

Maritime and Port Authority of Singapore
Crew Change Approval (Agent) User Guide
v0.2

Action	Name, Role/Designation	Signature	Date
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Approved by:			

Revision History

Version	Effective Date	Summary of Change	Author
0.1	21/04/2021	Initial draft	Sanjeewa
0.2	30/08/2021	<ul style="list-style-type: none">Updated Company Info page to require agents to input last and next RRT Dates next to PIC Name (CC-CR-2021004)Added Crew Vaccination info requirement in Crew Info page (CC-CR-2021021)Updated Crew Info page to hide Flight Details and relevant fields conditionally for Singaporean/PR/EP Holders bearing NRIC/FIN (CC-CR-2021015)Added Excel upload functionality to allow agents to upload crew info using the Excel Template provided (CC-CR-2021020)	Ace Gulapa

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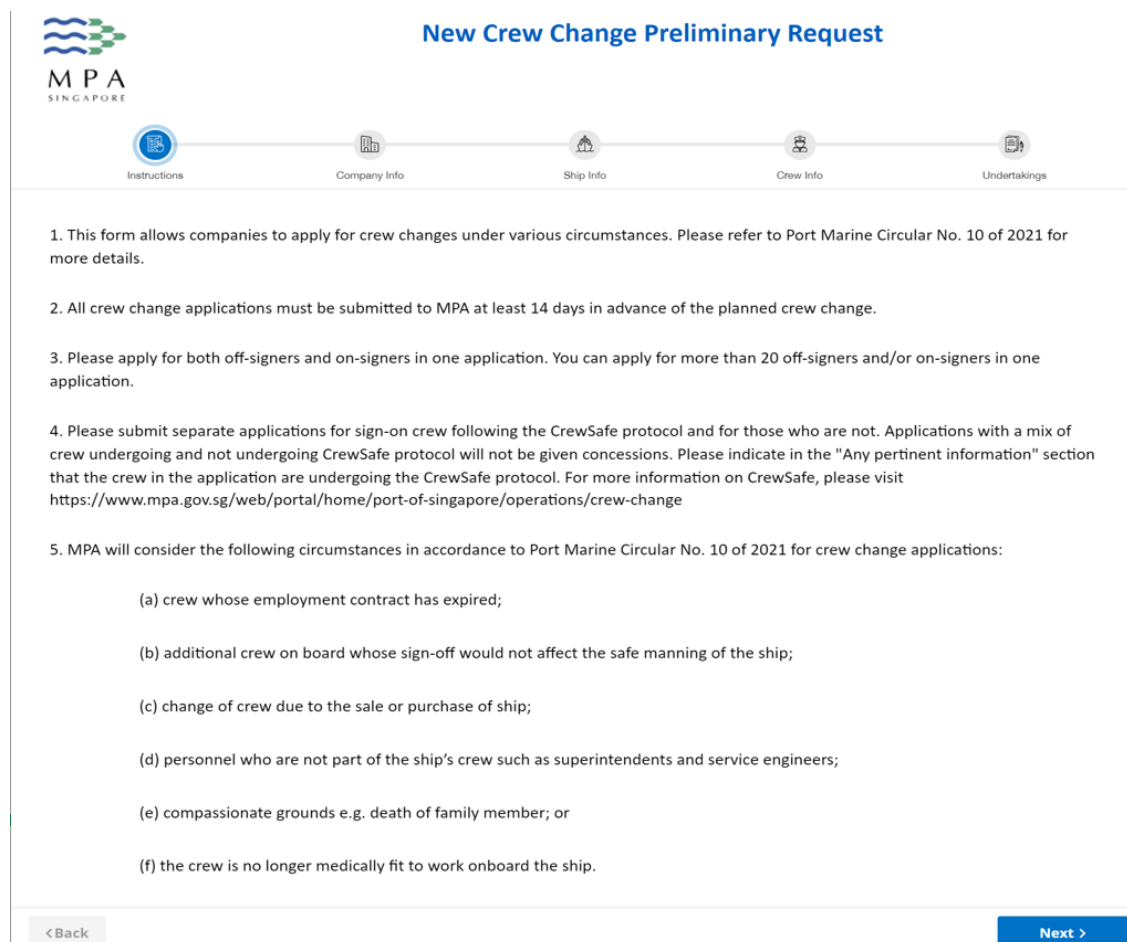
1.1 New Application

To submit a new application for In-Principle Approval (IPA), please follow the URL <https://transact.mpa.gov.sg/Crews>. This will bring you to the Landing page which is the Instructions page.

1.1.1 Instructions Page

The **Instructions page** will contain the guidelines regarding the application. Please read carefully and understand the instructions and note that it gets updated periodically.

Click the **Next** button to continue to the **Company Info** page.



New Crew Change Preliminary Request

MPA SINGAPORE

Instructions Company Info Ship Info Crew Info Undertakings


1. This form allows companies to apply for crew changes under various circumstances. Please refer to Port Marine Circular No. 10 of 2021 for more details.
2. All crew change applications must be submitted to MPA at least 14 days in advance of the planned crew change.
3. Please apply for both off-signers and on-signers in one application. You can apply for more than 20 off-signers and/or on-signers in one application.
4. Please submit separate applications for sign-on crew following the CrewSafe protocol and for those who are not. Applications with a mix of crew undergoing and not undergoing CrewSafe protocol will not be given concessions. Please indicate in the "Any pertinent information" section that the crew in the application are undergoing the CrewSafe protocol. For more information on CrewSafe, please visit <https://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change>
5. MPA will consider the following circumstances in accordance to Port Marine Circular No. 10 of 2021 for crew change applications:
 - (a) crew whose employment contract has expired;
 - (b) additional crew on board whose sign-off would not affect the safe manning of the ship;
 - (c) change of crew due to the sale or purchase of ship;
 - (d) personnel who are not part of the ship's crew such as superintendents and service engineers;
 - (e) compassionate grounds e.g. death of family member; or
 - (f) the crew is no longer medically fit to work onboard the ship.

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1.1.2 Company Info Page

The **Company Info** page will require information about your Company or Agency. Please fill up the required information.

You can click **Back** button to go back to **Instructions** page or click **Next** button to continue to the **Ship Info** page.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Undertakings

Local Agency / Company Name *

Person-in-charge (Main) *

Main Local Number *

(65)

Person-In-Charge Name (Alt) *

Alternate Local Number *

(65)

Email *


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Next >

1.1.3 Ship Info Page

The **Ship Info** page will require information about your Ship as well as other pertinent information such as ETA/ETD and Purpose of Call.

You can click **Back** button to go back to the **Company Info** page or click the **Next** button to continue to the **Crew Info** page.



New Crew Change Preliminary Request

Instructions
Company Info
Ship Info
Crew Info
Undertakings

Ship Name *

Ship Type *

Select

Gross Tonnage *

ETD (with Time) *

Next Port of Call *

Purpose of Call at Singapore *

☐ Cargo operations

☐ Bunkering

☐ Spares/stores lifting

☐ Repair/maintenance works

☐ Shipyard repair/Lay-up

☐ Sales & Purchase

☐ Crew Change

☐ Others (please provide more info under "Any pertinent information" on the next page)

Ship Registered Owner Name *

ISM Company Name *

IMO Number *

Ship Flag *

Select

ETA (with Time) *

Last Port of Call *

Ship Operator Name *

Estimated Bunker Quantity (MT)

< Back
Next >

For the **Last Port of Call** and **Next Port of Call**, to select the Port, you need to click on the three dots icon (⋮) and the **Port (Country) Search** window will be served.

Specify a text e.g. “singa” and click **Enter**, all port-country combinations that contain the specified text will be displayed on the list. Only 10 items at a time are listed, so you can specify a better text to search, or you can use the **Previous** or **Next** button to cycle thru the results 10 items at a time.

When you find the port you are looking for, select it by clicking on it and then click on **Ok** button. The **Port (Country) Search** window will be dismissed and your selected port will be populated.

Port (Country) - Please input text and press Enter

singa list

list

- HIGHSEA (SINGAPORE)
- MASSINGA (MOZAMBIQUE)
- OUTSIDE PORT LIMITS (SINGAPORE)
- SEA TRIAL OUTSIDE PORT LIMITS (SINGAPORE)
- SINGAPORE (SINGAPORE)

Previous Next Ok Cancel


1.1.4 Crew Info Page

The **Crew Info** page will require information about your crew(s) that are either Signing-on or Signing-off. You can select the **Type of Application**, either just for Sign-off, or just for Sign-on or for Both Sign-off and Sign-on.

The main sections of this page are as follows:

1. Sign-off Crew Declarations
2. Sign-off Crew Members
3. Sign-on Crew Declarations
4. Sign-on Crew Members

You can click **Back** button to go back to the **Ship Info** page or click the **Next** button to continue to the **Undertakings** page.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Undertakings

Type of application *
☐ Sign-off crew
☐ Sign-on crew
☐ Both

Please provide the nationalities of all crew that are planned to sign on to the ship at other ports within 21 days of ETA to Singapore.

Any pertinent information *

< Back

Next >

Sign-off Crew Declarations

The **Sign-off Crew Declarations** section will contain important declarations regarding crew sign-off. Please read carefully as you are required to answer Yes to all the declarations before you can continue with your application.

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of the following requirements:

- (a) All sign-off crew have not gone ashore in the last 21 days before disembarking the ship and have remained well and not had contact with a known or suspect case of COVID-19 throughout that period.
- (b) All sign-off crew have refrained from interacting with shore-based personnel at previous ports of call in the last 21 days.
- (c) All sign-off crew have obtained a fit-to-travel medical certificate issued by a Singapore Medical Council fully-registered doctor, not more than 24 hours prior to the crew's disembarkation from his/her ship, and have provided the same to MPA and other relevant authorities in Singapore.
- (d) All sign-off crew have an available flight/ferry for him/her upon sign-off so that he/she goes directly to the airport/ferry terminal once he/she disembarks from the ship.
- (e) No sign-off crew shall remain onshore in Singapore whilst waiting for their flight out of Singapore, unless otherwise approved by MPA for transfer to a designated holding facility.
- (f) Crew that require a serology test shall remain onboard until production of a negative serology test result.

