



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR No. 18 of 2019

21 October 2019

Harbour Craft Community
Pleasure Craft Community

DIGITAL TRANSFORMATION OF MPA ONE STOP DOCUMENT CENTRE (OSDC) [CLOSURE OF OSDC SERVICE COUNTERS FROM 1 JANUARY 2020]

In line with the Smart Nation Initiative, MPA has been progressively introducing digital services over the past years for customers to perform harbour and pleasure craft transactions online in a seamless and convenient way.

2. With the introduction of digital services and continuous improvements to enhance the services, all harbour and pleasure craft transactions can now be performed anytime and anywhere on personal smart mobile devices or in the office. The digital online services have significantly reduced the number of customers conducting transactions over the counter at OSDC. Hence, MPA has reviewed the need and will cease providing counter services at OSDC progressively as follows:

- a) **1 December to 31 December 2019**, operating hours will be from 0830 hours to 1230 hours from Mondays to Fridays (closed on Weekends and Public Holidays).
- b) From **1 January 2020**, counter service will cease.

3. If you require assistance with the digital services, please contact the following:

Digital Services	Telephone Number	Email
Harbour and Pleasure Craft Licensing	6325 2373	osdc_mpa@mpa.gov.sg
Port Clearance	6325 2374	
Marinet Helpdesk	6375 1255	marinet@mpa.gov.sg

4. Please refer to Annex A for the full suite of digital services available in MPA's Marinet. To access these digital services, please visit <https://marinet.mpa.gov.sg>
5. Please contact Mr Francis Koh at tel. no. 6325 2432 or email francis_koh@mpa.gov.sg for any clarification needed on this circular.

CAPT DAKNASH GANASEN
SENIOR DIRECTOR (OPERATIONS AND MARINE SERVICES)
for CHIEF EXECUTIVE
MARITIME AND PORT AUTHORITY OF SINGAPORE

Annex A – List of digital services for Harbour and Pleasure Craft community

To access the digital services, please visit <https://marinet.mpa.gov.sg>

Table 1: Harbour Craft Licences

List of e-services
Enquiry of Craft Licence
Enquiry on Application Status
New Harbour Craft Licence
Renewal of Harbour Craft Licence
Change of Craft Particulars
Change of Ownership
Change of Ship Manager
Conversion of Craft Licence
Payment of Craft Licence Fees
Bid for Craft Licence Number
Craft Inspection Booking

Table 2: Pleasure Craft Licences

List of e-services
Enquiry of Craft Licence
Enquiry on Application Status
New Pleasure Craft Licence
Renewal of Pleasure Craft Licence
Change of Craft Particulars
Change of Ownership
Conversion of Craft Licence
Payment of Craft Licence Fees
Bid for Craft Licence Number
Craft Inspection Booking

Table 3: Harbour Craft Driving Licences

List of e-services
New Manning Licence
Enquiry on Application Status
Payment of Manning Licence Fee
Enquiry of Manning Licence and Submission of New Documents
Application for Replacement / Renewal / Cancellation of Manning Licence

Table 4: Pleasure Craft Driving Licences

List of e-services
New Powered Pleasure Craft Driving Licence (PPCDL) / Advanced PPCDL
Payment of PPCDL/Advanced PPCDL Fee
Enquiry of PPCDL/APPDL
Replacement/Renewal/Cancellation of PPCDL/Advanced PPCDL
Submission of Documents (medical reports)

Annex A – List of digital services for Harbour and Pleasure Craft community

Table 5: Port Clearance for Harbour and Pleasure Craft

List of e-services
General Declaration of Vessel Arrival/Departure
Submission of Change of Purpose of Call
Submission of Ship Certificates
EPC Check – Submission of Ship Certificates
Enquiry of General Declaration of Arrival/Departure
Enquiry on Ship Certificates
Enquiry on Application Status
Cancellation of Port Clearance Certificate
Application for Electronic Port Clearance Scheme
Submission of Change of Agency
Submission of Change of General Declaration of Departure (History Calls)
Application for Vessel Record Creation
Application for Change of Vessel Particulars
Application for Permission to Launch a Newly Constructed Vessel into Waters of the Port
Application to change Launch Date/Time
Application for Permission to Break Up a Vessel in the Port
Application for Approval to Extend Permission to Break Up a Vessel in the Port

Table 6: Others

List of e-services
Temporary Harbour Craft Permit
Application for payment of Annual Port Dues and Advanced Maritime Welfare Fees