



BOARDING GROUND PRE-ARRIVAL NOTIFICATION ("BGPAN") REPORTING (Web LINK – Please whitelist contact@onehandshake.com and URL domain (https://web.onehandshake.com/*)

At 72 hours to 2.5 hours before arrival to Singapore Pilot Station

- Shipmaster will receive a welcome email from <u>contact@onehandshake.com</u> with a unique URL link
- Shipmaster can update estimated time of arrival (ETA) by clicking on the link.
 (Recommended to access via Google Chrome)

Sample:

Dear Master,

Welcome to Singapore.

Please click on the link below to confirm/update your vessel's arrival time at the boarding ground.

For more information/updates on your port activities, please click "Vessel Activities" on the side panel.

https://web.onehandshake.com/<unique token>

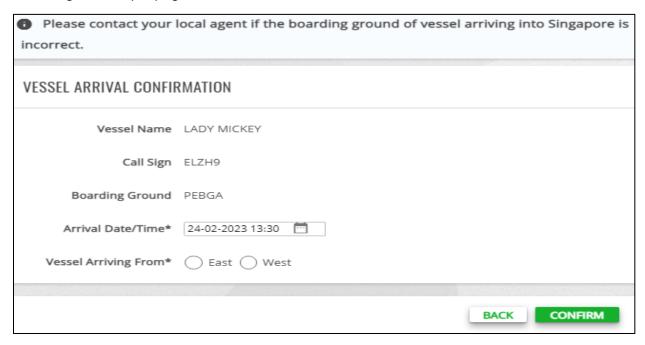
If you are unable to access the link above, please reply with your latest arrival details below.

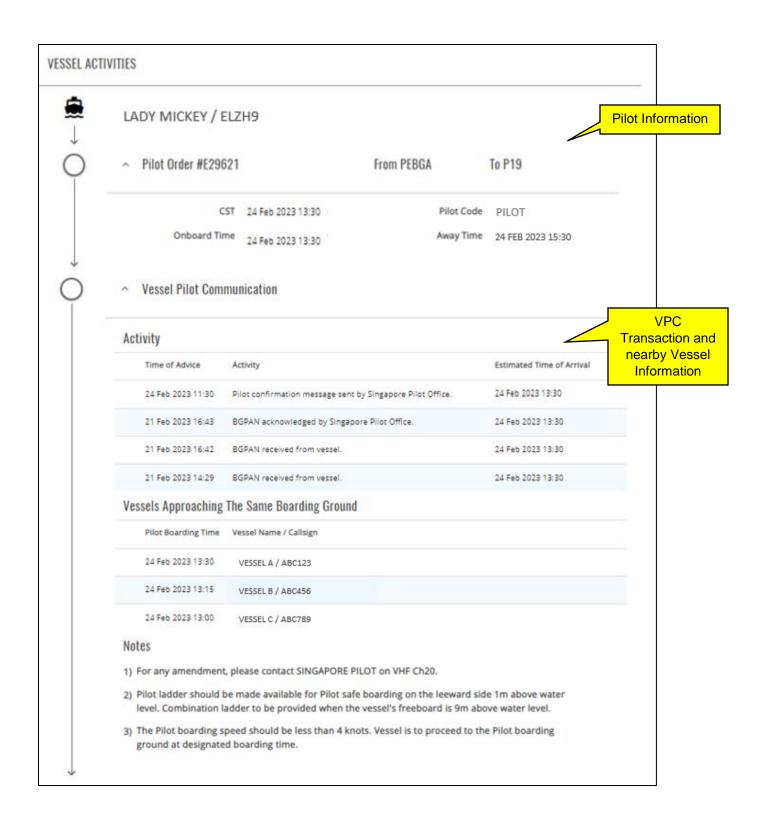
```
{
Vessel Name:
Call Sign:
Boarding Ground:
Arrival Date (DD/MM/YYYY):
Arrival Time (Local Time):
Vessel Arriving From:
}
```

