



P O Box 1830, Port Moresby,  
National Capital District  
Telephone:  
Fax:  
E-mail: pom.seaport@customs.gov.pg

**APPLICANT'S DETAILS**

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
E-mail address : \_\_\_\_\_

**APPLICATION FOR PERMISSION TO MASTER/PILOT OF FOREIGN CONVEYANCES TO LAND/CALL INTO AN UNPROCLAIMED AREA IN PAPUA NEW GUINEA (Section: 25(3) CUSTOMS ACT 1951)**

This notice is to advise that you have **been granted/not been granted** permission to bring the conveyance \_\_\_\_\_ to proceed to the locations as specified below 2\*, under Section 25 (3) of the Customs Act 1951 (Chapter 101) to carry out the specified operation as per your application to the Collector of Customs and remain at a place other than a **declared seaport**, or an **airport** or a **port of entry**. You are now obligated by law to adhere to the following conditions during the conveyance stay in Papua New Guinea:

**1. Conditions of operation in an area apart from a port:**

- (1) Master and Operator having made a formal submission / application to acknowledge receipt of the permission, together with their agreement to adhere to all the conditions contained herein, to be provided to relevant agencies.
- (2) Confirmation of Inwards and Outwards First and Last Port Immigration processing to be advised
- (3) Customs and Quarantine First Port clearance processes to be confirmed.
- (4) The operator or its agent/representative are to pay costs associated with meeting conditions of this approval which would include transfers of border agency personnel, officers' travel time and all associated costs including officers' overtime and salaries in accordance with relevant legislation.
- (5) Understanding that the Vessel will be subject to PNG Maritime Transport Security approval; Operator or its agent/representative responsibility to ensure regulatory compliance with all the Maritime Transport and Security Regulations.
- (6) Approval by respective PNG Border agencies for respective voyages as per agreed vessel schedule /s has been provided.
- (7) Under sections of the PNG Customs Act 1951 Master / Operators are required to provide Impending Arrival of Conveyance and report all matters as prescribed including;

(a) Arrival of Vessel



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- (b) Its voyage , travel and itinerary
- (c) It's Crew
- (d) Its Passengers
- (e) Cargo

On arrival provide reports and documents and answer question relating to vessel, cargo, crew, passengers stores and voyage. [S.30 Customs Act and S.18 Customs Regulations]

Reports required on all people on board at First port and then at every port in PNG within the specified time frames outlined in the PNG Customs Regulations.

Customs Forms: As prescribed

**2. \*Permitted locations** *[Please list destination(s) in Papua New Guinea which the vessel will call into]:*

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....

**3. Regulatory powers and permissions of Authorities whilst in PNG waters:**

1. Vessel access may also be subject to Department of Transport approval.
2. Customs and Quarantine [possibly ICSA] officers may attend ports that are other than a proclaimed port and/or restricted minor port. Shall attendance occur, Cruise operator or its Agent is to pay all costs associated with this approval including transfers of officers from home port to the various places other than a proclaimed port and/or restricted minor port and return to home port, general maintenance of the officers, and all costs associated with officers' services, including overtime.
3. Where approval has been given by Customs for the ship's lifeboats and tenders to be used to transport travelers to and from the ship, these will be subject to compliance with PNG laws. Lifeboats and tenders are not to be used for any other purposes without approval.
4. No goods are to be loaded or offloaded unless approval has been given by Customs and NAQIA.
5. No galley waste, food or plant material is landed at any ports unless authorized by NAQIA.
6. All refuse is to be stored in sealed, leak proof containers approved for use by NAQIA and on board galley grinders are not to be used in port. Macerator/ garbage grinder and/or swing bin are not to be used while the vessel is PNG ports or waters.



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7. If an inspection of the vessel is required, it is the responsibility of the Master (via the nominated shipping agent) to meet all transport, accommodation and incidental costs for a NAQIA officer to attend the vessel [In accordance with NAQIA Fees Guidelines.]

4. **Notification of any changes to conditions:**

- (1) Any other condition, which Customs, ICSA and NAQIA may notify and impose to protect the law as administered by respective agencies, must be adhered to.
- (2) A copy of this permission is to be forwarded to the local ships' Agent, so that they are aware of their responsibilities in relation to the ship's visit to the various ports.
- (3) Should circumstances arise that require you to vary in any way the conditions prescribed in this permission, immediately contact agencies principal / designated contacts . that are other than a proclaimed port and/or restricted minor port and the Maritime

5. **Requirements of crew and Passenger:**

- (1) Cruise Vessel general conditions:

The Master, Operator or agent has ensured all persons onboard have met all requirements under prescribed sections of the PNG Migration Act.

All persons to complete an individual signed Passenger Declaration with respect to all goods they will be bringing into PNG. This declaration will be valid for the duration of cruise operations in PNG and all points of entry /landing in PNG. This declaration to be retained by the Master for the duration of the Cruise Voyage and to be produced to Customs, NAQIA or ICSA as and when required

Passengers will NOT be permitted to leave or join the vessel permanently at a port that is other than a proclaimed port and/or restricted minor port, unless there are exceptional circumstances and notification and approval has been given by PNG Customs Service, ICSA and NAQIA

In the case of emergencies notification is required to be given as soon as reasonably possible to designated agency contacts.

