



PORT INFORMATION HANDBOOK

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More detailed information can be obtained by contacting the Operation Manager, Malacca Port Authority.

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Malacca Port Authority

Pelabuhan Tg Bruas, Tanjung Kling,

76400 Melaka

Malaysia

Tel: 606-3511766,

Fax: 606-3511216

Website : <http://www.pka.gov.my>

PORT INFORMATION HANDBOOK

LEMBAGA PELABUHAN MELAKA (MALACCA PORT AUTHORITY)

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1. PORT INFORMATION FOR MALACCA PORT

Position	:	Lat 02° 13'N, Long 102° 09'E
Charts	:	BA 1143; MAL 5217
Time Zone	:	GMT + 8
Admiralty Pilot	:	NP 44
Port Authority	:	Malacca Port Authority (MPA)
Port Operator	:	Malacca Port Authority (MPA) Pelabuhan Tanjung Bruas, Tanjung Kling 76400 Melaka
Telephone	:	606-351 1766
Fax	:	606-351 1216
Email	:	Melaka.tg.bruas@pka.gov.my
VHF	:	Channel 12
Location Map	:	Please refer diagram A
Direction	:	Please refer diagram B





2. LOCATION ,GENERAL OVERVIEW

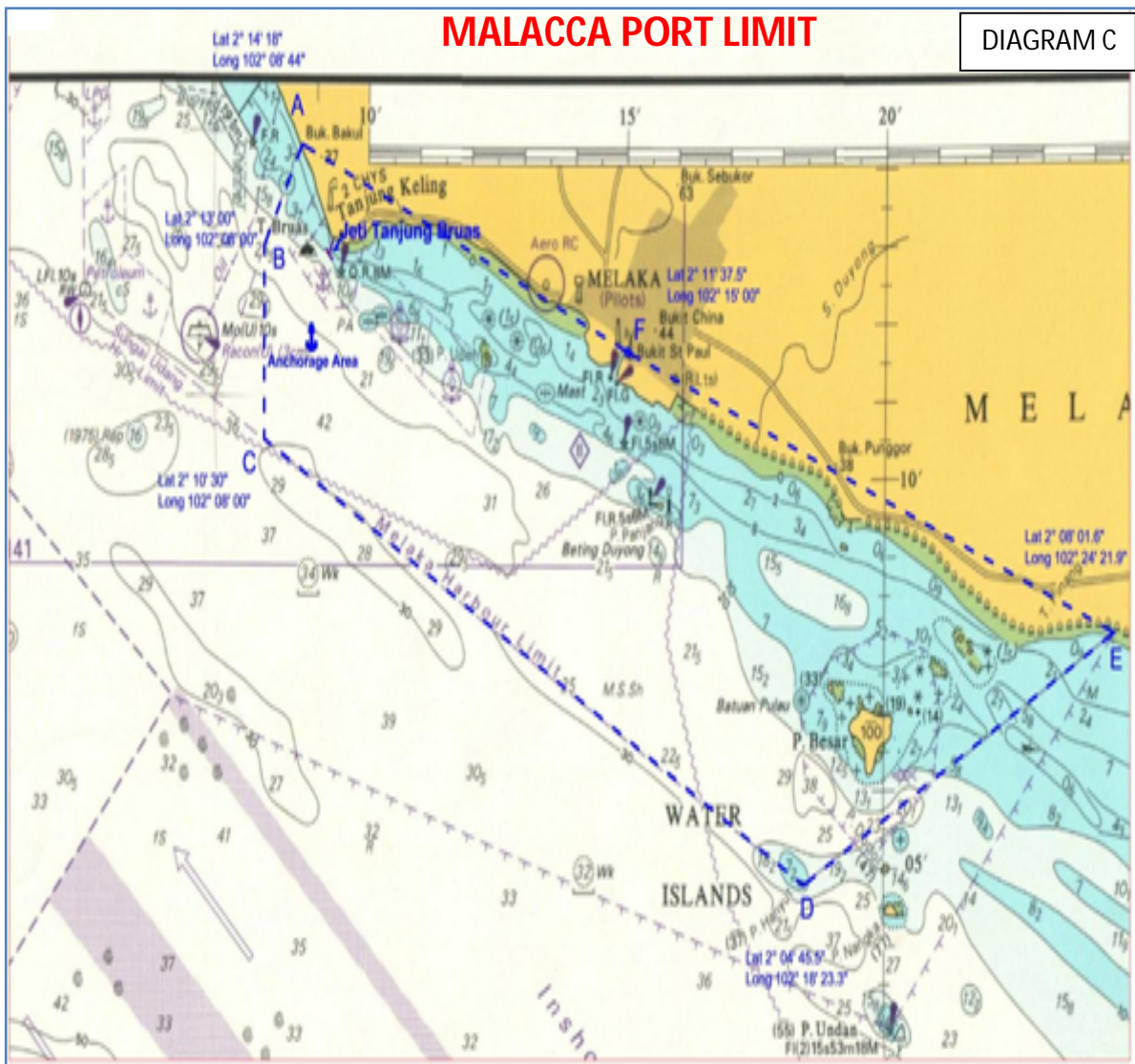
Malacca Port (Tanjung Bruas) is located on the west coast of Peninsular Malaysia fronting the Straits of Malacca. The port is approximately 156 km by road from Kuala Lumpur, the federal capital and 90 km from the Kuala Lumpur International Airport. The nearest city is Malacca Historical City located about 10 km to the south of the port.

