

USER MANUAL FOR
COMPUTERISATION OF RECORDS FOR CREW CLEARANCE –
MULTIPLE JOURNEY LANDING PASS
(CREW-MJLP)
FOR
IMMIGRATION & CHECKPOINTS AUTHORITY
(SHIPPING AGENT)
26 Feb 2014

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Document Change History for MJLP User Manual

Version	Effective Date	Summary of Changes	Author
1.0	09 Feb 2009	Initial Delivery	Crew Application Team
1.1	19 Feb 2009	Enhancements:- - Batch submission for Transfer and Cancellation Request	Crew Application Team
1.2	22 Jan 2010	To add in Disclaimer into the Caution box	Crew Application Team
1.3	26 Feb 2010	Update screen capture footer details and mask sensitive information	Crew Application Team
2.0	16 Mar 2014	Update MJLP Application Submission for iBorders changes - Add new Column for Malaysia ID - Add new Column for FIN	Crew Application Team

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1. INTRODUCTION

1.1 Overview

The Coastal Command of Immigration & Checkpoints Authority (ICA) performs immigration clearance on a 24 hr basis for all arriving and departing ship crew.

The CREW-MJLP module is a sub-module of existing CREW system. The web site can be accessed from the following URL
<https://crew.ica.gov.sg/NASApp/crewfrontend/base/index.do>

The objective of the CREW-MJLP module is to allow Shipping Agents to apply for MJLP applications online.

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1.2 About This Manual

The objective of this document is to guide the Shipping Agents on how to use the CREW – MJLP module.

To use the system, Shipping Agent should have some basic knowledge of using a web browser such as Internet Explorer (IE), navigating from one page to another.

The chapters in this manual are organized in a logical functional manner, and not necessary in the order that the users would normally use the system.

A reader can go through this User Manual in any order according to the specific function that he/she encountered or is interested in.

The functionality for the CREW – MJLP module includes:

- Application Request
- Transfer Request
- MJLP Cancellation
- MJLP Enquiry Status
- Photo Resubmission

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1.3 Installation/Setup and Errors Encountered

1.3.1 Installation/Setup

Basic PC setup with Modem or Broadband Internet connection.

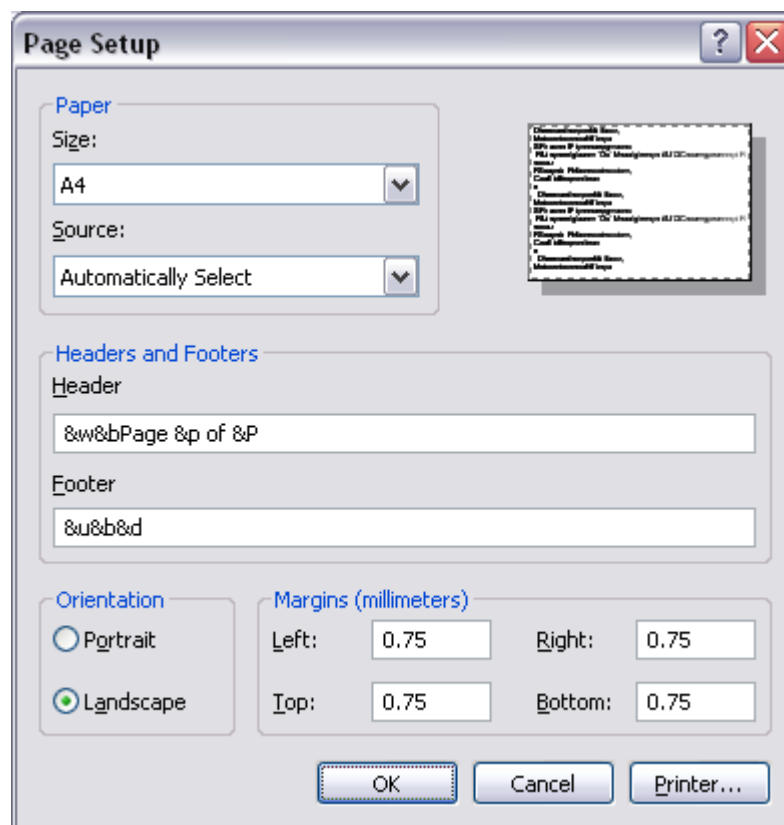
Browser:

Internet Explorer 6.0 and above

The user needs to configure the settings of his Internet browser before he launches the CREW system website.

To setup the IE setup configuration

1. From the IE Menu, go to **[FILE]** and **[PAGE SETUP]**
 - Set Paper size to A4
 - Set Orientation to Landscape (this is recommended)



2. From the IE Menu, go to **[VIEW]** and **[ENCODING]**
 - Choose Western European

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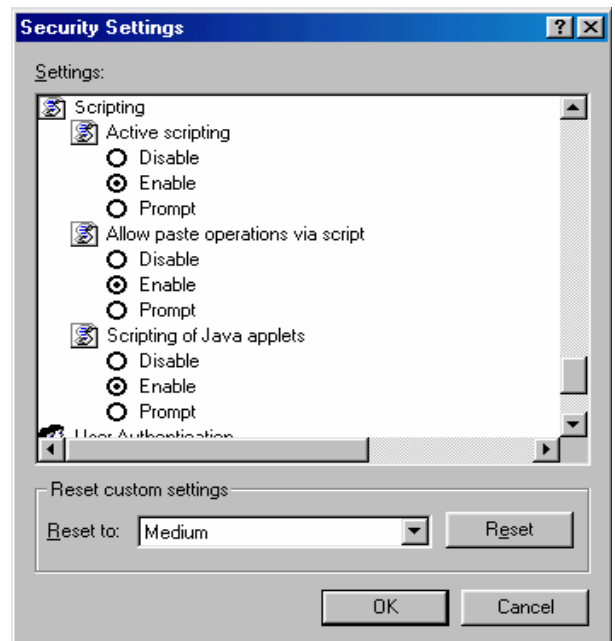
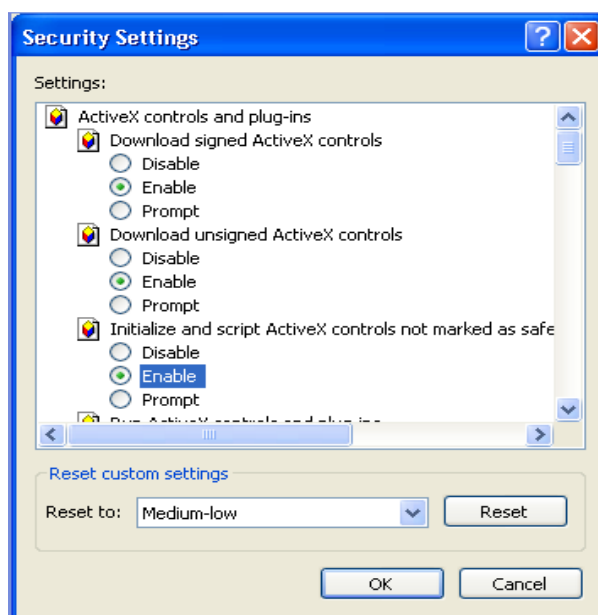
3. From the IE Menu, go to **[TOOLS]** and **[INTERNET OPTIONS]**

(A) [GENERAL] TAB

- Click on **[SETTINGS]**
- Select **[EVERY VISIT TO THE PAGE]**

(B) [SECURITY] TAB

- Click on **[CUSTOM LEVEL]** button
- Under Scripting, enable Active Scripting
- Under ActiveX controls and plug-ins, enable Initialize and script ActiveX controls not marked as safe



4. To access SingPass Page, there is a need to install Java Virtual Machine (JVM) on your PC.

- For setup of browser and system requirements to access SingPass, please refer to the following website :-
<http://www.singpass.gov.sg/sppubsvc/>
- Alternatively you may refer to the CREW Frontend Welcome Page and click on the following link :-
<http://java.com/en/>

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5. To check the correct version of JVM has been installed in your PC :-

- Click on **[START] – [CONTROL PANEL]**
- Look for one of the following icon :-



- Double-click the Java icon to launch the Java Control Panel
- Click on the “About” button, the next screen that appears will depend on the JRE version installed in the PC.
- The following are the respective screen shots for version 1.5.0 and version 1.6.0.



