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October

Issue No. 26

TOK STEAMIES

News for Staff and Friends of Steamships Trading Company

Westpac announces winner of Steamships Public Sector Award

Steamships was proud to present the Public Sector Award of the Westpac Outstanding Women (WoW) to Esther Roibete Apuahe who is a surgeon at the Sandaun Provincial Hospital.

Esther is one of two qualified female surgeons practising in the country with four still in training.

Esther sees her achievement as an encouragement to other women in the field of medicine.

Esther started working on her dream in 2008 when she commenced her training at the Port Moresby General Hospital Surgical division. She was the only female undergoing the training with three other male colleagues. In 2011, Esther completed her training and received a master in surgery, becoming the first female surgeon in the country.

Steamships Finance Director Sean Pelling congratulated Esther and all the nominees of the public sector award saying they were all winners for bring about change

through their respective roles in the public sector.

The 2014 WoW Awards received 40 entries for these five categories; IBBM Young Achievers Award, SP Brewery Entrepreneur Award, Trukai Community Award, PWC Private Sector Award and the Steamships Public Sector award.



STC Finance Director, Sean Pelling presenting the Public Sector Award to Esther Apuahe
RIGHT: Sean giving his speech before the presentation at the WoW Awards night.



Updates on the 2015 Pacific Games



Steamships is a proud Gold Sponsor of the 2015 Pacific Games

Volunteers needed

Steamships has been approached by the 2015 Games Committee to provide volunteers for the big event happening next year.

Steamships General Manager Corporate Affairs, David Toua said staff who would like to volunteer to take part in the 2015 Games are able to do so by taking leave with the permission of their management.

Mr Toua said staff of Steamships are also encouraged to have their dependants volunteer.

"We want our staff and their family members to feel part of the 2015 Games and having the staff and their dependants volunteering is the whole idea." Mr Toua said.

Volunteer forms will be emailed to Port Moresby based staff only in the coming week with the guidelines and requirements. Staff who wish for their dependants to take part can print the form and pass it to their dependants.

The forms should be filled out and returned to the divisional HR departments by Friday, 28th November.

Each divisional HR rep is then to return the forms to the Group HR on Monday, 1st December.

Once the list has been submitted to the Game's Volunteer Committee, the committee will contact the volunteers directly.

Mr Toua said this is a great opportunity to get the family members involved as they will look back and say they were part of the biggest event

Training Update

The IT Training and STC Corporate Training schedule for the month of September was completed successfully with October just ending.

One highlight for September was the Graduate Development Program (GDP) training which was conducted by the Deloitte Group.

Some of the areas covered were: Workplace Communication and Self Management.

Here are what some of the graduands had to say after the training.

"This training was very helpful. I really learnt a lot, especially about how to communicate with customers both internally and externally. It also helped me to identify my strengths and weaknesses in terms of how I communicate."

"The most important thing I learnt was setting specific, measurable, achievable and realizable goals for daily, weekly and monthly tasks. This will enable me to do my work accurately and in timely time."

"This training without a doubt has been an eye opener for me. It pretty much gave me a reality check on life. Especially in regard to where we are and what it is we want to achieve in life. I am grateful that I attended the training."



The Training and Development team would like to announce its training schedule for the month of November.

IT Training & Corporate Induction Schedule

Wk	Date(s)	Program	Location	Venue
1	03 rd – 7 th Nov	PC	POM	STC HO
1	05 th Nov	Corporate Induction	POM	STC HO
2	10 th – 14 th Nov	PC	LAE	Melo
2	12 th Nov	Corporate Induction	LAE	Melo
3	17 th – 21 st Nov	PRONTO	POM	STC HO
4	24 th – 28 th Nov	PRONTO	LAE	Melo

HSSE _ SOL 2 Training by Concept Training

Wk	Date (s)	Program	Location	Venue
1	03–7 Nov	HSSE _ SOL 2	POM	STC HO
3	17–21 Nov	HSSE _ SOL 2	LAE	Melo

HR Policies & Procedures

LEAVING PARTY AND GIFTS POLICY

This policy applies to all Steamships Trading Company subsidiaries and controlled joint ventures.

