



**Maritime & Port Authority of Singapore**

**USER MANUAL FOR  
NOTIFICATION OF ARRIVAL  
SUBMISSION  
USING ELECTRONIC NOA (eNOA)**

Version: 1.2

Release Date: 14/11/2008

**Document Change Record**

<b>Version</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	21/1/2008	<ul style="list-style-type: none"><li>• Initial Issue</li></ul>
1.1	23/4/2008	<ul style="list-style-type: none"><li>• Re-arrange the paragraph f) in 1.2</li></ul>
1.2	14/11/2008	<ul style="list-style-type: none"><li>• Include the declaration of Bunker Convention Certificate</li></ul>

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## Getting Started

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### 1.1) System Requirement

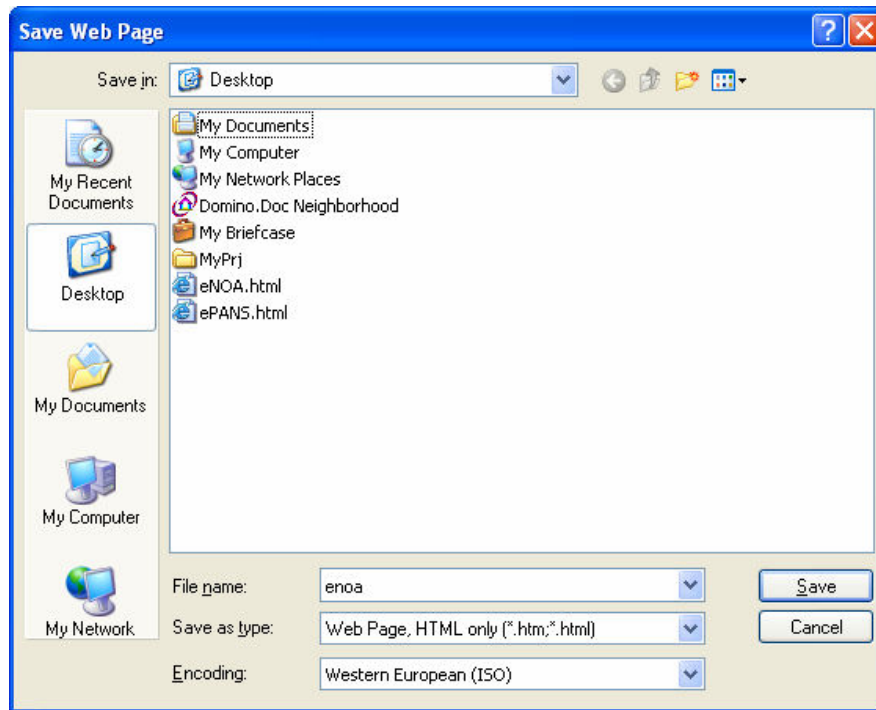
a) To run this application, we recommend that the eNOA.html to be named with 'hta' extension. For experienced users, they could simply rename the existing copy of eNOA.html on the computer to eNOA.hta . For those who required step-by-step instructions, they could refer to the following steps:

#### **Step 1 (Ensure the files are displayed in full with the extension)**

- Double click the "My Computer" icon on the Desktop
- In the "My Computer" window, click on the pull-down menu "Tools" and select "Folder Options..."
- In the "File Options" window, click on the "View" tab
- Select the radio button for "show hidden files and folders"
- Remove the tick from the checkbox for "Hide extensions for known file types" (if it is ticked)
- Click the "OK" button to close the "File Options" window.

#### **Step 2 (Save enoa.html on the Desktop)**

- Double click the eNOA.html in the email attachment that sent to you or the CD (or equivalent) from the agent to open the eNOA.html.
- In the Internet Explorer window for eNOA, click on the pull-down menu "File" and select "Save As..."
- Perform the following steps In the "Save Web Page" window:
  - 1) Select "Desktop" from the dropdown list for "Save in:" field;
  - 2) key in "enoa" in the "File name:" field;
  - 3) Select "Web Page, HTML Only (\*.htm;\*.html)" from the dropdown list for "Save as type:" field;
  - 4) Select "Western European (ISO)" from the dropdown list for "Encoding:" field.
- Click the "Save" button to close the "Save Web Page" window.
- Close the Internet Explorer window for eNOA.