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1.3.2 Error Encountered

The screenshot shows the 'MJLP CANCELLATION' web application interface. At the top, there is a navigation bar with links for 'Terms and Conditions', 'FAQs', and 'Help'. Below this is the 'Immigration & Checkpoints Authority' logo and the title 'Computerisation of REcords for creW Clearance System (CREW)'. The main content area is divided into sections for 'Vessel Information', 'Agent Information', and 'CREW INFORMATION'. The 'Vessel Information' section includes fields for Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT), and Maximum Crew Allowed on Board. The 'Agent Information' section includes fields for Contact Person, Email, Agent in Singapore, Mobile No., Tel No., Pager No., and Notified via SMS. The 'CREW INFORMATION' section is a table with columns for S/No., Reason for Cancellation, Name, Gender, Date of Birth, Nationality, Malaysian ID, FIN No., Travel Document No., Travel Document Date of Expiry, Duties on Board, MJLP Sticker No., MJLP Issue Date, and MJLP Expiry Date. At the bottom of the page, there is a red-bordered box containing the text 'Error on page.'.

Diagnosis: ActiveX not enabled

Solution: To refer to Step 3(B) in Section 0

Error B:

(a) "Processing in progress. Please wait..." for more than five minutes but nothing happens.

(b) "Your session with SingPass has Timed-out" error message.

(c) Login and Cancel button remain dimmed on the SingPass login page.

Diagnosis: JVM not installed or not correctly installed on PC

Solution: To refer to Step 4 in Section 0

Error C:

(a) "We are unable to process your request. Please make sure that Java is enabled and applet is initialized" error message.

Diagnosis: Lower JRE version is installed on your PC

Solution: To refer to Step 5 in Section 0

Caution:

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1.4 Convention

This manual uses the following conventions:

- ‘*’ next to a field to show that the field is a mandatory field.
- [BUTTON NAME] to show it is a button.

The following format is used by the CREW system:

- DD/MM/YYYY as a Date Format
- HHMM (24 hr) as a Time Format

Application Reference Numbers are in the following format

XXYYYYMMDDnnnn

XX = 2 alphabet transaction code

YYYYMMDD = date of submission

nnnn = 4 digit running number

XX denotes the following:

- MJ – New or Renewal Application
- MT – Transfer Application
- MC – Cancellation Application

Caution:

Click on the buttons or links once only.

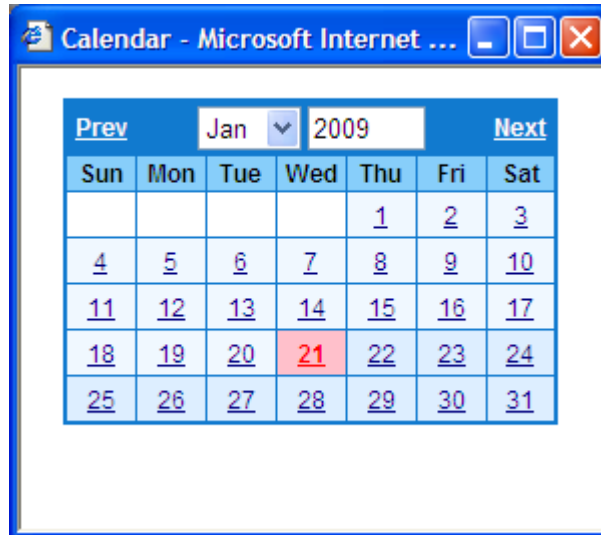
Do not use the Back or Forward button on your browser as this may end your transaction.

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1.5 General Navigation

1.5.1 Calendar Pop-ups

In many screens there are pop-up calendars to assist you to select the date.



The current date will be highlighted in **RED**.

Clicking on the PREV and NEXT link will bring up the previous or next month dates.

To change the year, you must key in the year in the box and hit the enter key to refresh the dates.

To change the month, you can click on the drop down list to select the month that you want, the dates will refresh accordingly.

Click on the day will populate that date to the field in crew.

Alternatively users may key direct into the date field in correct format.

Caution:

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1.5.2 Pagination

In many screens there will be list that may contain more than 20 rows. Currently most of the lists being displayed are limited to 20 rows per page. There are a few ways to navigate through this as illustrated below.

The screenshot shows a table titled "LIST OF VESSEL(S)" with columns: Vessel Type, Vessel Name, GRT (tonnes), Flag, and Owner Type. The table lists various vessels including TANKER, SUPPLY BOAT/VESSEL, PLEASURE CRAFT / YACHT, FERRY BOAT, CONTAINER, and CARGO VESSELS. Navigation controls are located at the top and bottom of the table. (a) points to "Page 1 2", (b) points to "[First] | [Previous] | [Next] | [Last]", and (c) points to a box containing "1" and a "Go" button.

Vessel Type	Vessel Name	GRT (tonnes)	Flag	Owner Type
TANKER	SHANNIE	5000	BAHRAIN	OWNER
TANKER	20081020 A	5005	ITALY	OWNER
TANKER	20081016 A	4080	MOROCCO	OWNER
SUPPLY BOAT/VESSEL	SHAN	5678	BAHRAIN	OWNER
PLEASURE CRAFT / YACHT	TESTING	5000	ARMENIA	OWNER
PLEASURE CRAFT / YACHT	VM300	600	BAHAMAS	OWNER
PLEASURE CRAFT / YACHT	20090205 B	60000	BERMUDA	OWNER
PLEASURE CRAFT / YACHT	20090205 A	50000	COMOROS	OWNER
PLEASURE CRAFT / YACHT	VM33	5000	MONACO	OWNER
PLEASURE CRAFT / YACHT	VM02	400	MONACO	OWNER
PLEASURE CRAFT / YACHT	VM01	5000	JAPAN	OWNER
PLEASURE CRAFT / YACHT	SWEEET	500	BARBADOS	OWNER
PASSENGER LINER	PL	5600	BRAZIL	OWNER
FERRY BOAT	20090130	56000	BAHRAIN	OWNER
FERRY BOAT	20081003A	5000	FRANCE	OWNER
CONTAINER	20090129 A	56000	AUSTRALIA	OWNER
CONTAINER	20080911A	5000	BAHRAIN	OWNER
CONTAINER	FRIDAY22	5000	JAPAN	OWNER
CONTAINER	20080918A	5000	COMOROS	OWNER
CARGO VESSELS	TEST	124	CHINA	OWNER

- (a) Use of the page numbers by clicking on the page that you want to go directly to.
- (b) Use the [First], [Previous], [Next] or [Last] link to proceed to the first, next, previous or last page respectively.
- (c) Key in the page in the box and click on **[Go]** to get to that page.