3. GENERAL DIRECTIONS FOR NAVIGATION

The General Directions, rules and regulations pertaining to safety of navigation are in accordance to Port Authorities Act, Merchant Shipping Ordinance and Regulations, Malacca Port Authority By-Laws, Pilotage By-Laws, International Regulations for Prevention of Collisions At Sea 1972 and IALA Buoyage System A. In addition, special provisions are also issued from time to time by the Port Officer, Marine Department Central Region and The General Manager of the Port Authority to enhance the safety of navigation within the port.

3.1 Port Limits

The port limits of Malacca Port extends from 2 nautical miles North of Tanjung Bruas Wharves to a position about 3 nautical miles South of Pulau Besar extending 6 nm seawards from the coastline. (refer diagram C)



3.2 Anchorages

Designated anchorages are available within the port limits for vessels awaiting berth. The anchorages area located 1 – 1.5 nm off Malacca port with the depth of between 5.5 metre to 11.0 metre. (refer diagram C).

In case of emergency situation, the place to anchor is at Lat 02° 11.7' N Long 102° 09.0' E which is about 1.2 nm south of the jetty.

3.3 Wharves

The port has a "T"-shaped jetty capable of accomodating ocean going vessels of up to 150 - 160m LOA and up to 15,000 dwt capacity. A minimum depth of 12 metres is available at the approaches to the wharf and the minimum depth alongside the berth is 8.5 meters. Smaller vessels of below 65 metres LOA can be worked at the inner berth. The wharves are linked to the mainland by a 450 meter long bridge capable of loads up to 30 tonnes.

Type	Numbers of Berths	Length (meters)	Depth (meters)	Maximum Ship Size
General cargo/barge, dry & liquid bulk	1 (outer berth)	160 m	8.5m	15,000 dwt
General cargo/barge, supply & service vessels	1 (inner berth)	70 m	5.0m (with tidal restriction)	2,000 dwt

3.4 Storage and Warehousing

Warehouse / Installation	Capacity	Type of cargo
Malacca Port Authority (MPA)	21,600 sf.	General Cargo
	98,78 sf. (open yard)	Minerals / Ore
Sinn Kian Hin (SKH)	150,000 sf.	General Cargo
Perkhidmatan Kargo Tumpatan (PKT)	46,000 sf.	General Cargo
Syarikat Fujun	62,675 sf.	General Cargo
Petronas	7,000 mt	Lubrication oil

The total backup area of 7 hectares is fully occupied. The port authority operates a warehouse and several open yards while the private sector operates 3 warehouses and 1 liquid storage facility.