To allow for consistency and equality in the discretionary benefit accorded to those departing the company, the following maximum 'total cost of party & gift value' on leaving service is applicable:

Percentage of monthly gross salary:

- ◆ 0-5 years - 5%
- ◆ 5-10 years - 10%
- ◆ 10-15 years - 20%
- ◆ 15 - 20 years - 30%
- ◆ 20-25 years - 40%
- ◆ 25 - 30 years - 50% capped

The provision of a party & gift is subject to the discretion of the General Manager and is not applicable to summary dismissals.

Frequently Asked Questions

Medical Cover & Life Cover

1. When do I submit my claim after a medical treatment? And what is the "Waiting Period" for assured members under the NTIL and PAG Medical Scheme;

- A) It is the first thirty (30) days after inception of cover for assured members in which time no claims for medical expenses incurred shall be allowed.
- B) It is the first sixty (60) days after inception of cover for assured members in which time no claims for dental or optical expenses incurred shall be allowed.
- C) It is the first ninety (90) days after inception of cover for assured members in which time no claims for emergency, evacuation, emergency medical & in-hospital expenses incurred shall be allowed
- D) It is the first six (6) months after inception of cover for assured members in which time no claims for pregnancy expenses incurred shall be allowed.

2. Why are there two different Life Benefit Cover for PAG members?

The Property and/or Interest Insured in the PAG Health Guard Policy Cover and Schedule of Benefits are;

Section 2 - Personal Accident (Death by Accident

Covers Accidental Disability or loss of life (death) resulting from *accidental causes* 24 hours cover, 7 days a week (as defined) - **member only- K15, 000.00**

Section 3 - Loss of Life (Death by Natural causes)

Covers loss of life (death) resulting from *natural causes* and in respect of the **assured member only - K20, 000.00**

For more information please refer to the schedule of benefits on the 2013 Policy Wordings on the P&C Portal.

MYHR>POLICIES & PROCEDURES>MEDICAL INSURANCE SCHEME>2013 POLICY WORDINGS

Safety Statistics Board

Incidents Statistics Summary for the month of September

Division	FAI	MTI	LTI	Total Injuries	Fatality	Total Incidents					Days Lost	LTI Free Days	LTIIR	LTISR	Head Count
						TI	F	PD	NM	S					
Consort	3	0	0	3	0	3	0	0	2	0	0	214	0	0	609
Corporate	0	0	0	0	0	0	0	0	0	0	0	274	0	0	83
Hotel	4	0	0	4	0	4	0	2	4	3	0	30	0	0	1190
Laga	0	2	0	2	0	2	0	4	1	0	0	218	0	0	526
Property	0	0	0	0	0	0	0	0	0	0	0	274	0	0	60
Shipping	0	0	6	6	0	6	0	11	34	1	18	0	0.8	18	753
Transport	7	0	0	7	0	7	0	13	3	4	0	4	0	0	566
Group	14	2	6	22	0	22	0	30	44	9	18	0	0.16	18	3787

FAI – First Aid Injuries, MTI – Medical Treatment Injuries, LTI – Lost Time Injuries, TI – Total Injuries, F – Fatality, PD – Property Damage, NM – Near Misses, SI – Security Incident, LTIIR – Lost Time Injury Incidence Rate, LTISR – Lost Time Injury Severity Rate

Steamships strives to maintain an incident free environment throughout its diversified operation.

While having that goal, Steamships believes transparency and accountability of its safety performance statistics would also assist in improving or meeting that aim.

As such, the Group's HSSE team started publishing the monthly safety statistics in the newsletter last month.

The Group recorded 22 injuries, eight more than August (two injuries were recorded late in August, thus increasing the number to 14). This is an increase of 36%.

Generally, the 12 months rolling period showed a maintained decline in injuries.

It would be encouraging to see a further decline in the total injury numbers within the 12 months rolling period. This can be achieved if more inspections, observations, toolbox, prestart checks etc are done.

The Group recorded a LTIIR of 0.16 LTI per 100 employees. This is an increase of 69% compared to August.

