



PANAMA CREW CHANGES GUIDELINES

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ON SIGNERS VISA APPLICATION PROCESS

Presently, crew changes movements and general attendances are being available in the country. Inchcape Shipping Services can coordinate the local authorities' requests. It is important to keep in mind that every request will be evaluated case-by-case basis.

All documentation must be provided **4 working days before the joiners will travel** for sake of good order. If the crew change will consist in just off-signers, we can collect the documentation upto 2 days before disembarkation date.

Panamanian Immigration Authorities began to introduce digital visa, in where a RUEX (Single Registration of Foreigners) Number will be given to seafarers, effective September 2022. This RUEX Number will be required for next time Panamanian visa application. Important to save this number.

Where you find RUEX Number?



REPÚBLICA DE PANAMÁ
MINISTERIO DE SEGURIDAD PÚBLICA
SERVICIO NACIONAL DE MIGRACIÓN



VISA ESPECIAL DE MARINOS / GENTE DE MAR

RUEX:	804441
NÚMERO DE VISA:	344758
FECHA DE EXPEDICIÓN:	05-09-2022
FECHA DE EXPIRACIÓN:	05-10-2022

Código de Verificación
Verification Code

Required documents for visa application:

1. Scanned copy of valid passport (In case passport is expired and has an extension let us know).
2. Scanned copy of valid seaman's book including page where shows the photo (Latest seaman's book and must show expiry date).
3. Scanned copy of personal ID.
4. Certificate of competency/proficiency that shows applicable positions onboard (must include the same position that will be shown in the Visa as this is needed for the Visa application). *Attached good example.*

5. Letter of guarantee from your company with joiners' details, regarding the change of crew and stating that joiners are part of the company. *Attached good example.*
6. Confirmation of arrival flight (PDF e-ticket).
 - Most convenient Airport: Tocumen International Airport (PTY).
7. Contract of employment with joiners' details, signed and stamped by both parties (the seafarer and the company).

Important notes: For vessels by using Panamanian flag, we require Panamanian seaman's book to apply the Visas. For seafarers holding Russian COC, we need the attached consent filled to apply the Visas.

IMPORTANT POINTS REGARDING VISA APPLICATION PROCESS

- *Panamanian Visa is required for joiners to travel and arrive at PTY to embark the vessel.*
 - Cost for Visa: USD 15.00 per Visa.
- *Immigration offices are working in a schedule from 09:00 hours to 17:00 hours from Monday to Friday and closed on weekends for administrative procedures.*
 - *Visa applications are accepted until Fridays, 13:00 hours.*
- *Visa application usually takes 2 to 3 days to be issued by immigration authorities.*
- *Visas are just for joiners. For off-signers, Visa do not apply.*
- **Very important to keep in mind time difference, current time in Panama: (UTC-5).**

JOINERS ONCE IN PANAMA

- *Once Panamanian Visa for joiners is stamped at Tocumen International Airport (PTY), seafarers have 5 days to embark the vessel. After 5 days of staying in Panamanian territory, Visa extension must be applied.*
 - *Cost for Visa extension: USD 10.00 per visa.*
 - *Visa extension validity: 3 days*

Note: As per migration authority, (3) visa extension can be issued per crew so this basis at the expiration of extension #3, seafarer must proceed onboard of vessel or repatriated to homeland.

Visa extension must be requested one by one, and we must transfer seafarer from hotel to migration offices to receive extension (Physical visit at migration office does not apply for restricted nationalities such Indian, Chinese, Cuban, Syrian, Bangladeshi, Nepali, Pakistani, Indonesian, Burmese and Venezuelan). For more information, please refer to “Guidance for restricted nationalities” page.

