



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE NOTICE NO. 12 OF 2026

14 Jan 2026

Shipping Community
Harbour Craft Community
Pleasure Craft Community

ENHANCED THE CREW TRANSFER PROCESS FOR SEA CREW ON LONG-TERM PASS (LTP)

- 1 The Immigration and Checkpoints Authority (ICA) has issued an advisory regarding enhanced crew transfer process for LTP (e.g. Work permit) holders. 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 Building
10, Kallang Road #08-00
Singapore 208718
(Next to Lavender MRT Station)
<https://www.ica.gov.sg>

Date: 13 Jan 2026

ENHANCED THE CREW TRANSFER PROCESS FOR SEA CREW ON LONG-TERM PASS

We would like to inform stakeholders of a system enhancement that will allow shipping agents to submit crew transfer applications for sea crew members holding Long-Term Passes (LTP) via digitalPORT@SG™.

2. At present, the crew transfer facility in digitalPORT@SG™ is applicable only to foreign sea crew holding Landing Passes. When sea crew holding LTP are transferred between vessels, shipping agents are required to submit a sign-off application for the crew member to leave the current vessel, followed by a separate sign-on application for the crew member to join the new vessel.

3. As part of ICA's ongoing efforts to streamline crew clearance processes and transform maritime operations, the crew transfer facility in digitalPORT@SG™ will be extended to include sea crew holding LTP, with effect from **1 February 2026**.

4. The requirements for submitting crew transfer applications in digitalPORT@SG™ for LTP sea crew are aligned with those for foreign sea crew:

- a. Both vessels (i.e. the vessel from which the crew is transferred and the receiving vessel) must be in port.
- b. The sea crew member to be transferred must meet the following criteria:
 - i. Foreign sea crew: Hold a valid Landing Pass.
 - ii. LTP sea crew: Hold a valid LTP, and have either already signed on to the vessel, or obtained arrival clearance for shore leave via sea route, if the LTP crew arrived with the vessel.

5. For any further clarification, you may submit the enquiry to Pre-Clearance Section (PCS) using FormSG via (<https://go.gov.sg/vesselandcrewmatters>) or the QR code below.



6 Thank You.

Yours sincerely,

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