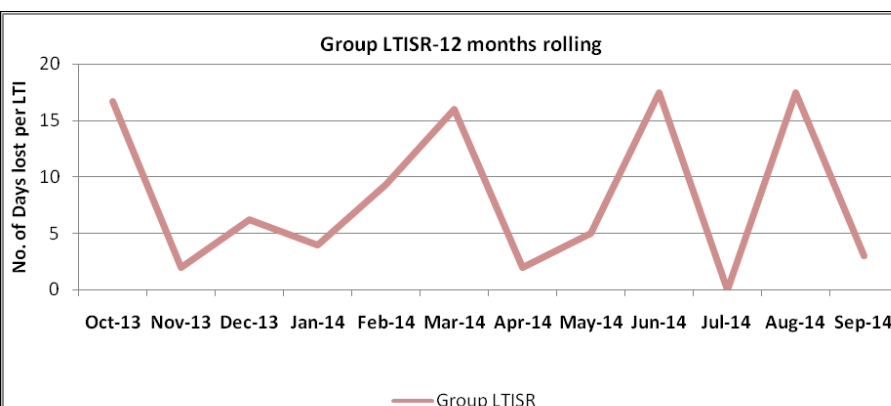
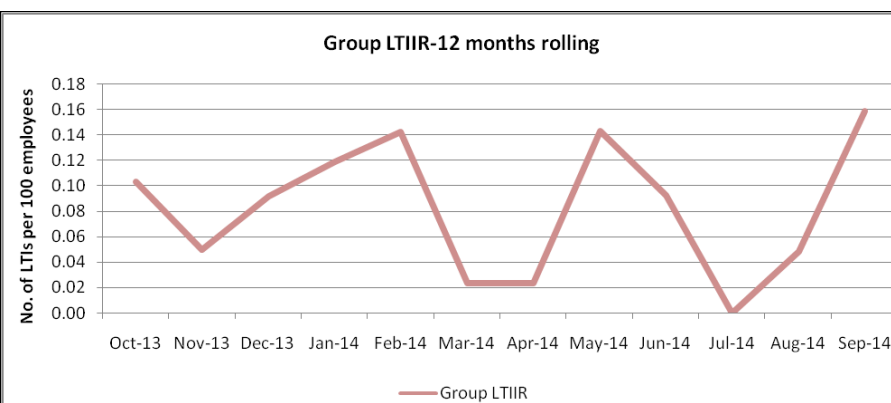
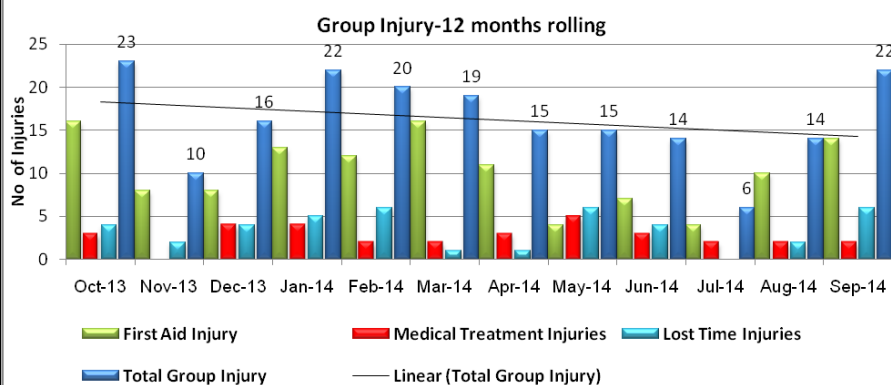
Throughout the 12 months rolling period, the Group ONLY recorded ZERO Lost Time Injuries in July.

Generally, there is no steady trend. Therefore, more effort is needed by the Group to reduce its Lost Time Injury incidences.

The Group recorded a LTISR of three days lost per Lost Time Injury. This is a decline of 83% compared to August.

The 12 months rolling showed a fluctuating trend which may mean we are yet to fully take control of days lost per LTI.

It would be encouraging to see a ZERO lost days per Lost Time Injury like in July, 2014.



Understanding workplace injuries and incidents

Steamships operations are diversified and that makes exposure to risks that may result in various injuries and incidents at the workplace inevitable. Exposure to risks are part of operational activities that sometimes cannot be avoided but can be prevented from happening.

