



NOTICE 03 - 2021: PROCEDURES FOR CREW CHANGE DURING THE COVID-19 PANDEMIC

January 20th 2021

The Point Lisas Industrial Port Development Corporation Limited wishes to advise all relevant stakeholders of the new procedure implemented regarding persons embarking and disembarking vessels. The following procedures are effective **IMMEDIATELY** will apply for all Crew Changes:

- A Letter of Exemption from the Ministry of National Security is to be supplied together with a cover letter from the Agent on the official letterhead. The letter must contain:
 - The expected Date for the crew change,
 - The names of all persons along with their respective National Identification Numbers, and
 - The Vessel Name and Voyage Number.
- The letter from the Vessel Agent requesting access must be done in triplicate and addressed to Customs, Immigration and PLIPDECO's Security respectively.
- Access approval shall only be granted by PLIPDECO's Security once there has been stamped authorization from Customs and Immigration on the letters submitted to them (both Customs and Immigration are located within the Port).
- The approved letters must be submitted to PLIPDECO's Security Department at least twelve (12) hours prior to the Crew Change.

If you require further information and/ or clarification, feel free to contact the **PLIPDECO Port Charge Room at 679 – 7233 or 290 - 0978**

Thank you for your cooperation in this regard.

Sincerely,

**Marketing and Business Development Department
PLIPDECO**