

Dear Sirs ,

Good Day !

Its 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 . Please find below latest crew change regulations as of **April 2022** .

**Sign On (International Arrival)**

As per the latest **SOP for crew change by KKM 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  
[https://mysejahtera.malaysia.gov.my/intro\\_en/](https://mysejahtera.malaysia.gov.my/intro_en/)
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:**

- a) Fully vaccinated: crew can immediately sign on
- b) 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:**

- a) Fully vaccinated: HSO 7days
- b) Partial/ unvaccinated: HSO 10 days

**Remarks :**

**1) As confirm by TPP Immigration due to latest changes to endemic positive crew need to return back to their home country and please note for all joining crew only allowed to join the vessel which is indicated in Letter Of Guarantee ( LOG ) only .**

### **Sign Off (international voyage)**

as per the latest **SOP for crew change by KKM 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.

Link sample :

a)

<https://play.google.com/store/apps/details?id=my.gov.onegovappstore.mysejahtera&hl=en&gl=US>

b) [https://mysejahtera.malaysia.gov.my/intro\\_en](https://mysejahtera.malaysia.gov.my/intro_en)

Upon arrival at Port Tanjung Pelepas / Pasir Gudang, crew to undergo professional RTK Antigen testing at the wharf till received final results .

#### **If negative:**

a) Fully vaccinated: Crew can immediately sign off (return to home country) complying airlines requirements RT-PCR results 48HRS validity upon flight embarkation .

**\*(RT-PCR results are subject to labs availability and would take 24HRS to obtain negative results)**

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

**\*(RT-PCR results are subject to labs availability and would take 24HRS to obtain negative results)**

#### **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 KKM 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

Important Information :

1) Kindly be informed that arrivals has to be accurate to vessels ETB since all crews are only provided 3 days visa from date of arrival at Malaysian Airports . Hence we would require your end to keep vessel ETB updated from Master/Captain . If any delays of vessel ETB over 3 days from crews arrival date we would require your end to provide us supporting document to renew their visa for another 3 days extension only .

2) Documents required as below needs to be submitted **3 working days in advance** before crew arrival date : **(Eg : 1<sup>st</sup> day all documents submitted , 3<sup>th</sup> day LOG obtained , 4<sup>th</sup> / 5<sup>th</sup> 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 .

- 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 :** Crew has to be remained on-board till received results hence vessel has to shift to anchorage if required .

- 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, Health & Immigration Office only available for crew changes applications from 0830 till 2330 hrs.
- Authorities Office meal break: 1300-1400 / 1730-2000
- Medical team available to on board for conduct PCR test only from 0830 till 2330 hrs. If vessel berthing after 2300hrs, Medic team only be able to on board on the next day 0900hrs since approval to on board only can be obtain from 0830-2330hrs as Immigration Office operational time.
- 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 . However you may use option of transit flight from state of disembarkation ( Senai Airport – 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).

Please provide us via email correct details filled in as provided in table format below together with their documents :

NAME	NATIONALITY	PASSPORT .NO	SEAMANBOOK.NO	VACCINATION STATUS (Fully / Semi / Not Vaccinated)	SIGN ON / SIGN OFF

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Best Regards.

**Sarrvindran Sivakumar**

OPERATION EXECUTIVE

(As Agents Only)

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No. 68, Jalan Batai Laut 4, Taman Intan, 41300 Klang, Selangor Darul Ehsan, Malaysia.

**Crew Change – Personal Data**

Please be aware that ISS requires this information to arrange embarkation and / or  
disembarkation of crew members and / or from this respective vessel

For any further information, please access this [link](#)

