

PORT CIRCULAR 5 OF 2016

To: All Port Agents

Cc: GPA Operations

From: Captain of the Port

Date: 28 February 2016

Re: Port Clearance Letters

Dear All

With immediate effect any Port Clearance Letters requested will be charged directly to agents by our Administration department in the same way that Port dues are currently invoiced.

As a consequence of this decision, the GPA will now require all agents to sign and officially stamp a "transmittal" form at the time they collect the certificate from the SPO or VTS Duty Port Officer when supplied (same as the one supplied for the Free Pratique).

The Port Clearance will be supplied during Officer hours by Admin Staff as usual, ie: from 0900 hours – 1530 hours.

After hours (ie: from 1530 hours onwards) or weekends, the Port Clearance will be supplied by the Duty SPO whenever this is required on an urgent basis.

Please be advised that an admin fee of £30 will be charged if an urgent request is made during weekends and then not collected until the following working day.

BY ORDER OF THE CAPTAIN OF THE PORT