- *Hotel accommodation is allowed for on-signers but due to COVID-19 situation, crewmembers can only be arranged in single rooms and cannot leave the hotel under any circumstances during their stay.*
 - *For Inchcape Shipping Services is very difficult to guarantee that seafarers will stay in their rooms. On this basis, please instruct the sailors to remain inside of the rooms to avoid fines and / or repatriations for breaking the rules*

FOR OFF SIGNERS DISEMBARKATION

Required documents for off signers:

1. Scanned copy of valid passport (In case passport is expired and has an extension let us know).
2. Scanned copy of valid seaman's book including page where shows the photo (Latest seaman's book and must show expiry date).
3. Confirmation of arrangement of Repatriation Flight. (PDF e-ticket).
 - Most convenient Airport: Tocumen International Airport (PTY).
4. IMO Arrival/ Departure Crew list – **must include passport number, date and place of embark/disembark of every crewmember onboard.**
5. Last ten (10) port of call list. *Please provide in PDF format.*
 - Documents must be sent separately for off-signers.
 - Documents must be sent in PDF format. Avoid sending documents in compressed files.

SHORE LEAVE

Shore leave is subject to sanitary inspectors and immigration authorizations. Above documents are requested by authorities for permission.

OFF SIGNERS ONCE ASHORE

- *Once the shore pass for off-signers is stamped, seafarers have 5 days to leave the country. At the day 5 of staying in Panamanian territory and seafarer require to be a couple of days more, shore pass extension must be applied.*
 - *Cost for shore pass extension: USD 5.00 per shore pass.*
 - *Shore pass extension validity: 3 days.*

Note: As per migration authority, (3) shore passes extension can be issued per crews on this basis at the expiration of extension #3, a penalty (USD.50.00) will be charged per crew.

Shore pass extension must be requested one by one, and we must transfer seafarer from hotel to migration offices to receive extension (Physical visit at migration office does not apply for restricted nationalities such Indian, Chinese, Cuban, Syrian, Bangladeshi, Nepali, Pakistani, Indonesian, Burmese and Venezuelan) For more information, please refer to "Guidance for restricted nationalities" (Below section)

- *Hotel accommodation is allowed for on-signers but due to COVID-19 situation, crewmembers can only be arranged in single rooms and cannot leave the hotel under any circumstances during their stay.*
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COVID TESTING

- *PCR tests can be arranged for joiners based on Owner's requirements.*
- *PCR tests can be arranged for off-signers if same is needed to travel.*
 - *Results take between 18 to 24 hours to be released.*
 - *We have EXPRESS PCR test available. Results take between 8 to 10 hours to be released but this service is subject to the Laboratories availability and their volume of the requests.*

- Tests can be performed at any time / any day but during weekends, and, from 17:00 to 06:00 hours every day of the week, they will have an extra charge.
- Cost for RT-PCR test: \$300.00 per crew approximately. **(Prices for RT-PCR tests may vary as these tests are performed by private laboratories).**
- PCR test, IgG and IgM test by China Embassy approved laboratory can be arranged. Results take between 24 hours to be released.

CREW CHANGE ARRANGEMENTS AT ANCHORAGE (BALBOA/ CRISTOBAL)

- Service boat companies at Cristobal side reserve the right to take the trips to the outer anchorage.
 - What they say is that there is no bad weather for some vessels maybe but for launches like theirs, the heavy swell is a barrier for their maneuvers.
 - To have a better scenario, vessel must anchor close to the breakwater, no more than 2 or 3 NM.
 - We can keep close contact with them so they can tell us at the second they will take the trip. However, repeating, this is subject to them and is totally out of our control.
- Crew changes are available during weekends.
- Crew changes are allowed at Anchorage (Balboa or Cristobal) even if the vessel will call for crew change only (local call).
- For attendance at anchorage if vessel will transit or anchor only for any activity, launch is compulsory.
- The expenses for launch services are as follow:
 - From 06:00 to 18:00: USD 200.00 per hour, minimum use is 2 hours (Trip will be 400.00).
 - From 18:00 to 06:00: USD 300.00 per hour, minimum use is 2 hours (Trip will be 600.00) also will apply for weekend and holidays.
 - For Cristobal outer anchorage at any time: USD 300.00 per hour in addition to base tariff.
 - The fixed tariff is applied for all boat services companies in Panama as per agreement of relevant parties and not for Inchcape Shipping Services.



SEAFARES FILIATION

Just in case vessel expects to stay more than 15 days in Panama Canal Waters, then we must request filiation process to immigration authorities for crew onboard by the day 13th. (2 service boats needed to collect and return original passports / USD 10.00 per crew).

By omitting this process, a fine will be imposed by immigration (USD 60.00 per crew / 2 service boats).

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