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1.5.3 Sorting and Selecting

In order to select the record there will be a 'Bold Type Face' hyperlink on an item in the row. In the example given below it is the "Vessel Name" row, selecting on any of the vessels listed would bring you to the next screen.

Page 1 2 [First] | [Previous] | [Next] | [Last]

LIST OF VESSEL(S)

Vessel Type	Vessel Name	GRT (tonnes)	Flag	Owner Type
TANKER	SHANNIE	5000	BAHRAIN	OWNER
TANKER	20081020 A	5005	ITALY	OWNER
SUPPLY BOAT/VESSEL	20081016 A	4080	MOROCCO	OWNER
PLEASURE CRAFT / YACHT	SHAN	5678	BAHRAIN	OWNER
PLEASURE CRAFT / YACHT	TESTING	5000	ARMENIA	OWNER
PLEASURE CRAFT / YACHT	VM300	600	BAHAMAS	OWNER
PLEASURE CRAFT / YACHT	20090205 B	60000	BERMUDA	OWNER
PLEASURE CRAFT / YACHT	20090205 A	50000	COMOROS	OWNER
PLEASURE CRAFT / YACHT	VM33	5000	MONACO	OWNER
PLEASURE CRAFT / YACHT	VM02	400	MONACO	OWNER
PLEASURE CRAFT / YACHT	VM01	5000	JAPAN	OWNER
PLEASURE CRAFT / YACHT	SWEEP	500	BARBADOS	OWNER

Any item name that is 'Bold' would allow you to sort the row. Click on the item name to sort the row. A 'down arrow' would mean sorted in descending order. An 'up arrow' would mean sorted in ascending order. In the example above the Vessel Type row is sorted in descending order.

1.5.4 File Extensions

There are 2 different sets of files that are being used for upload via the CREW system.

(A) Attachment of files via batch mode

For this attachment, there will be a need to save the MS Excel file into a .csv format before attaching the file to CREW system for processing. File format must strictly follow the templates designed for each application.

You may refer to the following link in CREW Frontend Welcome Page to download the template for MJLP applications:-

- [Codes and Excel File Templates](#)

(B) Attachment of images.

All images must be attached as .jpg format. Images in .bmp format will be rejected.

For photo images, the maximum size allowed is 60 KB.

For scanned images of bio-data documents, the maximum size allowed is 200 KB.

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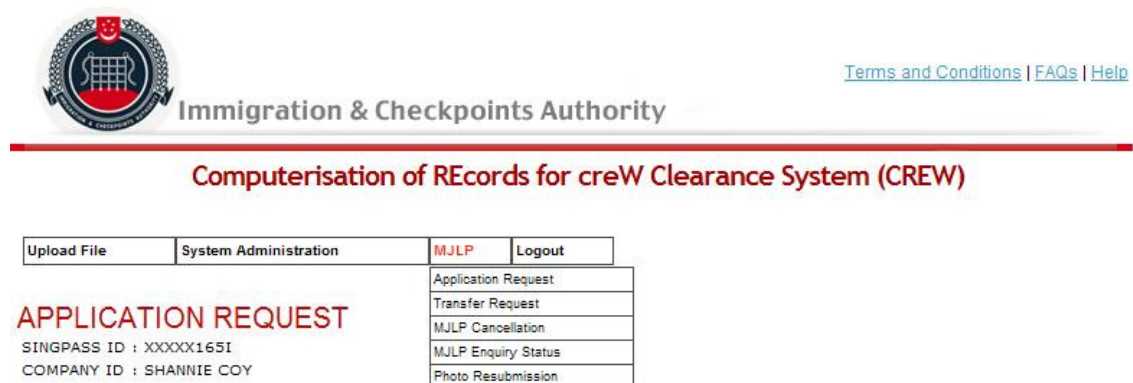
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2. FUNCTIONS

2.1 Application Request

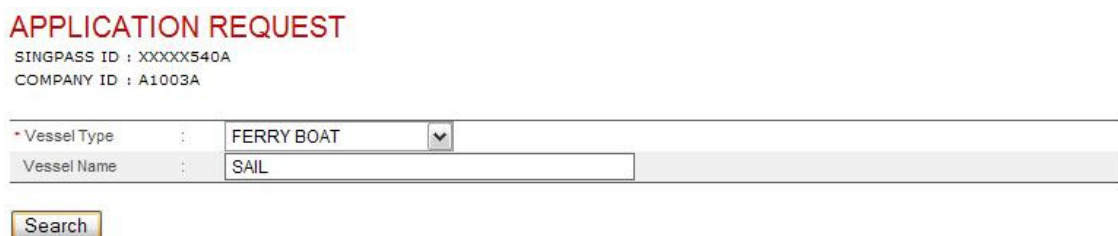
The module allows the shipping agents to apply or renew MJLP Sticker for crew within a vessel.

The Application Request module is found by moving the mouse over the MJLP menu item and click on [\[Application Request\]](#).



The screenshot shows the ICA website header with the logo and navigation links: [Terms and Conditions](#), [FAQs](#), and [Help](#). Below the header is the title "Computerisation of REcords for creW Clearance System (CREW)". A navigation bar contains links: Upload File, System Administration, **MJLP**, and Logout. The **MJLP** link is expanded, showing a dropdown menu with options: Application Request, Transfer Request, MJLP Cancellation, MJLP Enquiry Status, and Photo Resubmission. The "APPLICATION REQUEST" section displays user information: SINGPASS ID : XXXXX1651 and COMPANY ID : SHANNIE COY.

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click [\[Search\]](#).



The screenshot shows the "APPLICATION REQUEST" section with user information: SINGPASS ID : XXXXX540A and COMPANY ID : A1003A. Below this is a form with two fields: "Vessel Type" (a dropdown menu showing "FERRY BOAT") and "Vessel Name" (a text field containing "SAIL"). A "Search" button is located below the form.

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve FERRY BOAT with vessel names starting with "SAIL" under that company.

If vessel name is not known, you can leave it blank and the system will retrieve all vessels under that company and belong to the vessel type that you have selected.

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The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

* Vessel Type	:	FERRY BOAT	▼
Vessel Name	:	SAIL	

2 matching record(s)

Page 1 [First] | [Previous] | [Next] | [Last]

LIST OF VESSEL(S)			
Vessel Type	Vessel Name ▲	Gross Registered Tonnage (GRT)	Flag
FERRY BOAT	SAIL 01	50000	CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT	SAIL 02	50000	GERMANY

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Type	:	FERRY BOAT
Vessel Name	:	SAIL 01
* Submission Mode	:	- Please Select - ▼

- Please Select -
BATCH
ONLINE

Select the *Submission Mode* from the drop down list and click on [\[Search\]](#) to create a new application.

The 2 submission modes are Batch and Online.

Batch Mode: - is applicable for both Passenger Liner and Ferry Boat

Online Mode: - is applicable for Ferry Boat only.

The next part of the guide will deal with the Online and Batch submissions.