4. PORT TARIFF

- See Page 13 -18.

5. PORT WORKING HOURS

A two-shift working system is practiced and if necessary vessels may apply to work in the third shift.

First shift	0800 - 1600 hours
Second shift	1600 - 2400 hours
Third shift	0000-0800 hours

6. PILOTAGE

6.1 Pilot Boarding Ground

The pilot boarding ground is at Lat 02° 12.0' N Long 102° 09.0' E which is about 1 nm south of Tanjung Bruas jetty. (see Diagram D) on page 6.

Pilotage is compulsory for all vessels berthing / unberthing at the wharf side. Pilotage exemption may be granted for vessels arriving or leaving the port's anchorages subject to conditions and imposition of a fee. The pilot usually boards by tugboat. Radio communication is through VHF Channel 12.

6.2 Pilot Office Operating Hours :

Monday to Friday - 0800 hrs to 2400 hrs.
Saturday and Sunday - 0800 hrs to 1600 hrs.

6.3 Arrival Procedures & Procedures for Pilot Request

Notification of ETA shall be given 7 days in advance to Malacca Port Authority using **Arrival Notification Form** (refer to page 11) and send to;

Tel : 606-3511766,
Fax : 606-3511216
e-mail : Melaka.tg.bruas@pka.gov.my

Vessels arriving for the first time at Malacca Port must submit the **P5 form** through which the ship's ID is generated. The ID shall be used for all subsequent calls. (refer to page 12)

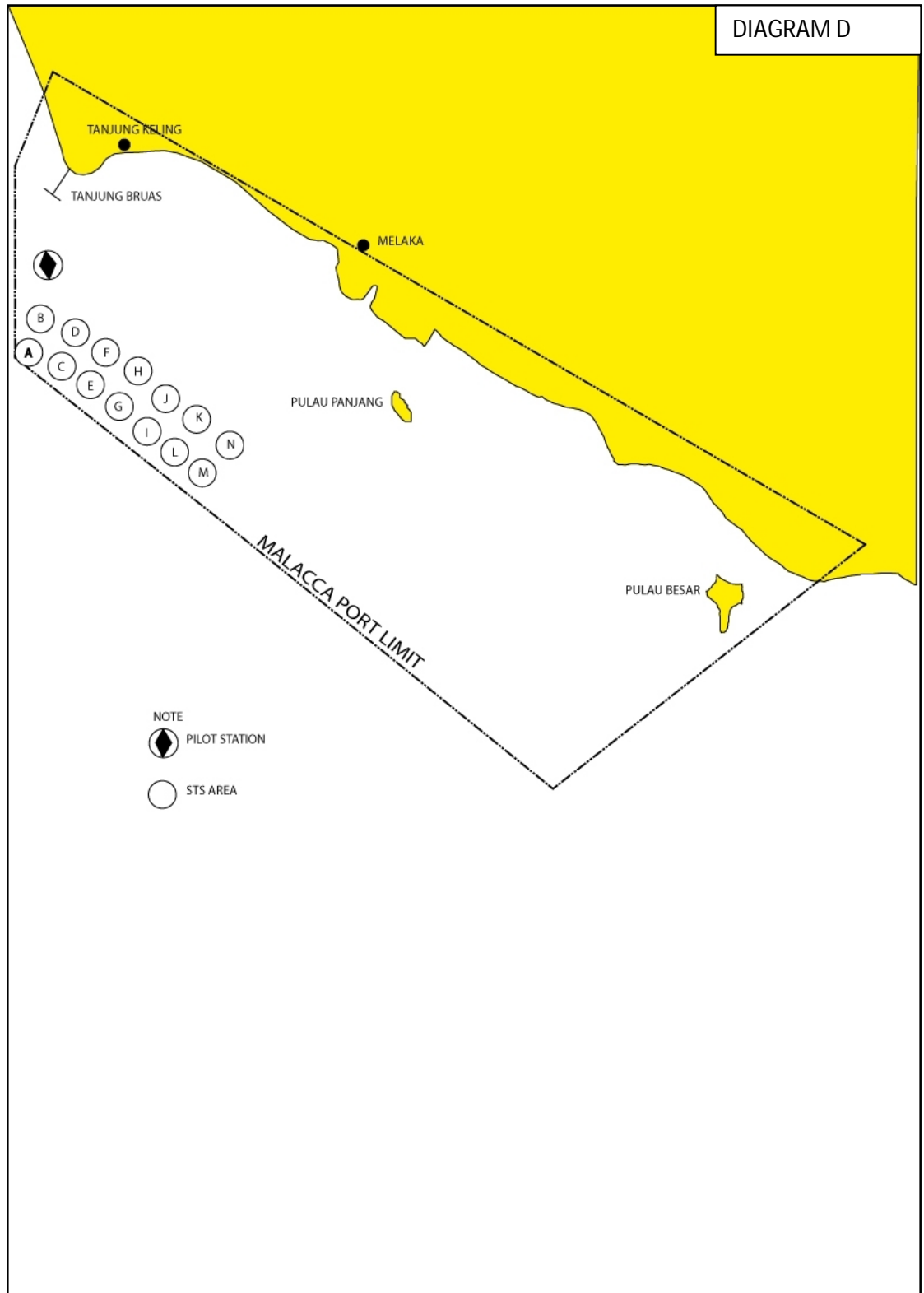
For every vessel arrival, Form Appendix A shall be submitted via EDI to the respective shipping control for the generation of the Ship Call Number (SCN).

