



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE NOTICE  
NO. 143 OF 2025

24 OCTOBER 2025

Shipping Community  
Harbour Craft Community  
Pleasure Craft Community

**ADVISORY TO SHIPPING COMMUNITY/ HARBOUR CRAFT/ PLEASURE CRAFT  
COMMUNITY ON IMMIGRATION STATUS VERIFICATION REQUIREMENTS FOR  
RESIDENT SEA CREW AND PASSENGERS**

- 1 The Immigration and Checkpoints Authority (ICA) has issued an advisory regarding mandatory verification of immigration status for resident sea crew members and passengers departing from coastal installations. Please refer to the attached advisory for full details.
- 2 For any clarification needed on the related matters, please reach out to ICA by scanning the QR code given in the attached reminder.



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



**ICA**  
Securing Our Borders,  
Safeguarding Our Home

ICA Building  
10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT  
Station)  
<https://www.ica.gov.sg>

Your Ref. : 20250510/001  
Our Ref. : ICA/C/20251021/001

Date: 21 Oct 2025

## **ADVISORY TO SHIPPING COMMUNITY/ HARBOUR CRAFT/ PLEASURE CRAFT COMMUNITY**

Immigration & Checkpoints Authority (ICA) has recently detected cases of sea crew members and/or passengers leaving coastal installations which are not gazetted as sea checkpoints and have not been declared as authorised landing/departing places, such as shipyards, wharves, jetties, terminals, piers and marinas without first obtaining arrival immigration clearance.

2 In addition to issuing an advisory to the premise owners of such coastal installations about their key responsibilities, we wish to remind the shipping community/harbour/pleasure craft community of the requirements for immigration clearance of arriving and departing sea crew/passengers entering and departing from Singapore via these coastal installations.

### **Verification of immigration status for sea crew members /passengers exiting from these coastal installations**

3 It is an offence under sections 5(2) and 5(4) of the Immigration Act 1959 if any person enters or leaves or attempts to enter or leave Singapore at any place other than an authorised landing/departing place, unless compelled by accident or other reasonable cause. In line with these provisions, sea crew members/passengers entering Singapore from such coastal installations are required to travel **via sea route** to seek arrival immigration clearance at ICA sea checkpoints or gazetted marinas. As part of security requirements, security personnel must verify the security and immigration status of **all individuals** exiting from these coastal installations.

4 For resident<sup>1</sup> sea crew members/passengers arriving by vessel from outside of Singapore Territorial Waters (STW), who have to exit from these coastal installations, shipping agents/owners **must** submit a request to ICA via FormSG (refer to **Annex A** for more information) **at least 6 hours** before their intended exit date and time. ICA will verify and

---

<sup>1</sup> Residents refer to any Singapore Citizen, Singapore Permanent Resident or Long-Term Pass Holder (including Work Pass Holder).

inform the shipping agent/owner if the person(s) had already obtained arrival immigration clearance. The shipping agent/owner must then provide the **verification letter** to the relevant personnel at the coastal installation for security verification prior to the resident's exit. The resident shall not be allowed to exit from the coastal installation if valid documentation is not provided.

5 For foreign sea crew members/passenger, security personnel at the coastal installation must verify the crew member/passenger's electronic Pass (e-Pass) validity that was sent to their email address as declared in their SG Arrival Card (SGAC) submission. Alternatively, security personnel may verify through ICA's ePass Enquiry Portal (refer to **Annex A** for more information).

### **Key Reminders:**

- a) **All** sea crew members and/or passengers including residents arriving on vessels from outside Singapore Territorial Waters (STW), must seek arrival immigration clearance and travel via **sea route** through ICA sea checkpoints<sup>2</sup> or gazetted marinas<sup>3</sup> for their entry into Singapore before they are allowed to exit the coastal installations. Shipping companies, including agents, ship owners, charterers and masters, **must** ensure all sea crew members and/or passengers have completed their arrival immigration clearance before exiting from the coastal installations.
- b) Sea crew members and/or passengers including residents who are seeking immigration clearance for arrival, must submit their SGAC within three (3) days (including the day of arrival) **before** reporting to the ICA sea checkpoints or gazetted marinas to avoid unnecessary delays during immigration clearance. The issuance of e-Pass is subject to prevailing immigration entry requirements. More information on the entry requirements can be found via [www.ica.gov.sg/enter-transit-depart/enteringsingapore](http://www.ica.gov.sg/enter-transit-depart/enteringsingapore)
- c) Sea Crew members issued with Not to Land (NTL) status must not disembark when the vessel is in port, as required under Section 24 of the Immigration Act 1959. Shipping companies including agents, ship owners, charterers and masters, must inform the sea crew of their NTL status and put in place appropriate measures to deter them from disembarking from their vessels.
- d) Security personnel at exit points of these coastal installations **must** verify the immigration status of sea crew members and/or passengers, including residents, to ensure they have completed proper immigration clearance before permitting them to exit.