Injury and Incident Types

It is obvious that the understanding of the different categories of injuries and incidents are not that clearly understood by all employees, thus reporting of injuries and incidents are not done correctly. Here are some of the definitions for the common incidents found within our operations. They can also be accessed through the Accidents/Incidents Procedure on the HSSE Portal under the policies & procedures section.

INJURIES

1. First Aid Injuries

An injury which requires treatment through the First-Aid kit or similar and does not require a prescribed medication. Example, minor scratches, cuts, etc.

2. Medical Treatment Injuries (MTI)

An incident (occupational injury or illness) where the physician administers and prescribes medication/drugs based on diagnosis.

3. Lost Time Injuries (LTI)

Any incident (occupational injury or illness) resulting in lost workdays. A LTI is only determined by a qualified physician.

4. Fatality

Any incident which results in death, either immediate or after a period of treatment due to the injury sustained from the accident.



Example of an MTI



Example of fatality at the workplace



Example of an oil spill



Examples of first-aid injuries that can be attended to

OTHER INCIDENTS

1. Property Damages

Property damage incidents are defined as any damages sustained by company property during the course of performing the organization's activities. Damages can be from external parties or from employees. There are 2 types of property damages:

- Minor Damages less than K50,000 and
- Major Damages more than K50,000.

2. Near Misses

It is an incident that has the potential to cause injury or property damage or both. It can also be an incident that has occurred but has not resulted in personal injury or property damage. Depending on the potential severity, these incidents must be investigated and corrective actions taken. A near miss is not the same as a hazard.

When reporting near misses in Steamships, there are 2 category;

- Near Miss - Low Potential (Low Impact) and
- Near Miss - High Potential (High Impact)

3. Environment

Environment Incidents are incidents that can cause environmental damages to surrounding environment (land, air water, plants and animals). Examples of incidents where company operations may have an impact to the environment are;

- Oil spills
- Improper disposal of waste....etc

4. Loss & Security

A Loss can be referred to when an incident or situation resulting in company property/resources being wasted/lost.

Security Incident are incidents that have happened either by external/internal factors that results in damages, fear, and losses. Internal security issues can also be considered as abuse of policies/procedures thus can be referred to as disciplinary issues.

Few examples:

- Assault,
- Break and Enter,
- Theft,
- Holdup/Robbery,
- Alcohol Related



Example of a near miss



Example of damage to property

Shipping to hosts its second annual Safety Day for its staff



Above: Last year's score-sheet from the Safety Day event. Above Right: A life raft was put in the Crown Plaza swimming pool for one of the contests that was organised for the day.

Steamships Shipping will be hosting its second annual Safety Day on November 21. During the Safety Day, Steamships Shipping closes its door for one day and engages its staff in a day full of Health, Safety, Security and Environment seminars and activities.

This initiative was sanctioned by Steamships Shipping General Manager, Susana Germino who believes that HSSE is an integral part of the company's operation.

For this year, a panel of experts from various HSSE fields will be conducting awareness to the staff on key messages that can be extended beyond the work environment and be of benefit at their respective homes and in their everyday lives.

An invitation has been extended to the Port

Managers from the various Steamships JVS Ports to take part in this year's event.

Last year's Safety Day involved presentations on various topics which included familiarisation with Steamships Coastal Shipping's Safety Management System. This topic was presented by the Designated Person Ashore (DPA), Captain Krys Orlowski and was mainly structured to give the administration staff an appreciation of the risks that their colleagues out at sea experience.

There was also a health awareness on the various types of Cancer, their symptoms and the need for early check up by both men and women. This was conducted by the Steamship's Group Occupational Nurse, Illan Sevua.

A week leading up to the Safety Day, a competition was conducted aimed at having staff engage in activities that promoted Health, Safety, Security and Environment. For Health, staff were encouraged to do an hour of walking after work.

Safety tools were used to promote identification, reporting of hazards and unsafe acts. The tools used for this were, Hazard Identification Cards, Safety Observations, Safety Inspections and Take 5 Handbooks.

For Environment, staff had to switch off their computers at the end of every working day and maintain good housekeeping practices at their various workstations.

