



Immigration & Checkpoints Authority

Ports Command
33 Harbour Drive
Singapore 117606
DID: 6778 1193

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

Date: 03 Oct 2017

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.

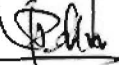
5. This revised process will take **effect from 01 Nov 2017.**



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