**Step 3 (Rename enoa.htm to enoa.hta)**

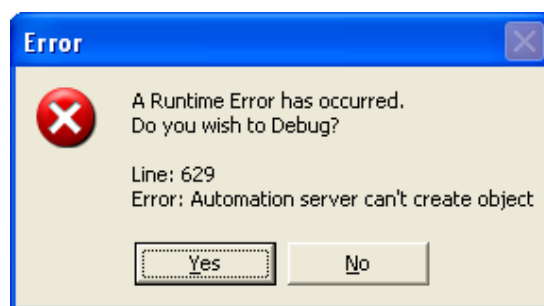
- Right click on the enoa.htm icon on the Desktop and select “Rename” option.
- Type in enoa.hta to replace enoa.htm and hit “Enter” key.
- Click the “Yes” button to close the warning message window: **“If you change a filename extension, the file may become unusable. Are you sure you want to change it?”** when it appears.

Now double click the enoa.hta to open the eNOA. Please use this copy of enoa.hta to fill in the NOA data and save into a xml file for submission. The eNOA window shall look likes this (without the IE browser):



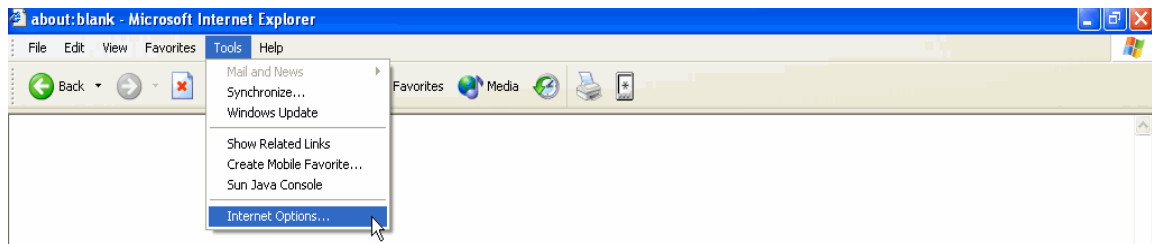
b) If you have followed the above steps and successfully renamed the enoa.html to enoa.hta, please ignore the c) in para 1.1, para 1.2 and para 1.3. Otherwise you will need Internet Explorer on Windows to run the eNOA.html and follow the below steps.

c) The eNOA.html will need to run ActiveX controls (or equivalent). If your browser does not support ActiveX, you will receive this error.