The agent shall request for pilot at least 2 hours in advance of vessel's ETA. Information provided shall include name of vessel, ETA, LOA of vessel and draft. Arriving vessels shall contact Malacca Port Control not less than 1 hour before arrival on VHF Ch12 providing name of vessel and ETA.

6.4 Pilot Transfer Arrangements

Pilot ladders and other pilot transfer arrangements for all vessels entering or departing Malacca Port shall be rigged in strict accordance with SOLAS regulations, IMO Resolution A. 889 (21) and recommendations of the

International Maritime Pilots Association. The height of ladder above water in general should not exceed 1.5 metres.



7. PRE ARRIVAL NOTIFICATION OF SECURITY

All vessels calling Malacca Port shall submit the Pre-Arrival Notification of Security (PANS). PANS shall be sent to the Maritime Facility Security Officer (MFSO) at least 48 hours before ship's arrival via online system which is available at Port Klang Net system (www.my1port.com). Contact information for MFSO is as follow:

1.	Port Facility Name	Tanjung Bruas Port, Melaka
2.	Operator	Lembaga Pelabuhan Melaka
3.	Operation Address	Pelabuhan Tg Bruas, Tanjung Kling, 76400 Melaka
4.	Port ID No.	MYMKZ-0004
5.	Grid Reference	Latitude 02°13'N / Longitude 102°09'E
6.	Statement of Compliance	023/6105-BA/4/2004
7.	Maritime Facility Security Officer (MFSO)	Isnin bin Ismail
MFSO COMMUNICATIONS		
8.	Telephone (Ops) Fax No. e-mail	606-3511766 606-3511216 mfso_lpm@pka.gov.my
MFSO CONTACT NUMBER		
9.	Isnin bin Ismail	H/Phone : 6019-2901247 Tel : 606-3511766

8. NOTIFICATION OF ARRIVAL / DEPARTURE TO MARINE DEPARTMENT

The procedures for arrival / departure and port clearance online are as follows:-

- i. Data entry for MSS 1 (arrival) and MSS 2 (departure) into application system will be made at company's own premise (shipping agent);
- ii. For first transaction with the Marine Department, statutory documents (or changes made thereto) must be verified for its authenticity by officers of the Marine Department at their premise. For subsequent transaction, the application can be made at the company's own premise via internet;
- iii. There is no collection of fees except that all existing fees must be paid in full before port clearance is transmitted to the relevant party ; and
- iv. Document for port clearance can be printed at company's own premise prior to submitting to Jabatan Kastam Di Raja Malaysia.