*
☐ Yes
☐ No

2. (Sign-off) We/our Principal(s) undertake to ensure that:

Sign-off Crew Members

The **Sign-off Crew Member Details** section will allow you to add crew members that are signing-off together with their required relevant information. To add a crew info, click the **Plus Sign “+”** icon on the upper-right and the **Crew Members Details** page will be served.

Crew Members (Sign-off)						All Columns			Search				
<input type="checkbox"/>	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry da					

The **Crew Members Details** page will require the crew's personal, travel and other relevant information. Please fill up the required information and either click **Save and Next** button to save the information of the current crew and add another crew or click the **Save and Close** button to save the information of the current crew and close the **Crew Members Details** page.

Crew Members (Sign-off)

Save and Next

Save and Close

Name *

Rank *

Select

Gender *

Select

Date of birth *

Nationality *

Select

NRIC/FIN (if applicable)

Passport No. *

Passport expiry date ⓘ *

Sign-on date ⓘ *

Contract end date ⓘ *

Reason for sign-off *

Select

Ship ETA date

08/09/2021 02:38:01

Ship ETD date

10/09/2021 02:38:01

Crew Disembarkation Date ⓘ *

Tentative Departure flight/ferry Date & Time ⓘ *

Tentative Departure flight/ferry Departure No. *

Has the crew been vaccinated? *

Select

Below are some guidelines when filling up the form:

s/n	Field	Remarks
1.	NRIC/FIN	Mandatory if Nationality is Singaporean
2.	Passport expiry date	Must be on or later than Ship ETA
3.	Sign-on date	Must be earlier than application date
4.	Contract end date	Must be on or later than Sign-on date
5.	Crew Disembarkation Date	Must be within Ship ETA and Ship ETD; Must be before Tentative Departure Flight/Ferry Date & Time
6.	Tentative Departure flight/ferry Date & Time	Required only when crew is not Singaporean, Permanent Resident or Work Pass holder in Singapore (NRIC/FIN holder); Must be within Ship ETA and Ship ETD; and Must be after Crew Disembarkation Date

When the crew member details are saved, it will then be added into the list. Click on the **Plus Sign “+”** icon again to add another crew. To edit an existing row, simply click on the row of the crew you want to edit.

Crew Members (Sign-off)					All Columns	Search				+
<input type="checkbox"/>	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date		
<input type="checkbox"/>	ACREW	Able Bodied Seaman	Male	01/01/1980	SINGAPOREAN	S1234567D	A1234567	05/06/2021		

To delete crew info from the list, select the crew(s) to delete by ticking its corresponding checkbox on the first column then click the **red bin icon** on the upper-right of Crew Info list.

Crew Members (Sign-off)					All Columns	Search				+
<input checked="" type="checkbox"/>	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date		
<input checked="" type="checkbox"/>	ACREW	Able Bodied Seaman	Male	01/01/1980	SINGAPOREAN	S1234567D	A1234567	05/06/2021		

Sign-on Crew Declarations

The **Sign-on Crew Declarations** section will contain important declarations regarding crew sign-on. Please read carefully as you are required to answer Yes to all the declarations before you can continue with your application.

Sign On

1. We/our Principal(s) declare that all sign-on crew meet, and/or that we/our Principal(s) have ensured and/or shall ensure that all sign-on crew meet, all of the following requirements:

(a) Subject always to the applicable Stay Home Notice (SHN) requirements of paragraphs (k)(i) to (k)(iii) below for recovered crew, all sign-on crew, must have served 14 days SHN at his/her originating country/region in the period immediately prior to his/her departure flight/ferry to Singapore, except that those from low risk countries/regions will either no longer be required to serve the SHN or to serve a shorter SHN of 7 days in his/her originating country/region prior to departure for Singapore as specified in ICA's website (<https://safetravel.ica.gov.sg/files/SHN-and-swab-summary.pdf>);

(b) For the period of the SHN, the sign-on crew must be completely isolated in a room with a dedicated toilet with strictly no interaction with others (including family members) at his/her place of residence, or serve the SHN in a dedicated facility/hotel. Subject as aforesaid, the crew must abide by the standards equivalent to the "Health Advisory For Persons Issued Stay-Home Notice" issued by the Singapore Ministry of Health, available on the Ministry's website at www.moh.gov.sg;

(c) The sign-on crew must have remained healthy throughout the period of the SHN and have provided a declaration of the same to MPA and other relevant authorities in Singapore;

Sign-on Crew Members

The **Sign-on Crew Member Details** section will allow you to add crew members that are signing-on by keying in their required relevant information. To add a crew member, click the **Plus Sign "+"** icon on the upper-right and the **Crew Members Details** page will be served.

Crew Members (Sign-on)						All Columns	Search			
<input type="checkbox"/>	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date		

The **Crew Members Details** page will require the crew's personal, travel and other relevant information. Fill up all the required information and click **Save and Next** button to save the information of the current crew member and to clear all the fields so we can add another crew member. Alternatively, click the **Save and Close** button to save the information of the current crew member and close the **Crew Members Details** page.

Crew Members (Sign-on)

Save and Next **Save and Close**

Name *

Rank *

Gender *

Date of birth *

Nationality *

NRIC/FIN (if applicable)

Passport No. *

Passport expiry date ⓘ *

Approved Singapore Entry VISA Number *

Ship ETA Date

Ship ETD date

Home City/Country Departure Date & time ⓘ *

Tentative Arrival flight/ferry Date & Time ⓘ *

Tentative Arrival flight/ferry No. *

SHN Commencement date ⓘ *

SHN End date

No of SHN days

Crew Embarkation Date ⓘ *

Has the crew been vaccinated? *

Below are some guidelines when filling up the form:

s/n	Field	Remarks
1.	NRIC/FIN	Mandatory if Nationality is Singaporean
2.	Passport expiry date	Must be on or later than Ship ETA
3.	Home City/Country Departure Date & Time	Required only when crew is not Singaporean, Permanent Resident or Work Pass holder in Singapore (NRIC/FIN holder); Must be between the current date and time and Ship ETD
4.	Tentative Arrival flight/ferry Date & Time	Required only when crew is not Singaporean, Permanent Resident or Work Pass holder in Singapore (NRIC/FIN holder); Must be between the Home City/Country Departure Date & Time and Ship ETD
5.	SHN Commencement Date	Required only when crew is not Singaporean, Permanent Resident or Work Pass holder in Singapore (NRIC/FIN holder); Must be less or equal to 1 day before Home

s/n	Field	Remarks
		City/Country Departure Date
6.	Crew Embarkation Date	Must be between Ship ETA and 48 hours or less before Ship ETD Must be on or after Tentative Arrival flight/ferry Date & Time
7.	Designated Holding Facility	Required only when crew is not Singaporean, Permanent Resident or Work Pass holder in Singapore (NRIC/FIN holder); and If Crew Embarkation Date is 4 hours or more later than the Tentative Arrival flight/ferry Date & Time
8.	Has the crew been vaccinated?	<p>Has the crew been vaccinated? *</p> <div> Additional shot/booster Select Not vaccinated 1 shot 2 shot Additional shot/booster </div> <p>After selecting the Vaccination status of crew member, dropdown list will be displayed to specify the type of vaccine used for each shot.</p>

When the crew member details are saved, it will then be added into the list. Click on the **Plus Sign “+”** icon again to add another crew. To edit an existing row, simply click on the row of the crew you want to edit, and the **Crew Members Details** page will be served.

Crew Members (Sign-on)					All Columns	Search		
	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date
<input type="checkbox"/>	BCREW	Baker	Male	01/01/1980	MALAYSIAN		A1234567	05/06/2021

To delete crew info from the list, select the crew(s) to delete by ticking its corresponding checkbox on the first column then click the **red bin icon** on the upper-right of Crew Info list.

Crew Members (Sign-on)					All Columns	Search		
	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date
<input checked="" type="checkbox"/>	BCREW	Baker	Male	01/01/1980	MALAYSIAN		A1234567	05/06/2021

Upload Crew Info

Document Upload feature is provided to allow users to upload Crew Information list using the Crew Change Excel Upload template.

New Crew Change Preliminary Request

Instructions Company Info Ship Info Crew Info Undertakings

Any pertinent information *

Some pertinent Information

Download Excel

Document Upload

Document_Upload Upload

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of

Back Next

The Excel Upload template can be downloaded in the Crew Info page by clicking the **Download Excel** button. The template consists of two different sheets – named **SignOff** and **SignOn**.

Sno.	Full Name (name applied is not editable once submitted)	Rank	Gender	Date of birth [dd/mm/yyyy]	Nationality	NRIC/IN (only for Singaporean, PR and EP holders residing in Singapore)	Passport No.	Passport expiry date [dd/mm/yyyy]	Sig [dd/
1	SIGNOFF CREW 1	Able Bodied Seaman	Female	12/02/2002	Spanish	S1234568Z	P9876543P	25/08/2022	27
2	SIGNOFF CREW 2	Able Bodied Seaman	Male	18/04/1990	UKRAINIAN	S1234567D	P1234567A	25/08/2022	27
3	SIGNOFF CREW 3	ORDINARY SEAMAN	Male	16/08/1993	FILIPINO		P1234568A	25/08/2022	27
4	SIGNOFF CREW 4	FITTER (ENGINE)	Male	12/08/1973	RUSSIAN		P1234569A	25/08/2022	27
5	SIGNOFF CREW 5	OILER	Male	18/05/1989	FILIPINO		P1234563A	25/08/2022	27
6	SIGNOFF CREW 6	OILER	Male	09/12/1995	GEORGIAN		P1234564A	25/08/2022	27
7	SIGNOFF CREW 7	CHIEF COOK	Male	19/02/1960	FILIPINO		P1234565A	25/08/2022	27
8	SIGNOFF CREW 8	STEWARD	Male	08/02/1993	FILIPINO		P1234566A	25/08/2022	27
11									
12									
13									
14									
15									
16									
17									
18									
19									

After filling up the spreadsheet with required information, upload the template using the Upload link.

