

APRIL 2023

# Indonesia Port Entry Guide

MACN Collective Action Initiative: Indonesia



## About this Guide

The purpose of this guide is to increase transparency of port entry procedures in Indonesian ports by providing an overview of port requirements for vessel clearance. The guide gives an overview of documents that are required by the authorities to successfully enter the port, examples of common challenges and practices specific to some of the main ports in Indonesia. This document is based on insights and expertise provided by MACN members and partners operating in Indonesia.

Please contact MACN if you have any questions or feedback on how to further improve this guide at [macn@macn.dk](mailto:macn@macn.dk)

## To be aware of when preparing for a port call in Indonesia

- Foreign flagged vessels cannot enter two consecutive Indonesian ports for the purposes of loading or unloading cargo or passengers. After any port entry for the purposes of loading or unloading cargo of passengers a vessel must depart to an international location. Non-Indonesian flagged ships cannot trade between ports in Indonesia.
- Under Ministerial Regulations PM 11-2016, all activity by a foreign flagged vessel in Indonesian waters must be submitted to the Director General of Sea Transport (DGST), this requirement is known as, “Pemberitahuan Keagenan Kapal Asing” (PKKA). This permit is processed by the agent and will take approximately 2-3 working days to finalize from the day of submission. The submission for the PKKA must cover:
  - Name of the vessel.
  - Vessel flag
  - GT/DWT of the vessel.
  - Where the vessel will call.
  - The name and details for the local agent representing the vessel.
  - The planned time of arrival and departure for the vessel.
  - A breakdown of the cargo by type and volume; and
  - A crew list
- All submissions related to PKKA need a response from DGS. The standard format for this is set in the regulation. This response is usually issued between 2 and 3 days after submission of correct documentation. There is no provision for amending a PKKA submission. All amendments should therefore be undertaken through a new submission and response.
- It is noted that the submission to DGST must state all ports that will be entered by the vessel. “Indonesia”, “Any Indonesian Port”, “Open Sea” submissions can and may be rejected by DGST as unacceptable.
- The failure to comply with PM 11-2016 related to PKKA can lead to a denial of entry and/or service at a port of terminal in Indonesia. No other sanctions are authorised by PM 11-2016. No fines are authorised by the regulation for e.g. errors in the PKKA. Any payment requested should be regarded as a facilitation payment.

- It is noted that though there is one set of regulations that cover port entry, the interpretation of the regulations can differ between ports across Indonesia. The regulation can be interpreted as lacking clarity, that sometimes regulations overlap and also leave room for interpretation.
- Regulations change and such changes may not be well publicized. The Ministry of Transportation can react quickly to political or specific emerging concerns and issue new decrees and amendments to existing regulations. Such changes can occur without notice and without warning.
- It is important to note that if a vessel and the local agents prepare well prior to arrival, there will be little or no room for port officials to try to impose “fines” for a range of “infringements” on the vessel. Also note that in many cases individual interpretation of laws can be challenged to senior government officials by your company and therefore can be mitigated and eliminated.

## How to Prepare for Port Entry

### Documents required by the Port Authority on arrival

- ✓ Ship's certificates (class, condition etc...) Original Ship Certificates including:
  - Ship Registry
  - International Load Line
  - International Oil Pollution Prevention certificate (+ Form A)
  - Safety Construction Certificate
  - Safety Equipment Certificate
  - Safety Radio Certificate (+ Form R)
  - Minimum Safe Manning Certificate
  - Document of Compliance (DOC)
  - Safety Management Certificate (SMC)
- ✓ Crew List (endorsed by immigration from previous port)
- ✓ Outbound clearance from previous port
- ✓ Cargo Manifest (Nil list is required)
- ✓ Ship's Inventory/Store list
- ✓ Voyage Memo
- ✓ Schedule of last 10 (ten) port entries
- ✓ ISPS Declaration
- ✓ International Tonnage Certificate
- ✓ Port State Control Report (PSC)
- ✓ Certificate of Class
- ✓ ISPS Code Certificate (ISSC)
- ✓ Ships Security Officer Certificate (SSOC)
- ✓ Life Raft Certificate
- ✓ Fire Extinguisher Certificate
- ✓ PKKA (Directorate General Sea Communications Permit arranged by Agent)