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2.1.1 Application Request – Online Submission

The following Application Request screen will appear with 4 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

This will be the first tab that will be seen when applying for an Application Request.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
---------------------------	--------------------------	-------------------------	----------------

VESSEL INFORMATION	
Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

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APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
--------------------	-------------------	------------------	---------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Crew Information Tab

Click on Crew Information Tab

Crew information such as Name, Gender, Date of Birth, Nationality, Malaysian ID , FIN No, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
--------------------	-------------------	------------------	---------

1 matching record(s)

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Delete	Renew	MJLP Crew Request	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Status	MJLP Sticker No	MJLP Issue Date	MJLP Exp Date
1.	☐	☐	-	PINKY BUNGS	FEMALE	01/01/1980	INDONESIA	-	-	IDN271120	01/01/2025	2ND OFFICER	ACTIVE	SA2711010	27/11/2013	26/05/2025

Page 1 [First] | [Previous] | [Next] | [Last]

[Add New MJLP Crew](#) (c)

* Submission of more than 7 crews must be done by batch mode.

[ICA Website](#) • [eCitizen](#)

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Error on page.

(a) To delete a newly added crew, check on the checkbox under Delete column.

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(b) To renew existing MJLP crew, check on the checkbox under Renew column. You may click on the Name hyperlink to update the details of the crew.

(c) To add in a new crew, click on [\[Add New MJLP Crew\]](#)

You are required to key in all the mandatory fields which are indicated by an asterix (*).

Below are the mandatory fields to be inputted to the System.

Field Name	Mandatory
Name	Yes
Gender	Yes
Date of Birth	Yes
Nationality	Yes
Malaysian ID	Require if Nationality is Malaysian
TD Document Type	Yes
TD Number	Yes
TD Document Expiry Date	Require if TD Document Type is Passport
Duties on Board	Yes
Attach Photo	Yes
Attach Bio-data	Yes

Caution:

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APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Note: System will only accept the following characters in the name and duties on board field: a-z A-Z 0-9 @ - _ , ' /

Vessel Information Agent Information **Crew Information** Preview

CREW INFORMATION

*Name

*Gender

*Date of Birth (dd/mm/yyyy)

*Nationality

Malaysian ID

*Travel Document Type

Travel Document No

Travel Document Expiry Date (dd/mm/yyyy)

*Duties on Board

*Attach Photo

*Attach Biodata

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the [\[Submit\]](#) button.

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APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information **Agent Information** **Crew Information** **Preview**

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME
Mobile No.	NCS HUB ANG MO KIO ST. 62
Tel No.	91234567
Pager No.	65567096
Notified via SMS	-
	YES

Crew Details

S/No	Request Type	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document Number	Travel Document Expiry Date	Duties on Board	MJLP Status	MJLP Sticker Number	MJLP Printed Date	MJLP Issue Date	MJLP Issue Date	MJLP Expiry Date	MJLP Cancellation Date	Attached Photo	Attached Biodata
1.	NEW	FOREIGNER FIVE	FEMALE	05/11/1980	ANGOLA	-	-	AGO511113	28/11/2015	ACTIVE	SA7788221211/11/2013211/11/2013	-	-	-	-	-	-	SD2009021323941MJ01.JPG	SD2009021323941MJ02.JPG

DECLARATION

☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the MJLP Application Reference Number (e.g. MJYYYYMMDDnnnn). You can print this page for future reference.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on 13/02/2009 19:28:27

Your application reference number is MJ200902136160.

Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

2.1.2 Application Request – Batch Mode

The following Application Request screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
--------------------	-------------------	---------

VESSEL INFORMATION	
Type of Vessel	PASSENGER LINER
Vessel Name	PL
Gross Registered Tonnage (GRT)	5600 tonnes
Net Registered Tonnage (NRT)	2400 tonnes
Maximum Crew Allowed on Board	200

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
--------------------	-------------------	---------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information of the application.

To insert the crew list for the vessel, click on [\[Browse\]](#) and attach a csv file template specifically designed for MJLP application and populated with crew details.

Once you are satisfied that all the information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the [\[Submit\]](#) button.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information **Agent Information** **Preview**

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	PASSENGER LINER
Vessel Name	PL
Gross Registered Tonnage (GRT)	5600 tonnes
Net Registered Tonnage (NRT)	2400 tonnes
Maximum Crew Allowed on Board	200

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

CREW INFORMATION

* Attach File **Browse...**

DECLARATION

* ☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the MJLP Application Reference Number. You can print this page for future reference.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on 16/02/2009 19:54:39

Your application reference number is MJ200902166164.

Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

If any errors are generated while processing the file, an email will be sent to the agent to inform him on the errors. Agent will have to fix the errors in the csv file attached and upload the file again via [\[Upload File\]](#) module found in menu item.

2.2 Transfer Request

The module allows the shipping agent to request to transfer an active MJLP holder from one vessel to another. Both vessels doing the transfer must be from the same company.

The Transfer Request module is found by moving the mouse over the MJLP menu item and click on [\[Transfer Request\]](#).

Upload File	System Administration	MJLP	Logout
TRANSFER REQUEST SINGPASS ID : XXXXX165I COMPANY ID : SHANNIE COY		Application Request	
		Transfer Request	
		MJLP Cancellation	
		MJLP Enquiry Status	
		Photo Resubmission	

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click [\[Search\]](#).

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

TRANSFER REQUEST

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

* Vessel Type	:	- Please Select -	▼
Vessel Name	:		

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve FERRY BOAT with vessel names starting with "SAIL" under that company.

If vessel name is not known you can leave it blank and the system will retrieve all vessels in the company from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

* Vessel Type	:	FERRY BOAT	▼
Vessel Name	:	SAIL	

2 matching record(s)

Page 1 [First] | [Previous] | [Next] | [Last]

LIST OF VESSEL(S)			
Vessel Type	Vessel Name ▲	Gross Registered Tonnage (GRT)	Flag
FERRY BOAT	SAIL 01	50000	CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT	SAIL 02	50000	GERMANY

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Type	:	FERRY BOAT
Vessel Name	:	SAIL 01
* Submission Mode	:	- Please Select -

- Please Select -
BATCH
ONLINE

Select the *Submission Mode* from the drop down list and click on [\[Search\]](#) to proceed.

The next part of the guide will deal with the Online and Batch submissions.

2.2.1 Transfer Request – Online Submission

The following Transfer Request screen appears with 4 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

This will be the first tab that will be seen when applying for a Transfer Request.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

It is mandatory to enter the vessel type and name to be transferred to and when the transfer will take effect. The vessel to be transferred to must be from same company.

All mandatory details as indicated by the asterix (*) in the vessel information tab must be filled in.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
---------------------------	--------------------------	-------------------------	----------------

VESSEL INFORMATION	
Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
---------------------------	--------------------------	-------------------------	----------------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

