



# PORT INFORMATION HANDBOOK

## **DISCLAIMER**

This Guide was compiled by Malacca Port Authority. The information contained in this Guide is produced in good faith and while every effort has been made to ensure that the information is correct at the time of publication no warranty is given as to its accuracy.

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

Published : 01 May 2014  
1<sup>st</sup> Revision : 15 Ogos 2017

### Contact details:

Malacca Port Authority  
Pelabuhan Tanjung 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)**

<b>TABLE OF CONTENTS</b>	<b>PAGE NO.</b>
<b>1. PORT INFORMATION FOR MALACCA PORT</b>	<b>1</b>
<b>2. LOCATION &amp; GENERAL OVERVIEW</b>	<b>2</b>
<b>3. GENERAL DIRECTIONS FOR NAVIGATION</b>	<b>2</b>
3.1 Port Limits	
3.2 Anchorages	
3.3 Wharves	
3.4 Storage And Warehousing	
<b>4. PORT WORKING HOURS</b>	<b>4</b>
<b>5. PILOTAGE</b>	<b>5</b>
5.1 Pilot Boarding Ground	
5.2 Pilot Office Operating Hours	
5.3 Arrival Procedures & Procedures for Pilot Request	
5.4 Pilot Transfer Arrangements	
<b>6. PRE ARRIVAL NOTIFICATION OF SECURITY</b>	<b>6</b>
<b>7. NOTIFICATION OF ARRIVAL / DEPARTURE TO MARINE DEPARTMENT</b>	<b>7</b>
<b>8. IMMIGRATION CLEARANCE</b>	<b>7</b>
<b>9. HEALTH CLEARANCE</b>	<b>8</b>
9.1 Quarantine Vessels	
9.2 Free Vessels	
<b>10. DEPARTURE PROCEDURES</b>	<b>9</b>
10.1 Pilot Request	
10.2 Port Clearance	
<b>11. SHIP TO SHIP TRANSFER (STS)</b>	<b>9</b>
<b>12. OTHER SERVICES</b>	<b>9</b>
12.1 Stevedoring	
12.2 Fresh Water Supply	
12.3 Bunkering	
12.4 Garbage Disposal	
12.5 Schedule Waste / Sewage Disposal	
12.6 Medical / Health Facilities	
<b>13. APPENDIXES</b>	<b>11</b>
13.1 Appendixes 1 - Arrival Declaration Form	
13.2 Appendixes 2 - P5 Form – First Time Calling Malacca Port	

## 1. PORT INFORMATION FOR MALACCA PORT

Position : Lat 02° 13'N, Long 102°09'E  
Charts : BA1143; MAL 5217  
Time Zone : GMT + 8  
Admiralty Pilot : NP44  
Port Authority : Malacca Port Authority (MPA)  
Port Operator : KMB Seaport Sdn. Bhd. (1066930-A)  
Pelabuhan Tanjung Bruas, Tanjung Kling  
76400 Melaka  
Telephone : 606-3511766  
Fax : 606-3511216  
Email : [admin@melakaport.com.my](mailto:admin@melakaport.com.my) /  
[operation@melakaport.com.my](mailto:operation@melakaport.com.my)  
VHF : Channel12  
Location Map : Please refer diagram A  
Direction : Please refer diagram B