- (2) Subject to vessel permission and under designated controls, passengers on day excursions may leave the vessel at ports that are other than a proclaimed port and/or restricted minor port and such passengers must be also accounted for back on board before the vessel departs the port. If any passenger fails to return to the vessel, the Master of the vessel must notify Customs and Immigration immediately.
- (3) Similar controls and reports may also be applied at proclaimed ports subject Migration Act status.
- (4) Passengers and crew on day excursions are to be advised not to take ashore any packages, parcels or foodstuffs, including picnic lunches, nor are any packages, parcels or foodstuffs to be removed from the vessel for any reason unless permission has been granted by NAQIA and / or Customs .



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- (5) The Port Manager at the nearest Customs Office to the anchorage / port that is other than a proclaimed port and/or restricted minor port must be advised at least 48 hours prior to the arrival of the vessel as to the following information below:
  - a. The approximate number of passengers to go ashore.
  - b. Details of crew required to go ashore.
  - c. The times those local boats and ship's tenders (if approved) will be departing from and returning to the vessel.
- (6) Crew leave is not permitted at ports that are other than a proclaimed port and/or restricted minor port unless Customs has received prior notification and approval has been given by the Port Manager at the nearest Customs office to the un-proclaimed port.
  - If approval has been given by the Port Manager, the names and dates of birth of such crew must be supplied at least 24 hours prior to the arrival of the vessel at the port that is other than a proclaimed port and/or restricted minor port to the Port Manager at the nearest Customs office.
  - Crew who go ashore will be subject to compliance with Customs and NAQIA legislation, regulations and any conditions specified by the Port Manager.
- (7) Only crew who are required to accompany passengers and/or required to assist in the transportation of passengers as part of their duties and those that are rostered to perform that function are permitted to disembark/embark the vessel at ports that are other than a proclaimed port and/or restricted minor port.
- (8) All crew members must be accounted for back on board before the vessel departs any of the ports. If any crew fails to return to the vessel, the master must notify Customs & ICSA immediately.
- (9) No crew changes are to be made at any ports, except in exceptional circumstances and with the written permission from Customs and ICSA. Notification required immediately to Port Manager at nearest proclaimed port.
- (10) Persons are not permitted to visit the vessel at a port other than a proclaimed port and/or restricted minor port, except through work related situations where approval has been given by Customs. All persons subject to request by Master / agent and may / will be subject to Customs and NAQIA control and inspection.

**Note**

The Collector may, at any time by notice in writing served to the Master/Pilot:

- (a) Revoke the permission, or
- (b) Revoke or vary a condition to which the permission is subject, or
- (c) Impose new conditions to which the permission is subject.

A person whom the permission has been given, who refuses or fails to comply with any condition to which the permission is subject, is guilty of an offense under Section 25(6) of the Customs Act.

**Please Note – Any changes to your application details must be communicated in writing to Customs prior to the date of the intended voyage. Significant changes may result in Customs withdrawing the permission or altering a condition. Any additional costs will be the responsibility of the operator of the vessel.**



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**Conditions to Apply**

A full list of conditions that apply to this permission are attached to this notice of permission. To ensure compliance with Customs and other Border related legislation the Collector may, at any time, revoke the original permission; revoke or vary a condition; or impose new conditions on an existing permission.

The operator should note that failure or refusal to comply with any condition subject to this permission constitutes an offence against the *Customs Act* for which a Court on conviction may impose a fine not less than PGK500.00 and not exceeding PGK25, 000.00.

The operator should be also be aware of other requirements under the *Customs Act* in relation to the vessel, its crew, passengers and cargo and the restrictions or prohibitions of goods that may be imported or exported. Heavy fines or imprisonment can apply.

Where a breach of the *Customs Act* is less serious Customs may impose an administrative penalty in lieu of prosecution action. The amount of the penalty is calculated using a sliding scale of between 20% and 100% of the minimum penalty applicable for the offence detected.

**Review of this permission and attendant conditions**

**Redress**

The Customs Act provides for an avenue of appeal to dispute a decision of a Collector. If you believe that the permission and attendant conditions have been imposed inappropriately, you may request all or part of the conditions to be withdrawn by asking for a review of the decision.

You may apply in writing to the Regional Director for the Region in which the issuing office is located, for such a review. If you remain dissatisfied at the conclusion of this review, you may appeal directly to the Commissioner Customs using the provisions of section 177 and 178 of the *Customs Act*.

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**This applications submitted is in agreement to all conditions that the as stated above by the collector**

**Applicants signature** .....

**Date of application** .....

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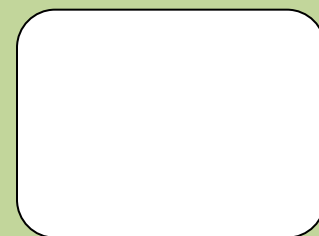
**Permission authorized by,**

The Collector of Customs (*Signature*) \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date Permission Granted \_\_\_\_\_



**Collectors Stamp**