



REGISTRATION OF PORT USERS

PORT USER LICENSE (PUL) 2017

Solomon Island Port Authority wishes to advise all Port Users that applications are being called for the registration of Port Users for the calendar year 2017. The new Port User Licence will supersede the current entry pass issued at a cost of SBD 500 per each visit into port facilities. The new Port User License will be valid for a period of one year with one time registration and application processing fee. Registered Port Users will be given unlimited access to port premises to carry business with ease subject to rules and regulation of the port.

Since the process of Port User registration is starting in March, the registration fee will be calculated on pro-rata basis (from March to December 2017). Upon registration all Port Users will be given a registration certificate valid for one year.

Conditions and Notes for PUL Application:-

- I. Application forms must have the following documents attached;
Company Registration Certificate business license certificate, approval from city council or city council registration, TIN number/letter and company insurance certificate (public liability cover, if any)
- II. Application processing fee is SBD 250.00 for each application (SBD 50 for sellers of merchandise to cruise vessel passengers).
- III. Company applications should mention how many Port Users to be registered under the company submitted on company letterhead. The company will be granted a Port User License and IDs will be given to all Port Users registered under the company.
- IV. Ports identification card is available to Port Users at a cost of SBD 50.00 per each Port User.(Ports Users already possessing an ID card issued by SIPA may surrender their existing ID card and obtain the new ID card for a concessionary rate of SBD 20.00)
- V. Please check with Port Security Office for your category and other fees before payment

Port Users License Fee for 2017

Port Facility	Category	Nature of Business	Fees per Annum
Port of Honiara/ Port of Noro International Wharf	One (1)	Sellers of merchandise to cruise vessel passengers (individuals not companies)	SBD 100
Port of Honiara / Port of Noro International Wharf	Two (2)	Tour operators (cruise vessels) ferry service providers (fibre glass) Scuba Diving, Ship Chandlers, and any other small businesses (classification of businesses	SBD 1000

		will be determined by SIPA management	
Port of Honiara/ Port of Noro International Wharf	Three (3)	Customs, shipping and forwarding agencies, Pest Control (fumigation companies) car dealers, importers and exporters, SIPA Contractors (transport providers, maintenance, mechanics and technical service providers), cleaning companies, fuel suppliers and other businesses to be determined by SIPA Management.	SBD 1500
Port of Honiara/ Port of Noro International Wharf	Four (4)	Shipping agencies and cartage companies	SBD 2000
Port of Honiara / Port of Noro International Wharf	Five (5)	Towage companies, Barges, Tugs	SBD 3000
Port of Honiara Local Wharf	One (1)	Ship chandlers, fish off loaders, fish buyers, service providers (port essential services, local contractors), local products buyers and sellers (timber, copra, cocoa, fish, and any other business to be determined by SIPA Management	SBD500
Port of Honiara Local Wharf	Two (2)	Supermarkets and wholesalers, ship owners, barges, tugs, fuel suppliers, cartage companies, and any other business to be determined by SIPA Management	SBD1500

Please Note:

- Completed application forms with copies of certificates (original to be produced for vetting) and payment receipts should be handed over to Port Facility Security Officer (PFSO) for processing. Payments can be made at the cashier's counter
- Please obtain a receipt for the registration fee, processing fee and photo ID

**Chief Executive Officer
SOLOMON ISLAND PORTS AUTHORITY
SOLOMON ISLANDS**