[Download Excel](#)

Document Upload


Document_Upload [Upload](#)

ExcelUpload(CrewChange)_v2.0-Ace.xlsx

256 (KB)

Comment

If there is an error with the contents of the spreadsheet, system will prompt an error message and the list will not be populated. Otherwise, the crew information filled up in the spreadsheet will automatically be populated in the Crew Info list.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Undertakings

Select

Crew Members (Sign-off)

All Columns

Search

	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport expiry date ⓘ	Sign-off
<input type="checkbox"/>	SIGNOFF CREW 1	Able Bodied Seaman	Female	12/02/2002	Spanish	S1234568Z	P9876543P	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 2	Able Bodied Seaman	Male	18/04/1990	UKRAINIAN	S1234567D	P1234567A	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 3	ORDINARY SEAMAN	Male	16/08/1993	FILIPINO		P1234568A	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 4	FITTER (ENGINE)	Male	12/08/1973	RUSSIAN		P1234569A	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 5	OILER	Male	18/05/1989	FILIPINO		P1234563A	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 6	OILER	Male	09/12/1995	GEORGIAN		P1234564A	25/08/2022	27
<input type="checkbox"/>	SIGNOFF CREW 7	CHIEF COOK	Male	19/02/1960	FILIPINO		P1234565A	25/08/2022	27


< Back

Next >

1.1.5 Undertakings

The **Undertakings** page will contain important undertakings and declarations regarding crew sign-off and sign-on. Please read carefully as you are required to answer Yes to all the undertakings/declarations before you can continue with your application.

You can click **Back** button to go back to the **Crew Info** page or click the **Finish** button to submit your application.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Undertakings

Undertakings
1. We/our Principal(s) undertake to comply with, and to ensure that all sign-on/sign-off crew and the ships the crew are signing on/off, comply with all applicable port health and port entry requirements made under applicable law, and directions, conditions and advisories issued by the Singapore Government and its agencies, including those issued by the Ministry of Health and MPA, including but not limited to:

(a) the conditions and requirements for safe transfer of the crew to/from the relevant ships and their arrival/departure points into/from Singapore;


(b) the conditions for safe stay of crew at a designated holding facility, in compliance with Stay Home Notice requirements, in instances where the crew are allowed to stay at a designated holding facility in Singapore prior to sign-on, or after sign-off.

*
☐ Yes
☐ No

< Back

Finish

When the **Finish** button is clicked, a confirmation will be served. You can click the **No** button if you want to go back and review or modify your application, or you can click the **Yes** button to continue submitting your application.

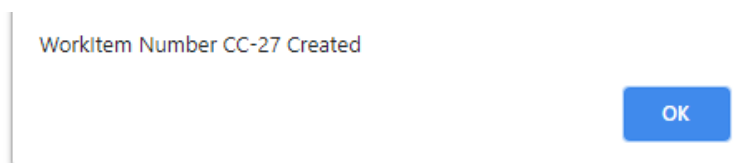
 Info

Do you want to submit the Application?

No

Yes

When the submission is completed a **Workitem Number** is generated e.g. “CC-27” and is displayed. Please take note of this number to be use for future correspondences. Your application will now be under MPA Officer review.



Lastly, the **Acknowledgement of New Application (<workitem number>)** email will be sent to the specified Agency/Company email address.

Acknowledgement of New Application (CC-27) Inbox x

apacnewgen@gmail.com
to me ▾

Dear Sir/Madam,

Your new application submission is successful and workitem CC-27 was created.

Please await further instructions while we review your application.

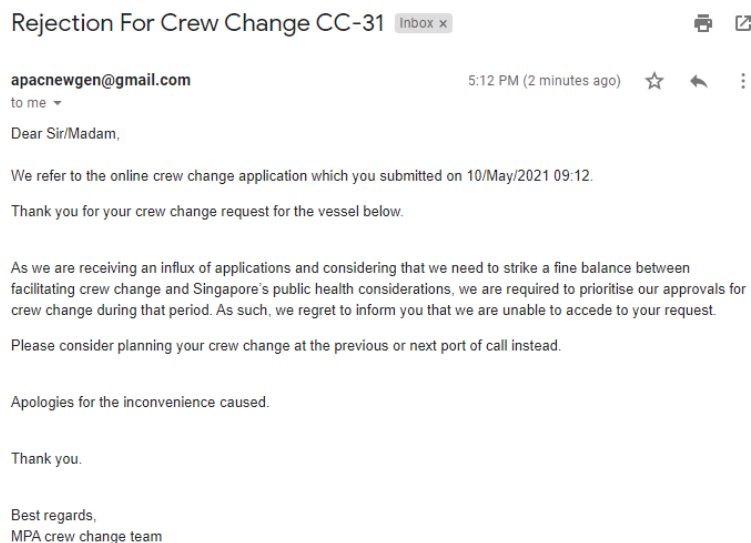
Below is the information submitted by you in the application.

Company Info	
Company Name	QWERTY
Person In Charge (Main)	QWERTY
Main Local Number	6599999999
Person-In-Charge Name (Alt)	QWERTY
Alternate Local Number	6599999999
Email	jamestkirk1020@gmail.com

Ship Info	
Ship Name	QWERTY
IMO Number	1234567
Ship Type	CABLE LAYING SHIP
Ship Flag	AFGHANISTAN
Gross Tonnage	123456
ETA (with Time)	17/05/2021 11:37
ETD (with Time)	21/05/2021 11:37
Last Port of Call	ABERDEEN (UNITED KINGDOM)
Next Port of Call	ABU DHABI (UNITED ARAB EMIRATES)
Purpose	Cargo Operations
Ship Registered Owner Name	
Ship Operator Name	QWERTY
ISM Company Name	
Estimated Bunker Quantity (MT)	

1.1.6 Application Rejection

When MPA completes the review of the application and concluded that they are not able to issue **In Principle Approval**, the application will be rejected, and the **Application Rejection** email will be sent to the Agency/Company email address.



1.2 Update Application / Submit for Final Approval

When MPA completes the review of the application and concluded that all information is in order, the application will be approved in principle and the **In-Principle Approval** email will be sent to the Agency/Company email address. Also, together with this will be another email which is the **Status Update** email that will provide the agent the unique URL and OTP for information updates and Final Approval submission.

1.2.1 In Principle Approval Email

The **In Principle Approval** email will contain the details of the crew that were approved in principle and will also include more information and guidelines regarding the application process.

[IN-PRINCIPLE NO OBJECTION] (CC-27) - QWERTY [Inbox x](#)

apacnewgen@gmail.com Thu, May 6, 8:04 PM (4 days ago) [Star](#) [Reply](#) [More](#)

The responsibility is on the applicant to submit your documents timely and in good order. Please submit your documents at least 8 hours before the crew's departure flight to provide us enough time to process. Last minute submissions will not be approved. Please also check through your documents thoroughly before submission and make sure all the documents listed below are present.

A. For crew change applications where the sign-off crew requires PDT before departing Singapore, in addition to the existing sign-off requirements, the sign-off crew that require PDT in Singapore shall produce a negative test result from a COVID-19 PCR test taken at the vessel's last port of call before Singapore provided no crew change has been carried out in the last 21 days before the vessel's last port of call.

B. If crew change has been carried out in the last 21 days before the vessel's last port of call, all crew onboard shall produce a negative test result from a COVID-19 PCR test taken at the vessel's last port of call before Singapore. In both cases, the test results shall be submitted to MPA as soon as they are available and before the vessel arrives Singapore.

Dear Sir/Madam,

IN-PRINCIPLE NO OBJECTION FOR CREW CHANGE

We have in-principle no objection for the following crew change to take place for the vessel, TESTEIGHT.

Sign-off crew (please provide the missing info and make any changes of crew info directly in the table below for final submission)

Sign-off crew

Rank	Name	NRIC/FIN	Gender	Date Of Birth	Nationality	Passport No.	Passport Expiry	Sign on Date	Contract End Date	Reason for Sign-off	Flight Number	Departure date & time (dd/mm/yyyy hh:mm)	Designated Holding Facility
Able Bodied Seaman	CREW1		Male	09/06/1987 00:00:00	AFGHAN	2342424	26/05/2021 00:00:00	02/05/2021 00:00:00	26/05/2021 00:00:00	Compassionate grounds	2424	10/05/2021 19:49:19	(Sign-off) Hotel Rel
Able Bodied Seaman	CREW2		Female	15/06/1965 00:00:00	ALBANIAN	32423423	31/05/2021 00:00:00	05/05/2021 00:00:00	26/05/2021 00:00:00	Compassionate grounds	324234	08/05/2021 19:50:32	(Sign-off) Hotel Rel

Sign-on crew (please provide the missing info and make any changes of crew info directly in the table below for final submission)

Sign-on crew

Rank	Name	NRIC/FIN	Gender	Date Of Birth	Nationality	Passport No.	Passport Expiry	Approved Singapore Entry VISA Number (if exempted please indicate)	Flight Number	Arrival date & time (dd/mm/yyyy hh:mm)	Designated Holding Facility
Able Bodied Seaman	CREW3		Male	05/06/2001 00:00:00	AFGHAN	21421421	25/05/2021 00:00:00	2143214	324234	09/05/2021 19:51:50	
Baker	CREW4		Male	12/06/2001 00:00:00	AFGHAN	32432423	25/05/2021 00:00:00	2421421	21412421	08/05/2021 19:52:15	(Sign-on) Copthorne King's

2 Please provide us with the following outstanding documents before we can issue the final no objection email:

1.2.2 Status Update Email

Whenever updates are required from the applicant e.g. Final Approval submission, the **Status Update** email is sent to the specified Agency/Company email address. The email provides the applicant with the unique URL and OTP for information updates and Final Approval submission.