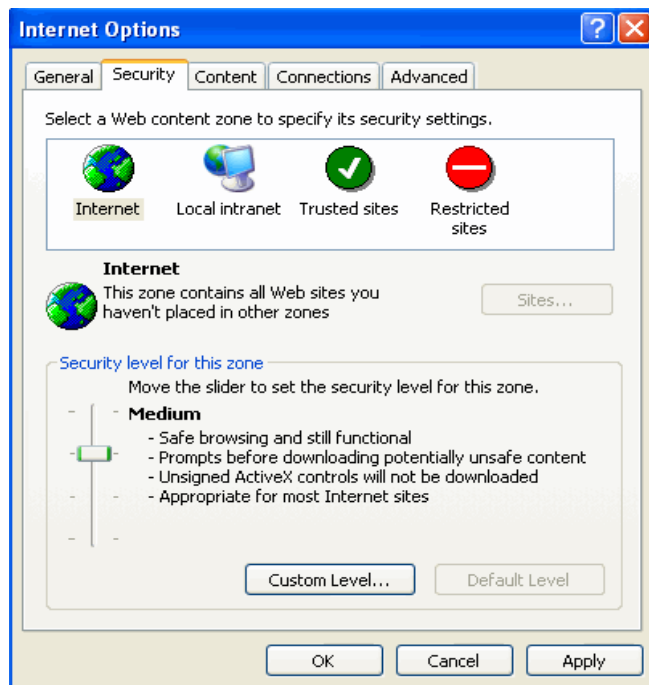


## 1.2) How to enable the ActiveX Control?

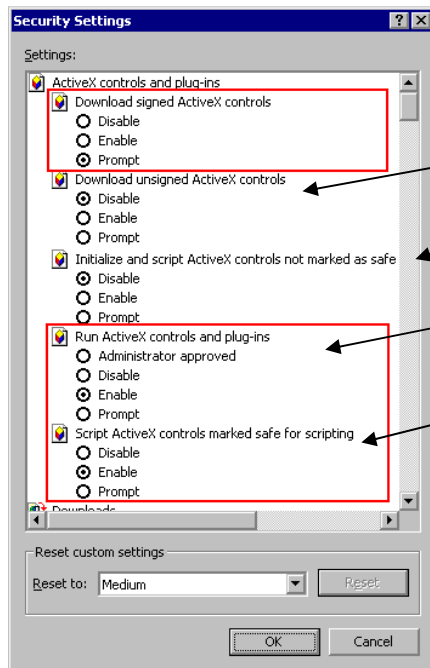
- a) Invoke Internet Explorer
- b) Click 'Tools' menu | 'Internet Options'



- c) Click on the 'Security' tab
- d) Click on the 'Internet' icon
- e) Click on the "Custom Level..." button



f) Amend the Security Settings as follows:



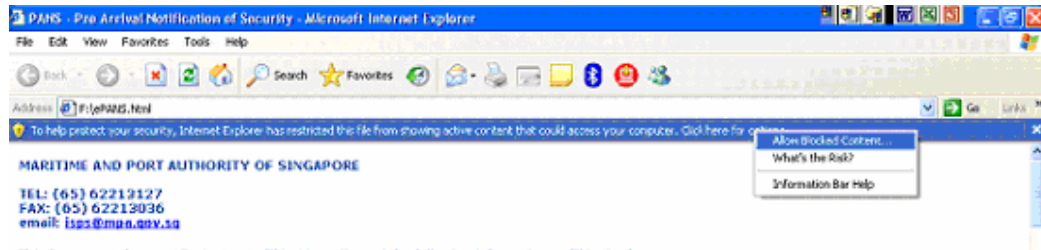
- Download signed ActiveX: **Enable** or **Prompt**
- Download unsigned ActiveX: **Disable**
- Initialize and Script ActiveX controls not marked as safe: **Disable**
- Run ActiveX controls and plug-ins: **Enable** or **Prompt**
- Script ActiveX controls marked safe for scripting: **Enable** or **Prompt**

g) Click the “OK” button to save settings and close the Internet Options dialog box.

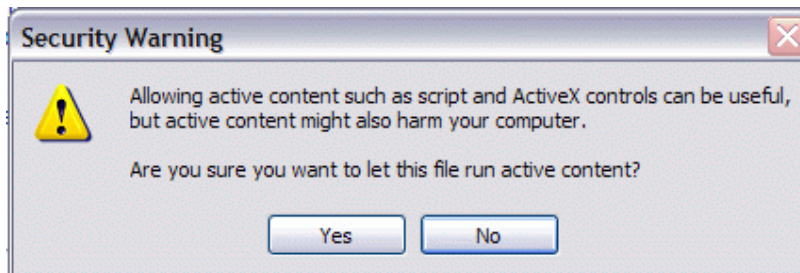


### 1.3) How to start the eNOA?

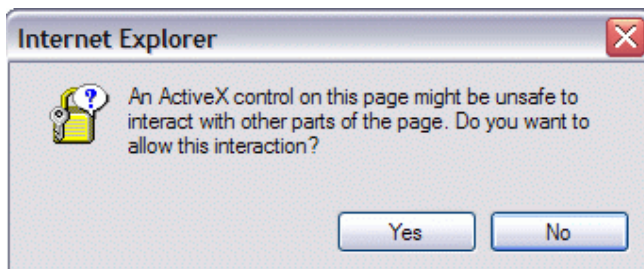
- a) Copy the file (“eNOA.html”) from the CD (or equivalent) and save it to your local drive.
- b) Double click on “eNOA.html”.
- c) If you are using Windows XP Service Pack 2+, you may encounter a warning message (“To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...”).
- d) Click on the message and select “Allow Blocked Content”.



