



**ADMIRAL MARINA
& LEISURE CLUB**

INTERNATIONAL ARRIVAL

- (1) IMMIGRATION
 - Check-in
 - Fill in two (02) copies of Official Crew List form
 - Check that your passport is stamped

- (2) MARINE DEPARTMENT (or HARBOUR MASTER)
 - Declare arrival
 - Fill in two (02) copies of Form MSS1

- (3) CUSTOMS
 - Surrender Port Clearance and Crew/Pax List from last port of call

INTERNATIONAL DEPARTURE

- (1) IMMIGRATION
 - Check-out
 - Fill in Official Crew List form (you may be asked to show your Arrival Crew List form)
 - Check that your passport is stamped

- (2) MARINE DEPARTMENT (or HARBOUR MASTER)
 - Declare departure
 - Fill in two (02) copies each of Form MSS2 and Port Clearance Application form

- (3) CUSTOMS
 - Show your Port Clearance Application form for custom officer to issue you port clearance
 - Crew's passport needs to be shown to the officer

NOTE: You may visit Marine Department and Customs first before Immigration office. Always keep a copy of ALL your boat and Government issued documents.



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DOMESTIC ARRIVAL

- (1) MARINE DEPARTMENT (or HARBOUR MASTER)
 - Declare arrival
 - Fill in two (02) copies of Form MSS1

- (2) CUSTOMS
 - Surrender Port Clearance from last port of call

DOMESTIC DEPARTURE

- (1) MARINE DEPARTMENT (or HARBOUR MASTER)
 - Declare departure
 - Fill in two (02) copies each of Form MSS2 and Port Clearance Application form

- (2) CUSTOMS
 - Show your Port Clearance Application form for custom officer to issue you port clearance
 - Crew's passport/NRIC needs to be shown to the officer

NOTE: Always keep a copy of ALL your boat and Government issued documents.