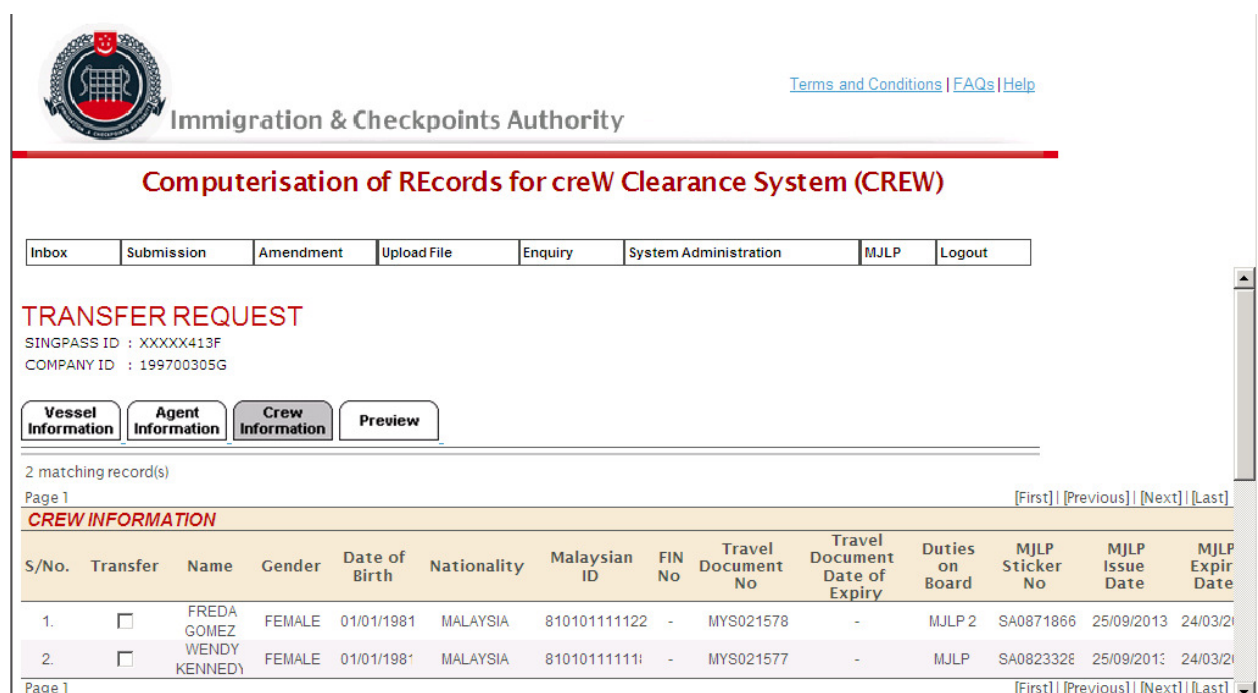
Crew Information Tab

Click on Crew Information Tab

A list of crew holding active MJLP Sticker and belong to the selected vessel will be displayed.

Crew information such as Name, Gender, Date of Birth, Nationality, Malaysian ID, FIN No, Travel Document Number, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

Check on the Transfer checkbox to transfer the selected crew.



TRANSFER REQUEST
SINGPASS ID : XXXXX413F
COMPANY ID : 199700305G

CREW INFORMATION

S/No.	Transfer	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date
1.	☐	FRED A GOMEZ	FEMALE	01/01/1981	MALAYSIA	810101111122	-	MYS021578	-	MJLP 2	SA0871866	25/09/2013	24/03/2014
2.	☐	WENDY KENNEDY	FEMALE	01/01/1981	MALAYSIA	810101111111	-	MYS021577	-	MJLP	SA082332E	25/09/2013	24/03/2014

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the **[Submit]** button.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

APPLICATION REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information **Agent Information** **Crew Information** **Preview**

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Vessel Name	MJLP_A
Gross Registered Tonnage (GRT)	5500 tonnes
Net Registered Tonnage (NRT)	3300 tonnes
Maximum Crew Allowed on Board	50

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME
Mobile No.	NCS HUB ANG MO KIO ST. 62
Tel No.	91234567
Pager No.	65567096
Notified via SMS	YES

Crew Details

S/No	Request Type	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document Number	Travel Document Expiry Date	Duties on Board	MJLP Status	MJLP Sticker Number	MJLP Printed Date	MJLP Issue Date	MJLP Issue Date	MJLP Expiry Date	MJLP Cancellation Date	Attached Photo	Attached Biodata
1.	NEW FIVE	FOREIGNER	FEMALE	05/11/1980	ANGOLA	-	-	AG0511113	26/11/2015	ACTIVE	SA7788221	21/11/2013	21/11/2013	-	-	-	-	SD2009021323941MJ01.JPG	SD2009021323941MJ02.JPG

DECLARATION

☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Transfer Application Reference Number (e.g. MTYYYYMMDDnnnn). You can print this page for future reference.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Your application has been submitted successfully on 16/02/2009 20:20:03

Your application reference number is MT200902166165.

Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

2.2.2 Transfer Request – Batch Submission

The following Application Request screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

It is mandatory to enter the vessel type and name to be transferred to and when the transfer will take effect. The vessel to be transferred to must be from same company.

All mandatory details as indicated by the asterix (*) in the vessel information tab must be filled in.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
---------------------------	--------------------------	----------------

VESSEL INFORMATION	
Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

Vessel Information (Transfer To)	
*Effective Date of Transfer	
*Vessel Type	- Please Select - 
*Vessel Name	

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
---------------------------	--------------------------	----------------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Preview Tab

Click on Preview Tab.

This tab allows you to have a preview of the information of the application.

To insert the transferred crew list for the vessel, click on [\[Browse\]](#) and attach the CSV file with the crew details.

Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the [\[Submit\]](#) button.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
---------------------------	--------------------------	----------------

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

Vessel Information (Transfer To)

Effective Date of Transfer	24/02/2009
Vessel Type	FERRY BOAT
Vessel Name	SAIL 02

CREW INFORMATION

*Attach File		Browse...
--------------	----------------------	------------------

DECLARATION

* ☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Transfer Application Reference Number (e.g. MTYYYYMMDDnnnn). You can print this page for future reference.

TRANSFER REQUEST

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on 24/02/2009 12:18:26

Your application reference number is MT200902246200.

Please print this screen for reference and take note of the above application reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.3 MJLP Cancellation

This module allows the shipping agent to cancel a crew active MJLP pass. Cancellation is done on a per crew basis.

The MJLP Cancellation module is found by moving the mouse over the MJLP menu item and click on [\[MJLP Cancellation\]](#).

Upload File	System Administration	MJLP	Logout
MJLP CANCELLATION SINGPASS ID : XXXXX165I COMPANY ID : SHANNIE COY		Application Request	
		Transfer Request	
		MJLP Cancellation	
		MJLP Enquiry Status	
		Photo Resubmission	

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click [\[Search\]](#).

MJLP CANCELLATION
 SINGPASS ID : XXXXX165I
 COMPANY ID : SHANNIE COY

* Vessel Type :	- Please Select -	▼
Vessel Name :		

[Search](#)

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve all FERRY BOAT with vessel names starting with "SAIL" under that company.

If vessel name is not known you can leave it blank and the system will retrieve all vessels from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

* Vessel Type : FERRY BOAT
Vessel Name : SAIL

[Search](#)

2 matching record(s)

Page 1 [\[First\]](#) [\[Previous\]](#) [\[Next\]](#) [\[Last\]](#)

LIST OF VESSEL(S)

Vessel Type	Vessel Name	Gross Registered Tonnage (GRT)	Flag
FERRY BOAT	SAIL 01	50000	CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT	SAIL 02	50000	GERMANY

Page 1 [\[First\]](#) [\[Previous\]](#) [\[Next\]](#) [\[Last\]](#)

1 of 1 Pages [Go](#)

Select the vessel you want by clicking on the Vessel's *Name* in the list. You will be shown the next screen to select the submission mode.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Type : FERRY BOAT
Vessel Name : SAIL 01

* Submission Mode : - Please Select -

[Search](#)

- Please Select -
BATCH
ONLINE

Select the *Submission Mode* from the drop down list and click on [\[Search\]](#) to proceed.

