

**Vessel
Sign On
And
Sign off
Crew Procedures**

1. INBOUND/OUTBOUND TRAVEL REQUIREMENT FOR BRUNEI

- A) **Inbound/Outbound travellers** are **required** to complete full course of COVID-19 vaccination under the WHO Emergency Use Listing (**1 dose for Johnson & Johnson vaccine, 2 doses for all other vaccines**).

Kindly ensure that crew must have this document physically with Them :-

(This will be required to be presented by crew at point of entry)

Certificate of proof of vaccination issued by a recognized Health jurisdiction (preferably digital vaccination record) or the WHO International Certificate of Vaccination (yellow book).

- B) **Inbound/Outbound travellers** are **required** to submit E-arrival Card before arriving/departing Brunei Darussalam. Please refer below guidelines for submit E-arrival card

a. Log in to the portal

- i. Registration at <https://www.imm.gov.bn>

b. Register Account

- i. To receive the ONE-TIME PASSWORD (OTP) for activation of account

c. Complete Registration

- i. You will need Valid Passport, Travel information, Accommodation information in Brunei Darussalam, if applicable

d. Receipt of Confirmation

- i. Individual will receive Reference number once registration is completed

e. At immigration control post

- i. To provide Valid Passport and Visa, where applicable

2. DOCUMENT REQUIRED FOR SIGN ON CREWS FOR MARINE APPROVAL

Documents required for **Sign On Crews** to obtain "No Objection For Sign On" from Brunei Marine Department.

(Appendix A) **For Officers:**

1. Certificate of Competency
2. Endorsement Certificate STCW
3. Seaman's Book
4. Certificate for Basic Sea Survival Course
5. Certificate for Basic Fire Fighting Course
6. Certificate for First Aid Course
7. Medical Health Certificates
8. SSO - Ship security officer Certificate (Master or Chief Officer only)

IMPORTANT: Only COC and STCW need to be endorsed by the Flag State Body of where the tanker is registered.

(Appendix B) **For AB and Cook:**

1. Certificate of Competency
2. Endorsement Certificate STCW
3. Seaman's Book
4. Certificate for Basic Sea Survival Course
5. Certificate for Basic Fire Fighting Course
6. Certificate for First Aid Course
7. Medical Health Certificates

IMPORTANT: Only COC and STCW need to be endorsed by the Flag State Body of where the tanker is registered.

(Appendix C) **For Supernumerary:**

1. Seaman's Book
2. Medical Health Certificates

In addition to (Appendix A) and (Appendix B) and (Appendix C) above we will also require below to be email to us :

- **The flight details of the incoming crews.**
- **Passport copy (Passport number and date of expiry)**

**** Application date is every Monday , Tuesday , Wednesday .
It takes 3 working day for approval ****

3. DOCUMENT REQUIRED FOR SIGN OFF CREWS

Documents required for Sign Off Crews to obtain "No Objection For Sign Off" from Brunei Marine Department.

Email us :-

- copy of airline tickets out of Brunei (Ticket **MUST** be back to origin country)
- Passport copy (Passport number and date of expiry)

**** Application date is every Monday , Tuesday , Wednesday .
It takes 3 working day for approval ****

4. DOCUMENT REQUIRED FOR CREW CHANGE

Documents required for Crew change in order to obtain "No Objection For Crew change" from Marine

Email us :-

- Vessel Minimum Safe Manning Certificate.
- Vessel Crew list

**** Application date is every Monday , Tuesday , Wednesday .
It takes 3 working day for approval ****

5. VISA REQUIREMENT

Nationalities that require Visa entry to Brunei are **NOT ALLOW** to enter Brunei until Visa is approved.

We can process Visa in Brunei for nationalities that require Visa.

Once Visa is approved , Visa copy will be email to you and crew must carry this Visa copy physically with them when flying into Brunei.

Crew must have BND 20.00 ready with them to pay at Brunei entry counter upon arrival.

****Visa processing will need at least 7 working days (Friday & Sunday are Government non-working days) .****

6. TERMINAL REQUIREMENT

Please note that TERMINAL prohibits the crew change to take place during the loading/discharge operations while the vessel is at TERMINAL/SBM. This means that the crew change must take place while the vessel is at Anchorage either before the vessel enters TERMINAL/SPM or after the vessel has came out of TERMINAL/SBM after the completion of loading/discharge operations.

Please also take note that crew change can only be done during daylight time hour (0800 hours-1800 hours) and weather permitted only.

7. COSTS

- Agency fee: BND 500 per call
- Application fee : BND 300 per call
- sign on/off formalities: BND 200 per crew
- Meet and Greet : BND 25 per crew
- Hire of Crew boat to bring crew out/back from vessel: BND 3000 per trip
- Transportation(BSB-BSB Area): BND 200 per trip (max 4 crew per trip)
- Transportation(KB-KB Area): BND 200 per trip (max 4 crew per trip)
- Transportation(BSB-MUARA Area): BND 250 per trip(max 4 crew per trip)
- Transportation(MUARA-BSB Area): BND 250 per trip(max 4 crew per trip)
- Transportation(BSB-KB Area): BND 300 per trip (max 4 crew per trip)
- Transportation(KB-BSB Area): BND 300 per trip (max 4 crew per trip)
- hotel BND 150.00 inclusive breakfast (2 person per room only.)
- hotel booking/coordination fee : BND 50 per room
- meal at cost as per bill if required.
- Handling cost for Visa BND 750.00 per crew, if required.

8. OTHER USEFUL INFORMATION

- a. Air ticket for off signers
Tickets for crew members that are purchased in Brunei only allow 20kg of luggage.
- b. Maximum hand carried luggage is 7kg