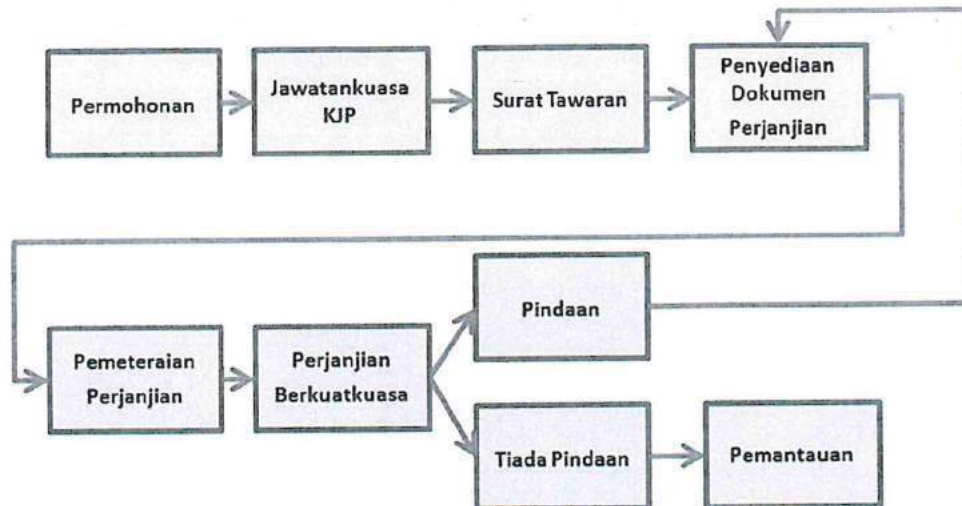
9. EDARAN DOKUMEN PERJANJIAN

Senarai edaran Dokumen Perjanjian adalah seperti di bawah:-

- a. PTP (Seksyen Penguatkuasaan dan Hasil Persekutuan/JKPTG)
- b. Penyewa
- c. Kementerian/Jabatan Pengguna (Ibu pejabat)
- d. Bahagian/Unit Kewangan (pejabat yang menerima bayaran sewa)
- e. Jabatan/Pejabat/Agensi Pengguna Bangunan yang disewa

10. CARTA ALIR PEYEDIAAN PERJANJIAN

Proses untuk mengenalpasti segala proses-proses kerja yang terlibat dalam prosedur penyediaan Dokumen Perjanjian:



11. PENGECUALIAN

Mana – mana Perjanjian Penyewaan sedia ada yang tempoh perjanjian masih berkuatkuasa semasa panduan ini dikeluarkan adalah tidak tertakluk kepada dasar dan prosedur yang ditetapkan dalam Panduan ini dan boleh diteruskan sehingga tamat tempoh perjanjian.

12. TARIKH KUATKUASA

Panduan ini berkuatkuasa pada 24 April 2013.

**BORANG PERMOHONAN
SEWA / MENGELUARKAN HASIL / BAHAN BATUAN / KAYU KAYAN DI ATAS TANAH PERSEKUTUAN**

A. MAKLUMAT PEMOHON					
INDIVIDU			SYARIKAT/PERTUBUHAN		
Sila Sertakan:			Sila Sertakan:		
i. Salinan Kad Pengenalan			i. Salinan sijil pendaftaran		
			ii. Salinan borang 24 Akta Syarikat		
			iii. Salinan borang 49 Akta Syarikat		
			iv. Salinan artikel M.A.A.		
			v. Salinan Undang-Undang Tubuh/Kecil		
1.	Nama		1.	Nama	
2.	No. K/P		2.	No. Daftar	
3.	Alamat		3.	Alamat	
4.	Pekerjaan		4.	Jenis Perniagaan	
5.	Pendapatan		5.	Modal Dibenarkan	
6.	No. Telefon		6.	Modal Berbayar	
			7.	No. Telefon	

B. MAKLUMAT TANAH							Semakan Pejabat (/)
Sila Sertakan:							()
i. Salinan sijil carian rasmi daripada Pejabat Tanah Daerah/Pejabat Tanah Galian							()
ii. Pelan tanah / Pelan Susunatur / Pelan Perancangan Tapak yang ditandakan kawasan/bahagian yang dipohon							
Bil.	No. Lot/ No. PT	No. Hakmilik / No. Warta Rizab	Mukim/Pekan /Bandar	Daerah	Negeri	Luas Keseluruhan	Luas Dipohon
1.							
2.							
3.							

C. TUJUAN SEWA

D. PERAKUAN PEMOHON:

Bahawasanya saya mengaku maklumat yang diberikan di atas adalah benar dan saya sehingga kini tidak pernah diisytiharkan sebagai muflis.

Tandatangan :
 Nama :
 Jawatan dan :
 Cop Syarikat :
 Tarikh :

KEGUNAAN PEJABAT	
Tarikh Terima	
Status	*Lengkap / Tak Lengkap
Penerima	

Hantar Kepada : Pesuruhjaya Tanah Persekutuan
 Jabatan Ketua Pengarah Tanah dan Galian Persekutuan,
 Seksyen Penguatkuasa dan Hasil Persekutuan,
 Aras 2, Podium 1, Wisma Sumber Asli,
 Presint 4, 62574 Putrajaya
 Telefon : 03-8871 2732
 Fax : 03-88810795

LAMPIRAN 13

LAPORAN PEMERIKSAAN FIZIKAL ASET

No. Kontrak :

Bil	Perkara	Tandakan (✓)
1.	Surat Makluman kepada pihak berkenaan	
2.	Pemeriksaan Kerja-kerja Awam*	
3.	Pemeriksaan Kerja-kerja Arkitek*	
4.	Pemeriksaan Kerja-kerja Elektrik*	
5.	Pemeriksaan Kerja-kerja Mekanikal*	

[illegible]

Tarikh :

* Tandakan v pada tempat berkenaan.