Steamships Shipping HSSE Manager, Jerry Fareho said he is looking forward to November 21 and wants the staff to learn as much as they can from the awareness. "It'll be useful for them not only in the work place but also in their homes," he said.

Consort conducts workshop with its clients

The Consort office in Port Moresby held a one day workshop with SP Brewery's Logistics and customer services team.

The aim of the workshop was to get a better understanding of each others operations and requirements in order to carry out business in an efficient and timely manner.

The workshop involved explaining the operations and processes involved in bookings, container ordering operations and documentation. SP Brewery also outlined its operations as well as its needs and requirements.

Consort's Sales and Marketing team conducts weekly workshops for its customers in Lae and recently the concept was introduced to its Port Moresby office.



SP Brewery's Port Moresby & Lae team with CEL National Sales and Marketing Manager Ken Lennie & CEL Pom Branch Admin Manager Diana Pahau.

Pactow brings to shore two Korean naval vessels



Last week tug boats Werra & Wato had the pleasure of bringing to berth two Korean Navy Vessels that came into Port Moresby's Fairfax Harbour. Pictured is Werra & Wato helping the second Navy vessel to berth alongside its sister ship.

Image Courtesy of Click Pacific

EWT promotes Puma Energy brand on its trucks in POM

East West Transport continued to strengthen its partnership with fuel distributor, Puma Energy.

This month Puma Energy placed its brand on an EWT fuel tanker in Port Moresby. EWT's General Manager said the Puma Energy brand on its fuel truck signifies both companies continued partnership and Puma's confidence in EWT.

"For EWT, this signifies the commitment we have with Puma Energy in serving the people of Port Moresby and around the country through our fuel service deliveries and operations," Gordon said.



East West Transport (EWT) fuel truck displaying the Puma Energy brand

EWT takes part in Exxon Mobil Asia Pacific Rodeo in NZ

East West Transport participated in the Asia Pacific Rodeo event that was hosted by Exxon Mobil and held from October 21-24 in New Zealand.

The purpose of the event was to get the best drivers from the various haulers of Exxon Mobil to show case and demonstrate their driving skills on a specially designed course to determine their skill level, competency and safe driving behaviours.

A total of seven nations attended this bi-annual event which included Australia, Hong Kong, Thailand, Singapore, Fiji, Guam and Papua New Guinea.

PNG was represented by Rarua Papa from EWT's Port Moresby Fuel Operations. Papa, who is a senior fuel driver had been employed with the company for seven years driving fuel tankers in the busy city of Port Moresby.

The competition was tough and in the end it was won by the host country New Zealand, with the best driver awarded to Allied Petroleum.

Despite the outcome, the international event had placed East West Transport and PNG amongst the best in the world with its association with Exxon Mobil who is the leading player in the petroleum industry globally.

The experience and exposure to the event will go a long way in lifting the standard of the fuel drivers and those who are involved in carrying Dangerous Goods in the country. It was also

a great learning experience, where the lessons learnt from the other countries could be put to use in EWT's operations.

A special thanks to the East West Transport General Manager, Gordon McMaster, for taking the initiative to allow the staff to participate in the event. It is a sign of commitment to one of our major customers in Exxon Mobil.



Team PNG – L to R: Peter Brand (Mobil), Dwayne Sawaraba (EWT), Rarua Papa (EWT) & Magaru Riva (Mobil)



The race course being organised for the drivers. Centre: Drivers from the AP at the opening ceremony and the PNG flag being carried to the podium.

BoP's HSSE team visit patients at Goroka Base Hospital

The Health, Safety, Security and Environment committee members from the Bird of Paradise Hotel recently visited the Surgical ward at the Goroka Base Hospital.

The team brought lunch packs, Coral Sea Hotel bottled waters and toiletries for the patients who had just undergone surgery. The nurses and doctors at the hospital were very pleased with the gesture saying it was rare to see employees of business houses in the province dropping by to the hospital to visit the patients during the week.

The patients were also delighted and thankful for the gifts given to them by the staff.



The HSSE team visiting and giving out lunch packs and waters to the patients at the Goroka Base Hospital.

