Guide to Port Dues Refund Process

Refund Process

<table>
<thead>
<tr>
<th>Identify</th>
<th>Submit</th>
<th>Process</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFFECTED PARTY IDENTIFIES AFFECTED VESSEL CALLS AND GATHER INFORMATION REQUIRED</td>
<td>AFFECTED PARTY SUBMITS REFUND APPLICATION BEFORE 31 Dec 2018</td>
<td>MPA PROCESSES APPLICATION</td>
<td>Existing MPA Account Holder Receives credit note which will be used to offset future invoices Non-MPA Account Holder Refunds will be transferred to designated bank account stated in application form</td>
</tr>
</tbody>
</table>

DURATION 3 to 6 months
**Affected Parties**

**“Who is/are affected?”**

- **Ship Agent**
- **Ship Owner/ Charterer/ Operator**

**“Who should apply for refund – Ship agent or Ship Owner/Charterer/ Operator?”**

**Ship Agent.**

If agent is no longer representing the principal, the principal may liaise with MPA directly.

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**Affected Vessel Calls**

**“Which vessel call(s) is/are affected?”**

1) Vessel staying at anchorage/berth for more than 30 days

2a) Vessel on APD scheme + stay for more than 5 days at anchorage/berth

2b) Vessel on APD scheme + stay for more than 5 days + was at approved shipyard/OMF
Refund Application Form

Available on MPA Website
Finance / E-Services

Port Dues Refund
(Ref: PMN No. 69 of 2018)

- Vessel must be in port between 1 Jan 2014 and 30 Jun 2018
  - For 2a and 2b, APD validity must cover 1 Jan 2014 and 30 Jun 2018

1) Vessel staying at anchorage/berth for more than 30 days
2a) Vessel on APD scheme + stay for more than 5 days at anchorage/berth
2b) Vessel on APD scheme + stay for more than 6 days + was at approved shipyard/OMF

Information required with each submission

Refund Application Form: Self-Check List

Vessel must be in port between 1 Jan 2014 and 30 Jun 2018

1) Vessel staying at anchorage/berth for more than 30 days
2a) Vessel on APD scheme + stay for more than 5 days at anchorage/berth
2b) Vessel on APD scheme + stay for more than 6 days + was at approved shipyard/OMF

Information required with each submission
Refund Application Form: Part 1 Company & Applicant Details

Applicant with Existing MPA Account

PART 1: COMPANY DETAILS

- MPA Account Number
- UEN No.
- Company Name
- Applicant Name
- Contact Number
- E-mail

Applicant without Existing MPA Account

PART 1: COMPANY DETAILS

- For foreign entities, provide your country’s business registration number in the UIN box if applicable.
- Company Name
- Applicant Name
- Contact Number
- E-mail

Foreign entities without UEN may key in their country’s business registration number

Any refunds will be made to bank account provided in this section

Refund Application Form: Part 2 Vessel Call Details

PART 2: VESSEL CALL DETAILS

You are able to submit up to a maximum of 10 vessel calls for each refund application form.

Please select the type of refund accordingly:

- Type 1: Vessel was not under Annual Port Dues (APD) scheme or was at anchor for more than 30 days per call
- Type 2a: Vessel was under Annual Port Dues (APD) scheme or was in port for more than 5 days per call
- Type 2b: Vessel was under Annual Port Dues (APD) scheme or was in port for more than 5 days per call

Supporting documents that confirm you had reimbursed the agent for affected call(s)/your role as principal’s appointed agent. PDF, no more than 3MB.

“What if I am both the agent and owner?” issue letter to confirm your role and upload letter as supporting.

Indicate the principal/agent of affected vessel call
Refund Application Form: Part 3 Review & Declaration (Principal)

PART 3: REVIEW & DECLARATION

√

Refund Application Form: Part 3 Review & Declaration (Agent)

PART 3: REVIEW & DECLARATION

√

V. ABC PTE LTD. confirm that I have informed the agencies representing the company during the affected period on my submission of the refund application, and have requested them not to submit further refund claims to MPA for the same vessel(s) listed in this application.

Upon receipt of such refund amounts as determined by MPA, I irrevocably release and discharge MPA from all further claims and proceedings relating to the port dues charges for the affected call period(s).