LAMPIRAN 14

BORANG LAPORAN KECACATAN / KEROSAKAN

No. Kontrak :

- * Potong mana tidak berkenaan
- Guna borang tambahan/ lampiran jika perlu

LAMPIRAN 15

BORANG TUNTUTAN BAYARAN BALIK HASIL
(Borang ini perlu diisi 2 set)

Ruj Kami :

Tarikh :

A. MAKLUMAT PENERIMA BAYARAN

1 Nama Penuh Penerima Bayaran

[illegible]2 No. Kad Pengenalan Baru[illegible]

@

No. Daftar Syarikat

[illegible]

3 Alamat surat menyurat

[illegible]

4 Poskod

--	--	--	--	--

5 Negeri

[illegible]

6 No. Telefon

[illegible]

7 No. Fax

[illegible]

8 Alamat Emel

[illegible]

9 Tarikh

Hari

--	--

Bulan

--	--

Tahun

--	--	--	--

10 No. Akaun Bank (sertakan salinan buku bank / penyata bank)

[illegible]

11 Nama Bank

[illegible]

12 Alamat Bank

[illegible]

B. TUJUAN BAYARAN BALIK HASIL(Sila tandakan $\checkmark$ dikotak yang disediakan)

- ☐ 1. BAYARAN BALIK DEPOSIT YANG TELAH DIKREDITKAN KE HASIL
- ☐ 2. CEK ATAU EFT YANG TELAH DIKREDITKAN KE HASIL
- ☐ 3. TERIMAAN YANG TELAH DIKREDITKAN KE HASIL
- ☐ 4. LEBIHAN KUTIPAN
- ☐ 5. LEBIHAN POTONGAN (cth: sewa kuarters)
- ☐ 6. LAIN-LAIN (Nyatakan).....

C. DISERTAKAN DOKUMEN SOKONGAN BERKAITAN (Sila tandakan ✓ dikotak yang disediakan)

- ☐ 1. Surat permohonan kepada Bahagian Akaun, Kementerian Pengangkutan Malaysia
- ☐ 2. Borang Permohonan Kelulusan Pulangan Balik Hasil (kurang RM 1,000)
- ☐ 3. Salinan surat kelulusan daripada Pegawai Pengawal bagi amaun RM 1,000.00 hingga RM 50,000.00 yang telah disahkan
- ☐ 4. Salinan surat kelulusan daripada Perbendaharaan Malaysia bagi amaun bayaran balik hasil melebihi RM 50,000.00 yang telah disahkan
- ☐ 5. Salinan penyata bank / buku akaun bank penerima yang AKTIF / Payroll Master Listing (PML) & salinan Kad Pengenalan penerima yang telah diakui sah (sila pastikan penyata bank lengkap dan jelas)
- ☐ 6. Salinan Penyata Pemungut cetakan bank / baucar jurnal yang menunjukkan bayaran dipohon telah dikreditkan ke hasil yang diakui sah
- ☐ 7. Salinan Laporan Terperinci Hasil C330 bagi penyata pemungut / baucar jurnal yang telah diakaunkan.
- ☐ 8. Salinan Resit Rasmi Asal yang diakui sah oleh PTJ (Jika berkaitan)
- ☐ 9. Surat pengesahan dari PTJ berkenaan bayaran yang dituntut jika melibatkan bayaran tiada resit seperti melalui online dan sebagainya.
- ☐ 10. Pengiraan ringkas mengenai amaun yang dipohon dan telah disahkan
- ☐ 11. Salinan surat permohonan daripada penerima bayaran kepada PTJ yang telah disahkan
- ☐ 12. Salinan Penyata Gaji berkaitan yang disahkan
- ☐ 13. Salinan Surat Akuan Keluar Kuarters yang disahkan
- ☐ 14. Salinan Kad Kredit (Jika berkaitan)
- ☐ 15. Laporan-laporan berkaitan yang disahkan
- ☐ 16. Borang JPJK6 (asal)
- ☐ 17. Lain - lain...(Nyatakan).....

E. PENGAKUAN PERMOHONAN JABATAN

Saya dengan ini memohon bayaran balik hasil sebanyak RM

yang telah dimasukkan ke dalam Akaun Hasil Kod

Saya mengakui bahawa segala maklumat yang diberi dan dikemukakan di dalam borang permohonan ini adalah benar dan bayaran belum dibuat.