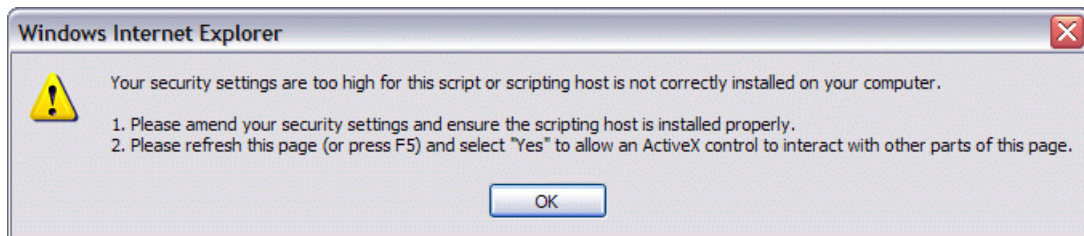
- e) You will see a security warning message, click on the “Yes” button to proceed.



- f) Click on the “Yes” button to enable ActiveX control.



- g) Should you encounter this error message (shown below), please check and amend your security settings (refer to Section 1.2).

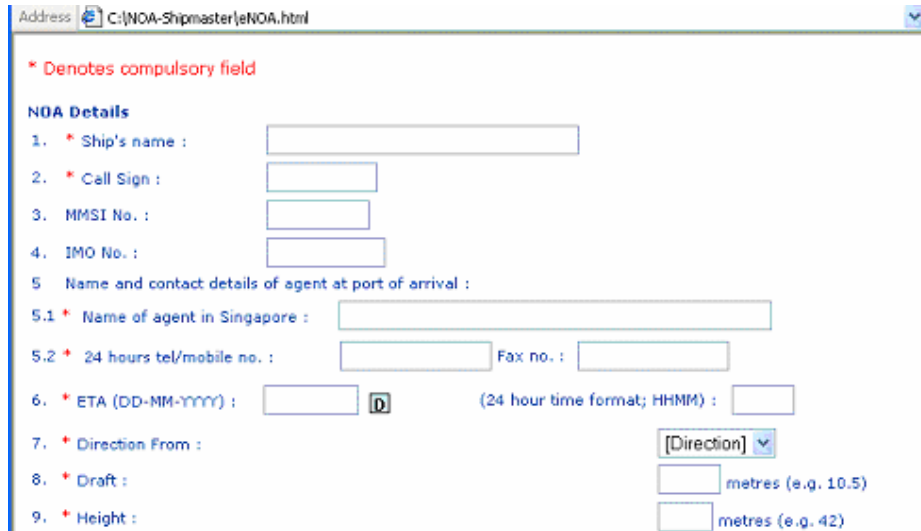


- h) Click on the "Refresh" button (or press F5) to reload this form.
- i) Click on the "Yes" button to enable the ActiveX control.

## Input Instructions for eNOA

### 2.1) NOA Details

a) Fill in the necessary details. All the mandatory fields are denoted with an asterisk (\*).



The screenshot shows a web browser window with the address bar displaying "C:\NOA-Shipmaster\enOA.html". Below the address bar, a red asterisk indicates that fields marked with an asterisk are compulsory. The form is titled "NOA Details" and contains the following fields:

- 1. \* Ship's name :
- 2. \* Call Sign :
- 3. MMSI No. :
- 4. IMO No. :
- 5. Name and contact details of agent at port of arrival :
  - 5.1 \* Name of agent in Singapore :
  - 5.2 \* 24 hours tel/mobile no. :  Fax no. :
- 6. \* ETA (DD-MM-YYYY) :   (24 hour time format; HHMM) :
- 7. \* Direction From :  [Direction] v
- 8. \* Draft :  metres (e.g. 10.5)
- 9. \* Height :  metres (e.g. 42)