To continue with the updates, please follow the URL from the email and the **OTP Validation** page will be served.

STATUS UPDATE FOR CREW CHANGE APPLICATION #CC-27 [Inbox x](#)

apacnewgen@gmail.com to me

Dear Sir/Madam,

We refer to the online crew change application which you submitted on 07/May/2021 04:07.

The application has been In Principle approved. Request you to log in to the below URL to complete your Application and submit it for final approval.

URL: https://transact.mpa.gov.sg/Crews_Status?QueryString=UDHghd1leeA=

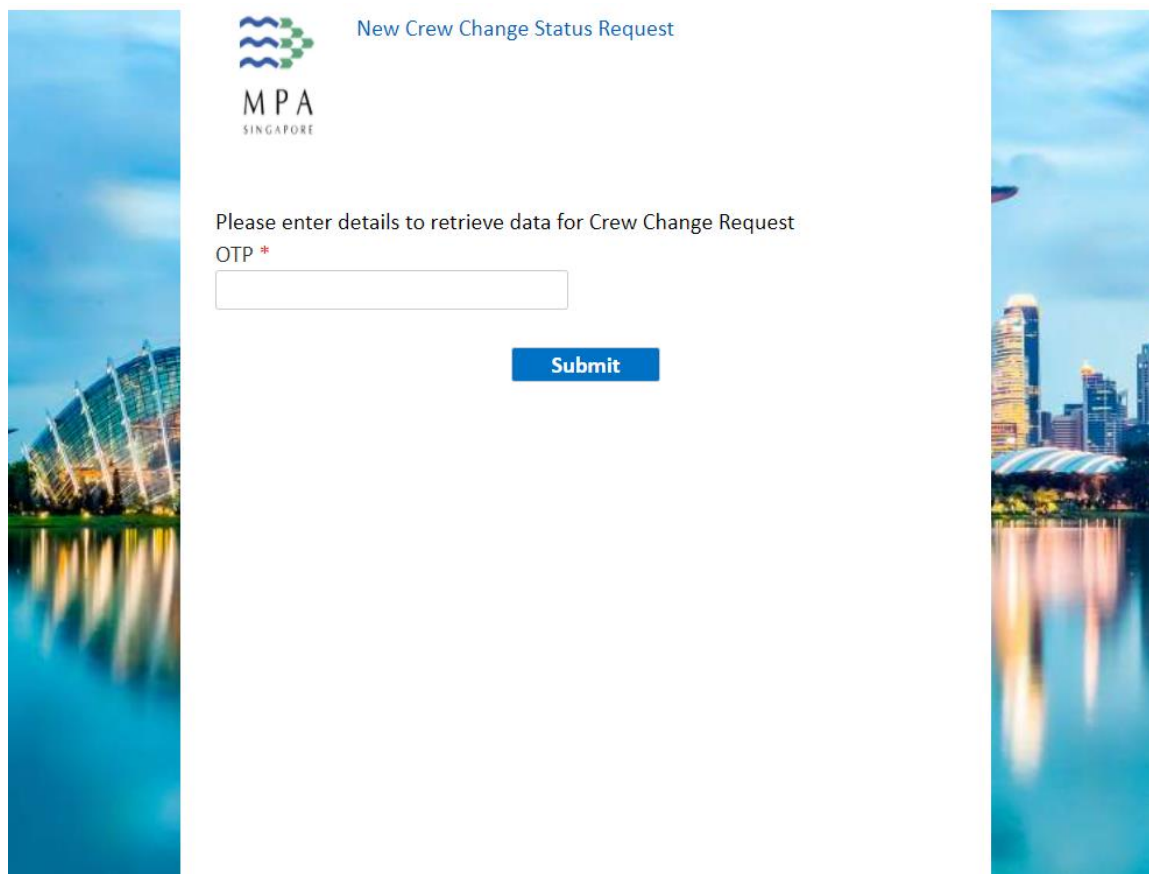
Your OTP for resuming the application is : 40615

Thank you

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1.2.3 OTP Validation Page

The **OTP Validation page** will require the valid OTP specified in the **Status Update** email. Key in the OTP and click **Submit** button, if the OTP validation is successful, then the **Instructions** page will be served.



New Crew Change Status Request

MPA
SINGAPORE

Please enter details to retrieve data for Crew Change Request

OTP *

Submit

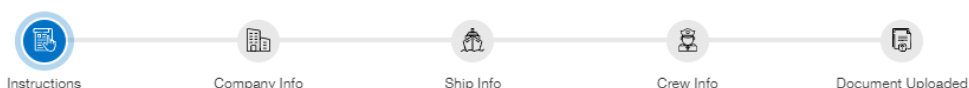
1.2.4 Instructions Page

The **Instructions** page will contain the guidelines regarding the application. Please read carefully and understand the instructions and note that it gets updated periodically.

Click the **Next** button to continue to the **Company Info** page.



New Crew Change Preliminary Request



1. This form allows companies to apply for crew changes under various circumstances. Please refer to Port Marine Circular No. 10 of 2021 for more details.
2. All crew change applications must be submitted to MPA at least 14 days in advance of the planned crew change.
3. Please apply for both off-signers and on-signers in one application. You can apply for more than 20 off-signers and/or on-signers in one application.
4. Please submit separate applications for sign-on crew following the CrewSafe protocol and for those who are not. Applications with a mix of crew undergoing and not undergoing CrewSafe protocol will not be given concessions. Please indicate in the "Any pertinent information" section that the crew in the application are undergoing the CrewSafe protocol. For more information on CrewSafe, please visit <https://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change>
5. MPA will consider the following circumstances in accordance to Port Marine Circular No. 10 of 2021 for crew change applications:

(a) crew whose employment contract has expired;


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Next >

1.2.5 Company Info Page

The **Company Info** page will display the previous information about your Company or Agency specified during the initial application.

You can click **Back** button to go back to **Instructions** page or fill up the **PIC for Pick Up** section click **Next** button to continue to the **Ship Info** page.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Document Uploaded

Local Agency / Company Name

TEST AGENCY

Person-in-charge (Main)

OIC NAME

Main Local Number

(65) 91111111

Person-In-Charge Name (Alt)

OIC ALT NAME

Alternate Local Number

(65) 81111111

Email

crewchange21@gmail.com

PIC for Pick Up

PIC Name (Last RRT date, Next RRT date) *

Name 1 (dd.mm.yy, dd.mm.yy) / Name 2 (dd.mm.yy, dd.mm.yy) / etc

PIC NAME1 (12.08.21, 19.08.21) / PIC NAME2 (12.08.21, 19.08.21)

Hp No *

(65) 91111111

Vehicle No *

SGA1234A / SGA1235B

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The **PIC for Pick Up** section will require relevant information of PIC. The PIC Name must include the last RRT date and next RRT date as indicated in the format below. PIC Names and Vehicle No can be separated by slash sign (/) if more than one. Please fill up the required information and click on **Next** button to proceed to **Ship Info** page.

PIC for Pick Up

PIC Name (Last RRT date, Next RRT date) *

Name 1 (dd.mm.yy, dd.mm.yy) / Name 2 (dd.mm.yy, dd.mm.yy) / etc

PIC NAME1 (12.08.21, 19.08.21) / PIC NAME2 (12.08.21, 19.08.21)

Hp No *

(65) 91111111


Vehicle No *

SGA1234A / SGA1235B


1.2.6 Ship Info Page


The **Ship Info** page will display the previous information specified during the initial application. You will still be able to update some of the information if required.


You can click **Back** button to go back to the **Company Info** page or click the **Next** button to continue to the **Crew Info** page.





New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Document Uploaded

Ship Name

QWERTY

IMO Number

1234567

Ship Type

CABLE LAYING SHIP

Ship Flag

AFGHANISTAN

Gross Tonnage

123456

ETA (with Time) *

17/05/2021 11:37:49

ETD (with Time) *

21/05/2021 11:37:49

Last Port of Call *

ABERDEEN (UNITED KINGDOM)

Next Port of Call *

ABU DHABI (UNITED ARAB EMIRATES)

Purpose of Call at Singapore *

☒ Cargo operations

☐ Bunkering

☐ Spares/stores lifting

☐ Repair/maintenance works

☐ Shipyard repair/Lay-up

☐ Sales & Purchase

☐ Crew Change

☐ Others (please provide more info under "Any pertinent information" section below)

Estimated bunker quantity (MT)

Ship Registered Owner Name

Ship Operator Name

QWERTY

ISM Company Name

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Next >


1.2.7 Crew Info Page

The **Crew Info** page will contain information previously specified in the initial application.


The main sections of this page are still as follows:


1. Sign-off Crew Declarations
2. Sign-off Crew Members
3. Sign-on Crew Declarations
4. Sign-on Crew Members


You can click **Back** button to go back to the **Ship Info** page or click the **Next** button to continue to the **Document Upload** page.





New Crew Change Preliminary Request


Instructions


Company Info


Ship Info


Crew Info


Document Uploaded

Type of application

☐ Sign-off crew
☐ Sign-on crew
☒ Both

Please provide the nationalities of all crew that are planned to sign on to the ship at other ports within 21 days of ETA to Singapore.

Please provide the nationalities of all crew that are planned to sign on to the ship at other ports within 21 days of ETA to

Any pertinent information

Any pertinent information

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of the following requirements:

(a) All sign-off crew have not gone ashore in the last 21 days before disembarking the ship and have remained well and not had contact with a known or suspect case of COVID-19 throughout that period.

(b) All sign-off crew have refrained from interacting with shore-based personnel at previous ports of call in the last 21 days

(c) All sign-off crew have obtained a fit-to-travel medical certificate issued by a Singapore Medical Council fully-registered doctor, not more than 24 hours prior to the crew disembarkation from his/her ship, and have provided the same to MPA and other relevant authorities in Singapore.