Contact information:

Unit Hal Ehwat Pelaut dan Pelabuhan
Pejabat Pelabuhan Sungai Udang
Pantai Puteri
76400 Tanjung Kling, Melaka.

Tel : 06-351 0155
Fax : 06-351 0277
e-mail : ppsgu@marine.gov.my
Website : <http://www.marine.gov.my>

9. IMMIGRATION CLEARANCE

Vessels arriving from foreign ports are required to obtain immigration clearance before commencing cargo or passenger operations / crew are permitted ashore. Masters or agents are required to submit crew list and / or passenger list to immigration authorities at least 10 hours before arrival of vessel. Cargo vessels requiring immigration clearance must display numerical flags two above five by day and all round lights red over white or green over green by night. Passenger vessels shall display numerical flags three over four by day and similar lights as cargo vessels by night. Immigration officials will normally board vessels on arrival at berths although clearance is also occasionally done at anchorages upon request by agents.

Contact Information:

Malacca Immigration Office
ICQ Complex, Melaka
Tel: 606-2923325
Fax: 606-2834855

10. HEALTH CLEARANCE

Shipping agents are required to submit forms PKP 02 / PKP 03 to Port Health Office at least 24 hours before the arrival of the vessels. Shipping agents are required to fill the following particulars in the form:

- i. Last three ports visited within 14 days;
- ii. Validity of Ship Sanitation Control Exemption Certificate (SSEC) / Ship Sanitation Control Certificate (SSC);
- iii. Any sick passenger or crew on board;
- iv. Any stowaway on board.

A status (Free or Quarantine) would then be given to the ships.

10.1 Quarantine Vessels

Vessels that are arriving from endemic areas of Yellow Fever and Plague or in other condition which might constitute any public health risks will be boarded and inspected by the Health Officer on arrival on the berth (In some cases vessel may be inspected at designated quarantine anchorage).

Such vessels shall display Yellow Flag (day) / Red over White Light (night). These vessels require Free Pratique and Port Health Clearance before commencing work or any other authority could board the ships. Documents that are needed before Free Pratique and Port Health Clearance are issued are Maritime Declarations of Health, Crew Lists, Voyage Memo and copy of the SSEC or SSC.

10.2 Free Vessel

Vessels that are deemed healthy will be given Provisional Pratique into the port and the Master/Shipping agents are required to submit the Maritime Declaration of Health, Crew List, previous ports called and copy of Ship Sanitation Control Exemption Certificate (SSEC) within 6 hours of arrival to obtain Health Clearance to allow vessels to sail. The port health office also provide services for the renewal of Ship Sanitation Control Exemption Certificate (SSEC) / Ship Sanitation Control Certificate (SSC).

Contact Information

Port Health Office
Komplek Immigresen, Kastam & Kuarantin (ICQ)
75050 Melaka.

Tel: 606-286 9791
Fax: 606-284 9050

11. DEPARTURE PROCEDURES

11.1 Pilot Request

Vessels departing from berths shall request for pilots at least 1 hour prior to departure by contacting MPA

Tel : 606-3511766
Fax : 606-3511216
Email : Melaka.tg.bruas@pka.gov.my
VHF : Channel 12

11.2 Port Clearance

No vessel is allowed to leave port without a valid port clearance issued by Royal Malaysian Customs Department.

12 SHIPS TO SHIP TRANSFER (STS)

Vessel engaged in STS operations shall anchor at the designated anchorage within the port limit. Normal arrival procedures shall apply when vessels are calling for

STS activity. Vessels are required to contact Port Control via VHF Channel 12 1 hour before arrival and after completion of anchoring.

