

Good Day !

It's great to know that you are planning your crew change at **Pasir Gudang / Tanjung Langsat** .  
Hence we believe your vessel has cargo operations as per regulations requirement for crew change .  
(Vessel without cargo operation only to perform crew change is not allowed) .

**Important Information :**

1) Kindly be informed that arrivals has to be accurate to vessels ETB since all crews are only provided 3 days visa from date of arrival at Malaysian Airports . Hence we would require your end to keep vessel ETB updated from Master/Captain . If any delays of vessel ETB over 3 days from crews arrival date we would require your end to provide us supporting document to renew their visa for another 3 days extension only .

2) **Letter Of Guarantee (LOG) for On-Signers can only be endorsed once vessel has confirmed safe berth** .

Crews will only be allowed to embark repatriation flight once received (LOG) from Immigration department .

3) Documents required as below needs to be submitted 3 working days in advance before crew arrival date : (Eg : 1st day all documents submitted , 3th day LOG obtained , 4th day crew arrival / vessel arrival ) .

**SIGN ON :** Any Chinese embassy requirement has to be informed in advance for bookings according with 3 days visa provided .

- a) Passport
- b) Seaman Book
- c) Vaccination Certificate
- d) Flight E-Tickets based 3 days before vessel ETB
- e) COA / COC / COE / CRA Ship Flag

**SIGN OFF :** Crew has to be remained on-board till received results hence vessel has to shift to anchorage if required .

- a) Passport
- b) Seaman Book
- c) Vaccination Certificate
- d) Flight E-Tickets from disembarkation date e)
- COA / COC / COE / CRA Ship Flag

4) Pasir Gudang / Tanjung Langsat authorities duty & processing hours :

**\*Crew change (Sign On/Sign Off) can only be performed during working hours from Sunday to Thursday.**

Sign On : 0830HRS – 2000HRS Break

Hours : 1300HRS – 1400HRS Sign Off :

0830HRS – 1600HRS

5) All departure to home country are from KLIA . However you may use option of transit flight from state of disembarkation ( Senai Airport – KLIA ) and ensure their departure from KLIA should be within their 3 days visa .

(Any circumstances caused by flight delays / cancellation ISS Malaysia would not be responsible).