



ADMIRAL MARINA  
& LEISURE CLUB

## INTERNATIONAL ARRIVAL

### **(1) IMMIGRATION**

*DECLARE PASSENGERS / CREW*

ALL MUST BE PRESENT FOR FINGER PRINT SCANNING

USE OFFICIAL CREW LIST FORM (2 COPIES)

CHECK YOUR PASSPORT IS STAMPED

### **(2) MARINE DEPARTMENT OR 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 PORT CLEARANCE & CREW/PAX LIST.

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## INTERNATIONAL DEPARTURE

### **(1) IMMIGRATION**

*DECLARE PASSENGERS / CREW*

ALL MUST BE PRESENT FOR FINGER PRINT SCANNING

FILL IN OFFICIAL CREW LIST FORM.

(YOU MAY BE ASKED TO SHOW YOUR ARRIVAL CREW LIST FORM)

CHECK YOUR PASSPORT IS STAMPED.

### **(2) MARINE DEPARTMENT OR HARBOUR MASTER**

*DECLARE DEPARTURE.*

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

### **(3) CUSTOMS**

FILL IN & SHOW THE PORT CLEARANCE APPLICATION FORM (2 COPIES), AND CUSTOMS WILL ISSUE YOU PORT CLEARANCE FOR NEXT PORT.

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.**



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## DOMESTIC ARRIVAL

### **(1) IMMIGRATION**

DECLARE PASSENGERS / CREW  
SURRENDER YOUR CERTIFICATE OF CLEARANCE (CC)  
FROM YOUR LAST PORT.  
ALL MUST BE PRESENT FOR FINGER PRINT SCANNING

### **(2) MARINE DEPARTMENT OR 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.

### **(3) CUSTOMS**

SURRENDER YOUR PORT CLEARANCE.

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## DOMESTIC DEPARTURE

### **(1) IMMIGRATION**

DECLARE PASSENGERS / CREW  
FILL IN OFFICIAL CREW LIST FORM ( 2 COPIES)  
IMMIGRATION WILL CHECK & RELEASE YOUR CERTIFICATE OF CLEARANCE (CC)  
FOR THE NEXT PORT.

### **(2) MARINE DEPARTMENT OR 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 FOR NEXT PORT.  
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.**