

USER MANUAL FOR

**COMPUTERISATION OF RECORDS FOR CREW CLEARANCE –
WEEKLY IMMIGRATION CLEARANCE
(CREW-WIC)**

FOR

IMMIGRATION & CHECKPOINTS AUTHORITY

(SHIPPING AGENT)

28 Dec 2010

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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-WIC 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-WIC modules is to allow Shipping Agents to apply for WIC 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 – WIC 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 – WIC module includes:

- Weekly Immigration Clearance - Arrival
- Weekly Immigration Clearance - Departure
- Temporary Sign-Off

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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.

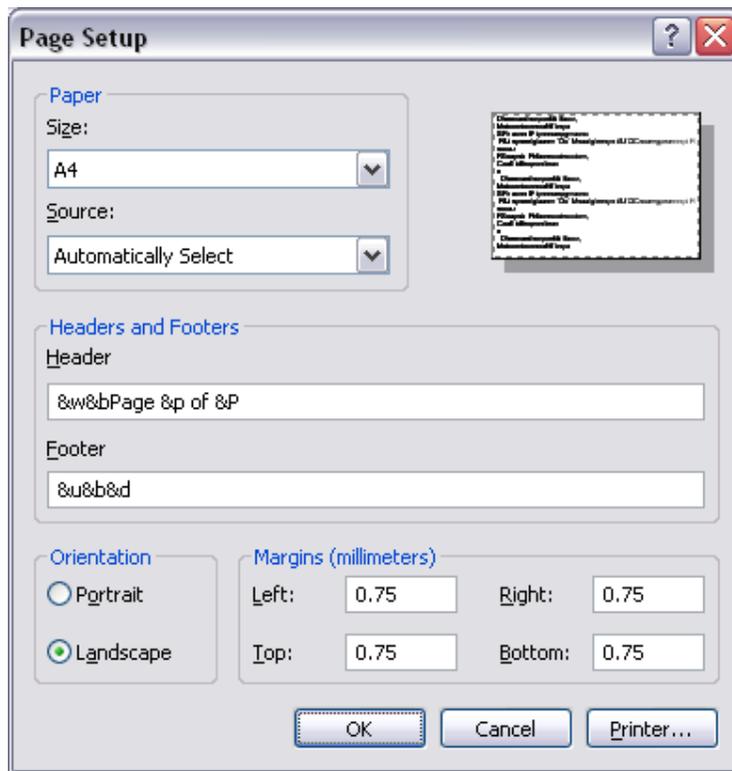
Browser:

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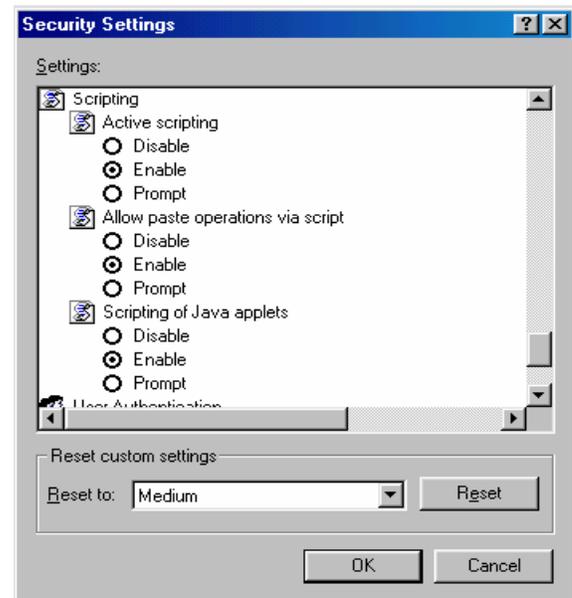
3. From the IE Menu, go to [TOOLS] and [INTERNET OPTIONS]

(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/sppubsvic/>
- 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



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Computerisation of REcords for creW Clearance System (CREW)

Inbox	Submission	Amendment	Upload File	Enquiry	System Administration	MJLP	Logout
-------	------------	-----------	-------------	---------	-----------------------	------	--------

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

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

10 matching record(s)

Page 1

CREW INFORMATION									
S.No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Expiry
1.	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545333	10/12/2009
2.	CREW 1021B	Male	25/07/1982	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545334	10/12/2009
3.	CREW 1021C	Male	25/07/1983	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545335	10/12/2009
4.	CREW 1021D	Male	25/07/1984	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545336	10/12/2009
5.	CREW 1021E	Male	25/07/1985	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545337	10/12/2009
6.	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545338	10/12/2009
7.	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545339	10/12/2009
8.	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545340	10/12/2009
9.	CREW 1021I	Male	25/07/1989	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545341	10/12/2009
10.	CREW 1021J	Male	25/07/1990	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545342	10/12/2009

Page 1

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.