Item No.	Field Name	Explanation and Validation Check	Error Message
1	Ship's name	-Max allowable length=35	
		-Text field -Mandatory	Please enter the Ship's name.
2	Call Sign	-Max allowable length=8	
		-Text field -Mandatory	Please enter the Call Sign.
3	MMSI No.	-Max allowable length=9	
		-Text field -Optional	
4	IMO No.	-Max allowable length=10	
		-Text field -Optional	
		-IMO No. format (IMOXXXXXXXX, imoXXXXXXXX,	Invalid IMO No. format.

		XXXXXXX)	
5.1	Name of agent in Singapore	-Max allowable length=96	
		-Text field -Mandatory	Please enter the agent name.
5.2	24 hours tel/mobile no.	-Max allowable length=15	
		-Text field -Mandatory	Please enter the agent telephone number.
	Fax number	-Max allowable length=15	
		-Text field -Optional	
6	ETA (Date)	-Max allowable length=10	
		-Text field, date can be selected from the calendar -Mandatory	Please enter the ETA date.
		-Date format (DD-MM-YYYY)	Invalid ETA date format.
	ETA (Time)	-Max allowable length=4	
		-Numeric field -Mandatory	Please enter the ETA time.
		-Time format (24 hour time format:HHMM)	Invalid ETA time format.
7	Direction From	-Select "East", "West", "North" or "South" -Mandatory	Please indicate the Direction From.
8	Draft	-Numeric field -Mandatory	Please enter the Draft.
		-Draft format 99.9	Please enter a valid Draft, i.e., in 99.9 format
9	Height	-Numeric field -Mandatory	Please enter the Height.
		Height format 999	Please enter a valid Height, i.e., in 999 format.

10. \* Last Port :

11. \* Any slop/sludge on board ?

1. If the ship is arriving with residues of mixtures containing oil or noxious liquid substances which will be or are likely to be discharged within the port, the following information must be declared in the items #12 to #15:

(a) quantity and content (including water) of such residues or mixtures to be discharged within the port (if any); and  
(b) details of the arrangement made with the approved reception facility in the port for the discharge of such residues or mixtures.

11. In addition, the Master of any ship having residues or mixtures containing oil or noxious liquid substance on board, regardless of whether the same will be discharged within the port, must declare to the Port Master the quantity and content of such residues or mixtures on board the ship.

12. Slop Quantity :  Tonnes(e.g. 42)

13. Sludge Quantity :  Tonnes(e.g. 42)

14. Slop/Sludge Content :

15. Slop/Sludge Reception Facility :

16. \* If you have either a valid CLC 92 Certificate or a valid Bunker Convention Certificate (BCC), please select "Yes".

Item No.	Field Name	Explanation and Validation Check	Error Message
10	Last Port	-Max allowable length=30	
		-Text field -Mandatory	Please enter the Last Port.
11	Any slop/sludge on board?	-Select "Y" or "N" -Mandatory	Does the ship have slop/sludge on board?
12	Slop Quantity	-Numeric field -Enter either Slop Quantity or Sludge Quantity, if the answer in item 11 is 'Y'	Please enter the Slop Quantity.
13	Sludge Quantity	-Numeric field - either Slop Quantity or Sludge Quantity, if the answer in item 11 is 'Y'	Please enter the Sludge Quantity.
14	Slop/Sludge Content	-Text field -Mandatory, if the answer in item 11 is 'Y'	Please enter the Slop/Sludge Content.
15	Slop/Sludge Reception Facility	-Text field -Mandatory, if the answer in item 11 is 'Y'	Please enter the name of reception facility.
16	If you have either a valid CLC 92 Certificate or a valid Bunker Convention	-Select "Y", or "N" -Mandatory	Please declare whether the ship has the CLC92

	Certificate (BCC), please select "Yes".		certificate or Bunker Convention Certificate.
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17. The following information is to be declared as appropriate. If answer is YES, please give details in the Remarks field.