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Sign-off Crew Declarations

Confidential

The **Sign-off Crew Declarations** section will contain important declarations regarding crew sign-off. You have answered **Yes** during the initial application and cannot be changed.

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of the following requirements:

(a) All sign-off crew have not gone ashore in the last 21 days before disembarking the ship and have remained well and not had contact with a known or suspect case of COVID-19 throughout that period.

(b) All sign-off crew have refrained from interacting with shore-based personnel at previous ports of call in the last 21 days

(c) All sign-off crew have obtained a fit-to-travel medical certificate issued by a Singapore Medical Council fully-registered doctor, not more than 24 hours prior to the crew disembarkation from his/her ship, and have provided the same to MPA and other relevant authorities in Singapore.

(d) All sign-off crew have an available flight/ferry for him/her upon sign-off so that he/she goes directly to the airport/ferry terminal once he/she disembarks from the ship.

(e) No sign-off crew shall remain onshore in Singapore whilst waiting for their flight out of Singapore, unless otherwise approved by MPA for transfer to a designated holding facility.

(f) Crew that require a serology test shall remain onboard until production of a negative serology test result.

☒ Yes
☐ No

2. (Sign-off) We/our Principal(s) undertake to ensure that:

Sign-off Crew Member Details

The **Sign-off Crew Member Details** section contains the list of sign-off crew added during the initial application. By default, the crew **Readiness For Final Approval** is set as **Pending**. Double-click the row of the crew that you want to update and/or submit for Final Approval then the **Crew Members Details** page will be served.

Crew Members (Sign-off)											All Columns		Search	Q	+
Readiness For Final Approval	Name	Rank	Gender	Date of Birth	Nationality	NRIC/FIN (if applicable)	Passport No	Passport expiry date	Sign-on date	Contract end date	Reason for sign-off				
<input type="checkbox"/>	Pending	QWERTY	Able Bodied Seaman	Male	01/01/1980	AFGHAN	A1234567	05/06/2021	06/05/2021	05/06/2021	Not part of ship's merchant crew				

The **Crew Members Details** page will display all previously specified values from the initial application and will require a few more relevant information. Please fill up the required information and either click **Save Changes** button to save the information and close the **Crew Members Details** page.

Crew Members (Sign-off) Save Changes

Name: QWERTY Rank: Able Bodied Seaman Gender: Male

Date of Birth *: 01/01/1980 Nationality: AFGHAN NRIC/FIN (if applicable):

Passport No *: A1234567 Passport expiry date *: 05/06/2021 Sign-on date: 06/05/2021

Contract end date: 05/06/2021 Reason for sign-off: Not part of ship's merchant crew

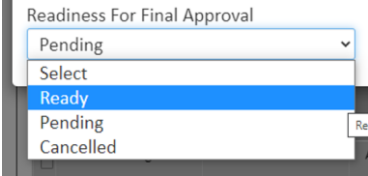
Ship ETA date: 17/05/2021 11:37:49 Ship ETD date: 21/05/2021 11:37:49

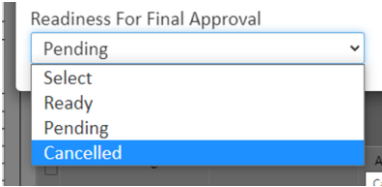
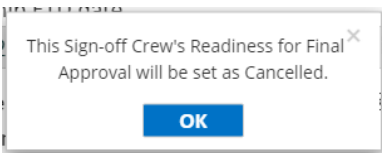
Crew disembarkation date: 20/05/2021 11:44:17 Tentative Departure flight / ferry Date & Time *: 19/05/2021 11:44:17 Tentative Departure flight / ferry Departure No. *: A123

Fit-to-travel Certificate Issuance Date:

Readiness For Final Approval: Pending

Below are some additional guidelines when filling up the form:

s/n	Field	Remarks
1.	Fit-to-travel Certificate Issuance Date	Must be 24 hours or less before the Crew Disembarkation Date
2.	Readiness for Final Approval	<p>Submit Crew for Final Approval</p> <p>If the crew's relevant information and documents are ready, you should set this field as Ready so that it will be submitted for Final Approval.</p>  <p>Cancel application for Crew</p> <p>If you intend to cancel the application for the crew, you should set this field as Cancelled.</p>

s/n	Field	Remarks
		 <p>Click OK button for confirmation.</p> 

Sign-on Crew Declarations

The **Sign-on Crew Declarations** section will contain important declarations regarding crew sign-off. You have answered **Yes** during the initial application and cannot be changed.

Sign On

1. We/our Principal(s) declare that all sign-on crew meet, and/or that we/our Principal(s) have ensured and/or shall ensure that all sign-on crew meet, all of the following requirements:

(a) Subject always to the applicable Stay Home Notice (SHN) requirements of paragraphs (k)(i) to (k)(iii) below for recovered crew, all sign-on crew, must have served 14 days SHN at his/her originating country/region in the period immediately prior to his/her departure flight/ferry to Singapore, except that those from low risk countries/regions will either no longer be required to serve the SHN or to serve a shorter SHN of 7 days in his/her originating country/region prior to departure for Singapore as specified in ICA's website (<https://safetravel.ica.gov.sg/files/SHN-and-swab-summary.pdf>);

(b) For the period of the SHN, the sign-on crew must be completely isolated in a room with a dedicated toilet with strictly no interaction with others (including family members) at his/her place of residence, or serve the SHN in a dedicated facility/hotel. Subject as aforesaid, the crew must abide by the standards equivalent to the "Health Advisory For Persons Issued Stay-Home Notice" issued by the Singapore Ministry of Health, available on the Ministry's website at www.moh.gov.sg;

(c) The sign-on crew must have remained healthy throughout the period of the SHN and have provided a declaration of the same to MPA and other relevant authorities in Singapore;

(d) All sign-on crew have taken his/her temperature twice daily in the 14 days prior to arrival in Singapore and have

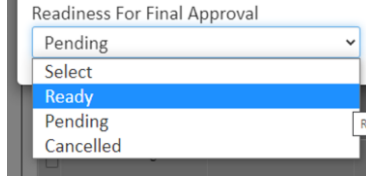
Sign-on Crew Member Details

The **Sign-on Crew Member Details** section contains the list of sign-on crew added during the initial application. By default, the crew **Readiness For Final Approval** is set as **Pending**. Double-click the row of the crew that you want to update and/or submit for Final Approval then the **Crew Members Details** page will be served.

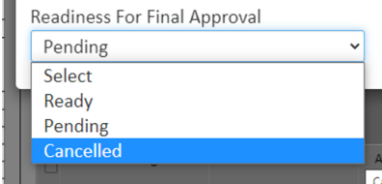
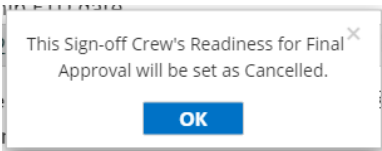
Crew Members (Sign-on)										All Columns			Search				
<input type="checkbox"/>	Readiness For Final Approval	Name	Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport Expiry Date	Approved Singapore Entry VISA Number	Home City/Country	Departure Date & Time	Tentative Arrival Flight / ferry Date & Time				
<input type="checkbox"/>	Pending	QWERTY	Baker	Male	01/01/1980	AFGHAN		A1234567	05/06/2021	A123456	16/05/2021 13:06:43	17/05/2021 13:06:43					

The **Crew Members Details** page will display all previously specified values from the initial application and will require a few more relevant information. Please fill up the required information and either click **Save Changes** button to save the information and close the **Crew Members Details** page.

Below are some additional guidelines when filling up the form:

s/n	Field	Remarks
1.	Fit-to-travel Certificate Issuance Date	Must be 24 hours or less before the Crew Embarkation Date
2.	PCR Sample Taken Date	Must be 72 hours or less before the Crew Embarkation Date
3.	Readiness for Final Approval	<p>Submit Crew for Final Approval</p> <p>If the crew's relevant information and documents are ready, you should set this field as Ready so that it will be submitted for Final Approval.</p>  <p>Cancel application for Crew</p>


Confidential

s/n	Field	Remarks
		<p>If you intend to cancel the application for the crew, you should set this field as Cancelled.</p>  <p>Click OK button for confirmation.</p> 

1.2.8 Document Upload

The **Document Upload** page enables the applicant to upload relevant documents as part of the “Ready” crew application for Final Approval. The maximum file size per upload is 10mb. The documents are separated between Sign-off and Sign-on and will only be required depending on the Type of Application (Sign-off or Sign-on or Both).

You can click **Back** button to go back to the **Crew Info** page or upload the relevant documents and click the **Finish** button to submit the “Ready” crew for Final Approval.



New Crew Change Preliminary Request

Instructions

Company Info

Ship Info

Crew Info

Document Uploaded

Note: Maximum size per file is 10mb.

Document Upload (Sign-off Crew)

Fit-to-travel_medical_certificate(Sign-off)	Upload
Vessel_Maritime_Declaration_of_Health	Upload
Flight_booking_(e-ticket)(Sign-off)	Upload
Booking_Confirmation_for_DHF(Sign-off)	Upload
Purpose_of_call_(Sign-off)	Upload

Document Upload (Sign-on Crew)



Declaration_of_serving_14_days_SHN_and_Temp_Log	Upload
COVID-19_Test	Upload
Fit-to-travel_Medical_Certificate(Sign-on)	Upload
Flight_booking_(e-ticket)(Sign-on)	Upload

< Back

Finish

To upload a document, click on the **Upload** icon opposite the document type (Fit-to-travel_medical_certificate(Sign-off)). After successful upload, the uploaded file information will be displayed below the document type. You can specify comments about the uploaded file as well.

To delete an uploaded file, click on the bin icon opposite the uploaded file information.