Penyedia :

Tandatangan : _____
Nama & Jawatan

Pengesah :

Tandatangan : _____
Nama & Jawatan
Tarikh : _____

Cop Jabatan

F. UNTUK KEGUNAAN PEJABAT PERAKAUNAN

Penyemak :

Tandatangan : _____
Nama & Jawatan :

Tarikh:

LAMPIRAN 16

CONTOH PENGIRAAN KUTIPAN HASIL SEWAAAN *BERTHING*

OGOS 2018						
AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Kalender 2018

Rules 48G (Fees) Regulating Marina**Berthing**

Para 1 (1) For a craft lying alongside a berth at a marina the fee shall be RM2.00 per day or RM30.00 per month for every metre length or **any part thereof**;

(2) For the purposes of subparagraph (1)-

- (a) A day shall be a period beginning from 0800 hours to 0800 hours of the following day, or **any part thereof**;
- (b) A month shall be the **continuous period** of thirty days and for any extra days daily fee shall apply;
- (c) the length of the craft shall be measured by the Length of Between the Perpendiculars (LBP)

Untuk tujuan pengiraan, sekiranya LBP tidak diperolehi, ianya boleh dikira sebagai 0.96 daripada Length overall (LOA), iaitu $LBP = LOA \times 0.96$.

Senario 1

NAME SHIP/YACHT	SERENITY
TYPE OF VESSEL	PASSENGER
	✓ YACHT
TYPE OF VOYAGE	✓ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	10.3 Metre
ARRIVAL AT	MARINA BATU UBAN, PENANG
DATE OF ARRIVAL	1 OGOS 2018
TIME OF ARRIVAL	8.30 PAGI
DATE OF DEPARTURE	07 OGOS 2018
TIME OF DEPARTURE	3.00 PETANG

CONTOH PENG

LENGTH KAPAL = 10.3 metre = 10 metre + 0.3 metre

= 10 metre + 1 metre = 11 metre

RULES 48 G ; PARA 1(1) : Part thereof bermaksudn ombor titik perpuluhan hendaklah ditukar kepada 1

TOTAL PERIOD OF STAY : 7 days

01.08.2018 @ 8.30 pagi - 02.08.2018@ 08.00 pagi = 1 day
 02.08.2018@ 08.00 pagi - 03.08.2018@ 08.00 pagi = 1 day
 03.08.2018@ 08.00 pagi - 04.08.2018@ 08.00 pagi = 1 day
 04.08.2018@ 08.00 pagi - 05.08.2018@ 08.00 pagi = 1 day
 05.08.2018@ 08.00 pagi - 06.08.2018@ 08.00 pagi = 1 day
 06.08.2018@ 08.00 pagi - 07.08.2018@ 08.00 pagi = 1 day
 07.08.2018@ 08.00 pagi - 07.08.2018@ 3.00 petang = 1 day

RULES 48 G ; PARA PARA 1(2) (a): Part thereof bermaksud - selepas jam lapan pagi hendaklah hendaklah dikira 1 hari walaupun PADA HARI YANG SAMA

BERTING FEES TO BE PAID = RM2.00 X 11 metre X 7 days = **RM 154.00**

Fee rate per day (kadar fi sehari)

Senario 2

NAME SHIP/YACHT	MOON LIGHTER
TYPE OF VESSEL	PASSENGER
	√ YACHT
TYPE OF VOYAGE	√ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	13.7 Metre
ARRIVAL AT	MARINA BATU UBAN
DATE OF ARRIVAL	6 OGOS 2018
TIME OF ARRIVAL	09.00 PAGI
DATE OF DEPARTURE	9 OGOS 2018
TIME OF DEPARTURE	08.30 PAGI

RULES 48 G ; PARA 1(1) : Part thereof bermaksud ombor titik perpuluhan hendaklah ditukar kepada 1

CONTOH PENGIRAAN:

LENGTH KAPAL = 13.7 metre = 13 metre + 0.7 metre

= 13 metre + 1 metre = 14 metre

TOTAL PERIOD OF STAY : 4 days

06.08.2018 @ 9.00 pagi hingga 07.08.2018 @ 8.00 pagi = 1 day

07.08.2018 @ 9.00 pagi hingga 08.08.2018 @ 8.00 pagi = 1 day

08.08.2018 @ 9.00 pagi hingga 09.08.2018 @ 8.00 pagi = 1 day

09.08.2018 @ 8.00 pagi hingga 09.08.2018 @ 8.30 pagi = 1 day

RULES 48 G ; PARA PARA 1(2) (a): Part thereof bermaksud - selepas jam lapan pagi hendaklah dikira 1 hari walaupun PADA HARI YANG SAMA

BERTING FEES TO BE PAID = RM2.00 X 14 metre X 4 days = **RM112.00**



Fee rate per day (kadar fi sehari)

Senario 3

NAME SHIP/YACHT	ALFA NERO
TYPE OF VESSEL	PASSENGER ✓ YACHT
TYPE OF VOYAGE	✓ INTERNATIONAL DOMESTIC
LENGTH (metre)	17.5 Metre
ARRIVAL AT	MARINA MELAKA
DATE OF ARRIVAL	16 OGOS 2018
TIME OF ARRIVAL	7.30 PAGI
DATE OF DEPARTURE	23 OGOS 2018
TIME OF DEPARTURE	10.30 PAGI

RULES 48 G ; PARA 1(1)..... : Part thereof bermaksud ombor titik perpuluhan hendaklah ditukar kepada 1

CONTOH PENGIRAAN:

LENGTH KAPAL = 17.5 metre = 17 metre + 0.5 metre
= 17 metre + 1 metre = 18 metre

RULES 48 G ; PARA 1(2) (a).....: Part thereof bermaksud – KEMASUKAN SEBELUM JAM LAPAN PAGI hendaklah dikira 1 hari