## 2. LOCATION AND GENERAL OVERVIEW

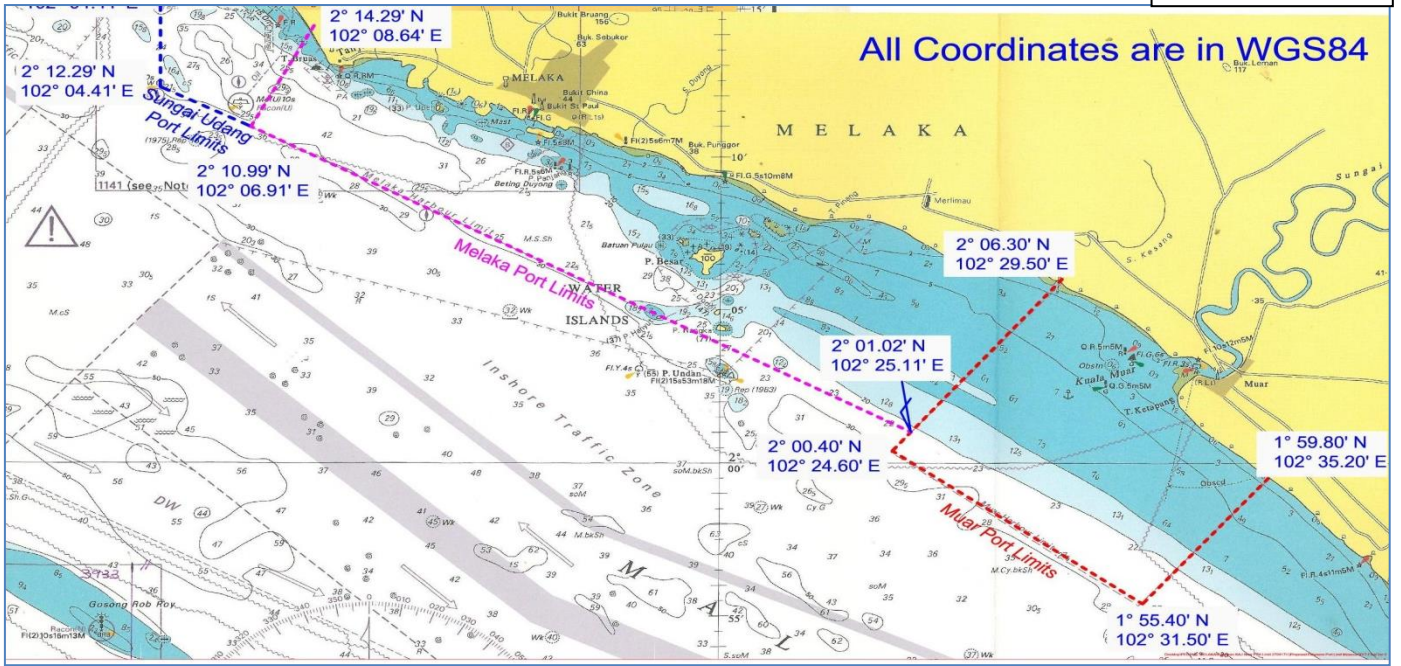
Malacca Port (Tanjung Bruas) is located on the west coast of Peninsular Malaysia fronting the Straits of Malacca. The port is approximately 156 km by road from Kuala Lumpur, the federal capital and 90 km from the Kuala Lumpur International Airport. The nearest city is Malacca Historical City located 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 extend from 2 nautical miles North of Tanjung Bruas Wharves to a position about 6 nautical miles East of Pulau Undan 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 accommodating 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	10.5 m	15,000 dwt
General cargo/ barge, supply & service vessels	1 (inner berth)	70 m	7.0m (with tidal restriction)	2,000 dwt

### 3.4 Storage and Warehousing

Warehouse / Installation	Capacity	Type of cargo
KMB Seaport Sdn Bhd.	21,600 sf.	General Cargo
	98,78 sf. (open yard)	Minerals / Ore
Sinn Kian Hin (SKH)	88,065 sf.	General Cargo
KMB Seaport Sdn Bhd	67,389 sf	General Cargo
KMB Seaport Sdn Bhd	46,000 sf. ( open yard)	Minerals / Ore
Syarikat Fujun	62,675 sf.	General Cargo
Petronas	87,120 sf.	Lubrication oil

The total backup area of 7 hectares is fully occupied. The port operator operates two warehouse and several open yards while the private sector operates 2 warehouses and 1 liquid storage facility.

## 4. PORT WORKING HOURS

A 24 hour shift working system is practiced.

First shift	0800 - 1600 hours
Second shift	1600 - 2400 hours
Third Shift	2400 – 0800 hours

## 5. PILOTAGE

### 5.1 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.

### 5.2 Pilot Office

Tanjung Bruas Port Pilot office operating 24 hours

### 5.3 Arrival Procedures & Procedures for Pilot Request

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

Tel : 606-3511766,  
Fax : 606-3511216  
e-mail : [admin@melakaport.com.my](mailto:admin@melakaport.com.my) /  
: [operation@melakaport.com.my](mailto:operation@melakaport.com.my)

Vessels arriving for the first time at Tanjung Bruas 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)

