

Good Day!

It's great to know that you are planning your crew change at **Tanjung Pelepas**.

Hence we believe your vessel has cargo operations as per regulations requirement for crew change.

**IMPORTANT INFORMATION :**

- 1) Kindly be informed that arrivals have to be accurate to vessels ETB since all crews are only provided 3 days visa from date of arrival at Malaysian Airports.
- 2) Documents required as below need to be submitted 3 working days in advance before crew arrival date :  
(Eg : 1st day all documents submitted , 3th day LOG obtained , 4th / 5th day crew arrival / vessel arrival)

**We would humbly suggest to provide all crew related documents 5 working days before crew arrival to have a better & smooth crew change process .**

**SIGN ON :**

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

**Our port immigration are no longer require PCR/RTK for their prior join ship/prior flight.**

**All upon manning request.**

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

**SIGN OFF :**

**Our port immigration are no longer require PCR/RTK for their prior join ship/prior flight.**

**All upon manning request.**

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

**3) Tanjung Pelepas Authorities Duty & Processing Hours :**

- Marine Dept & Immigration Office only available for crew changes applications from 0830 till 2330 hrs.
- Authorities Office meal break: 1300-1400 / 1730-2000
- Vessel ETD subject to change based on actual operations performance/crane allocation as info given by terminal.
- Will be require launch services for below if vessel is required to shift to anchorage to complete crew change :
  - i) Disembark off signer crew from anchorage to TPP Pilot Jetty
  - ii) Deliver departure port clearance to anchorage**\*\*Subject on vessel movements**
- There will be have anchorage charges for vessel waiting at anchorage for crew change activities

**4) Please note vessel with cargo operations are only allowed for any embarkation & disembarkation at Port Tanjung Pelepas as per port regulations .**

5) All departure to home country are from 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).