

## **PORT KLANG CREW CHANGE REGULATIONS & PROCEDURE.**

- ✚ MANNING MUST SEND CREW CHANGE REQUEST AT LEAST 5 DAYS PRIOR VESSEL ETA.
- ✚ MANNING & MASTER MUST PROVIDE COMPLETE & CORRECT REQUESTED DOCUMENT.

### ***(PAGE 3)***

- ✚ 100 % FULL PREFUNDING ARE REQUIRE FOR GREECE PRINCIPLE BEFORE ISS AGENT PROCEED CREW CHANGE ARRANGEMENT.
- ✚ LAST MINUTE CREW CHANGE REQUEST SUBJECT TO REJECT.
- ✚ TOTAL ARRANGEMENT ON/OFF CREW MUST BE FIXED BEFORE VESSEL 3 DAYS ETA.
- ✚ ANY ADDITIONAL/CHANGING CREW FROM MANNING SIDE ONCE LOG HAD BEEN ENDORSE AT IMMIGRATION, CANCELLATION & RE ENDORSE LOG CHARGES WILL BE INCCURED IN VESSEL DA.
- ✚ ANY FAILURE OF CREW LOG/FORMALITES DUE TO MANNING LAST MINUTE CHANGING CREW WILL BE NOT RESPONSIBLE BY ISS.
- ✚ ONCE DOCUMENT WELL RECEIVED FROM MANNING&MASTER ONLY OKTB WILL BE ISSUED BY ISS AGENT.
- ✚ ANY SIGN ON CREW ARRIVE KLIA WITHOUT OUR ISS AGENT ISSUED OKTB WILL BE NOT ISS RESPONSIBLE. CREW WILL NEED TO RETURN BACK TO HOME COUNTRY SOONEST.
- ✚ CREW CHANGE ARRANGEMENT WILL BE DONE AT WHARF.
- ✚ CREW CHAANGE ARRANGEMENT AT ANCHORAGE (IPL) SUBJECT TO PORT AUTHORITIES APPROVAL. LAUNCH BOAT SERVICE & CHARGES WILL INCCURED IN VESSEL DA.
- ✚ PLEASE NOTE THAT THE REGULATIONS REMAIN FLUID AND IT MIGHT CHANGE FROM TIME TO TIME IN A SHORT NOTICE.

### **SIGN ON // EMBARKATION**

1. NO QUARANTINE WILL BE IMPLIMENT.
2. NO ART/PCR SWAB WILL BE NEEDED FOR KLIA & PORT IMMIGRATION.
  - ART/PCR SWAB UPON MANIING REQUEST
  - POSTIVE COVID 19 : UNABLE JOIN SHIP. 5 DAYS SELF ISOLATION WILL BE NEEDED.
  - NEGATIVE COVID 19 : ABLE DIRECT JOIN SHIP.
3. SIGN ON CREW ONLY CAN ARRIVE 3 DAYS BEFORE VESSEL FIRM ETA.  
(KLIA IMMIGRATION WILL ONLY ISSUED 3 DAYS TRANSIT VISA FOR SEAFARER)
4. OKTB WILL BE ISSUED BY ISS AGENT FOR CREW PRIOR FLIGHT ARRIVAL TO KUL ONCE DOCUMENTS COMPLETELY RECEIVED FROM MANNING & MASTER.

### **SIGN OFF // DISERMBAKATION**

1. NO QUARANTINE WILL BE IMPLIMENT.
2. NO ART/PCR WILL BE NEEDED FOR KLIA & PORT IMMIGRATION.
  - ART/PCR UPON MANIING REQUEST
  - POSTIVE COVID 19 : UNABLE TO BOARD FLIGHT. 5 DAYS SELF ISOLATION WILL BE NEEDED.
  - NEGATIVE COVID 19 : ABLE TO BOARD FLIGHT
3. SIGN OFF CREW MUST DEPART HOME COUNTRY IN 3 DAYS ONCE DISERMBARK FROM VESSEL.  
(PORT IMMIGRATION WILL ONLY ISSUED 3 DAYS SPECIAL PASS FOR SEAFERER)
4. IF CREW RETURN BACK TO OTHER COUNTRY INSTEAD OF HOME COUNTRY, MANNING WILL REQUIRE TO ISSUED AN OFFICAL LETTER INDICATE THE REASON ALONG WITH CREW DETAIL.