- \* (a) Any conditions affecting the navigation of a ship such as defective propulsion machinery, defective steering equipment, defective thruster, list and/or awkward tows ?
- \* (b) Any fire hazards, include hazards involving dangerous goods, on board ?
- \* (c) Any accidents that affect the safety of the ship ?
- \* (d) Any refugees, stowaways, or survivors on board ?
- \* (e) Any other conditions that would affect safety and security of personnel and properties ?

Remarks :

18. \* Intended location :

If Others, please specify the location :

19. \* Name of person reporting :

Item No.	Field Name	Explanation and Validation Check	Error Message
17	(a) Any conditions affecting the navigation of a ship such as defective propulsion machinery, defective steering equipment, defective thruster, list and/or awkward tows?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such conditions.
	(b) Any fire hazards, include hazards involving dangerous goods, on board?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such hazards.
	(c) Any accidents that affect the safety of the ship?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such accidents.
	(d) Any refugees, stowaways, or survivors on board?	-Select "Y" or "N" -Mandatory	Please indicate whether there is any refugee, stowaway, or survivor.
	(e) Any other conditions that would affect safety and security of personnel and properties?	-Select "Y" or "N" -Mandatory	Please indicate whether there are such conditions.
	Remarks	-Text field -Mandatory, if any of the answers in	Please enter the Remarks.

		(a)-(e) is 'Y'	
18	Intended Location	-Select the location on arrival from the dropdown list -Mandatory	Please select a location.
	If Others, please specify the location	-Max allowable length=22	
		-Text field -Mandatory if 'Others' is selected from the dropdown list for the locations	Please enter the location on arrival.
19	Name of person reporting	-Max allowable length=35	
		-Text field -Mandatory	Please enter the name of person reporting.

## 2.2) Submission of NOA

### Submission of NOA

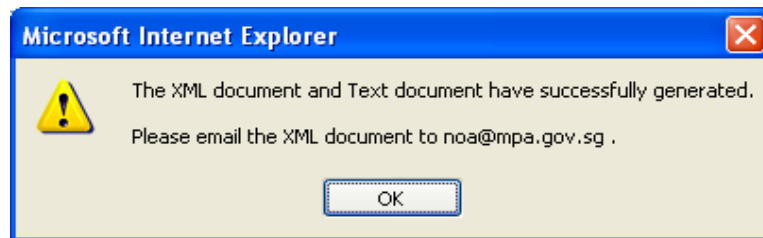
To submit the NOA to the MPA, please follow these steps:

- 1) Key in the directory path and file name (The file must end with '.xml' extension).
- 2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
- 3) Attach the xml file and email to the MPA at [noa@mpa.gov.sg](mailto:noa@mpa.gov.sg).
- 4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62245776.

File location :

Save the form into a file for you to attach in the email (The file must end with '.xml' extension).

- a) In the File location field, enter the desired directory and filename; it must end with '.xml' extension. (e.g. C:\TEMP\noa\_ship.xml)
- b) Click on the 'Final Save' button.
- c) An XML file and a TXT file will be generated. Click on the 'OK' button to proceed.



- d) Please attach the XML file and email the file to [noa@mpa.gov.sg](mailto:noa@mpa.gov.sg). If the ship does not have email facility, print out the content of the TXT file and fax to the MPA at 62245776.
- e) Please keep the generated TXT file for reference.
- f) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File location	Mandatory	Please enter the file name.
		File extension of '.xml'	File must end with '.xml' extension.
		Directory must exist	Directory does not exist. Please enter another directory.



### 2.3) How to save the NOA information to a file?

**Submission of NOA**

To submit the NOA to the MPA, please follow these steps:

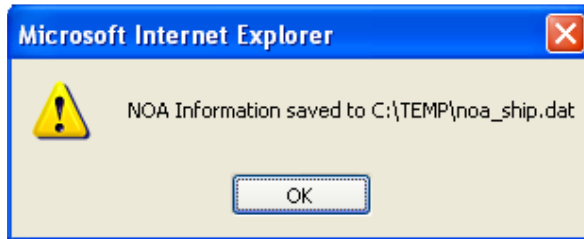
- 1) Key in the directory path and file name (The file must end with '.xml' extension).
- 2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
- 3) Attach the xml file and email to the MPA at [noa@mpa.gov.sg](mailto:noa@mpa.gov.sg).
- 4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62245776.

