



ADMIRAL MARINA
& LEISURE CLUB

INTERNATIONAL ARRIVAL

(1) IMMIGRATION

ALL MUST BE PRESENT FOR FINGER PRINT SCANNING
USE OFFICIAL CREW LIST FORM (2 COPIES)
CHECK YOUR PASSPORT IS STAMPED

(2) MARINE DEPARTMENT OR SOME OF YOU CALL IT HARBOUR MASTER

DECLARE ARRIVAL
FILL IN FORM MSS1 (2 COPIES) TOGETHER WITH A COPY OF BOAT REGISTRY,
CREW/PAX LIST & PORT CLEARANCE
SUBMIT A COPY OF THE BOAT'S VALID INSURANCE COVERAGE

(3) CUSTOMS

SURRENDER YOUR PORTCLEARANCE & CREW/PAX LIST.

INTERNATIONAL DEPARTURE

(1) IMMIGRATION

ALL MUST BE PRESENT FOR FINGER PRINT SCANNING
USE OFFICIAL CREW LIST FORM.
(YOU MAY BE ASKED TO SHOW YOUR ARRIVAL CREW LIST FORM)
CHECK YOUR PASSPORT IS STAMPED.

(2) MARINE DEPARTMENT OR SOME OF YOU CALL IT HARBOUR MASTER

DECLARE DEPARTURE.
FILL IN FORM MSS2 & PORT CLEARANCE APPLICATION (2 COPIES EACH).

(3) CUSTOMS

SHOW THE PORT CLEARANCE APPLICATION FORM (2 COPIES), AND CUSTOMS WILL
ISSUE YOU PORT CLEARANCE.
CAPTAIN'S PASSPORT NEED TO BE SHOWN TO THE OFFICER AT THE DESK.

NOTE:

- ALWAYS KEEP A COPY OF ALL YOUR BOAT AND GOVERNMENT ISSUED DOCUMENTS.
- KINDLY ENSURE A COPY OF THE STAMPED CREW LIST IS SURRENDERED TO THE MARINA OFFICE BEFORE THE BOAT IS ALLOWED TO CONTINUE ITS BERTHING AT AMLC

**PLEASE BE IN A DECENT AND PROPER ATTIRE WHEN DEALING WITH GOVERNMENT OFFICES.
PLEASE WEAR LONG PANTS OR LONG SKIRT, SHOES AND CLOTHES COVERING SHOULDERS.**



ADMIRAL MARINA
& LEISURE CLUB

DOMESTIC ARRIVAL

(1) MARINE DEPARTMENT OR SOME OF YOU CALL IT HARBOUR MASTER

DECLARE ARRIVAL

FILL IN FORM MSS1 (2 COPIES) TOGETHER WITH A COPY OF BOAT REGISTRY,
CREW/PAX LIST IF ANY & PORT CLEARANCE

SUBMIT A COPY OF THE BOAT'S VALID INSURANCE COVERAGE

(2) CUSTOMS

SURRENDER YOUR PORT CLEARANCE.

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DOMESTIC DEPARTURE

(1) MARINE DEPARTMENT OR SOME OF YOU CALL IT HARBOUR MASTER

DECLARE DEPARTURE.

FILL IN FORM MSS2 & PORT CLEARANCE APPLICATION (2 COPIES EACH).

(2) CUSTOMS

SHOW THE PORT CLEARANCE APPLICATION FORM (2 COPIES), AND CUSTOMS WILL
ISSUE YOU PORT CLEARANCE.

CAPTAIN'S PASSPORT/NRIC NEED TO BE SHOWN TO THE OFFICER AT THE DESK.

NOTE:

- ALWAYS KEEP A COPY OF ALL YOUR BOAT AND GOVERNMENT ISSUED DOCUMENTS.

***PLEASE BE IN A DECENT AND PROPER ATTIRE WHEN DEALING WITH GOVERNMENT OFFICES.
PLEASE WEAR LONG PANTS OR LONG SKIRT, SHOES AND CLOTHES COVERING SHOULDERS.***