TOTAL PERIOD OF STAY : 09 DAYS

16.08.2018 @ 7.30 pagi hingga 16.08.2018 @ 8.00 pagi = 1 day
16.08.2018 @ 8.00 pagi hingga 17.08.2018 @ 8.00 pagi = 1 day
17.08.2018 @ 8.00 pagi hingga 18.08.2018 @ 8.00 pagi = 1 day
18.08.2018 @ 8.00 pagi hingga 19.08.2018 @ 8.00 pagi = 1 day
19.08.2018 @ 8.00 pagi hingga 20.08.2018 @ 8.00 pagi = 1 day
20.08.2018 @ 8.00 pagi hingga 21.08.2018 @ 8.00 pagi = 1 day
21.08.2018 @ 8.00 pagi hingga 22.08.2018 @ 8.00 pagi = 1 day
22.08.2018 @ 8.00 pagi hingga 23.08.2018 @ 8.00 pagi = 1 day
23.08.2018 @ 8.00 pagi hingga 23.08.2018 @ 10.30 pagi = 1 day

RULES 48 G ; PARA 1(2) (a): Part thereof bermaksud - selepas jam lapan pagi hendaklah dikira 1 hari walaupun PADA HARI YANG SAMA

BERTING FEES TO BE PAID = RM2.00 X 18 metre X 9 days =
RM324.00

Fee rate per day (kadar fi sehari)

Senario 4

NAME SHIP/YACHT	ESCAPE II
TYPE OF VESSEL	PASSENGER
	✓ YACHT
TYPE OF VOYAGE	✓ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	37.5 Metre
ARRIVAL AT	MARINA MELAKA
DATE OF ARRIVAL	1 OGOS 2018
TIME OF ARRIVAL	8.30 PAGI
DATE OF DEPARTURE	31 OGOS 2018
TIME OF DEPARTURE	6.00 PAGI

RULES 48 G ; PARA 1(1) : Part thereof bermaksud ombor titik perpuluhan hendaklah ditukar kepada 1

CONTOH PENGIRAAN:

LENGTH KAPAL = 37.5 metre = 37 metre + 0.5 metre

= 37 metre + 1 metre = 38 metre

RULES 48 G ; PARA 1(1).....: or RM30.00 per month (CONTINUOUS PERIOD OF 30 DAYS) for every meter length

TOTAL PERIOD OF STAY : 30 days

01.08.2018 @ 8.30 pagi hingga 02.08.2018 @ 8.00 pagi = 1 day

02.08.2018 @ 08.00 pagi hingga 03.08.2018 @ 8.00 pagi = 1 day

03.08.2018 @ 08.00 pagi hingga 04.08.2018 @ 8.00 pagi = 1 day

04.08.2018 @ 08.00 pagi hingga 05.08.2018 @ 8.00 pagi = 1 day

05.08.2018 @ 08.00 pagi hingga 06.08.2018 @ 8.00 pagi = 1 day

06.08.2018 @ 08.00 pagi hingga 07.08.2018 @ 8.00 pagi = 1 day

07.08.2018 @ 08.00 pagi hingga 08.08.2018 @ 8.00 pagi = 1 day

08.08.2018 @ 08.00 pagi hingga 09.08.2018 @ 8.00 pagi = 1 day

09.08.2018@ 08.00 pagi hingga 10.08.2018 @ 8.00 pagi = 1 day
10.08.2018@ 08.00 pagi hingga 11.08.2018 @ 8.00 pagi = 1 day
11.08.2018@ 08.00 pagi hingga 12.08.2018 @ 8.00 pagi = 1 day
12.08.2018@ 08.00 pagi hingga 13.08.2018 @ 8.00 pagi = 1 day
13.08.2018@ 08.00 pagi hingga 14.08.2018 @ 8.00 pagi = 1 day
14.08.2018@ 08.00 pagi hingga 15.08.2018 @ 8.00 pagi = 1 day
15.08.2018@ 08.00 pagi hingga 16.08.2018 @ 8.00 pagi = 1 day
16.08.2018@ 08.00 pagi hingga 17.08.2018 @ 8.00 pagi = 1 day
17.08.2018@ 08.00 pagi hingga 18.08.2018 @ 8.00 pagi = 1 day
18.08.2018@ 08.00 pagi hingga 19.08.2018 @ 8.00 pagi = 1 day
19.08.2018@ 08.00 pagi hingga 20.08.2018 @ 8.00 pagi = 1 day
20.08.2018@ 08.00 pagi hingga 21.08.2018 @ 8.00 pagi = 1 day
21.08.2018@ 08.00 pagi hingga 22.08.2018 @ 8.00 pagi = 1 day
22.08.2018@ 08.00 pagi hingga 23.08.2018 @ 8.00 pagi = 1 day
23.08.2018@ 08.00 pagi hingga 24.08.2018 @ 8.00 pagi = 1 day
24.08.2018@ 08.00 pagi hingga 25.08.2018 @ 8.00 pagi = 1 day
25.08.2018@ 08.00 pagi hingga 26.08.2018 @ 8.00 pagi = 1 day
26.08.2018@ 08.00 pagi hingga 27.08.2018 @ 8.00 pagi = 1 day
27.08.2018@ 08.00 pagi hingga 28.08.2018 @ 8.00 pagi = 1 day
28.08.2018@ 08.00 pagi hingga 29.08.2018 @ 8.00 pagi = 1 day
29.08.2018@ 08.00 pagi hingga 30.08.2018 @ 08.00 pagi = 1 day
30.08.2018@ 08.00 pagi hingga 31.08.2018 @ 06.00 pagi = 1 day