There are 14 allocated and approved places to carry out STS. (see Diagram D) on page 6.

13 OTHER SERVICES

13.1 Stevedoring

Stevedoring services are provided by private companies appointed by MPA.

13.2 Fresh Water Supply

Fresh water supply is readily available at wharf side at RM5.50 per metric ton. Water boat facilities are also provided by MPA appointed contractor.

WATER BOAT INFORMATION			
NAME	LOA	GRT	WATER CAPACITY
LC TRINITY 1	45.73	469 MT	750 MT
RAVI	46.70	499.5 MT	500 MT

13.3 Bunkering

Supply of bunker fuel can be arranged by means of road tankers with advance notice not later than 48 hrs prior arrival, for vessels at berth only.

13.4 Garbage Disposal

Facilities for disposal of garbage in limited quantities are available by way of garbage bins or trucks. Vessels are required to advise 48 hours prior to ETA if large quantities are to be disposed to enable prior arrangements to be made.

13.5 Schedule Waste / Sewage Disposal

Vessels are required to advise 72 hours prior to ETA for disposal of schedule waste and sewage.

13.6 Medical / Health Facilities

A public clinic is available 2 km from the port. Hospitals and Medical Centres are available in the city 10 km away.

ARRIVAL NOTIFICATION FORM

**LEMBAGA PELABUHAN MELAKA
(MALACCA PORT AUTHORITY)**

ARRIVAL DECLARATION

1.1 Name of Ship: 1.2 Type of Ship: 1.3 IMO number: 1.4 Call sign: 1.5 Voyage number: 1.6 LOA: 1.7 Draft:		2. Arrival: <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> Date Time HH:MM </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div>	
3. Flag State of ship	4. Name of Master	5. Last port of call/Next port of call	
6. Certificate of registry (Port;Date;Number)		7. Name and contact details of ship's agent	
8. Gross Tonnage	9. Net Tonnage		
10. Purpose of visit to port			
11. Number of crew incl. Master	12. Number of passengers	13. Remarks	
14. The ship requirements in terms of waste residue reception facilities & Fresh Water			
15. Ship to Ship (STS) - For ship calling Malacca Port for STS activities <div style="margin-left: 40px;"> <input type="checkbox"/> Supplying Ship <input type="checkbox"/> Receiving Ship </div>			
15.1 Cargo Details: <div style="margin-left: 40px;"> a) Type of cargo: b) Quantity of cargo: </div>			

For official use

P5 FORM

**LEMBAGA PELABUHAN MELAKA
(MALACCA PORT AUTHORITY)**

**TO: OPERATION MANAGER
MALACCA PORT AUTHORITY**

DATE :

SHIP PARTICULARS

No	Particular of Ship	For LPM Use
1	Ship Name	
2	Call Sign	
3	Year Built	
4	LOA	
5	Gross Tonnage	
6	Nett Tonnage	
7	Deadweight (Arrival)	
8	Draft (Arrival)	
9	Type of Cargo	
10	Port of registry	
11	Ship Owner	
12	Ship Agent	
13	Ship Agent Code	
14	Ship Agent Account	

Agent Name and Stamp:

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MALACCA PORT AUTHORITY

SCALES RATES AND CHARGES (EFFECTIVE 01 NOVEMBER 2014)

1. HARBOUR DUES

Item	GT of Ship	Per 100 GT or part thereof (RM)
1.	Per ship loading or discharging cargo or embarking or disembarking passengers	7.00
2.	Per vessel occupying an anchorage or berth for bunkering, taking ship's supplies, repair or change of crew	2.00

