



**PNG HARBOURS MANAGEMENT SERVICES**  
**(A Division of PNG Ports Corporation Limited)**

**APPLICATION FOR STEVEDORING LICENSE**

I.....apply for a new license/ to renew a  
current license, to carry on the business of a stevedore at the declared port of  
.....

**Application fee: K.....**

**1. Application Details**

Company Name .....

Postal Address:.....

Street Address (Section & Allotment).....

Office Phone.....

Mobile.....Fax.....E-mail:.....

**2. Attach the Following Documents for New License and License Renewal Applications respectively.**

**2.1 New License**

- (i) The company profile including work history, company structure, shareholding distributions, company extract, copy of company registration certificate from Registrar of Companies, in case of foreign company provide copy of Foreign Company Certificate from Investment Promotion Authority and Company Tax File No.
- (ii) Evidence of Local or Land owner participation/shareholding in the company either as a company extract or an agreement.
- (iii) Business Plan. Business Plan. (Outlines the short, medium and long term operational plan of the company. The Business Plan will also incorporate the Company Profile as specified in (ii).
- (iv) Evidence of sufficient and mechanically sound stevedoring equipment and sufficient skilled labour force to undertake the stevedoring work.
- (v) Details of a training program for its labour force to improve operations, supervision, efficiency and safety standards.

- (vi) Relevant Authority's Approval of Localisation and Training Program/Scheme for Employment of Non-citizens pursuant to the ***Employment of Non-citizen Act 1978***.
- (vii) Details of an Insurance Policy with a reputable insurer sufficient to indemnify the Port Manager and the Licensed Stevedore conducting the business of a stevedore within the Port against all liabilities.
- (viii) Copy of Certificate of Compliance and Tax File number from Internal Revenue Commission.
- (ix) Copy of reference letters or experiences the company has in other ports including the tonnage handled (if already operating in some other ports).
- (x) Copy of stevedore license or access agreement if previously undertaken stevedoring business.
- (xi) Evidence of enough finance to meet the obligations of the workers' wages, workers compensation, workers insurance cover and general operation expenses (that is letter from banker showing financial capacity).
- (xii) Copy of Occupation Health Safety Plan/ General Safety Plan.

## **2.2 License Renewal**

- (i) Letter stating the reasons for renewal, the capacity (state of equipment, labour force and finance) to meet the requirements for such operations.
- (ii) Evidence of compliance, or capacity to comply, with the qualifications and records of performance as a stevedore specified by PNGHMS from time to time.
- (iii) Copy of the current stevedoring license.
- (iv) Copy of an Insurance Policy for workers, name and address of the Insurance Company.
- (v) Copy of current Certificate of Compliance and Tax File number from International Revenue Commission.
- (vi) Copy of current Company Extract from Investment Promotion authority.
- (vii) Copy of Occupation and Health Safety Plan, if updated.

## **APPLICATION PROCEDURES**

- **Application Lodgement**

- (i) The applicant will lodge its stevedore license application (both new and renewal) with the PNGHMS together with its specific requirements.
- (ii) The application will be processed and if approved, an invoice will be sent to the applicant to pay for the license fees or if it's not approved, then applicant will be advised of what actions it should take thereafter.
- (iii) The application fee must be made in cheque payable to PNG Ports Corporation Ltd and sent to PNGHMS or paid at the PNG Ports Corporation Ltd and a copy of the receipt be sent to PNGHMS. Upon receipt of the payment receipt, the PNGHMS will issue a license.