√

V. L. abc pte ltd. undertake to reimburse the principal which had funded the port dues charges during the affected call period(s), all amounts refunded by MPA and received by my agency.

Upon receipt of such refund amounts as determined by MPA, I irrevocably release and discharge MPA from all further claims and proceedings relating to the port dues charges for the affected call period(s).
Example for Scenario 1

**Valid case:**

Vessel was in port for a total of 268 days, **108 days at anchorage, 160 days at shipyard**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Units</th>
<th>Rate</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CURRENT PD - MODELL</td>
<td>100 Days</td>
<td>$6.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>2</td>
<td>CURRENT PD - OVERTAY</td>
<td>100 Days</td>
<td>$10.50</td>
<td>$1050.00</td>
</tr>
<tr>
<td>3</td>
<td>CURRENT PD - OVERTAY &gt;30 Days</td>
<td>170 Days</td>
<td>$45.00</td>
<td>$7650.00</td>
</tr>
</tbody>
</table>

Sub-Total: $8400.00

Current PD – Overstay >30 Days
Port dues will be adjusted for the 78 days stated.

Example for Scenario 1

**Invalid cases:**

Vessel was in port for a total of **116 days**, **1 day at anchorage, 115 days at shipyard**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Units</th>
<th>Rate</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>CURRENT PD - MODELL</td>
<td>1 Day</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>5</td>
<td>CURRENT PD - SHIPYARD</td>
<td>115 Days</td>
<td>$3.20</td>
<td>$368.00</td>
</tr>
</tbody>
</table>

Sub-Total: $441.00

Vessel was in port for a total of **20 days** at anchorage

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Units</th>
<th>Rate</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>CURRENT PD</td>
<td>10 Days</td>
<td>$6.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>7</td>
<td>CURRENT PD</td>
<td>10 Days</td>
<td>$6.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Sub-Total: $120.00
Example for Scenario 2a

**Valid Case:**

Vessel was in port for a total of 12 days with APD coverage.

Port dues charges on Day 6 will be adjusted.

<table>
<thead>
<tr>
<th>Item</th>
<th>Ref No.</th>
<th>Description</th>
<th>Units</th>
<th>Rate</th>
<th>Amount (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PORT - NORMAL</td>
<td>10 Days</td>
<td>26.00/100 GT (2)</td>
<td>93.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PORT - GYPSY</td>
<td>2 Days</td>
<td>5.00/100 GT (2)</td>
<td>10.00</td>
</tr>
<tr>
<td>Less: Correction / Robots / Waiver / Others</td>
<td></td>
<td></td>
<td></td>
<td>15.00</td>
<td>(1.00/100 GT (2)</td>
</tr>
</tbody>
</table>

Sub-Total: 81.00

Example for Scenario 2b

**Valid Case:**

Vessel was in port for a total of 11 days with APD coverage.

2 days at anchorage
9 days at shipyard

APD coverage for shipyard will be 5 days instead of the stated 3 days.

<table>
<thead>
<tr>
<th>Item</th>
<th>Ref No.</th>
<th>Description</th>
<th>Units</th>
<th>Rate</th>
<th>Amount (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>CURRENT RD - NORMAL</td>
<td>2 Days</td>
<td>4.40/100 GT (2)</td>
<td>88.40</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>CURRENT RD - SHIPYARD</td>
<td>6 Days</td>
<td>5.50/100 GT (2)</td>
<td>330.00</td>
</tr>
<tr>
<td>Less: Correction / Robots / Waiver / Others</td>
<td></td>
<td></td>
<td></td>
<td>224.40</td>
<td>(1.00/100 GT (2)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>ADD COVERAGE - NORMAL</td>
<td>2 Days</td>
<td>204.00</td>
<td>(1.00/100 GT (2)</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>ADD COVERAGE - SHIPYARD</td>
<td>3 Days</td>
<td>204.00</td>
<td>(1.00/100 GT (2)</td>
</tr>
</tbody>
</table>

Sub-Total: 51.00
Completed application will be processed in 3 – 6 months. To enquire, please email PD_Refund@mpa.gov.sg and quote your reference number.