



No.82 of 2017

23 October 2017

To Shipping Agents

Dear All,

Revised Process on Clearance of Crew/Passengers at Ports

1. Please refer to the ICA circular dated 3 October 2017 on Revised Process on Clearance of Crew/Passengers at Ports.
2. The revised process is effective from 1st November 2017
3. Kindly adhere strictly to the requirement of the authorities.
4. For clarifications, you may contact JP Customer Service at Tel: 64139600 or e-mail to jpcss@jp.com.sg.
5. Thank you for the understanding.

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For Jurong Port Pte Ltd

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Immigration & Checkpoints Authority

Ports Command
33 Harbour Drive
Singapore 117606
DID: 6778 1193

Date: 03 Oct 2017

Mr Michael Phoon
Executive Director
Singapore Shipping Association
59 Tras Street, Singapore 078998
DID: 6305 2262 Fax: 6222 5527

Dear Mr Phoon,

RE: Revised Process on clearance of Crew/Passenger at Ports

We refer to our meeting with the Singapore Shipping Association held on 03 October 2017.

2. We have shared with you the importance for all passengers and Seafaring crew to be accorded with the necessary immigration clearance before arrival and departure into Singapore. Currently, all passengers and Seafaring crew on-board commercial vessels who wish to enter Singapore are accorded with Advanced Immigration Clearance (AIC) or Clearance On Board (COB).

3. In light of the security climate, ICA will be implementing that all passengers and seafaring crew who wish to disembark/embark from their commercial vessels berthing at PSA and Jurong Port's Terminals/wharves are required to report to one of the four designated ICA crew offices to undergo the necessary security checks on their passport and luggage. They are:

- (i) Jurong Port Main Gate Crew Clearance Office (at Jurong Free Trade Zone);
- (ii) Pasir Panjang Crew Clearance Office (at Pasir Panjang Free Trade Zone);
- (iii) Keppel Entrance Crew Clearance Office (at Keppel Free Trade Zone); or
- (iv) Sembawang Gate ICA Duty Office (at Sembawang Free Trade Zone).

4. In addition to that, the driver conveying the passenger/crew to exit the port via the crew office is required to wait (i.e. the vehicle may be subjected to checks by ICA officers) till further instructions given by ICA officers to proceed. Please communicate the above requirement to the drivers when the shipping agents engage them.

5. This revised process will take **effect from 01 Nov 2017**.



6. We would like to emphasise that this process is applicable to clearance at Ports only and that the clearance processes at other places (e.g. shipyards, anchorage and etc) remains status quo. We seek your cooperation to disseminate this information to the shipping community and to impress upon your members the importance of compliance.

Thank you.

Yours sincerely



Chan Tuck Wah
Deputy Commander
(Ground Operations – Ports)
Ports Command
For COMMISSIONER
IMMIGRATION & CHECKPOINTS AUTHORITY