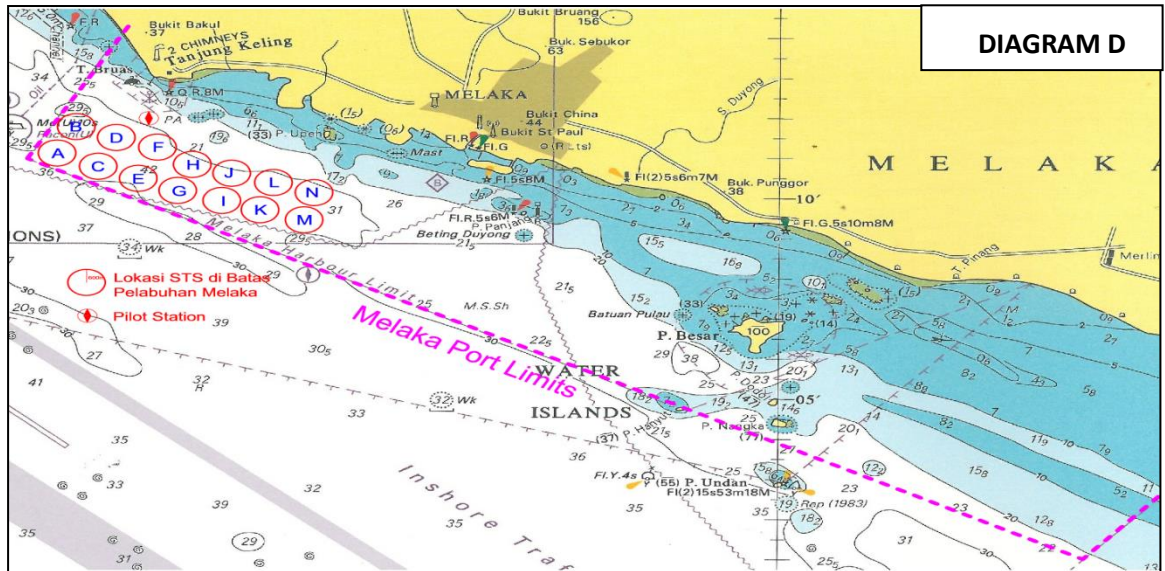
For every vessel arrival, Form Appendix A shall be submitted via EDI to the respective shipping control for the generation of the Ship Call Number (SCN).

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 Tanjung Bruas Port Control not less than 1 hour before arrival on VHF Ch12 providing name of vessel and ETA.

### 5.4 Pilot Transfer Arrangements

Pilot ladders and other pilot transfer arrangements for all vessels entering or departing Tanjung Bruas 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.





## 6. PRE ARRIVAL NOTIFICATION OF SECURITY

All vessels calling Tanjung Bruas Port 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](http://www.my1port.com)). Contact information for MFSO as follow:

1	Port Facility Name	Tanjung Bruas Port, Melaka
2	Operator	KMB Seaport Sdn Bhd
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	(6105/PKA/PTJGB/2104)
7	Maritime Facility Security Officer (MFSO)	Isnin bin Ismail

### MFSO COMMUNICATIONS

8	Telephone (Ops)	606-3511766
	Fax No.	606-3511216
	e-mail	<a href="mailto:marine@melakaport.com.my">marine@melakaport.com.my</a>

### MFSO CONTACT NUMBER

9	Isnin bin Ismail	
	H/Phone	6019-2901247
	Tel	606-3511766

## **7. 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 DiRaja Malaysia.

Contact information:

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

Tel : 06-3510155  
Fax : 06-3510277  
e-mail : ppsgu@marine.gov.my  
Website :<http://www.marine.gov.my>

## **8. 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

## **9. 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 onboard;
- iv. Any stowaway on board.

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

### **9.1 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.

### **9.2 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

## 10. DEPARTURE PROCEDURES

### 10.1 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 : [admin@melakaport.com.my](mailto:admin@melakaport.com.my) /  
operation@melakaport.com.my  
VHF : Channel12

### 10.2 Port Clearance

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

## 11 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, one (1) hour before arrival and after completion of anchoring.

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

## 12 OTHERSERVICES

### 12.1 Stevedoring

Stevedoring services are provided by the Tanjung Bruas Port.

### 12.2 Fresh Water Supply

Fresh water supply is readily available at wharf side at RM 9.00 per metric ton. Water boat facilities are also provided by MPA appointed contractor.

WATER BOAT INFORMATION			
NAME	LOA	GRT	WATER CAPACITY
G 60	41.3 m	241 MT	300 MT
MEB TUG 7	22.0 m	195 MT	100 MT

### **12.3 Bunkering**

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

### **12.4 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.

### **12.5 Schedule Waste / Sewage Disposal**

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

### **12.6 Medical / Health Facilities**

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

**ARRIVAL NOTIFICATION FORM**

**KMB SEAPORT SDN. BHD.  
TANJUNG BRUAS PORT, MELAKA**

**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:  Date                  Time HH:MM  <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>			
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  Supplying Ship <input type="checkbox"/>  Receiving Ship <input type="checkbox"/>  15.1 Cargo Details:  a) Type of cargo: b) Quantity of cargo:					

P5 FORM

**KMB SEAPORT SDN. BHD.  
TANJUNG BRUAS PORT, MELAKA**

**TO: OPERATION MANAGER  
TANJUNG BRUAS PORT, MELAKA**

**DATE :**

**SHIP PARTICULARS**

No	Particular of Ship	For TBP 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:**

.....