REQUIRE DOCUMENTS

SIGN ON CREW	<ul style="list-style-type: none"><li>• VALID PASSPORT COPY</li><li>• VALID SEAMAN BOOK COPY</li><li>• COC AS PER VESSEL FLAG</li><li>• E-FLIGHT TICKET (ONCE CONFIRM WITH ISS AGENT)</li><li>• OKTB ON HAND PRIOR FLIGHT (ISSUED BY ISS AGENT)</li></ul>
SIGN OFF CREW	<ul style="list-style-type: none"><li>• VALID PASSPORT COPY</li><li>• VALID SEAMAN BOOK COPY</li><li>• E-FLIGHT TICKET (ONCE CONFIRM WITH ISS AGENT)</li><li>• OFFICIAL LETTER FROM MANNING IF CREW GO TO OTHER COUNTRY I/O HOME COUNTRY.**</li></ul>
MASTER DOCUMENT	<ul style="list-style-type: none"><li>• PORT OF CALLS</li><li>• ARRIVAL CREW LIST</li><li>• DEPARTURE CREW LIST</li></ul>

(DIAGRAM 1)

\*ANY FAILURE DOCUMENT PROVIDED BY MANNING/MASTER LATE OR INCOMPLETE ,  
DOCUMENTATION SUBJECT DELAYED SUBJECT REJECT.

\*PREPARATION ON DOCUMENT FOR ON/OFF OTHERS FORMALITIES FOR PORT  
AUTHORITIES WILL BE DONE ON WEEKDAY ALONG WITH OFFICE HOUR ONLY.



OFFICIAL LETTER FOR CREW RETURN BACK OTHER COUNTRY I/O HOME COUNTRY.



Odessa, 29 September

№ 252

This is to certify that Mr. MAKYEYEV Oleg is employed by 'CMA Ships' company as a part of CMA CGM group, through the mediation of 'CMA Ships Ukraine' in position of Master.

<b>SURNAME/NAME:</b>	MAKYEYEV / Oleg
<b>RANK:</b>	Master
<b>NATIONALITY:</b>	Ukrainian
<b>BIRTHDATE/PLACE:</b>	14.11.1966 / UKRAINE
<b>PASSPORT NO:</b>	FN997502
<b>PASSPORT ISS/EXP:</b>	25.05.2018 / 25.05.2028
<b>SEAMAN BOOK NO:</b>	AB670081
<b>SEAMAN ISS/EXP:</b>	13.01.2021 / 13.01.2026

Currently Mr. MAKYEYEV Oleg is planned for disembarkation from the m/v 'CMA CGM CASSIOPEIA, ETA PORT KELANG 30/09/2022 and will be transferred to Vnukovo due to war in Ukraine and closed airports in Ukraine.

Flight details to Vnukovo is following:

1.1MAKYEYEV/OLEG  
1 TK 61Y 01OCT 6 KULIST\*HK2 2305 0515 02OCT 7  
2 TK 413Y 02OCT 7 ISTVKO\*HK2 0715 1100 /DCTK\*RZ2SKX /E

CMA SHIPS UKRAINE confirmed their assistance, will meet & assist on arrival at Vnukovo Airport including transportation and accommodation.

Yours faithfully,  
Director  
CMA Ships Ukraine  
Ievgen Tiupikov



**CMA SHIPS**  
UKRAINE

33 Zhukovskogo str., off. 306-307, Odessa, 65045, Ukraine  
Tel: +380 (48) 7378939  
[www.cma-cgm.com](http://www.cma-cgm.com)  
Registration № 36344488