



NOTICE 43 - 2020: GUIDELINES FOR THE DELIVERY OF SHIP STORES & SHIP SPARES

October 5th, 2020

All Port Entry request letters regarding the delivery of Ship Stores and/or Ship Spares must be stamped and signed by the Harbour & Marine Department before any temporary Pass is issued by the Security Department. This is necessary for the Corporation's application of the relevant fees and charges for the delivery of Ship Stores and Ship Spares. The service can be facilitated on a 24-hour basis provided the necessary approvals and payments (if required) have been made.

The following outlines the process:

1. The individual/customer gets their documents validated by Customs. The document is signed, stamped and dated.
2. The individual/customer will then proceed to the Harbour & Marine Department with the relevant documents.
3. These documents will be validated by the Supervisor, Harbour & Marine or by the Berthing Officers who will stamp, sign the letter/documents.
4. Once this is completed and the approval has been granted, the individual shall return to the Port Charge Room, where the Officer will verify the cargo (as per the ISPS Code) and approvals (Customs and the Harbour & Marine Department) on the document before access is granted.
5. For any Ship Stores and Spares leaving the Port, a letter from the agent that has been approved by the Customs and Excise Division must be given to the PLIPDECO Security Charge Room prior to exit approval being granted with the items.
6. All payments MUST be made prior to providing the service. Payments can be made at the Port Cashier from 0700 hrs.-1800 hrs. from Monday - Friday. All charges are listed in the Port's Tariff which can be accessed on the PLIPDECO website <http://www.plipdeco.com/tariff2020>

Kindly note, no passes are to be issued without the approval of PLIPDECO's Harbour & Marine Department and the Customs and Excise Division. Additionally, all regular gate security procedures are to be maintained.

If there are any questions regarding the process please send an email to harbourmanagement@plipdeco.com & kdouglas@plipdeco.com or contact Mr. Michael Williams at Tel: 636-2201 Ext. 2227 or Mr. Kevin Douglas, Manager – Security Operations at Ext. 2245.

Sincerely,

**Marketing and Business Development Department
PLIPDECO**