



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE NOTICE
NO. 106 OF 2026

1 Sep 2026

Shipping Community
Harbour Craft Community
Pleasure Craft Community

Immigration Clearance Requirements for Sea Crew and Passengers at Singapore Piers and Ports

The Immigration & Checkpoints Authority of Singapore (ICA) strongly encourage you to review this notice carefully and ensure full compliance with the immigration requirements applicable to your crew members, passengers, and master of the vessel.

2 ICA's circular on the scheduled maintenance of the ICA CREW system is attached as **Annex**.

3 Any queries relating to this circular should be directed to ICA PCS at ICA_CREW_Administrator@ica.gov.sg

CAPT. CHONG JIA CHYUAN
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

31 August 2026

NOTICE TO SHIPPING COMMUNITY / HARBOUR / PLEASURE CRAFT COMMUNITY

Immigration Clearance Requirements for Sea Crew and Passengers at Singapore Piers and Ports

1 Seven sea crew members disembarked from their vessel, which was berthed at a shipyard and entered Singapore mainland through the shipyard without obtaining the requisite arrival immigration clearance from ICA. As a shipyard is not an authorised point of entry, their entry constituted a breach of immigration requirements. All seven sea crew members and the shipping agent were subsequently referred to ICA Enforcement Division.

2 Preliminary investigations revealed that a launch boat had been arranged to transport the crew members from the shipyard to West Coast Pier via the prescribed sea route for arrival immigration clearance, after which a mini-bus was to convey them to Tuas Checkpoint for departure clearance. However, the assigned drivers were unaware of where to pick up the crew members and contacted one of them to ascertain their location. Upon learning that they were at the shipyard, the drivers proceeded to the shipyard and conveyed them directly to Tuas Checkpoint, bypassing the required arrival immigration clearance at West Coast Pier. Agents are therefore reminded to ensure that all immigration clearance and transportation arrangements are clearly communicated to their crew and properly coordinated with the assigned drivers. Agents should also emphasise the importance of strict compliance with the stipulated immigration procedures and instruct their crew not to deviate from or make any independent arrangements outside of the approved process at any stage. In the event of any uncertainty, crew members should seek clarification from their agents and refrain from taking matters into their own hands.

3 Sea crew members and/or passengers must be in possession of a valid travel document (i.e. an international passport) and valid visa (where applicable) before proceeding for immigration clearance. Sea crew members and/or passengers from vessels not berthed at port premises **MUST** proceed to Marina South Pier or West Coast Pier via the **sea route** for immigration clearance and security screening. For vessels berthed at port premises (e.g. Tuas Port, Keppel, Pasir Panjang, Brani or Jurong Port), sea crew members and/or passengers who disembark **MUST** proceed directly to the designated ICA Crew Offices (refer to Annex A) for immigration clearance and security screening.

4 ICA strongly encourages shipping companies (including agents), ship owners, charterers and masters to establish robust internal procedures to ensure proper oversight of the movement of sea crew and passengers under their charge when seeking immigration clearance prior to entry into or departure from Singapore via port premises. Such procedures should include the provision of clear and specific instructions, including specific locations of ICA Piers and Crew Offices, to ensure that sea crew members and passengers report to the correct facilities for immigration clearance before entering or departing Singapore through port facilities. These measures will help prevent inadvertent non-compliance with immigration requirements.

5 Please note that any attempt to exit or loiter within port premises without proper immigration clearance constitutes an offence under the Immigration Act and will be dealt with accordingly.

6 We strongly encourage you to review this notice carefully and ensure full compliance with the immigration requirements applicable to your crew members, passengers, and master of the vessel. Shipping agents are also reminded to facilitate the sign-off process promptly for any crew member who wishes to depart Singapore. Should any crew member attempt to depart without obtaining the necessary immigration clearance, agents are to notify ICA immediately. Please share this notice with your relevant staff and vessel operators to prevent any violations.

7 Thank you.

Yours sincerely,

PHUA CHIEW HUA
COMMANDER (COASTAL)
INTEGRATED CHECKPOINTS COMMAND (SEA)
IMMIGRATION & CHECKPOINTS AUTHORITY

ANNEX – ICA CREW OFFICE (PORTS)

Crew Office	Operating Hours	Contact Number
Tuas Port (TP)	24 hours daily	Tel: 6518 3413 HP: 9643 4153
Pasir Panjang (PP)	24 hours daily	Tel: 6778 1174 / 6773 8235
Keppel Entrance (KE)	1000 – 2200 hours daily	Tel: 6324 5021 / 6324 5022 HP: 9088 6844
Jurong Port Main Gate (JPMG)	1000 – 2200 hours daily	Tel: 6267 5003 HP: 9727 9750
Jurong Fishery Port (JFP)	2200 – 1000 hours daily	Tel: 6267 5002 HP: 9627 7561
Sembawang Gate (SG)	0800 – 2200 hours daily	Tel: 6752 4057