2. PILOTAGE DUES FOR MOVEMENT WITHIN PORT LIMITS OR PORT LIMITS TO ANCHORAGE OR VICE VERSA

Item	LOA of ship	(RM)
1.	Not exceeding 61 meters	56.00
2.	Exceeding 61 meters but not exceeding 76 meters	70.00
3.	Exceeding 76 meters but not exceeding 91 meters	83.00
4.	Exceeding 91 meters but not exceeding 107 meters	96.00
5.	Exceeding 107 meters but not exceeding 122 meters	108.00
6.	Exceeding 122 meters but not exceeding 137 meters	121.00
7.	Exceeding 137 meters but not exceeding 152 meters	134.00
8.	Exceeding 152 meters but not exceeding 168 meters	147.00
9.	Exceeding 168 meters but not exceeding 183 meters	160.00
10.	Exceeding 183 meters but not exceeding 198 meters	173.00
11.	Exceeding 198 metres	230.00 Plus RM 2.00 per metre in excess of LOA 198 metres

3. PILOTAGE DUES FOR MOVEMENT FROM PORT LIMITS TO WHARF OR VICE VERSA

Item	LOA of ship	(RM)
1.	Not exceeding 61 meters	105.00
2.	Exceeding 61 meters but not exceeding 76 meters	119.00
3.	Exceeding 76 meters but not exceeding 91 meters	132.00
4.	Exceeding 91 meters but not exceeding 107 meters	145.00
5.	Exceeding 107 meters but not exceeding 122 meters	182.00
6.	Exceeding 122 meters but not exceeding 137 meters	195.00
7.	Exceeding 137 meters but not exceeding 152 meters	208.00
8.	Exceeding 152 meters but not exceeding 168 meters	221.00
9.	Exceeding 168 meters but not exceeding 183 meters	234.00
10.	Exceeding 183 meters but not exceeding 198 meters	247.00
11.	Exceeding 198 metres	304.00 Plus RM 2.00 per metre in excess of LOA 198 metres

4. PILOT AND / LAUNCH DETENTION CHARGE

Item	LOA of ship	(RM)
1.	First ½ hour	NIL
2.	2 nd ½ hour	20.00
3.	Any subsequent hr or part thereof	20.00

5. PILOT DETENTION ON BOARD SHIP CHARGE

Item	LOA of ship	(RM)
1.	First ½ hour	42.00
2.	2 nd ½ hour	42.00
3.	Any subsequent hour or part thereof	42.00

6. SPECIAL FEES FOR PILOT /LAUNCH SERVICE AT NIGHT

Item	LOA of ship	(RM)
1.	1600 HRS – 1900 HRS	49.00
2.	1900 HRS – 0600 HRS	74.00

7. GAZETTED PUBLIC HOLIDAY CHARGES FOR PILOTAGE

1.	Charges 2,3,4 & 5 above shall be doubled
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8. PILOTAGE AMENDMENT / CANCELLATION CHARGE

Item	Time of Cancellation before Service Required	(RM)
1.	Not less than 3 hours	NIL
2.	Not less than 2 hours	
2.	Not less than 1 hour	50.00
3.	Any subsequent hr or part thereof	75.00

9. LAUNCH / PILOT RECALL FEE

Item	Period from pilot/launch departure from base until return to base	Per Hour (RM)
1.	0600 to 1900 hrs	20.00
2.	1900 to 0600 hrs	40.00

10. TOWAGE SERVICES CHARGES

Item	Type of charge	Per ½ hour or part thereof (RM)
1.	Per tug boat per movement	500.00
2.	Fuel Surcharge	250.00

11. MOORING / UNMOORING CHARGES

Item	LOA of Vessel	(RM)
1.	Per Movement	60.00

12. WHARFAGE

Item	Type of Cargo	Per tonne or part thereof (RM)		
		At wharf	Double banking at wharf	Double banking at anchorage
1.	a. Breakbulk and drybulk cargo loaded or discharged by:			
	(i) Foreign & Home Trade Ships	1.50	1.20	0.50
	(ii) Local Trade ships	1.20	1.00	0.40
2.	b. liquid bulk loaded or discharged by:			
	(i) Foreign & Home Trade Ships	1.70	1.20	0.50
	(ii) Local Trade ships	1.40	1.00	0.40