File location :

Save the form into a file for you to attach in the email (The file must end with '.xml' extension).

Save the form into a file for you to recall the form later (The file must end with '.dat' extension). This will save your time, you need only do some amendments for your next NOA submission.

- a) In the File location field, enter the desired directory and filename; it must end with '.dat' extension. (e.g. C:\TEMP\noa\_ship.dat)
- b) Click on the 'Save' button.
- c) A data file will be generated. Click 'OK' to proceed.



- d) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File Location	Mandatory	Please enter the file name.
		File extension with '.dat'	File must end with '.dat' extension.
		Directory must exist	Directory does not exist. Please enter another directory.

## 2.4) How to load the previous NOA information from a file?

### Submission of NOA

To submit the NOA to the MPA, please follow these steps:

- 1) Key in the directory path and file name (The file must end with '.xml' extension).
- 2) Click on the "Final Save" button, an xml file will be generated (A '.txt' file will also be generated. It could be used for fax purpose, see 4.).
- 3) Attach the xml file and email to the MPA at [noa@mpa.gov.sg](mailto:noa@mpa.gov.sg).
- 4) If the ship does not have an email facility, you can print out the text file (Same file name as in 1. but with '.txt' extension) in the same file folder and fax to the MPA at 62245776.

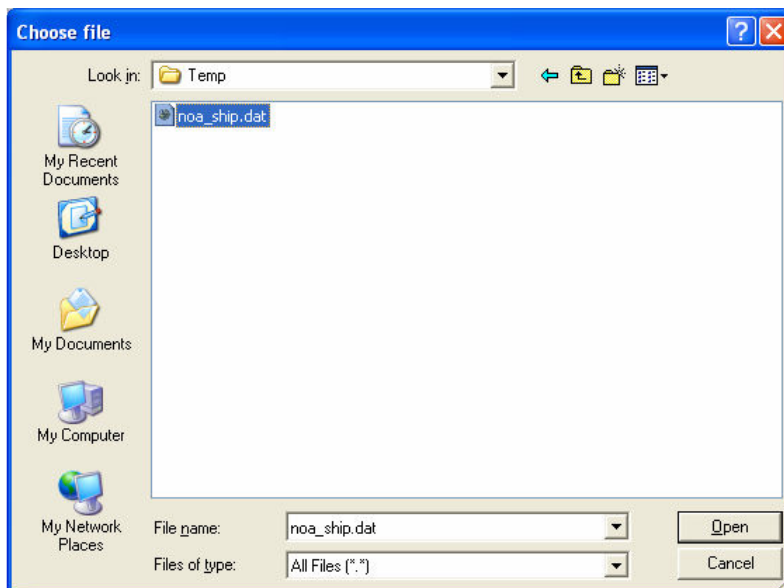
File location :

Save the form into a file for you to attach in the email (The file must end with '.xml' extension).

Save the form into a file for you to recall the form later (The file must end with '.dat' extension). This will save your time, you need only do some amendments for your next NOA submission.

Select the '.dat' file from the directory that you saved in the above to retrieve the form for your amendment.

- a) Click on the 'Browse...' button.



- b) Select the desired file, and click on the 'Open' button, and information will be loaded.
- c) Alternatively, you may enter the desired directory and filename into the File location field; it must have a '.dat' extension. (e.g. C:\TEMP\noa\_ship.dat)

- d) Click on the 'Load' button to load the information.
- e) If the file information has been loaded successfully, you will see this message.



- f) Refer to table below for the list of validation checks and possible error messages.

Item No.	Field Name	Validation Check	Error Message
1	File location	Mandatory	Please enter the file name.
		File extension with '.dat'	File must end with '.dat' extension.
		Check if file exist	File does not exist. Please select another file.

**- END -**