Dear Sir / Madam,

Regards to subject matter and official notice by Government, effective 1st April 2002, Malaysia has entered “Endemic Phase” of the COVID 19. All Malaysian boarders are open for travelers. New Regulation has been set and we have officially received the latest Regulation from Port Authorities for Crew Change.

Kindly note, as per the new regulation, joiners and leavers NO Quarantine are needed with condition they are fully vaccinated and unless detected positive.

RTK Antigen test will be taken on day of arrival and crew send to normal hotel.

Thus, all joiners to arrive at least 1day prior vessel ETA and off signers to depart on 3rd day of disembarkation.

**PORT KELANG CREW CHANGE PROCEDURE**

**FOR SIGN ON CREW**

Sign on crew must arrive 1 days before vessel arrive at Port Klang.

1 days for flight arrangement,

The local office (ISS Malaysia) requires min **5 working days** in advance for the crew change arrangement (documentation and approval), and for the port agent to advise the relevant authorities

Foreign On-Signing Crew can carry out Test at home country (preferably from Government Hospital) or recognized by Malaysian Ministry of Health (MOH).

The test result provided to KLIA MOH must be in English or Bahasa Malaysia only (MOH do not entertain other languages). The test should be done at home country with validity 2 days prior to arrival at KLIA.

It is compulsory that the crew to download “**My Sejahtera Apps**“for bar-code scanning before arrival at KLIA.

Immigration officers at the entrance (e.g. KLIA Airport) can provide a Special Pass for three (3) days to the crew entering Malaysia for the purpose of SIGN-ON.

All crews who SIGN-ON at any port in Malaysia are subject to the COVID-19 health test recognized by the MOH as below:

i.             For On Signing Crews on arrival, the RTK Antigen test is performed at the entrance (e.g. KLIA Airport):

ii.            For crews of Malaysian citizens or foreign nationals who are in the country, the COVID-19 test is performed in the port area.

If the COVID-19 crew test results are found to be **NEGATIVE**, the crew direct join ship and if **POSITIVE**, crew to be send to Quarantine hotel and once complete recovery period crew will send back home country.

Quarantine stay base on crew vaccination status. (refer attach)

For the purpose of support for the release of SIGN-ON Foreign Crews, proof of supporting documents such as Employment Offer Letter and Letter of Guarantee (LG) must be submitted as a reference at the entrance as proof that the ship is in the port.

The release of the movement of foreign crews from Quarantine Station by any Government Agency is subject to proof of travel / ship documents submitted (if crew detected positive)

Application for Letter of Guarantee (LG) needs to be submitted 3 days prior crew arrival.

We only can issue OKTB/LG once granted approval for crew change from local authorities which estimated 3 working days.

Documents required for Sign On (Port Kelang) as below:

* Passport and Seaman book
* Vaccination certificate
* Contract of employment
* Valid e-tickets copy
* COC/COE according to ship’s flag (if Officer)

Documents required from Master

* Arrival & Departure crew list with stamp from Master
* Port of Call List with stamp from Master
* Minimum Safe Manning Certificate
* Maritime Declaration of Health
* Charterer Agent details

**FOR SIGN OFF CREW**

Agent must submit application for Crew Sign Off to Health / Immigration & Marine department **5 working days** prior ship arrive Port Kelang.

Documents required for application.

* Passport and Seaman book
* Contract of employment
* Valid e-tickets copy
* Vaccination certificate
* Arrival & Departure crew list with stamp from Master
* Port of Call List with stamp from Master
* Maritime Declaration of Health

Ship agent to arrange with Medical Personnel once ship alongside at Port Kelang for the crew to undergo RTK Antigen test (at wharf side).

The swab test will be conducted at designated tent in wharf which will be charged per day per tent.

All Expenses incurred shall be paid by the Owner.

If the results of the RTK Antigen test are found to be **NEGATIVE**, they will allowed to sign-off. If positive they not allowed to sign-off without quarantine (refer attach)

For support purposes for the release of sign-off foreign crews, proof of travel documents (such as a copy of the ticket / flight schedule or ferry) must be submitted.

The date of departure from this country must prove that the crew does not need to transit or stop in any other area before arriving at the exit.

The release of the movement of foreign crews from the quarantine center or by any government agency, is subject to proof of travel document / ship documents submitted. (if crew detected positive)

If the COVID-19 test result is POSITIVE or the crew shows significant epidemic symptoms for the SIGN-ON or Sign-Off process, the crew and its Shipping Company must act to notify MOH through the Compliance Health Office immediately within 2 hours after obtaining the test results filters.