**Important Note:** between inbound and outbound clearance, the Harbor Master will hold original ship's certificates.

## **Documents required for Quarantine Clearance**

- ✓ Ship Sanitation Control Exemption Certificate
- ✓ Health Book (Indonesian Port Only)
- ✓ Maritime Declaration of Health
- ✓ Vaccination List (Yellow Fever and Cholera)
- ✓ Ship Medicine List
- ✓ Certificate of Medicine
- ✓ Yellow Card (As per crew on Board)

## **Documents required for Customs Clearance**

- ✓ Cash Money Declaration for Crew & Ship
- ✓ Personal effect list

## **Documents required for Immigration Clearance**

- ✓ Crew Passport (valid at least 6 months and minimum 4 blank pages available)
- ✓ Dahsuskim decree/implementation with shore pass (Visa, Seaman's book held and arranged by agent)

# Examples of Port Specific Practices and Challenges

## Tanjung Priok and the major container ports

There have been specific reports about the close attention paid to quarantine, health and crew documentation of ships arriving Tanjung Priok. Minor possible, infractions are identified and highlighted as reasons to delay clearances or to hold a ship or crew member. Pay attention to spot fines that are commonly requested to correct the documentation. Ask for receipt and for a reference to the official fee that apply.

There are limited reports from ships undertaking more than one call in Indonesia being asked to prove all containers are international containers. This is a specific area of concern in Tanjung Priok and Tanjung Perak. It is true that an international container ship should not be carrying domestic containers. However, containers branded or owned by domestic shipping lines on international ships can be export or import containers but are questioned. The need for a check can be removed through an appropriate bond or spot fine. When such bond or fine are requested, make sure to ask for receipt and for a reference to the official fee that apply.

## Kalimantan (Bulk Carrier)

Two areas have been highlighted as a concern for bulk carriers. Both areas relate to bills of lading and clearance to export.

- 1) There are regulations on coal and mineral exports that limit exports and secure quantities or specific qualities of commodities for domestic use. Confirmation that the loaded volume is of the right quality for export is at times questioned.
- 2) Conflict between load line surveys and the gazetted depth (rather than the actual depth) of an approach channel has been reported to have been used as a method of seeking insurance payments to allow the departure of a ship.

## Panjang (Bulk Carrier)

As with ships departing Kalimantan conflict between load line surveys and the gazetted depth (rather than the actual depth) of an approach channel has been reported to have been used as a method of seeking insurance payments to allow the departure of a ship.

## Balikpapan (Kalimantan) and Riau (Tanker)

There have been suggestions that Masters have been approached and accusations made that their ships have been responsible for oil spills. The quantities are said to be small and can be address through the payment of damages. This most often happens where STS anchorage operations take place and there are at time oil spills (deliberate and accidental) of environmental concern.

## Examples of Common Offences and Challenges

Authorities commonly check for the following offenses:

- ✓ Expired ships documents
- ✓ Incorrect/inaccurate or incomplete cargo manifests
- ✓ Lack of passport validity
- ✓ Lack of passport pages

### Port State Control Inspections

Port State Control “PSC” – Inspection report must be validated in Indonesia within last 6 months prior to vessel arrival date (Tokyo MOU PSC). There are reports of members being asked to pay PSC inspection fees to their agent that do not follow the official tariff. The costs for PSC inspections are regulated under of Government Decree No.15 year 2016 (taking effect on 26 June 2016), Port State Control follow-up inspection (re-inspection deficiency Code 30). The fee for PSC inspection is USD 350 net per vessel, regardless of when and where the inspection is conducted. The agent can provide the invoice issued by the port authority at your request. Directorate General of Sea Transportation (Seacom) is responsible for PSC and companies who are being charged fees above USD 350 are encouraged to reach out to DG Seacom dedicated PSC coordinator to report the issue.

### Bribe request from the Port Health Officer

There are several reports of issues surrounding the clearance process involving the Port Health officer requesting cash and cigarettes from Masters. This causes clearance to be delayed and the Port Authority may ask for further fines if the initial request for cash is rejected by the Master.

#### About Us

The Maritime Anti-Corruption Network (MACN) is a global business network working toward its vision of a maritime industry free of corruption that enables fair trade to the benefit of society at large. MACN has become one of the preeminent examples of an industry-led collective action to eliminate corruption.