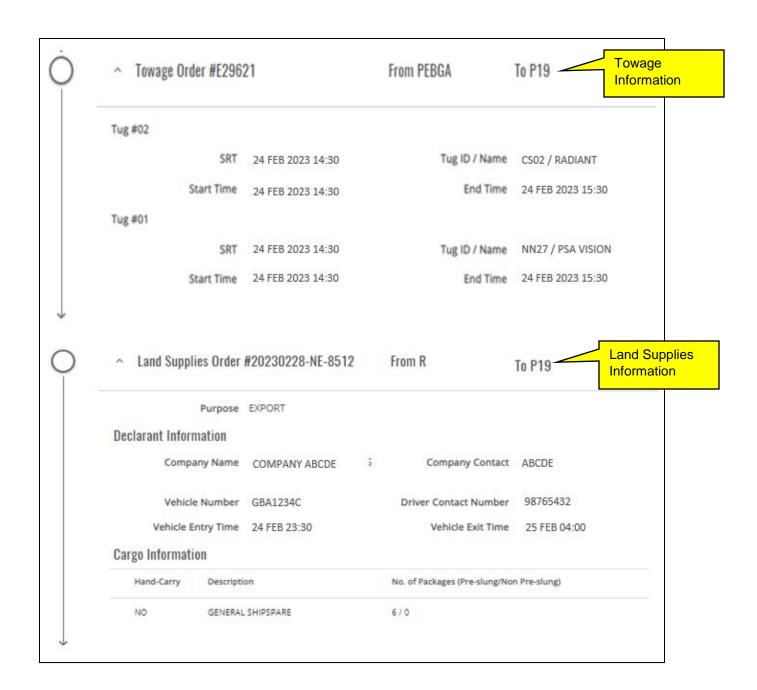
SINGAPORE PILOT OFFICE

This is a system-generated message.

Following are sample pages from the URL link







- Master of Vessel will receive an acknowledgement message from Singapore Pilot Office within 30 minutes upon eta submission.
- In the event there are changes in the pilot boarding date & time before vessel's arrival to boarding ground, Master of the vessel will receive an email from contact@onehandshake.com.

Sample:

Email Subject: Vessel Arrival Confirmation (VAC) Content:

Dear Master,

Please be informed that your latest pilot boarding time is DD/MM/YYYY HH:MM.

Please click on the link below to acknowledge the changes.

For more information/updates on your port activities, please click "Vessel Activities" on the side panel.

https://web.onehandshake.com/<unique token>

If you are unable to access the link above, please reply with your latest arrival details below.

{
Vessel Name:
Call Sign:
Boarding Ground:
Arrival Date (DD/MM/YYYY):
Arrival Time (Local Time):
Vessel Arriving From:
}

SINGAPORE PILOT OFFICE

This is a system-generated message.

At 2 hours before arrival at Singapore Pilot Station

Master of Vessel will receive a confirmation message from Singapore Pilot Office.

Sample:

```
Email Subject: Vessel Arrival Confirmation (VAC)
Content:
Dear Master,
Please note the Pilot Boarding Date/Time.
Vessel Name:
Call Sign:
Pilot Boarding Date/Time: (DD/MM/YYYY HHMM):
Boarding Ground:
Vessel Arriving From:
For information, the following vessels are also approaching the same boarding ground.
Vessel Name:
Call Sign:
Pilot Boarding Date/Time:
Notes:
1) For any amendment, please contact SINGAPORE PILOT on VHF Ch20 or contact
your local agent.
2) Pilot ladder should be made available for Pilot safe boarding on the leeward side 1m
above water level. Combination ladder to be provided when the vessel's freeboard is
more than 9m above water level.
3) Vessel is to proceed to the Pilot boarding ground at designated boarding time. The
Pilot boarding speed should be less than 4 knots.
SINGAPORE PILOT OFFICE
This is a system-generated message.
```

Singapore Pilot Office