BERTING FEES TO BE PAID = RM30.00 X 38 metre = **RM1,140.00**



Fee rate a month (continuous period of 30 days)

**** 30 HARI
BERTURUT-TURUT**

Senario 5

NAME SHIP/YACHT	SANDY
TYPE OF VESSEL	PASSENGER
	√ YACHT
TYPE OF VOYAGE	√ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	37.5 Metre
ARRIVAL AT	MARINA MELAKA
DATE OF ARRIVAL	1 OGOS 2018
TIME OF ARRIVAL	8.30 PAGI
DATE OF DEPARTURE	31 OGOS 2018
TIME OF DEPARTURE	11.00 PAGI

RULES 48 G ; PARA 1(1) : Part thereof bermaksud ombor titik perpuluhan hendaklah ditukar kepada 1

CONTOH PENGIRAAN:

LENGTH KAPAL = 37.5 metre = 37 metre + 0.5 metre

= 37 metre + 1 metre = 38 metre

RULES 48 G ; PARA 1(1).....: or RM30.00 per month (CONTINUOUS PERIOD OF 30 DAYS) for every meter length

TOTAL PERIOD OF STAY : 30 days

01.08.2018 @ 8.30 pagi hingga 02.08.2018 @ 8.00 pagi = 1 day
 02.08.2018 @ 08.00 pagi hingga 03.08.2018 @ 8.00 pagi = 1 day
 03.08.2018 @ 08.00 pagi hingga 04.08.2018 @ 8.00 pagi = 1 day
 04.08.2018 @ 08.00 pagi hingga 05.08.2018 @ 8.00 pagi = 1 day
 05.08.2018 @ 08.00 pagi hingga 06.08.2018 @ 8.00 pagi = 1 day
 06.08.2018 @ 08.00 pagi hingga 07.08.2018 @ 8.00 pagi = 1 day
 07.08.2018 @ 08.00 pagi hingga 08.08.2018 @ 8.00 pagi = 1 day
 08.08.2018 @ 08.00 pagi hingga 09.08.2018 @ 8.00 pagi = 1 day
 09.08.2018 @ 08.00 pagi hingga 10.08.2018 @ 8.00 pagi = 1 day

10.08.2018@ 08.00 pagi hingga 11.08.2018 @ 8.00 pagi = 1 day
 11.08.2018@ 08.00 pagi hingga 12.08.2018 @ 8.00 pagi = 1 day
 12.08.2018@ 08.00 pagi hingga 13.08.2018 @ 8.00 pagi = 1 day
 13.08.2018@ 08.00 pagi hingga 14.08.2018 @ 8.00 pagi = 1 day
 14.08.2018@ 08.00 pagi hingga 15.08.2018 @ 8.00 pagi = 1 day
 15.08.2018@ 08.00 pagi hingga 16.08.2018 @ 8.00 pagi = 1 day
 16.08.2018@ 08.00 pagi hingga 17.08.2018 @ 8.00 pagi = 1 day
 17.08.2018@ 08.00 pagi hingga 18.08.2018 @ 8.00 pagi = 1 day
 18.08.2018@ 08.00 pagi hingga 19.08.2018 @ 8.00 pagi = 1 day
 19.08.2018@ 08.00 pagi hingga 20.08.2018 @ 8.00 pagi = 1 day
 20.08.2018@ 08.00 pagi hingga 21.08.2018 @ 8.00 pagi = 1 day
 21.08.2018@ 08.00 pagi hingga 22.08.2018 @ 8.00 pagi = 1 day
 22.08.2018@ 08.00 pagi hingga 23.08.2018 @ 8.00 pagi = 1 day
 23.08.2018@ 08.00 pagi hingga 24.08.2018 @ 8.00 pagi = 1 day
 24.08.2018@ 08.00 pagi hingga 25.08.2018 @ 8.00 pagi = 1 day
 25.08.2018@ 08.00 pagi hingga 26.08.2018 @ 8.00 pagi = 1 day
 26.08.2018@ 08.00 pagi hingga 27.08.2018 @ 8.00 pagi = 1 day
 27.08.2018@ 08.00 pagi hingga 28.08.2018 @ 8.00 pagi = 1 day
 28.08.2018@ 08.00 pagi hingga 29.08.2018 @ 8.00 pagi = 1 day
 29.08.2018@ 08.00 pagi hingga 30.08.2018 @ 08.00 pagi = 1 day
 30.08.2018@ 08.00 pagi hingga 30.08.2018 @ 11.00 pagi = 1 day

RULES 48 G ;
 PARA 1(2) (a)
 Part thereof
 bermaksud -
 selepas jam lapan
 pagi hendaklah
 dikira 1 hari
 walaupun PADA
 HARI YANG SAMA

BERTING FEES TO BE PAID = RM30.00 X 38 metre = **RM1,140.00**

Fee rate a month (continuous period of 30 days)

** 30 hari berturut-turut dikira = sebulan)

Senario 6

NAME SHIP/YACHT	INDIGO
TYPE OF VESSEL	PASSENGER
	√ YACHT
TYPE OF VOYAGE	√ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	36.1 Metre
ARRIVAL AT	MARINA PULAU INDAH
DATE OF ARRIVAL	1 OGOS 2018
TIME OF ARRIVAL	8.30 PAGI
DATE OF DEPARTURE	02 september 2018
TIME OF DEPARTURE	09.00 PAGI

RULES 48 G ; PARA 1(1) : Part thereof bermaksud ombor titik perpuluhan hendaklah ditukar kepada 1