The next part of the guide will deal with the Online and Batch submissions.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.3.1 MJLP Cancellation – Online Submission

The following MJLP Cancellation screen will appear with 4 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

This will be the first tab that will be seen when applying for an MJLP Cancellation.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

MJLP CANCELLATION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
VESSEL INFORMATION			
Type of Vessel	BARGE		
Vessel Name	MJLP_A		
Gross Registered Tonnage (GRT)	5500 tonnes		
Net Registered Tonnage (NRT)	3300 tonnes		
Maximum Crew Allowed on Board	50		

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Crew Information	Preview
AGENT INFORMATION			
*Contact Person	HO HUI SHAN		
*Email (for notification purposes)	SHAN@NCS.COM.SG		
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62		
Please enter at least one contact number:			
Mobile No (for sms purposes)	91234567		
Tel No	65567096		
Pager No			
☒ Please tick if you want to be notified via SMS.			

* Mandatory fields

Crew Information Tab

Click on Crew Information Tab.

It will display a list of crew holding active MJLP Sticker and belong to the selected vessel.

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board, and MJLP Sticker details will be displayed.

To cancel a particular crew, select the "Cancel" checkbox and select a reason for the cancellation.

MJLP CANCELLATION											
SINGPASS ID : XXXXX413F COMPANY ID : 199700305G											
Vessel Information	Agent Information	Crew Information	Preview								
1 matching record(s)											
Page 1											
CREW INFORMATION											
S/No.	Cancel	Reason for Cancellation	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document No	Travel Document Date of Expiry	Duties on Board
1.	☐	- Please Select -	ARAGAMEGAMEP UNI	FEMALE	01/01/1983	INDONESIA	-	-	IDN123593	01/01/2025	CREW
Page 1											

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information that you have entered in all the previous tabs.

If there are any changes, you can click on the respective tab and make the necessary corrections before returning back to the preview tab to view the details again. Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the [\[Submit\]](#) button

MJLP CANCELLATION
SINGPASS ID : XXXXX413F
COMPANY ID : 199700305G

Vessel Information **Agent Information** **Crew Information** **Preview**

Please click [Submit] button to confirm your application. Submit

VESSEL INFORMATION

Type of Vessel	PASSENGER LINER
Vessel Name	SUPERSTAR DIVA
Gross Registered Tonnage (GRT)	250000 tonnes
Net Registered Tonnage (NRT)	12000 tonnes
Maximum Crew Allowed on Board	99999

AGENT INFORMATION

Contact Person	GOH HONG HONG
Email	ICA_CREW_ADMINISTRATOR@ICA.GOV.SG
Agent in Singapore	199700305G-GOH HONG HONG 15 HAPPY STREET SINGAPORE 555555
Mobile No.	91145994
Tel No.	-
Pager No.	-
Notified via SMS	YES

CREW INFORMATION

S/No.	Reason for Cancellation	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document No	Travel Document Date of Expiry	Duties on Board	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date
1.		ARAGAMEGAMEP UNI	FEMALE	01/01/1993	INDONESIA	-	-	IDN123593	01/01/2025	CREW	SA9525002	25/02/2014	24/08/2014

DECLARATION

☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Cancellation Application Reference Number (e.g. MCYYYYMMDDnnnn). You can print this page for future reference.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on 16/02/2009 20:38:35

Your application reference number is MC200902166166.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.3.2 MJLP Cancellation – Batch Submission

The following MJLP Cancellation screen will appear with 3 tabs. The first tab to be seen is the Vessel Information.

Vessel Information Tab

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

MJLP CANCELLATION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
VESSEL INFORMATION		
Type of Vessel	FERRY BOAT	
Vessel Name	SAIL 01	
Gross Registered Tonnage (GRT)	50000 tonnes	
Net Registered Tonnage (NRT)	30000 tonnes	
Maximum Crew Allowed on Board	200	

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
--------------------	-------------------	---------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Preview Tab

Click on Preview Tab

This tab allows you to have a preview of the information of the application.

To insert the cancelled crew list for the vessel, click on [\[Browse\]](#) and attach a csv file with the crew details.

Once you have confirmed that all information is correct, scroll down to the bottom of the page, read and check the declaration box if you agree and submit the application by clicking on the [\[Submit\]](#) button.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Vessel Information	Agent Information	Preview
---------------------------	--------------------------	----------------

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	FERRY BOAT
Vessel Name	SAIL 01
Gross Registered Tonnage (GRT)	50000 tonnes
Net Registered Tonnage (NRT)	30000 tonnes
Maximum Crew Allowed on Board	200

AGENT INFORMATION

Contact Person	HO HUI SHAN
Email	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME NCS HUB ANG MO KIO ST. 62
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	YES

CREW INFORMATION

*Attach File		Browse...
--------------	----------------------	------------------

DECLARATION

☐ I declare that the information furnished in the application is correct and true.

If the application is submitted successfully, a confirmation page will be displayed with the Cancellation Application Reference Number (e.g. MCYYYYMMDDnnnn). You can print this page for future reference.

MJLP CANCELLATION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Your application has been submitted successfully on 24/02/2009 12:29:29

Your application reference number is MC200902246201.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.4 MJLP Enquiry Status

This module allows public to enquire on the application that is applied.

The enquiry module is found by moving the mouse over the MJLP menu item and click on [\[MJLP Enquiry Status\]](#).

Upload File	System Administration	MJLP	Logout
-------------	-----------------------	-------------	--------

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

Application Request
Transfer Request
MJLP Cancellation
MJLP Enquiry Status
Photo Resubmission

Select the Vessel Type, which is a compulsory field from the drop down. If the vessel name is known, key in the vessel name in the Vessel Name field and click [\[Search\]](#).

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A

COMPANY ID : A1003A

* Vessel Type	:	- Please Select -	▼
Vessel Name	:		

If only a partial name of the vessel is known then key in the partial name and the system will retrieve all vessels starting with that vessel name and vessel type.

E.g. Vessel Type is 'FERRY BOAT' & Vessel Name keyed in is 'SAIL'

System will retrieve all FERRY BOAT and vessel names starting with "SAIL" under that company.

If vessel name is not known you can leave it blank and the system will retrieve all vessels from the vessel type that you selected.

The search result will retrieve the list of vessels that correspond to the search criteria you submitted.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP ENQUIRY STATUS
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

* Vessel Type :
Vessel Name :

2 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]

LIST OF VESSEL(S)

Vessel Type	Vessel Name ▲	Gross Registered Tonnage (GRT)	Flag
FERRY BOAT	SAIL 01	50000	CROATIA (LOCAL NAME HRVATSKA)
FERRY BOAT	SAIL 02	50000	GERMANY

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1 of 1 Pages

Select the vessel you want by clicking on the Vessel's *Name* in the list. A list of application number will be displayed that is linked to the vessel selected.

MJLP ENQUIRY STATUS
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

3 matching record(s)
Page 1 [First] | [Previous] | [Next] | [Last]

Application Details

S/No.	Application Reference No	Vessel Type	Vessel Name ▲	Application Decision
1	MJ01	BARGE	MJLP_A	PENDING
2	MJ200901065915	BARGE	MJLP_B	APPROVED
3	MJ200902056126	BARGE	MJLP_B	APPROVED

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

Select the application by clicking on the Application Reference No. Details of the application will be displayed.

Vessel Information Tab

This will be the first tab that will be seen when enquiring on application.

