



ADVISORY

DATE: September 8, 2025

TO: SHIPPING LINES / SHIPPERS / CONSIGNEES / PORT USERS

CC: PHILIPPINE PORTS AUTHORITY (PPA)
PHILIPPINE LINER SHIPPING ASSOCIATION (PLSA)

FROM: MANILA NORTH HARBOUR PORT, INC.

SUBJECT: ADVISORY ON UPDATED PASS CONTROL GUIDELINES
AND CONTACT INFORMATION

DOCUMENT NO.: 202508-03

Effective **September 15, 2025**, please be guided with the strict implementation of **updated guidelines for Pass Control requests**, including **revised Special Vehicle Entry Pass (SVEP) and Entry Pass forms**, as follows:

1. New Email Address for Pass Control Requests

In line with Advisory 202507-01, npsvep@northport.ph has been discontinued and disabled since August 11, 2025. For **Special Vehicle Entry Pass and Entry Pass requests** (except Bunkering and Watering), please direct all future correspondence to the new email address, passcontrol@northport.ph, for proper and timely handling.

2. Request Processing Schedule

Requests will only be accommodated from **0800H to 1700H, Mondays to Fridays**.

3. Email Address for Bunkering and Watering Requests

All Bunkering and Watering Requests shall be sent to customercare@northport.ph.

4. Implementation of Revised Forms

Attached to this document are the **updated SVEP and Entry Pass forms**. Kindly use these updated versions moving forward to ensure proper processing of your requests. Use of outdated forms may result in delays or rejection of applications.

Please be guided accordingly.

MANILA NORTH HARBOUR PORT, INC.