---

<sup>2</sup> Sea Checkpoints include Marina South Pier, West Coast Pier, Singapore Cruise Centre, Marina Bay Cruise Centre, Tanah Merah Ferry Terminal, Keppel Entrance Crew Clearance Office, Pasir Panjang Crew Clearance Office, Sembawang Gate, Jurong Fishery Port, Tuas Port Crew Office, and Jurong Port Main Gate Crew Clearance Office.

<sup>3</sup> Gazetted marinas for immigration clearance are One Degree Fifteen Marina and Raffles Marina.

- e) In medical emergencies involving sea crew members/passengers, whilst immediate medical attention takes priority, ICA must be promptly informed to regularise the entry of the affected persons and ensure compliance with the law.

6 ICA takes a serious view on this matter and would not hesitate to prosecute the sea crew members and/or passengers and their shipping agents, masters, owners, and/or charterers for any contravention of the Immigration Act 1959 and its subsidiary legislation. The shipping agents, masters, owners and/or charterers could also face suspension or revocation of their CREW accounts and/or be liable to forfeiture of their security bonds/security deposits.

7 We have included in **Annex A**, additional information on security checks that security personnels must perform, including immigration status verification for sea crew members and/or passengers, before permitting them to exit from these coastal installations.

8 Thank you.



Yours sincerely,

AC LEE TECK SENG  
DEPUTY COMMANDER (OPERATIONS)  
INTEGRATED CHECKPOINTS COMMAND (SEA)  
IMMIGRATION & CHECKPOINTS AUTHORITY

## Annex A – Rules of Engagement (ROE) for resident and foreign sea crew/passengers exiting from coastal installations without CIQ facilities

### 1. For Sea Crew / Passenger of Foreign Nationality

- a) Upon arrival immigration clearance at the ICA sea checkpoints, an electronic pass (e-Pass) will be sent to the traveller's **email address** declared in his/her SGAC submission after completing arrival immigration clearance.
- b) The e-Pass can also be retrieved through ICA's **ePass Enquiry Portal** (<https://eservices.ica.gov.sg/sgarrivalcard/epassenquiry>) using either the DE number (issued after SGAC submission) or passport details (i.e. Date of Birth, Nationality, Passport Number and Passport Expiry Date).
- c) Please see a sample of the enquiry screen, below. If sea crew/passenger has overstayed on his/her ePass, an additional message in **red** will appear at the bottom of the page.

**<Sample of ePass Enquiry Portal>**

**e-Pass Enquiry Portal**  
Search > **Particulars**

**Retrieved e-Pass Information**

**e-Pass Information**

You have been issued a landing pass that allows you to enter and remain in Singapore.

The details of your landing pass are as follows:

DE Number  
XXXXXXXXXX

Passport Number  
XXXXXXXXXX

Date and Time of Issuance of e-Pass  
17/08/2022 00:00

Number of Day(s) of Stay Granted  
30

Last Day of Stay Allowed in Singapore  
16/09/2022

**Overstayed on Landing Pass. You are advised to depart Singapore as soon as possible, or go to MPA's DigitalPort eService to apply for extension of stay. Applications are subject to approval.**

- d) Alternatively, the security guards can ask the sea crew/passenger to show proof that they had sought arrival clearance at the sea checkpoints by presenting the e-Pass notification sent to their emails. Please see sample of **e-Pass** issued to the sea crew/passenger respectively.

(i) **<Sample of e-Visit Pass issued to the Foreign Passenger>**

## Welcome to Singapore

### IMMIGRATION ACT 1959 VISIT PASS

This Visit Pass allows you to enter and remain in Singapore, subject to you clearing any post-arrival checks (including customs).



|                                         |                  |
|-----------------------------------------|------------------|
| Disembarkation/Embarkation (DE) Number  | Z1257B9013       |
| Passport Number                         | *****AONE        |
| Date and Time of Issuance of Visit Pass | 16/03/2023 16:56 |
| Number of Day(s) of Stay Granted*       | 60               |
| Last Day of Stay Allowed in Singapore   | 15/05/2023       |

\* You may check the day(s) of stay granted at ICA website at "[e-Pass Enquiry Portal](#)".

**Please retain this email for the entire duration of your stay in Singapore.**

Please also note the following:

- (i) If you have received this email notification on behalf of someone else (the "Principal"), you are to ensure that your Principal is aware of the contents of this email notification.
- (ii) You are eligible to use the automated lanes at the passenger halls upon departure and subsequent trips to Singapore.

Immigration & Checkpoints Authority (ICA)

For Official Use Only

## (ii) <Sample of e-Landing Pass issued to the Foreign Sea Crew >

### IMMIGRATION ACT 1959 LANDING PASS

You have been issued this Landing Pass which allows you to enter and remain in Singapore, subject to you clearing any post-arrival checks (including customs).

|                                           |                                                                                 |
|-------------------------------------------|---------------------------------------------------------------------------------|
| Disembarkation/Embarkation (DE) Number    |                                                                                 |
| Passport Number                           | *****290U                                                                       |
| Vessel Name                               | QUEEN OF THE SEAS                                                               |
| Date and Time of Issuance of Landing Pass | 27/03/2025 12:50                                                                |
| Number of Day(s) of Stay Granted*         | 30                                                                              |
| Last Day of Stay Allowed in Singapore     | 26/04/2025 or the date when your vessel leaves Singapore, whichever is earlier. |

\* You may check the day(s) of stay granted at ICA website at "[e-Pass Enquiry Portal](#)".