CONTOH PENGIRAAN:

LENGTH KAPAL = 36.1 metre = 36 metre + 0.1 metre

= 36 metre + 1 metre = 37metre

i. RULES 48 G ; PARA 1 (1).....: or RM30.00 per month month (CONTINUOUS PERIOD OF 30 DAYS for every meter length

TOTAL PERIOD OF STAY : 33 days

01.08.2018 @ 8.30 pagi hingga 02.08.2018 @ 8.00 pagi = 1 day

02.08.2018@ 08.00 pagi hingga 03.08.2018 @ 8.00 pagi = 1 day

03.08.2018@ 08.00 pagi hingga 04.08.2018 @ 8.00 pagi = 1 day

04.08.2018@ 08.00 pagi hingga 05.08.2018 @ 8.00 pagi = 1 day

05.08.2018@ 08.00 pagi hingga 06.08.2018 @ 8.00 pagi = 1 day

06.08.2018@ 08.00 pagi hingga 07.08.2018 @ 8.00 pagi = 1 day

07.08.2018@ 08.00 pagi hingga 08.08.2018 @ 8.00 pagi = 1 day

08.08.2018@ 08.00 pagi hingga 09.08.2018 @ 8.00 pagi = 1 day

09.08.2018@ 08.00 pagi hingga 10.08.2018 @ 8.00 pagi = 1 day

10.08.2018@ 08.00 pagi hingga 11.08.2018 @ 8.00 pagi = 1 day
 11.08.2018@ 08.00 pagi hingga 12.08.2018 @ 8.00 pagi = 1 day
 12.08.2018@ 08.00 pagi hingga 13.08.2018 @ 8.00 pagi = 1 day
 13.08.2018@ 08.00 pagi hingga 14.08.2018 @ 8.00 pagi = 1 day
 14.08.2018@ 08.00 pagi hingga 15.08.2018 @ 8.00 pagi = 1 day
 15.08.2018@ 08.00 pagi hingga 16.08.2018 @ 8.00 pagi = 1 day
 16.08.2018@ 08.00 pagi hingga 17.08.2018 @ 8.00 pagi = 1 day
 17.08.2018@ 08.00 pagi hingga 18.08.2018 @ 8.00 pagi = 1 day
 18.08.2018@ 08.00 pagi hingga 19.08.2018 @ 8.00 pagi = 1 day
 19.08.2018@ 08.00 pagi hingga 20.08.2018 @ 8.00 pagi = 1 day
 20.08.2018@ 08.00 pagi hingga 21.08.2018 @ 8.00 pagi = 1 day
 21.08.2018@ 08.00 pagi hingga 22.08.2018 @ 8.00 pagi = 1 day
 22.08.2018@ 08.00 pagi hingga 23.08.2018 @ 8.00 pagi = 1 day
 23.08.2018@ 08.00 pagi hingga 24.08.2018 @ 8.00 pagi = 1 day
 24.08.2018@ 08.00 pagi hingga 25.08.2018 @ 8.00 pagi = 1 day
 25.08.2018@ 08.00 pagi hingga 26.08.2018 @ 8.00 pagi = 1 day
 26.08.2018@ 08.00 pagi hingga 27.08.2018 @ 8.00 pagi = 1 day
 27.08.2018@ 08.00 pagi hingga 28.08.2018 @ 8.00 pagi = 1 day
 28.08.2018@ 08.00 pagi hingga 29.08.2018 @ 8.00 pagi = 1 day
 29.08.2018@ 08.00 pagi hingga 30.08.2018 @ 08.00 pagi = 1 day
 30.08.2018@ 08.00 pagi hingga 31.08.2018 @ 08.00 pagi = 1 day
 Total : 30 days = 1 month

31.08.2018@ 08.00 pagi hingga 01.09.2018 @ 08.00 pagi = 1 day
 01.09.2018@ 08.00 pagi hingga 02.09.2018 @ 08.00 pagi = 1 day
 02.09.2018@ 08.00 pagi hingga 02.09.2018 @ 09.00 pagi = 1 day
 Total : 3 days

BERTING FEES TO BE PAID = (RM30.00 x38 metre) + (2.00 X 38 X 3 days)
 = RM 1,140.00 + RM 228.00
 = RM 1,368.00

Fee rate a month (continuous period of 30 days)

** 30 hari berturut-turut dikira = sebulan)

Para 1(2)(b) And for any extra days daily fee shall be apply (bagi setiap tambahan hari , fi harian hendaklah dikenakan)

**CONTOH PENGIRAAN KUTIPAN HASIL SEWAAAN MOORING DAN
HARDSTANDING BAY**

OGOS 2018						
AHAD	ISNIN	SELASA	RABU	KHAMIS	JUMAAT	SABTU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Kalendar 2018

Rules 48G (Fees) Regulating Marina

Mooring

Para 2.

(1) For a craft mooring to a buoy or pile mooring or any other form of securing to the sea-bed the fee shall be **RM 1.00 per day or RM 14.00 per month for every metre length or any part thereof.**

(2) A craft is moored from the time when the craft is first secured to thereto until the craft is finally cast off.