Further action against the crew is subject to instructions from MOH, the crew is NOT ALLOWED to:

i)    Return to residence

ii)   Move to ship / port

iii)  Move to / from any exit / entry country

iv)  Transit in any area in Malaysia and

v)    Leaving the screening test area.

Strictly direct flight only from the following Nationalities / Countries: -

Myanmar, Thailand, Philippines, China, Egypt, Ghana, Croatia, Syrian

Below new guidelines by Ministry of Health (MOH)

                                                                            **‘’QUOTE’’**

**Sign On (international)**

as per the latest **SOP for crew change by MOH dated 4.4.2022,** All foreign sign on crew will have to:

1.      Undergo a PCR test minimum 2 days before departure from home country.

2.      Download and activate Mysejahtera application

3.      Fill in health declaration (click on traveler icon)

Upon arrival in Malaysia, an RTK antigen (professional testing) has to be done within 24 hours of arrival.

**If negative:**

Fully vaccinated: crew can immediately sign on

Partially/ unvaccinated: HSO 5days (automatic by Mysejahtera), repeat RTK Antigen on day 5. If negative crew can sign on.

Should the crew turn positive on Day 5, to complete another 5days of quarantine (HSO auto in mysejahtera)

**IF positive:**

Fully vaccinated: HSO 7days

Partial/ unvaccinated: HSO 10 days

**Sign on (Malaysian/ those residing in Malaysia)**

 As per the latest **SOP for crew change by MOH dated 4.4.2022,** All Malaysian crew will have to undergo RTK Antigen test

(professional testing) within 24hours before sign on at any private facility.

**If negative:**

Fully vaccinated: crew can immediately sign on

Partial/ unvaccinated: HSO 5 days, repeat RTK Antigen on day 5. If negative crew can sign on.

Should the crew turn positive on Day 5, to complete another 5days of quarantine (HSO auto in mysejahtera)

**IF positive:**

Fully vaccinated: HSO 7days

Partial/ unvaccinated: HSO 10 days

**Sign Off (international voyage)**

as per the latest **SOP for crew change by MOH dated 4.4.2022,** All sign off crew will have to download and activate Mysejahtera App.

Fill in health declaration (click on traveler icon).Vessel to be given quarantine status.

Upon arrival at Port Klang, crew to undergoe professional RTK Antigen testing at the wharf.

**If negative:**

Fully vaccinated: crew can immediately sign off (return to home country)

Partial/ unvaccinated: HSO 5 days, repeat RTK Antigen on day 5. If negative crew can sign off. Crew that are given HSO, will have to quarantine at any hotels in Selangor.

Should the crew turn positive on Day 5, to complete another 5days of quarantine (HSO auto in mysejahtera)

**IF positive:**

Fully vaccinated: HSO 7 days

Partial/ unvaccinated: HSO 10 days

**Sign Off (domestic voyage)**

as per the latest **SOP for crew change by MOH dated 4.4.2022,** All sign off crew from domestic voyage will have to download and activate Mysejahtera App.Fill in health declaration (click on traveler icon).

Vessel to be given quarantine status. Vessel has to come to the wharf for re inspection as any vessel that has crew plan to sign off is considered a quarantine vessel (please resend advice to our office).

Asymptomatic sign off crew: allowed to sign off immediately.

Sign off crew with symptoms:  proceed with RTK Antigen (professional testing).

If negative, crew can immediately sign off.

**If positive:**

Fully vaccinated: HSO 7 days

Partial/ unvaccinated: HSO 10 days

                                                                    **“UNQUOTE”**

Note: -

* + On condition that vessel must have cargo operations at the mentioned ports
	+ Crew Change is only allowed to perform at berth / wharf and not at anchorage.
	+ Agent shall not be held responsible should there be any additional charges incurred due to last minute changes on the procedure set by the Local Authorities.
	+ All travelers entering Malaysia, MUST be fully Covid-19 vaccinated and to bring along the vaccination certificate.
	+ Only those are fully vaccinated, Visa on Arrival will be issued.
	+ **Crews who receive Sinovac and Sinopharm type vaccine that has 2 doses & crews who are 60 years and above are not considered as fully vaccinated.**
	+ **They will only considered as fully vaccinated if they have received Booster shot. i.e. first vaccine second vaccine + booster**
	+ Full prefunding of quarantine is required in case crew detected positive.
	+ Please revert with latest vessel schedule, charterer agent details and firm crew change request in order to calculate cost estimate.
	+ Kindly take note and will keep posted for any latest developments.
	+ Please note that the regulation remains fluid and it might change from time to time in a short notice.
	+ Attach new Regulation for Crew Change effective 04th April 2022 from Port Klang Port Authority.

Also, append below new Regulation from Ministry of Health (MOH) which is effective from 04th April 2022.