Please also note the following:

- (i) If you have received this email notification on behalf of someone else (the "Principal"), you are to ensure that your Principal is aware of the contents of this email notification.
- (ii) You are eligible to use the automated lanes at the passenger halls.

Immigration & Checkpoints Authority (ICA)

Website: [www.ica.gov.sg](http://www.ica.gov.sg)

Facebook: [fb.com/Immigration.Checkpoints.Authority](https://fb.com/Immigration.Checkpoints.Authority)

[Contact Us](#)

For Official Use Only

This is a system-generated email. Please do not reply to this email address.

2. **For sea crew/passengers who are Singapore Citizen, Singapore Permanent Resident and Long-Term Pass Holders (including Work Pass Holders)**

**A. Coastal installation exit request to ICA**

1. Shipping agents must submit the request to ICA via FormSG (<https://go.gov.sg/cluster2exitform>) **at least 6 hours prior** to the resident crew/passengers exiting from the coastal installation.
2. Eligibility for exit verification request:
  - a. Requests can only be made for resident crew members/passengers who have already obtained arrival immigration clearance.
  - b. Resident crew members/passengers must be manifested in a valid arrival application (AA) with vessel still in port.
3. Upon successful review by ICA, a verification letter will be sent to the shipping agent/owner.
4. The shipping agent/owner **must provide** the verification letter to the security personnel at the coastal installation for verification prior to the resident crew member/passenger's exit.
5. The resident crew member/passenger should not be allowed to exit the coastal installation if valid documentation is not provided.
6. The security personnel should then advise the crew member/passengers to return to the vessel and contact their shipping agent to make necessary arrangements.

**B. Immigration verification to be performed by security personnel at coastal installation**

1. **Initial Verification**
  - a. The security personnel must verify whether the sea crew member/passenger has arrived via vessel from outside Singapore Territorial Waters.
2. **Documentation Checks required**
  - a. For resident sea crew members/passengers, the security personnel must check if the crew member/passenger:
    - i. Is listed under the verification letter that was provided to the security personnel by the shipping agent/owner in advance; or
    - ii. Has an Ad-Hoc Land Transfer (AHLT) approval letter from ICA.
  - b. For foreign sea crew members/passengers, the security personnel is required to verify via ICA's ePass Enquiry Portal using either the DE number or passport details or the e-Pass notification issued to them by email.
3. **Identity Verification**
  - a. The security personnel must verify the identity of the sea crew member/passenger against the passport presented.
  - b. The security personnel must verify the details in the verification letter against the resident sea crew member/passenger's passport.
4. **Exit Authorisation**
  - i. Upon successful completion of all verification checks, the security personnel may permit the sea crew member/passenger to exit from the coastal installation.

*<Sample of Verification Letter>*



FormSG Ref: 12aa1234b7f7a6c23e2ea501

Date: XX Aug 2025

Our Ref: ICA/C/2025MMXX/001

Attn: [Agent Name]

[Company Name only]

Dear Sir/Madam,

**Verification of Immigration Status for Resident Crew/Passenger exiting [Name of Cluster 2 Premise]**

This letter provides the immigration status information for resident<sup>1</sup> sea crew members/passengers who have arrived by vessel from outside of Singapore Territorial Waters (STW) and require to exit from coastal installations that have not been declared as authorised landing/departing places. This letter does not constitute ICA's approval for exit from the above-mentioned coastal installation. This letter shall be provided to assist the premise security personnel in making informed decisions regarding exit permissions. The final authority to permit or deny exit from the above-mentioned premise rests entirely with the premise owner and their designated security personnel.

2 The following resident crew members/passengers have been verified to have obtained arrival immigration clearance:

|              |                             |
|--------------|-----------------------------|
| Valid till:  | [DD/MM/YYYY / HH : MM]      |
| Premise:     | [Name of Cluster 2 Premise] |
| Vessel Name: | [Name of Vessel as in AA]   |

| S/N. | Full Name as in TD | DOB          | TD No.       |
|------|--------------------|--------------|--------------|
| 1.   | [Name]             | [DD/MM/YYYY] | [A12345678U] |
| 2.   |                    |              |              |
| 3.   |                    |              |              |
| 4.   |                    |              |              |
| 5.   |                    |              |              |

3 Thank you.



PRE-CLEARANCE SECTION / COASTAL COMMAND  
INTEGRATED CHECKPOINTS COMMAND (SEA)  
IMMIGRATION & CHECKPOINTS AUTHORITY

<sup>1</sup> Residents refer to any Singapore Citizen, Singapore Permanent Resident or Long-Term Pass Holder (including Work Permit Holder).