Information such as Type of Vessel, Call Sign, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT), Port of Registry and Flag will be displayed.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200901296092
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : ONLINE
Date of Submission : 29/01/2009 18:22:11
Application Decision : PENDING
Date Application Processed : -
Remarks : -

Vessel Information **Agent Information** **Crew Information** **View PDFs**

Vessel Information	
Type of Vessel	FERRY BOAT
Call Sign	
Vessel Name	20090130
Gross Registered Tonnage	56000
Net Registered Tonnage	35000
Port of Registry	DNKDNK004
Flag	BHR

[Back](#)

Agent Information Tab

Click on the Agent Information Tab.

Display Agent information's such as Contact Person, Agent in Singapore, Contact Number (Mobile, Telephone, and Pager), Email Address and Notified via SMS.

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200901296092
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : ONLINE
Date of Submission : 29/01/2009 18:22:11
Application Decision : PENDING
Date Application Processed : -
Remarks : -

Vessel Information **Agent Information** **Crew Information** **View PDFs**

Agent Information	
Contact Person	HO HUI SHAN
(for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore	A1003A NAME
Mobile No.	91234567
Tel No.	65567096
Pager No.	-
Notified via SMS	Yes

[Back](#)

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Crew Information Tab

Click on Crew Information Tab

A list of crew belonging to the selected application will be displayed.

Crew information such as Request Type, Name, Gender, Date of Birth, Nationality, Malaysian ID, FIN No, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200901296092
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : ONLINE
Date of Submission : 29/01/2009 18:22:11
Application Decision : PENDING
Date Application Processed : -
Remarks : -

[Vessel Information](#) [Agent Information](#) [Crew Information](#) [View PDFs](#)

1 matching record(s)

Page 1

[\[First\]](#) | [\[Previous\]](#) | [\[Next\]](#) | [\[Last\]](#)

Crew Details

S/No	Request Type	Name	Gender	Date of Birth	Nationality	Malaysian ID	FIN No	Travel Document Number	Travel Document Expiry Date	Duties on Board	MJLP Status	MJLP Sticker Number	MJLP Printed Date	MJLP Issue Date	MJLP Expiry Date
1.	NEW	ARAGAMEGAMEP UNI	FEMALE	01/01/1983	INDONESIA	-	-	IDN123593	01/01/2025	ACTIVE	SA9925002	25/02/2014	25/02/2014	24/08/2014	24/08/2014

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[Back](#)

View PDFs Tab

Click on View PDFs Tab.

This tab will display a list of Letters pertaining to the application. Click on the File Name hyperlink to display the document.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MJLP ENQUIRY STATUS

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

MJLP Application Reference No. : MJ200902076139
Type of Application : NEW/RENEWAL OF APPLICATION
Submission Mode : BATCH
Date of Submission : 07/02/2009 15:28:56
Application Decision : APPROVED
Date Application Processed : 07/02/2009 15:37:44
Remarks : -

Vessel Information **Agent Information** **Crew Information** **View PDFs**

2.5 Photo Resubmission

The module allows the shipping agent to resubmit photograph or bio-data image file in the event the current photograph or bio-data image file submitted is not correct format or has been rejected by ICA officer. This module is only applicable to Ferry Boats.

The Photo Submission module is found by moving the mouse over the MJLP menu item and click on [\[Photo Submission\]](#).

Upload File	System Administration	MJLP	Logout
		Application Request	
		Transfer Request	
		MJLP Cancellation	
		MJLP Enquiry Status	
		Photo Resubmission	

PHOTO RESUBMISSION
SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

Enter the application reference no. and click [\[Search\]](#).

PHOTO RESUBMISSION

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

* MJLP Application Reference No. :

Search

The details of the application will be displayed when a valid application is keyed.

Vessel Information Tab

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

This will be the first tab that will be seen when resubmitting a photograph or bio-data image file.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT) and Maximum Crew Allowed on Board will be displayed.

PHOTO RESUBMISSION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200902066130

Vessel Information	Agent Information	Crew Information
VESSEL INFORMATION		
Type of Vessel	BARGE	
Vessel Name	MJLP_A	
Gross Registered Tonnage (GRT)	5500 tonnes	
Net Registered Tonnage (NRT)	3300 tonnes	
Maximum Crew Allowed on Board	50	

Agent Information Tab

Click on the Agent Information Tab.

The agent who has logged into the system will have their details populated. If the agent wishes to change any of the details for this application, he can update it via this screen. He can enter the agent's Name, Contact Number (Mobile, Telephone, and Pager) and Email Address whom he wants to be notified on the outcome of the application.

At the end of list is an indicator for the agent to indicate if he wishes to be notified by SMS. Default value is the box will be checked (i.e. 'Yes'). Uncheck the box if you do not wish to be notified by SMS.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

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PHOTO RESUBMISSION

SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200902066130

Vessel Information	Agent Information	Crew Information
---------------------------	--------------------------	-------------------------

AGENT INFORMATION	
*Contact Person	HO HUI SHAN
*Email (for notification purposes)	SHAN@NCS.COM.SG
Agent in Singapore (i.e. Shipping Company Name and Address)	A1003A NAME NCS HUB ANG MO KIO ST. 62
Please enter at least one contact number:	
Mobile No (for sms purposes)	91234567
Tel No	65567096
Pager No	
☒ Please tick if you want to be notified via SMS.	

* Mandatory fields

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

Crew Information Tab

Click on Crew Information Tab.

A list of crew requiring photograph or bio-data image file to be resubmitted will be displayed.

Crew information such as Name, Gender, Date of Birth, Nationality, Travel Document's Date of Expiry, Duties on Board and MJLP Sticker details will be displayed.

To re-submit the photograph or bio-data, click on [\[Browse\]](#) and select the image file (with jpg or jpeg extension) to be attached. To submit the application, click on the [\[Submit\]](#) button at the bottom of the table.

PHOTO RESUBMISSION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

MJLP Application Reference No. : MJ200902066130

Vessel Information **Agent Information** **Crew Information**

1 matching record(s)

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Name	Gender	Date of Birth (dd/mm/yyyy)	Nationality	Travel Document Number	Travel Document Expiry Date	Duties on Board	MJLP Status	MJLP Sticker No	MJLP Issue Date	MJLP Expiry Date	* Attach Photo	* Attach Bio-Data
1.	MJLP	Male	06/02/2000	CAMEROON	TD24545		AB	Pending	JK7898989	-		Browse...	Browse...

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

An acknowledge page will be displayed as shown below, upon successful resubmission.

PHOTO RESUBMISSION
SINGPASS ID : XXXXX540A
COMPANY ID : A1003A

Photo Resubmission has been saved successfully on 17/02/2009 11:15:47 .

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.6 Upload File

This module allows the shipping agent to resubmit the excel file in “.csv” format if there are any errors in the original submission. Only applications with error files need to be resubmitted. This module is found by clicking on the *Upload File* menu.

Upload File	System Administration	MJLP	Logout
-------------	-----------------------	------	--------

Enter the MJLP Application Reference Number.

UPLOAD FILE
 SINGPASS ID : XXXXX165I
 COMPANY ID : SHANNIE COY

* Application Reference No : MJ200902176167

You will then be shown a screen where the file is to be uploaded. Attach the csv by clicking on “browse” and add the file in, after you have made the necessary error corrections and click on [\[Submit\]](#).

UPLOAD FILE
 SINGPASS ID : XXXXX165I
 COMPANY ID : SHANNIE COY

NEW/RENEWAL OF APPLICATION
 Application Reference No : MJ200902176167
 * Attach File : C:\Documents and Set

An acknowledgement page is displayed upon successful resubmission of the file.