Hardstanding Bay Rental

Para 5. For craft using hardstanding facilities, the hardstanding bay rental shall be at the rate of **RM 3.00 per day for every length or any part thereof.**

SENARIO 1 - HARIAN

NAME SHIP/YACHT	SERENITY	
TYPE OF VESSEL		PASSENGER
	√	YACHT
TYPE OF VOYAGE	√	INTERNATIONAL
		DOMESTIC
LENGTH (metre)	10.3 Metre	
ARRIVAL AT	MARINA BATU UBAN, PENANG	
DATE OF ARRIVAL	1 OGOS 2018	
TIME OF ARRIVAL	5.30 PETANG	
DATE OF DEPARTURE	07 OGOS 2018	
TIME OF DEPARTURE	3.00 PETANG	

CONTOH PENGIRAAN:

Panjang Craft	Pengiraan	Jumlah Panjang Yang Diambilkira Untuk Pengiraan Caj
10.3 meter	<u>10 meter + 1 meter</u>	11 meter
10.5 meter	RULES 48 G ; PARA 1(1) : Part thereof bermaksud nombor titik perpuluhan hendaklah ditukar kepada 1	
10.9 meter		

JUMLAH HARI : 6 HARI

01.08.2018 @ **5.30 ptg** - 02.08.2018@ 05.30 ptg = **1 hari**

02.08.2018 @ **5.30 ptg** - 03.08.2018@ 05.30 ptg = **1 hari**

03.08.2018 @ **5.30 ptg** - 04.08.2018@ 05.30 ptg = **1 hari**

04.08.2018 @ **5.30 ptg** - 05.08.2018@ 05.30 ptg = **1 hari**

05.08.2018 @ **5.30 ptg** - 06.08.2018@ 05.30 ptg = **1 hari**

06.08.2018 @ **5.30 ptg** - 07.08.2018@ **03.00 ptg** = **1 hari**

JUMLAH : 6 HARI

RULES 48 G; Mooring Para 2
(1) the fee shall be RM 1.00 per day or RM 14.00 per month for every metre length or any part thereof

(2) A craft is moored from the time when the craft is first secured to thereto until the craft is finally cast off.

JUMLAH FI MOORING YANG DIKENAKAN

= **Kadar Fi Mooring Sehari Per Meter x Jumlah Meter x Jumlah Hari**

= **RM 1.00 X 11 meter X 6 hari**

= **RM 66.00**

JUMLAH FI HARDSTANDING BAY YANG DIKENAKAN

= **Kadar Fi Hard Standing Bay Sehari Per Meter x Jumlah Meter x Jumlah Hari**
= **RM 3.00 X 11 meter X 6 hari**
= **RM 198.00**

SENARIO 2 – MELEBIHI SEBULAN

NAME SHIP/YACHT	SERENITY
TYPE OF VESSEL	PASSENGER
	√ YACHT
TYPE OF VOYAGE	√ INTERNATIONAL
	DOMESTIC
LENGTH (metre)	10.3 Metre
ARRIVAL AT	MARINA BATU UBAN, PENANG
DATE OF ARRIVAL	1 OGOS 2018
TIME OF ARRIVAL	5.30 PAGI
DATE OF DEPARTURE	2 SEPTEMBER 2018
TIME OF DEPARTURE	8.00 PAGI

CONTOH PENGIRAAN:

Panjang Craft	Pengiraan	Jumlah Panjang Yang Diambilkira Untuk Pengiraan Caj
10.3 meter	<u>10 meter + 1 meter</u>	11 meter
10.5 meter	RULES 48 G ; PARA 1(1) : Part thereof bermaksud nombor titik perpuluhan hendaklah ditukar kepada 1	
10.9 meter		

JUMLAH HARI : 33 HARI

01.08.2018@ 05.30 pagi - 02.08.2018 @ 05.30 pagi = 1 hari
02.08.2018@ 05.30 pagi - 03.08.2018 @ 05.30 pagi = 1 hari
03.08.2018@ 05.30 pagi - 04.08.2018 @ 05.30 pagi = 1 hari
04.08.2018@ 05.30 pagi - 05.08.2018 @ 05.30 pagi = 1 hari
05.08.2018@ 05.30 pagi - 06.08.2018 @ 05.30 pagi = 1 hari
06.08.2018@ 05.30 pagi - 07.08.2018 @ 05.30 pagi = 1 hari
07.08.2018@ 05.30 pagi - 08.08.2018 @ 05.30 pagi = 1 hari
08.08.2018@ 05.30 pagi - 09.08.2018 @ 05.30 pagi = 1 hari
09.08.2018@ 05.30 pagi - 10.08.2018 @ 05.30 pagi = 1 hari
10.08.2018@ 05.30 pagi - 11.08.2018 @ 05.30 pagi = 1 hari
11.08.2018@ 05.30 pagi - 12.08.2018 @ 05.30 pagi = 1 hari
12.08.2018@ 05.30 pagi - 13.08.2018 @ 05.30 pagi = 1 hari

RULES 48 G; Mooring Para 2
(1) the fee shall be **RM 1.00 per day or RM 14.00 per month for every metre length or any part thereof**

(2) A craft is moored from the time when the craft is first secured to thereto until the craft is finally cast off.