Fit-to-travel_medical_certificate(Sign-off)	Upload
<div> NewImage.pdf</div> <div>1708 (KB)</div> <div></div>	<div>Comment</div>

Document Upload (Sign-off Crew)

Below is the list of documents for the Sign-off Crew)

Document Upload (Sign-off Crew)

Fit-to-travel_medical_certificate(Sign-off)	Upload
Vessel_Maritime_Declaration_of_Health	Upload
Flight_booking_(e-ticket)(Sign-off)	Upload
Booking_Confirmation_for_DHF(Sign-off)	Upload
Purpose_of_call_(Sign-off)	Upload

Document Upload (Sign-on Crew)

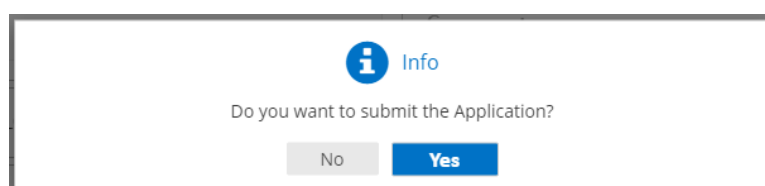
Below is the list of documents for the Sign-on Crew)

Document Upload (Sign-on Crew)

Declaration_of_serving_14_days_SHN_and_Temp_Log	Upload
COVID-19_Test	Upload
Fit-to-travel_Medical_Certificate(Sign-on)	Upload
Flight_booking_(e-ticket)(Sign-on)	Upload
Meet_and_Greet_Service_Confirmation	Upload
eHealth_Declaration_Certificate_Acknowledgement	Upload
Booking_Confirmation_for_DHF(Sign-on)	Upload
Company_SHN_Undertaking	Upload
Purpose_of_call_(Sign-on)	Upload

When all relevant documents were successfully uploaded, click the **Finish** button to submit the “Ready” crew for Final Approval.

Click the **Yes** button on the Confirmation popup and the “Ready” crew will be submitted for Final Approval.



1.2.9 Save as Draft

The **Save as Draft** function helps the applicant to keep and save the changes made during the update process and come back and continue the further after on a later time.

The **Save as Draft** section is located at the bottom of the **Document Upload** page and by default is set as **No**.



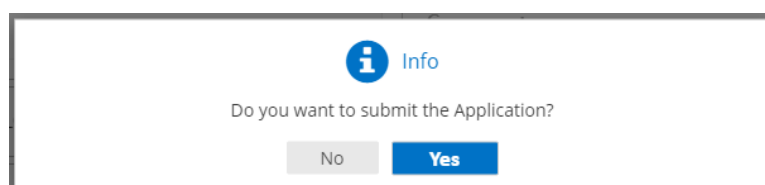
The screenshot shows a blue header bar with the text "Save Application" and an upward arrow icon. Below the header, the text "Save As Draft? ⓘ" is displayed. Underneath, there are two radio buttons: "Yes" (unselected) and "No" (selected).

To save the application as draft, select the **Yes** option and click the **Finish** button to submit your application



The screenshot shows a blue header bar with the text "Save Application" and an upward arrow icon. Below the header, the text "Save As Draft? ⓘ" is displayed. Underneath, there are two radio buttons: "Yes" (selected) and "No" (unselected).

Click the **Yes** button on the Confirmation popup and the application will be saved as draft.



The screenshot shows a confirmation popup with a blue information icon and the word "Info". The text "Do you want to submit the Application?" is centered. At the bottom, there are two buttons: "No" (grey) and "Yes" (blue).

1.2.10 Crew Rejection

When MPA completes the review of the “Ready” crew and concluded that they are not able to issue the **Final No Objection**, the “Ready” crew will be rejected, and the Crew Rejection email will be sent to the Agency/Company email address.

Rejection For Crew Change (CC-28) [Inbox x](#)



apacnewgen@gmail.com

to me, grimarez, crew_change_tech, SGDcrew_change_test1

5:28 PM (5 minutes ago) ☆ ↶ ⋮

Dear Sir/Madam,

We refer to the online crew change application which you submitted on 07/05/2021.

2 Thank you for your crew change request for the vessel below.

3 As we are receiving an influx of applications and considering that we need to strike a fine balance between facilitating crew change and Singapore's public health considerations, we are required to prioritise our approvals for crew change during that period. As such, we regret to inform you that we are unable to accede to your request.

4 Please consider planning your crew change at the previous or next port of call instead.

5 Apologies for the inconvenience caused.

SIGN-OFF

Status	Rank	Name	Gender	Date Of Birth	Nationality	Passport No.	Passport Expiry	Sign on Date	Contract End Date	Reason for Sign-off	Flight Number	Departure date & time (dd/mm/yyyy hh:mm)	Duration On Board (in months)	Designated Holding Facility	Number of Nights(DHF)	DHF Start Date	DHF End Date	Fit-to-travel certificate Date	Crew disembarkation date	NRIC/FIN
Rejected	Able Bodied Seaman	QWERTY	Male	01/01/1980	AFGHAN	A1234567	05/06/2021	07/05/2021	05/06/2021	No longer medically fit	A1234567	18/05/2021 13:05:40	0					17/05/2021 13:13:50	18/05/2021 13:05:40	

SIGN-ON

Status	Rank	Name	Gender	Date Of Birth	Nationality	Passport No.	Passport Expiry	Approved Singapore Entry VISA Number (if exempted please indicate)	Flight Number	Arrival date & time (dd/mm/yyyy hh:mm)	Designated Holding Facility	Number of Nights(DHF)	DHF Start Date	DHF End Date	Home country departure date	Fit-to-travel certificate Date	Crew embarkation date	PCR sample taken date	PCR result date	NRIC/FIN
Rejected	Balier	QWERTY	Male	01/01/1980	AFGHAN	A1234567	05/06/2021	A123456	A1234567	17/05/2021 13:06:43	(Sign-on) Copthorne Kings	1			16/05/2021 13:06:43	15/05/2021 13:16:28	20/05/2021 13:06:43	15/05/2021 13:16:09		

Thank you.

Best regards,

MPA Crew Change Team

1.3 Crew Completion/Acknowledgement

When MPA completes the review of the “Ready” crew, and concluded that all information is in order, the “Ready” crew will be approved, and the **Final No Objection** email will be sent to the Agency/Company email address. Also, together with this will be another email which is the **Status Update** email that will provide the agent the unique URL and OTP for Completion/Acknowledgement.

1.3.1 Final No Objection Email

The **Final No Objection** email will contain the details of the “Ready” crew that were approved and will also include more information and guidelines regarding the approval.

[FINAL NO OBJECTION] (CC-27) - QWERTY: CREW SIGN-ON [inbox x](#)

apacnewgen@gmail.com

to me, grimarez, crew_change_tech, SGCrew_change_test1

12:42 PM (0 minutes ago)

Dear Sir/Madam,

FINAL NO OBJECTION FOR CREW CHANGE-SIGN ON (DIRECT)

We have no objection for the following crew change to take place for the vessel, QWERTY:

SIGN ON

Status	Rank	Name	Gender	Date Of Birth	Nationality	Passport No.	Passport Expiry	Approved Singapore Entry VISA Number (if exempted please indicate)	Flight Number	Arrival date & time (dd/mm/yyyy hh:mm)	Designated Holding Facility	Number of Nights(DHF)	DHF Start Date	DHF End Date	Home country departure date	Fit-to-travel certificate Date	Crew embarkation date	PCR sample taken date	PCR result date
Approved	Baker	QWERTY2	Male	01/01/1980	JAMAICAN	A1234567	05/06/2021	EXEMPTED	A1234567	20/05/2021 11:47:36					19/05/2021 11:45:40	18/05/2021 12:30:51	20/05/2021 11:48:55	18/05/2021 12:29:47	

2 We have no objection for the above crew change to take place, subject to the following conditions:

Sign-on crew

- The crew shall wear a mask at all times.
- The crew shall disembark the plane and proceed directly to the Immigration Duty Officers' counter for on-signing immigration formalities.
- The person-in-charge (PIC) who is picking up the sign-on crew shall wait at the airport's arrival hall (public area) at least 30 minutes before the flight's arrival time.
- The crew shall be escorted by the "Meet-and-greet" officer to the baggage collection point, and subsequently handed over into the care of the PIC.
- The PIC shall hold up a sign with the name of the ship for easy identification and link up with the "Meet-and-greet" officer and the crew.
- The crew shall be escorted by the PIC throughout the direct transfer from airport to vessel/holding facility. The crew shall not loiter in the airport.
- The crew shall be directly transferred from the airport to the vessel/holding facility. There shall be no detours or stopovers in the journey to the vessel.
- For vessels docked at anchorages/shipyards, all crew/passenger must proceed to MSP/WCP immigration clearance before embarking the vessels via sea route;
- For vessels docked at Keppel Entrance, Pasir Panjang and Sembawang Wharves, the crew/passenger will have to proceed to the Ports Crew office for immigration clearance before embarking the vessel;
- The sign-on crew are required to submit their health declaration to ICA via the SG Arrival Card (<https://eservices.ica.gov.sg/sgrarrivalcard>) before arriving in Singapore to facilitate their entry into Singapore. The sign-on crew can submit their Electronic Health Declaration (eHDC) 3 days prior to their arrival in Singapore.
- MPA shall be informed immediately should there be any issue in achieving the direct transfer of the crew;
- The crew shall print a copy of MPA's Final No Objection Letter, Pre-Departure COVID Test (PDT) results, and the Singapore agent's letter of undertaking along with their eHDC for presentation to the immigration officers;
- During the entire crew change process, especially during the journey to join the ship in Singapore, crew may be in groups of not more than five (5) persons, but must remain in the same group, and there must be no interactions between the groups. Ager crew practice safe distancing at all times and sufficient transport shall be arranged to ensure that the safe distancing requirement is met.
- Dedicated launch to be provided. Crew(s) is/are not allowed to take the same launch boat with non-vessel crew such as boarding agents, technicians, superintendents and etc.
- Crew shall remain in the vehicle/launch until the launch master's signal ready for boarding. Crew shall not be loitering at the side of the launch boat.