Caution:
Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

UPLOAD FILE

SINGPASS ID : XXXXX165I

COMPANY ID : SHANNIE COY

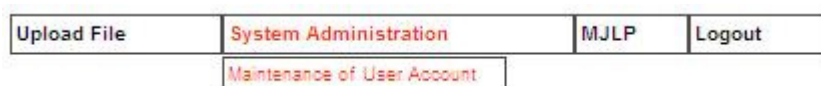
Your application has been resubmitted successfully on 17/02/2009 11:26:43

Your application reference number is MJ200902176167.

2.7 System Administration – Maintenance of User Account

This module allows the Shipping Agent to request for access to the CREW-MJLP module from ICA. It also allows the agent to update and maintain the details of his shipping agents after ICA has approved the application.

The Maintenance of User Account module is found by moving the mouse over the *System Administration* menu item and click on [\[Maintenance of User Account\]](#)



You will be shown the main user maintenance list, which has your company name and the list of accounts under your company. The list can be sorted by UIN/FIN, Name, Role or Status.

MAINTENANCE OF USER ACCOUNT

SINGPASS ID : XXXXX165I

COMPANY ID : SHANNIE COY

Shipping Company - SHAN 1

7 matching record(s)

Page1 [First] | [Previous] | [Next] | [Last]

LIST OF USER ACCOUNTS					
SNo.	UIN /FIN	Name	Role	Status	
☐	1.	S5079777E	USER X 03	MJLP EXCLUSIVE USER	ACTIVE
☐	2.	S6545766J	USER X 02	MJLP EXCLUSIVE USER	ACTIVE
☐	3.	S3050288D	USER X 01	MJLP EXCLUSIVE USER	ACTIVE
☐	4.	S4808001D	USER BE XX 01	MJLP EXCLUSIVE USER	ACTIVE
☐	5.	S1410165I	USER 6	MJLP EXCLUSIVE USER	ACTIVE
☐	6.	S2449026B	SHAN SHAN IS THE USER 2	MJLP EXCLUSIVE USER	INACTIVE
☐	7.	S4787675C	SHAN SHAN 1 IS THE USER	MJLP EXCLUSIVE USER	ACTIVE

Request for New Account

Page1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To request from ICA a new account, click on [\[Request for New Account\]](#) and you will need to fill in the details of the person you are registering for.

Details that need to be entered:

UIN / FIN	This is the NRIC number for Singapore Citizens / Permanent Residence or the FIN number of Long Term Pass holders.
Name	Name of the shipping agent.
Tel No:	Telephone Number
Mobile No.	Handphone Number
Pager No.	Pager Number
	Note that at least 1 of these contact numbers must be filled in.
Email	Email address of the agent

MAINTENANCE OF USER ACCOUNT

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

Shipping Company - SHAN 1

USER ACCOUNT DETAIL

Shipping Company:	SHAN 1
*UIN /FIN:	S9754210D
*Name:	TAN AH KOW
Tel No:	
Mobile No:	98515574
Pager No:	
*Email:	ahkow@coy.com.sg
*Role:	- Please Select -

Save

Once you are done, click on [\[Save\]](#). If the record is successfully sent through, a message will appear to inform you that the record is saved. You can then proceed to key in another application.

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

MAINTENANCE OF USER ACCOUNT

SINGPASS ID : XXXXX165I

COMPANY ID : SHANNIE COY

Your request has been submitted successfully on 17/02/2009 12:10:28
by USER 6.

Your request reference number is AC200902176169.
Please print this screen for reference and take note of the above request reference number.

You will be informed of the outcome as soon as possible via SMS and e-mail. Thank you.

[Request for New Account](#)

To delete an account, at the main user maintenance list, check the box and click on [\[Delete\]](#).

LIST OF USER ACCOUNTS				
SNo.	UIN /FIN	Name	Role	Status
☐ 1.	S5079777E	USER X 03	MJLP EXCLUSIVE USER	DELETED
☒ 2.	S6545766J	USER X 02	MJLP EXCLUSIVE USER	ACTIVE
☐ 3.	S3050288D	USER X 01	MJLP EXCLUSIVE USER	ACTIVE
☐ 4.	S4808001D	USER BE XX 01	MJLP EXCLUSIVE USER	ACTIVE
☐ 5.	S1410165I	USER 6	MJLP EXCLUSIVE USER	ACTIVE
☐ 6.	S2449026B	SHAN SHAN IS THE USER 2	MJLP EXCLUSIVE USER	INACTIVE
☐ 7.	S4787675C	SHAN SHAN 1 IS THE USER	MJLP EXCLUSIVE USER	ACTIVE

[Request for New Account](#) [Delete](#)

There will be a message to inform you that the record is successfully deleted. The record in the list would be 'grey' out and you will not be able to access the record.

Message

- Record(s) is/are deleted.

Shipping Company - SHAN 1

7 matching record(s)

Page1

[\[First\]](#) | [\[Previous\]](#) | [\[Next\]](#) | [\[Last\]](#)

LIST OF USER ACCOUNTS				
SNo.	UIN /FIN	Name	Role	Status
☐ 1.	S5079777E	USER X 03	MJLP EXCLUSIVE USER	DELETED
☐ 2.	S6545766J	USER X 02	MJLP EXCLUSIVE USER	ACTIVE

Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

To amend the details of a user under your charge, click on the *UIN/FIN* in the UIN/FIN column that you want to maintain.

MAINTENANCE OF USER ACCOUNT

SINGPASS ID : XXXXX165I
COMPANY ID : SHANNIE COY

Shipping Company - SHAN 1	
USER ACCOUNT DETAIL	
Shipping Company:	SHAN 1
UIN /FIN:	S6545766J
*Name:	USER X 02
Tel No:	
Mobile No:	95454545
Pager No:	
*Email:	USERX@SHAN1.COM.SG
Role:	MJLP EXCLUSIVE USER
Status:	Active v
Remarks(eg. on long vacation, service terminated):	
Save	

You will be able to update the Name, Contact Numbers, emails, change his status (Active/Inactive) and add in any remarks if you need to. Once completed, you can click on [\[Save\]](#). A message will appear to let you know that the details have been updated successfully.

Shipping Company - SHAN 1					
7 matching record(s)					
Page1 [First] [Previous] [Next] [Last]					
LIST OF USER ACCOUNTS					
	SNo.	UIN /FIN	Name ▼	Role	Status
☐	1.	S5079777E	USER X 03	MJLP EXCLUSIVE USER	DELETED
☐	2.	S6545766J	USER X 02	MJLP EXCLUSIVE USER	ACTIVE
☐	3.	S3050288D	USER X 01	MJLP EXCLUSIVE USER	ACTIVE
☐	4.	S4808001D	USER BE XX 01	MJLP EXCLUSIVE USER	ACTIVE
☐	5.	S1410165I	USER 6	MJLP EXCLUSIVE USER	ACTIVE

Caution:

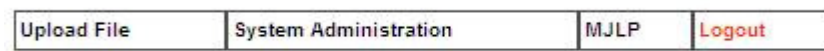
Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.

2.8 Logout

This allows the user to logout of the system and return to the main CREW page. This is found by clicking on the *logout* menu.



Caution:

Click on the buttons or links once only.

Do not use the Back or Forward button on your browser as this may end your transaction.

Disclaimer: The applicant in the example quoted in this document is fictitious. Any similarity to any person living or dead is merely coincidental.