University of Goroka's Hospitality & Tourism students do training at BoP



Some of the students that were doing their industrial training with the Bird of Paradise Hotel.

The University of Goroka (UoG) recently signed a Memorandum of Understanding (MoU) with the Coral Sea Hotels to have its students engaged in Industrial Training.

Because of the MoU, the Hospitality & Tourism Management students at UoG had the opportunity to participate in the program at the Bird of Paradise Hotel.

To kick start the program, Bird of Paradise took on 11 trainees in two batches. The 11 students were rostered to work in various areas of the hotel for three months.

After completing their work experience, a couple of the students shared their thoughts saying the initiative had really given them an insight into the operation of the hospitality industry.

Others said their experience has now prepared them to understand the demands and the expectations of the Hotel Industry.

Ela Beach hotel eager to provide quality services



Department managers watching presentation being done by Ela Beach Hotel Manager, Stuart Johnstone.

On October 10, Ela Beach Hotel's Department Managers each presented a slide show on their areas of improvement. This challenge was handed down to each Department Head by the Hotel Manager, Stuart Johnstone.

Their slide show was about what each department could do to better perfect and sharpen their areas of weakness so that they could provide a better quality service to their guest both internally and externally.

Melo's F&B staff visit Prima factory

This month the Melanesian Hotel Kitchen and F&B staff were treated to a tour of the Prima Small goods and Meat Processing facility in Lae. The factory was opened last year and is of an international HACCP accreditation standard. The staff had a look at the myriad of different processes that the factory undergoes on a daily basis. While they were looking at the production area that made the saveloys, they were staggered to learn that Prima produces over 50,000kg of Saveloys per day. No, this is not a typing error.

They discovered that Prima actually produces up to 50 tons of saveloys a day. This equates to approximately half a million saveloys produced and distributed daily around the country. PNG sure loves their saveloys...INCREDIBLE.



Celebrating Pink Ribbon at the Cancer Foundation brunch

The PNG Cancer Foundation with Pacific MMI Insurance hosted it's annual Pink Ribbon Brunch this month at the Royal Papua Yacht Club to celebrate October as the month for Cancer awareness. Steamships also attended the brunch to show its commitment towards the fight against breast cancer in PNG.

Steamships through its businesses continues to support the fight against breast cancer and has supported its staff's efforts in raising funds for a new mammogram machine for the Port Moresby General Hospital and the establishment of a mammogram machine in Madang to cater for the women in the Highlands and Momase and New Guinea Islands regions.

The shortage of medical facilities as well as specialised pathologists in detecting the cancer cells results in the long wait for diagnosis. That is why the promotion of early detection through self-checks is encouraged for all women in the country.

Cancer in Papua New Guinea is on the rise. In a 2012 report by Dr Ian Garbett, Dr Garbett stated that "With a predicted rise of cancer in PNG of 40%; a robust and sustainable digital pathology program is advocated to lay the foundation for an unrivalled communication network throughout its base hospitals to facilitate the training and education of its doctors, nurses and scientists to transform this future."

Note: Dr. Garbett, Ian K., 'A Collaborative Telepathology Network Project (CTNP) for the Sustainable Capacity Building of Pathology and Cancer Services in Papua New Guinea and the Pacific', February 2012, p.4.



Staff made aware of the dangers of alcohol & tobacco



Pacific Palms Property staff had a health awareness promotion to build individual knowledge of health risks related to alcohol and tobacco abuse.

The awareness was organised by the Group HSSE team and conducted by the Department of Health.

The staff at PPP were told that unhealthy habits such as smoking and excessive drinking could lead to illness, financial problems (loan sharks), social problems (violence at home), low self esteem and lack of performance at work.

Smoking is the biggest contributor to Cancer and TB in the country. And smoking not only affects the person smoking but also affects the people around them.

Alcohol is also the most widely used social drug in PNG apart from Tobacco.

Alcohol users only damage their health and their drunken state affects the people around them. Alcohol creates similar problems that are related to tobacco and is also one of the main causes of road accidents in the country.

The staff were told that creating a healthy environment means making better choices on what they eat and drink.

PPP puts a team for Harbourside building

Pacific Palms Property has established the Harbourside Project Team and last month three Concierges Officers joined the team together with the appointment of a Portfolio Manager.