1.3.2 Unique URL and OTP

At the bottom of the **Final No Objection** email, the unique URL and OTP will be provided for applicant to do Completion/Acknowledgement.

To continue Completion/Acknowledgement, please follow the URL from the email and the **OTP Validation** page will be served.

- After checking out SEACARE HOTEL/HOTEL REI, the crew will proceed to the airport for their flight.

To acknowledge completion of this crew change: OTP:34876 and URL:http://13.76.156.248:8080/Crew_Ack?QueryString=E2BALo/3VL4=

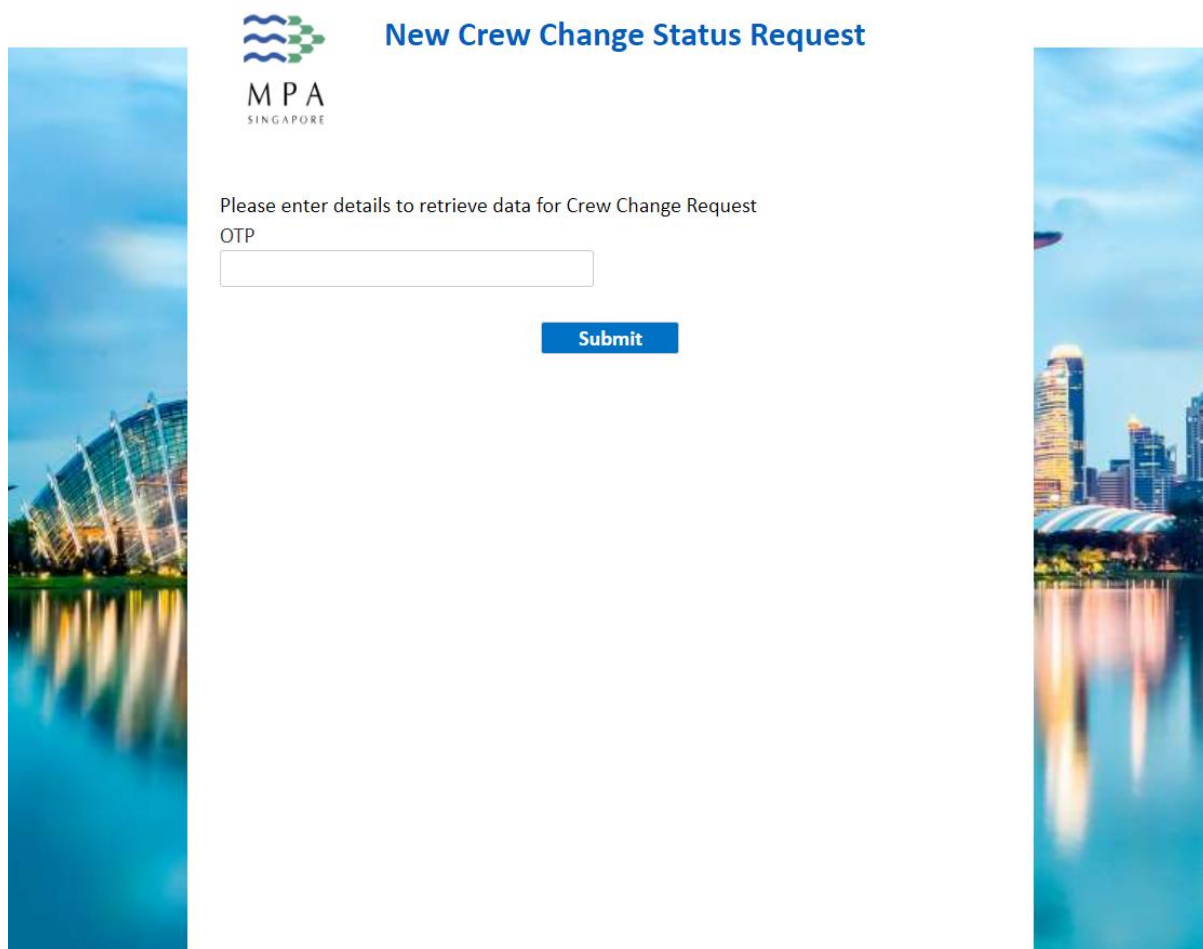
Thank you.


Best regards,
MPA Crew Change Team

Confidential

1.3.3 OTP Validation Page

The **OTP Validation page** will require the valid OTP specified in the **Status Update** email. Key in the OTP and click **Submit** button, if the OTP validation is successful, then the **Instructions** page will be served.




M P A
SINGAPORE

New Crew Change Status Request

Please enter details to retrieve data for Crew Change Request


OTP

Submit


1.3.4 Instructions Page


The **Instructions** page will contain the guidelines regarding the application. Please read carefully and understand the instructions and note that it gets updated periodically.


Click the **Next** button to continue to the **Crew Info** page.



New Crew Change Preliminary Request


Instructions


Crew Info


Acknowledgement

1. This form allows companies to apply for crew changes under various circumstances. Please refer to Port Marine Circular No. 10 of 2021 for more details.

2. All crew change applications must be submitted to MPA at least 14 days in advance of the planned crew change.

3. Please apply for both off-signers and on-signers in one application. You can apply for more than 20 off-signers and/or on-signers in one application.

4. Please submit separate applications for sign-on crew following the CrewSafe protocol and for those who are not. Applications with a mix of crew undergoing and not undergoing CrewSafe protocol will not be given concessions. Please indicate in the "Any pertinent information" section that the crew in the application are undergoing the CrewSafe protocol. For more information on CrewSafe, please visit <https://www.mpa.gov.sg/web/portal/home/port-of-singapore/operations/crew-change>

5. MPA will consider the following circumstances in accordance to Port Marine Circular No. 10 of 2021 for crew change applications:

(a) crew whose employment contract has expired;

(b) additional crew on board whose sign-off would not affect the safe manning of the ship;

(c) change of crew due to the safe manning of the ship.

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Next >


1.3.5 Crew Info Page

The **Crew Info** page will contain information previously specified in the initial and update application.

The main sections of this page are still as follows:

1. Sign-off Crew Declarations
2. Sign-off Crew Members
3. Sign-on Crew Declarations
4. Sign-on Crew Members

You can click **Back** button to go back to the **Instructions** page or click the **Next** button to continue to the **Acknowledgement** page.



New Crew Change Preliminary Request

Instructions

Crew Info

Acknowledgement

Type of application

☐ Sign-off crew

☐ Sign-on crew

☒ Both

Please provide the nationalities of all crew that are planned to sign on to the ship at other ports within 21 days of ETA to Singapore.

Please provide the nationalities of all crew that are planned to sign on to the ship at other ports within 21 days of ETA to Sir

Any pertinent information

Any pertinent information

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of the following requirements:

(a) All sign-off crew have not gone ashore in the last 21 days before disembarking the ship and have remained well and not had contact with a known or suspect case of COVID-19 throughout that period.

(b) All sign-off crew have refrained from interacting with shore-based personnel at previous ports of call in the last 21 days

(c) All sign-off crew have obtained a fit-to-travel medical certificate issued by a Singapore Medical Council fully-registered doctor,

< Back

Next >

Sign-off Crew Declarations

The **Sign-off Crew Declarations** section will contain important declarations regarding crew sign-off. You have answered **Yes** during the initial application and cannot be changed.

Sign Off

1. We/our Principal(s) declare that all sign-off crew meet, and/or that we/our Principal(s) have ensured, and/or shall ensure that all sign-off crew meet, all of the following requirements:

(a) All sign-off crew have not gone ashore in the last 21 days before disembarking the ship and have remained well and not had contact with a known or suspect case of COVID-19 throughout that period.

(b) All sign-off crew have refrained from interacting with shore-based personnel at previous ports of call in the last 21 days

(c) All sign-off crew have obtained a fit-to-travel medical certificate issued by a Singapore Medical Council fully-registered doctor, not more than 24 hours prior to the crew disembarkation from his/her ship, and have provided the same to MPA and other relevant authorities in Singapore.

(d) All sign-off crew have an available flight/ferry for him/her upon sign-off so that he/she goes directly to the airport/ferry terminal once he/she disembarks from the ship.

(e) No sign-off crew shall remain onshore in Singapore whilst waiting for their flight out of Singapore, unless otherwise approved by MPA for transfer to a designated holding facility.

(f) Crew that require a serology test shall remain onboard until production of a negative serology test result.

☒ Yes
☐ No

2. (Sign-off) We/our Principal(s) undertake to ensure that:

Sign-off Crew Member Details

The **Sign-off Crew Member Details** section contains the list of Approved sign-off crew double-click the row of the crew that you want to set as complete/acknowledgement then the **Crew Members Details** page will be served.

Crew Members (Sign-off)							All Columns		Search			
Readiness For Final Approval	Name	Crew Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport Expiry Date	Sign-on Date	Contract End Date	Reason for Sign-off	
<input type="checkbox"/>	Approved	QWERTY	Able Bodied Seaman	Male	01/01/1980	AFGHAN		A1234567	05/06/2021	07/05/2021	05/06/2021	No longer medically fit

The **Crew Members Details** page will display all previously specified values from the initial and update application. Please set the **Readiness for Final Approval** as **Completed** click **Save Changes** button to save the information and close the **Crew Members Details** page.