13. CHARGE FOR PASSENGER

Item	Passenger Embarking, Disembarking	Per person (RM)	
		Adult	Children
1.	At Jetty	3.00	1.50
2.	At Anchorage	2.00	1.00

14. STEVEDORAGE CHARGE

Item	Types of Cargo Discharged or Loaded	Per tonne or part thereof (RM)
1.	i) General cargo	
	a. Bags 25 kgs or less	6.00
	b. Bags exceeding 25 kgs but not exceeding 50 kgs	5.00
	c. Jumbo bags	4.00
	ii) Pallets	
	a. Bags 25 kgs or less	5.00
	b. Bags exceeding 25 kgs but not exceeding 50 kgs	4.50
	iii) Drybulk cargo	
	a. Maize	6.00
	b. Iron Ore	5.00
	iv) Steel cargo	
	a. Steel pipe	5.00
b. Steel coil	5.00	

	v) Shifting of cargo within same hatch	50% of above rates
	vi) Shifting of cargo between hatch	200% of above rates
	vi) Unlashing (Steel Coil)	200.00
	a. Not exceeding 2000 tonnes	300.00
	b. Exceeding 2000 but not exceeding 5000 tonnes	400.00.
	c. Exceeding 5000 tonnes	

15. IDLING STEVEDORE

Item	Variation to Application for Work on Ship	Penalty (RM)
1.	a) Stevedore ordered but not worked, unless due to rain or arising from the fault of the terminal operator	100.00 per gang per hour or part thereof

16. WHARF HANDLING CHARGE

Item	Type of cargo	Receiving or delivering at wharf (RM)
1.	Breakbulk or drybulk	2.00 per ton
2.	Breakbulk or drybulk (DG)	4.00 per ton
3.	Palletised / Unitised cargo	2.00 per ton
4.	Palletised / Unitised cargo (DG)	4.00 per ton
5.	Liquid bulk cargo	2.00 per ton
6.	Liquid bulk cargo (DG)	4.00 per ton
7.	Heavy Lifts	
	a. Not exceeding 5 tons	5.00 per ton
	b. Exceeding 5 tons but not exceeding 10 tons	7.00 per ton
	c. Exceeding 10 tons	10.00 per ton
8.	Transshipment	4.00 per ton

9.	Foreshore cargo	0.75 per ton
10	Motor vehicles a. Motor car, station wagon or trailer b. Lorry, bus, truck or van c. Motorcycle	20.00 per unit 40.00 per unit 4.00 per unit

17. CHARGES ON VESSELS WORKING ON SUNDAYS / PUBLIC HOLIDAYS

Item	GT of Vessel	Per day or part thereof (RM)
1.	a) Not exceeding 2000 GT b) Exceeding 2000 GT but not exceeding 15000 GT c) Exceeding 15000 GT	100.00 200.00 350.00

18. CHARGES FOR MISCELLENEOUS SERVICES

Item	Types of charge	(RM)
1.	Cargo storage in open yard	2.50 per ton per month
2.	a. Supply of fresh water b. Labour for installing/dismantling	5.50 per ton or minimum charge of RM 100.00 RM 30.00 per person
3.	Garbage removal	20.00 per day
4.	Weighbridge a. 0700-1900 hours b. 1900-0700 hours	7.50 per weighing 17.50 per weighing
5.	Supply of clerk	30.00 per shift per person
6.	Supply of labourer	30.00 per shift per person
7.	Vessels not working cargo at berth Wharfage Security charge	 200.00 per 4 hours or part Thereof 100.00 per day or part thereof
8.	Wharf cleaning With fresh water Without fresh water	200.00 per vessel stay 100.00 per vessel stay

19. CHARGES FOR CARGO EQUIPMENT AND GEARS

Please send your enquiries to Malacca Port Authority
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