The Concierges Officers are Linda Kotong, Jessica Peter and Michelle Here. The officers are currently learning the different property trade and building their confidence skills.

This is what Linda had to say "I am learning new things about the Property Industry, the staff at Pacific Palms Property are really friendly and one important benefit that I am taking advantage of is that transport is provided with security escort".

Sarah Daniels was recently appointed Portfolio Manager after leaving Ela Beach Hotel as the Front Office Manager.

Sarah's career began as a front office receptionist then continued to become the Duty Manager, Concierge Manager and then Front Office Manager. She has blended well with staff at Pacific Palms Property and is optimistic about her new job.

The team will soon be based down at the Harbourside office.



The three concierges (L-R) Jessica Peter, Michelle Here and Linda Kotong with Sarah Daniels, the newly appointed, Harbourside Portfolio Manager.

Encouraging safe work practices



The Health, Safety, Security and Environment (HSSE) department at the Pacific Palms Property recently announced the winners of their August and September 'Safety Person of the Month'. This is an initiative by the PPP to appreciate its staff's commitment towards adhering to the company's workplace Safety Ethics.

The outstanding staff for the two months were Napa Pala who was recently promoted to Assistant Manager for Property and Hans Aru who is one of Pacific Palms Property's hard working handyman. Both Napa and Hans happily walked away with K100 shopping vouchers from City Pharmacy Limited.

PPP supports PNG Public Service netball team with shirts



The Parelalalos team with PPP Projects Manager Brent Wilkie. Right: Brent handing the shirt to the team's manageress, Cathy Maraga



Pacific Palms Property (PPP) this month donated 18 t-shirts to Parelalalos Netball Team. The t-shirts were handed over by Brent Wilkie, PPP Projects Manager at the Works compound near Boroko.

The Parelalalos women's netball team plays in the Port Moresby Public Service Tournament and will be travelling to Australia for a two week tournament in Gold Coast.

PPP believes in empowering women through sports and assisting the women's team was something the company was happy to do.

Celebrating staff birthdays

Pacific Palms Property celebrated the second and third quarter birthdays for its staff recently.

This recognition is to acknowledge each staff's effort supporting and promoting the company's goals and values. The occasion is held every third month in which birthdays that fall within three months are celebrated together on a specific date. This is what Christian (PPP Admin and Finance Manager) had to say, "Age is just another number, we grow as we live. And I'm happy to say that as long you're employed with PPP, PPP will always remember your birthday."



Above: The staff whose birthday fell in the 3rd quarter. Below: Staff whose birthday fell in the 2nd quarter

Annual fire drill training held for staff

Pacific Palms Property recently conducted a fire fighting drill for its staff.

The Drill was carried out with the assistance of Bay Thoana Fire Services.

The drill is done annually to allow staff to familiarise themselves in identifying the different types of fire extinguishers they have on their property, how to use the different fire extinguishers as well as knowing where when and to use it.



PPP ensures its staff are ready to take on the day by providing breakfast

Having to wake up early to get to work on time can make you skip the most important meal of the day. This resulted in PPP providing breakfast for its staff.

Breakfast times are from 7:30am to 7:50am. Breakfast for the staff is tea, coffee and toast with a choice of various spreads. On Tuesdays and Thursdays, they are given biscuits and fruits for breakfast.

The initiative came about in July.



.....Highlights of the 2014 STC Rugby Sevens.....



STC Inter-Co Rugby 7's Fundraiser

RAFFLE TICKETS
K30.00

KPS DOCKERS



Tkt Draw EXTENDED 30th Nov 2014

Minor

**2 x SAMSUNG GALAXY
S3 MOBILE
PHONES**



Prizes

MAJOR PRIZE

**W/End for 2 at the Kavieng Hotel
In Beautiful New Ireland Province
All Expenses Paid For...Just Fly!!**



**To arrange tickets, call 984 2599 / 70319926 or
email: HTaurakava@steamships.com.pg**

**Deposit
Ticket Payments
BSP Acc. # 1009371475**

Forward deposit slip to get your ticket



KPS DOCKERS