Crew Members (Sign-off) Save Changes

Name QWERTY	Crew Rank Able Bodied Seaman	Gender Male
Date of birth 01/01/1980	Nationality AFGHAN	NRIC/FIN (if applicable)
Passport No. A1234567	Passport Expiry Date 05/06/2021	Sign-on Date 07/05/2021
Contract End Date 05/06/2021	Reason for Sign-off No longer medically fit	
Ship ETA Date 17/05/2021	Ship ETD Date 21/05/2021	
Tentative Departure flight/ferry Date & Time 18/05/2021 13:05:40	Tentative Departure flight/ferry Departure No. A1234567	Crew Disembarkation Date 18/05/2021 13:05:40
Designated Holding Facility 0	DHF Start Date	DHF End Date
Number of Night(s) in DHF Select	Fit-to-travel Certificate Issuance Date 17/05/2021 13:13:50	
Readiness For Final Approval Approved		

Below are some additional guidelines when filling up the form:

s/n	Field	Remarks
1.	Readiness for Final Approval	<p>Submit Crew for Completion/Acknowledgement</p> <p>To set a crew as completed, you should set this field as Completed.</p>

Sign-on Crew Declarations

The **Sign-on Crew Declarations** section will contain important declarations regarding crew sign-off. You have answered **Yes** during the initial application and cannot be changed.

Sign On

1. We/our Principal(s) declare that all sign-on crew meet, and/or that we/our Principal(s) have ensured and/or shall ensure that all sign-on crew meet, all of the following requirements:

(a) Subject always to the applicable Stay Home Notice (SHN) requirements of paragraphs (k)(i) to (k)(iii) below for recovered crew, all sign-on crew, must have served 14 days SHN at his/her originating country/region in the period immediately prior to his/her departure flight/ferry to Singapore, except that those from low risk countries/regions will either no longer be required to serve the SHN or to serve a shorter SHN of 7 days in his/her originating country/region prior to departure for Singapore as specified in ICA's website (<https://safetravel.ica.gov.sg/files/SHN-and-swab-summary.pdf>);

(b) For the period of the SHN, the sign-on crew must be completely isolated in a room with a dedicated toilet with strictly no interaction with others (including family members) at his/her place of residence, or serve the SHN in a dedicated facility/hotel. Subject as aforesaid, the crew must abide by the standards equivalent to the "Health Advisory For Persons Issued Stay-Home Notice" issued by the Singapore Ministry of Health, available on the Ministry's website at www.moh.gov.sg;

(c) The sign-on crew must have remained healthy throughout the period of the SHN and have provided a declaration of the same to MPA and other relevant authorities in Singapore;

(d) All sign-on crew have taken his/her temperature twice daily in the 14 days prior to arrival in Singapore and have

Sign-on Crew Member Details

The **Sign-on Crew Member Details** section contains the list of Approved sign-on crew double-click the row of the crew that you want to set as complete/acknowledgement then the **Crew Members Details** page will be served.

Crew Members (Sign-on)							All Columns		Search				Q		+	
<input type="checkbox"/>	Readiness For Final Approval	Name	Crew Rank	Gender	Date of birth	Nationality	NRIC/FIN (if applicable)	Passport No.	Passport Expiry Date	Singapore Entry VISA Number	Home City/Country Departure Date & time	Tentative Arrival flight/ferry Date & Time				
<input type="checkbox"/>	Approved	QWERTY	Baker	Male	01/01/1980	AFGHAN		A1234567	05/06/2021	A123456	16/05/2021 13:06:43	17/05/2021 13:06:43				

The **Crew Members Details** page will display all previously specified values from the initial and update application. Please set the **Readiness for Final Approval** as **Completed** click **Save Changes** button to save the information and close the **Crew Members Details** page.

Crew Members (Sign-on)

Save Changes

Name

QWERTY

Crew Rank

Baker

Gender

Male

Date of birth

01/01/1980

Nationality

AFGHAN

NRIC/FIN (if applicable)

Passport No.

A1234567

Passport Expiry Date

05/06/2021

Singapore Entry VISA Number

A123456

Ship ETA Date

17/05/2021

Ship ETD Date

21/05/2021

Home City/Country Departure Date & time

16/05/2021 13:06:43

Tentative Arrival flight/ferry Date & Time

17/05/2021 13:06:43

Tentative Arrival flight/ferry No.

A1234567

SHN commencement date

15/05/2021

SHN end date

15/05/2021

No of SHN days

1

Crew Embarkation Date

20/05/2021 13:06:43

Designated Holding Facility

(Sign-on) Cophthorne King's

Number of Night(s) in DHF

1

Fit-to-travel Certificate Issuance Date

15/05/2021 13:16:28

PCR Sample Taken Date

15/05/2021 13:16:09

PCR Result Date

Readiness For Final Approval

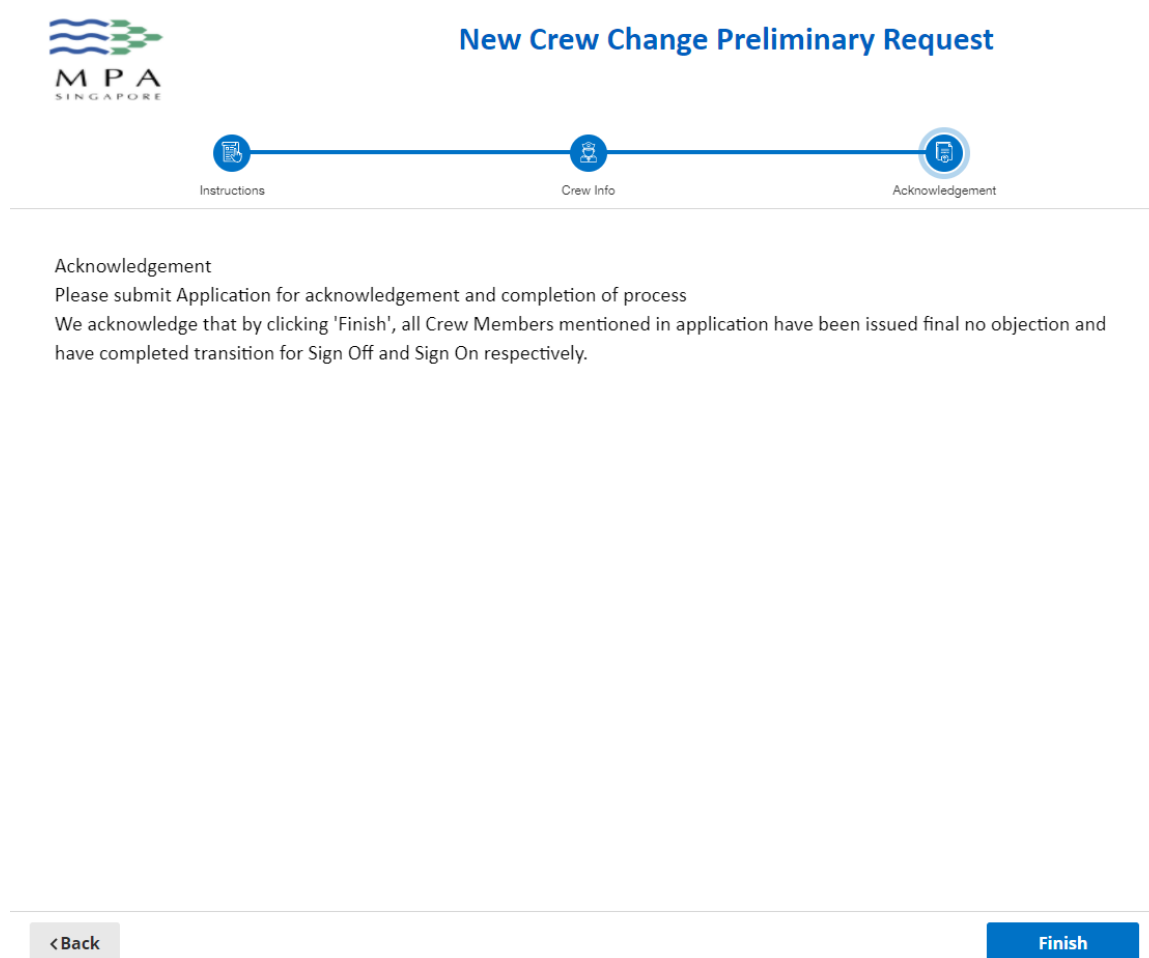
Approved

Below are some additional guidelines when filling up the form:

s/n	Field	Remarks
1.	Readiness for Final Approval	Submit Crew for Completion/Acknowledgement To set a crew as completed, you should set this field as Completed. <div>Readiness For Final Approval Approved Select Completed Approved</div>

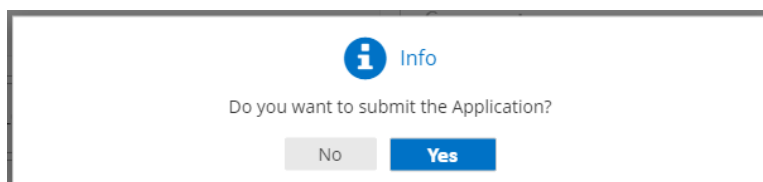
1.3.6 Acknowledgement Page

The **Acknowledgment page** is the final page of the acknowledgement process. You can click **Back** button to go back to the **Crew Info** page or click the **Finish** button to submit the “Completed” crew.



The screenshot shows the 'New Crew Change Preliminary Request' Acknowledgement page. At the top left is the MPA SINGAPORE logo. To its right is the title 'New Crew Change Preliminary Request'. Below the title is a progress bar with three steps: 'Instructions', 'Crew Info', and 'Acknowledgement'. The 'Acknowledgement' step is currently active. Below the progress bar, the text reads: 'Acknowledgement', 'Please submit Application for acknowledgement and completion of process', and 'We acknowledge that by clicking 'Finish', all Crew Members mentioned in application have been issued final no objection and have completed transition for Sign Off and Sign On respectively.' At the bottom of the page, there are two buttons: '< Back' and 'Finish'.

Click the **Yes** button on the Confirmation popup and the “Completed” crew will be submitted for Final Approval.



The screenshot shows a confirmation popup dialog box. It has a blue information icon and the word 'Info' at the top. The text inside the dialog asks 'Do you want to submit the Application?'. At the bottom, there are two buttons: 'No' and 'Yes'.