13.08.2018@ 05.30 pagi - 14.08.2018 @ 05.30 pagi = 1 hari
 14.08.2018@ 05.30 pagi - 15.08.2018 @ 05.30 pagi = 1 hari
 15.08.2018@ 05.30 pagi - 16.08.2018 @ 05.30 pagi = 1 hari
 16.08.2018@ 05.30 pagi - 17.08.2018 @ 05.30 pagi = 1 hari
 17.08.2018@ 05.30 pagi - 18.08.2018 @ 05.30 pagi = 1 hari
 18.08.2018@ 05.30 pagi - 19.08.2018 @ 05.30 pagi = 1 hari
 19.08.2018@ 05.30 pagi - 20.08.2018 @ 05.30 pagi = 1 hari
 20.08.2018@ 05.30 pagi - 21.08.2018 @ 05.30 pagi = 1 hari
 21.08.2018@ 05.30 pagi - 22.08.2018 @ 05.30 pagi = 1 hari
 22.08.2018@ 05.30 pagi - 23.08.2018 @ 05.30 pagi = 1 hari
 23.08.2018@ 05.30 pagi - 24.08.2018 @ 05.30 pagi = 1 hari
 24.08.2018@ 05.30 pagi - 25.08.2018 @ 05.30 pagi = 1 hari
 25.08.2018@ 05.30 pagi - 26.08.2018 @ 05.30 pagi = 1 hari
 26.08.2018@ 05.30 pagi - 27.08.2018 @ 05.30 pagi = 1 hari
 27.08.2018@ 05.30 pagi - 28.08.2018 @ 05.30 pagi = 1 hari
 28.08.2018@ 05.30 pagi - 29.08.2018 @ 05.30 pagi = 1 hari
 29.08.2018@ 05.30 pagi - 30.08.2018 @ 05.30 pagi = 1 hari
 30.08.2018@ 05.30 pagi - 31.08.2018 @ 05.30 pagi = 1 hari

JUMLAH : 30 HARI = 1 BULAN

Fee rate a month (continuous period of 30 days)
 ** 30 hari berturut-turut dikira = sebulan)

31.08.2018@ 05.30 pagi - 01.09.2018 @ 05.30 pagi = 1 hari
 01.09.2018@ 08.00 pagi - 02.09.2018 @ 05.30 pagi = 1 hari
02.09.2018@ 05.30 pagi - 02.09.2018 @ 08.00 pagi = 1 hari

JUMLAH : 3 HARI

RULES 48 G; Mooring Para 2 (1) the fee shall be
 RM 1.00 per day or RM 14.00 per month for every metre
 length or any part thereof

JUMLAH FI MOORING YANG DIKENAKAN

= (Kadar fi mooring sebulan per meter x jumlah panjang *craft*) + (Kadar caj mooring harian x jumlah panjang *craft* x jumlah hari)

= (RM15.00 x 11 meter) + (RM1.00 X 11 meter X 3 hari)

= RM 165.00 + RM 33.00

= RM 198.00

JUMLAH FI HARDSTANDING BAY YANG DIKENAKAN

= Kadar Fi Hard Standing Bay Sehari Per Meter x Jumlah Meter x Jumlah Hari

= RM 3.00 X 11 meter X 33 hari

= RM 1,089.00

CONTOH PENGIRAAN KUTIPAN HASIL BAGI PENGGUNAAN BEKALAN AIR BERSIH

Rules 48G (Fees) Regulating Marina

Freshwater

Para 3.

(1) For the supply of freshwater the fee shall be **RM 2.00 for every 10 litres or part thereof.**

(2) Where the supply of freshwater requires transportation, a minimum fee of RM 10.00 shall be imposed for the transportation cost.

$$\begin{aligned} &\text{JUMLAH PENGGUNAAN AIR BERSIH (LITER)} \\ &= \text{BACAAN AKHIR (SEMASA CHECK OUT) - BACAAN AWAL (SEMASA CHECK IN)} \end{aligned}$$

CONTOH 1 – PENGGUNAAN KURANG 10 LITER

Bacaan Meter Air (Semasa Ketibaan)	748191 litre
Bacaan Meter Air (Semasa Pelepasan)	748199 litre
JUMLAH AIR YANG DIGUNAKAN ADALAH	8 LITRES ≈ 10 LITRES

Kadar fi yang dikenakan $\text{RM } 2.00 \times 1 = \text{RM } 2.00$

(RM 2.00 bagi setiap 10 liter air)

CONTOH 1 – PENGGUNAAN LEBIH 10 LITER

Bacaan Meter Air (Semasa Ketibaan)	748191 litre
Bacaan Meter Air (Semasa Pelepasan)	748234 litre
JUMLAH AIR YANG DIGUNAKAN ADALAH	43 LITRES ≈ 50 LITRES

Kadar fi yang dikenakan $\text{RM } 2.00 \times 5 = \text{RM } 10.00$

(RM 2.00 bagi setiap 10 liter air)

CONTOH PENGIRAAN KUTIPAN HASIL BAGI PENGGUNAAN BEKALAN ELEKTRIK

Rules 48G (Fees) Regulating Marina

Electricity

Para 7.

For a craft using the electricity outlet provided at the berth, the fee shall be imposed by metre reading at the rate of **RM 0.30 per kilowatt-hour (kWh)**.

$$\begin{aligned} &\text{JUMLAH PENGGUNAAN ELEKTRIK} \\ &= \text{BACAAN AKHIR (SEMASA CHECK OUT) - BACAAN AWAL (SEMASA CHECK IN)} \end{aligned}$$

CONTOH 1

Bacaan Meter Elektrik (Semasa Ketibaan)	50491
Bacaan Meter Elektrik (Semasa Pelepasan)	50599
JUMLAH AIR YANG DIGUNAKAN ADALAH	108

$$= \text{Kadar fi yang dikenakan RM 0.30} \times 108 = \text{RM 32.40}$$

RM 0.30 bagi setiap kilowatt-jam