



Pleasure craft/yacht seeking Immigration Clearance at Gazetted Anchorages/Gazetted Marina in Singapore

Revised Procedure

- With effect from 01 March 2016, boater, owner, shipping company, authorized shipping agent or marina operator of pleasure craft/yacht seeking immigration clearance is required to submit the arrival and departure notice as well as requests for crew related facilities online **via the Immigration and Checkpoints Authority's Computerisation of Records for crew (CREW) Clearance System.**
- The current procedure of submission of advance notification of arrival or departure to be made at least 6 hours prior to the arrival or departure of the pleasure craft/yacht remains unchanged. However, under the revised procedure, all submission must be done via CREW system online.
- Boater/Owner can register for a CREW System account with ICA Coastal Command if you meet the requirements. You may also engage a shipping company or marina operator registered with ICA to submit the application on your behalf.

Requirements for enrolling into CREW System

1. Possess a valid SingPass account.
 - You can apply for SingPass at any Central Provident Fund (CPF) office, Community Development Council (CDC), or selected Community Club (CC);
 - For persons who do not wish to apply or who are not eligible for a SingPass account, you may engage an authorized shipping agent or marina operator to submit the immigration clearance applications on your behalf via the CREW System.
2. Furnish a security deposit of S\$5,000 payable to ICA, in the form of an Insurance Bond or Banker's Guarantee for all crew members onboard the pleasure craft/yacht.
3. Execute three security bonds annually at the Seamen's Section, namely:
 - Crew Security Bond for the issuance of Landing Pass (commonly known as "yellow bond");
 - Security Bond for the issuance of Special Pass (commonly known as "purple bond"); and
 - Security Bond for refusal of entry (commonly known as "blue bond").

For more information, please visit the ICA website at www.ica.gov.sg.








**GUIDE FOR PLEASURE CRAFT/YACHTS SEEKING IMMIGRATION CLEARANCE AT
GAZETTED ANCHORAGES AND GAZETTED MARINA**

Before Arrival Into Singapore:

- What to prepare?**
- Boater, owner, shipping company or marina operator of the pleasure craft/yacht to submit advance arrival/departure notification via the Computerization of REcord for creW (CREW) Clearance System.
 - To submit crew and passengers (if any) list via CREW system at least 6 hours before the arrival or departure.
 - To engage a shipping company or marina operator who is registered in CREW system to submit the advance notification on your behalf if you do not have CREW system access. Alternatively, you may enquire via email at ICA_Crew_Administrator@ica.gov.sg on your eligibility to register in CREW system.

Upon Arrival at Gazetted Anchorages or Gazetted Marina for Immigration Clearance

- What to do?**
- Master to hoist the 2 & 5 immigration flag (if without passenger onboard) or 3 & 4 flag (if with passenger onboard) in the day or turn on the two green lights during night.
 - Master can contact ICA via VHF Ch74 to notify of her arrival at the respective immigration anchorage. For clearance at the gazetted marina, master to contact the marina operators.

By Day		By Night
Without Passenger	With Passenger	
 	 	

- What to prepare**
- Master to present the following to the ICA officer

<u>Arrival</u>	<u>Departure</u>
1. Passport 2. Visa (if applicable) 3. Crew list (3 copies) 4. Passenger list (if applicable) (3 copies)	1. Passport 2. Crew list (2 copies) 3. Passenger list (if applicable) (2 copies) 4. Original arrival crew list endorsed by ICA on arrival

- All crew and passengers must be present for immigration clearance as face-to-face check will be conducted.

Contact for Enquiries (if any)
 Contact no.: 63775939 / 63775940
 Email: ICA_Crew_Administrator@ica.gov.sg

For more information, please refer to the Crew Clearance Guide on ICA Website at www.ica.gov.sg.