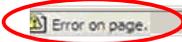
If you encounter any problems with this e-service, please contact us at 6377 5939/6377 5940, or email ICA_CREW_Administrator@ica.gov.sg.

This website is optimised for IE version 6.0 and above.

[ICA Website](#) • [eCitizen](#)

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Diagnosis: ActiveX not enabled
Solution: To refer to Step 3(B) in Section 0
Error B:

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- (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

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:

- WA – WIC Arrival Application
- WD – WIC Departure Application
- TS – WIC Temporary Sign-Off Application

Caution:

Click on the buttons or links once only.

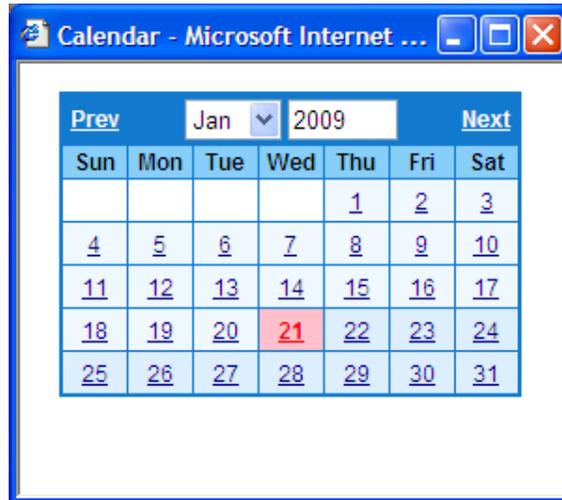
Do not use the Back or Forward button on your browser as this may end your transaction.

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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.

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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.

Page 1 **2 3 4** (a) [First] | [Previous] | **[Next]** | [Last] (b)

Vessel Type	Vessel Name	Gross Registered Tonnage (GRT)	Flag	Contract Period
BARGE	00 SAIL WIC1	10000	COLOMBIA	03/11/2008 - 25/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	26/11/2008 - 28/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	05/01/2009 - 06/01/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	21/02/2009 - 21/03/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	07/01/2009 - 25/01/2009
BARGE	00 SAIL WIC3	10000	BOTSWANA	11/11/2008 - 25/11/2008
BARGE	00 SAIL WIC3	10000	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	11/11/2008 - 20/11/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	20080707A	123	AFGHANISTAN	09/07/2008 - 21/07/2008
BARGE	B111	1000	ANGUILLA	13/08/2008 - 20/08/2008
BARGE	BOM IONA	2222	BOSNIA AND HERZEGOWINA	21/11/2005 - 21/04/2006
CARGO VESSELS	CARGO WIND	1234	BAHRAIN	22/11/2005 - 22/12/2005
BARGE	CASPER02052008	50000	AFGHANISTAN	20/05/2008 - 15/07/2008
BARGE	CASPER22052008	60000	CAMEROON	22/05/2008 - 22/08/2008
BARGE	COIN	999	BOLIVIA	25/11/2005 - 31/12/2005
BARGE	DB1050UAT	1000	VIET NAM	18/11/2005 - 31/03/2006
BARGE	DB1052UAT	1300	ARGENTINA	18/11/2005 - 31/03/2006
BARGE	DB1053UAT	1400	BELGIUM	18/11/2005 - 31/03/2005
BARGE	DB1054UAT	1500	DENMARK	18/11/2005 - 31/03/2005

Page 1 **2 3 4** (a) [First] | [Previous] | **[Next]** | [Last] (b)

1 of 4 Pages **Go** (c)

- (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.

Bold Type Face

Able to sort

LIST OF VESSEL(S)					
Vessel Type	Vessel Name	Gross Registered Tonnage (GRT)	Flag	Contract Period	
BARGE	00 SAIL WIC	10000	COLOMBIA	03/11/2008 - 25/11/2008	
BARGE	00 SAIL WIC1	10000	COLOMBIA	26/11/2008 - 28/11/2008	
BARGE	00 SAIL WIC1	10000	COLOMBIA	05/01/2009 - 06/01/2009	
BARGE	00 SAIL WIC1	10000	COLOMBIA	21/02/2009 - 21/03/2009	
BARGE	00 SAIL WIC1	10000	COLOMBIA	07/01/2009 - 25/01/2009	
BARGE	00 SAIL WIC3	10000	BOTSWANA	11/11/2008 - 25/11/2008	
BARGE	00 SAIL WIC3	10000	BOTSWANA	01/12/2008 - 30/12/2008	
BARGE	00 SAIL WIC4	100	BOTSWANA	11/11/2008 - 20/11/2008	
BARGE	00 SAIL WIC4	100	BOTSWANA	01/12/2008 - 30/12/2008	
BARGE	20080707A	123	AFGHANISTAN	09/07/2008 - 21/07/2008	
BARGE	B111	1000	ANGUILLA	13/08/2008 - 20/08/2008	
BARGE	BOM IONA	2222	BOSNIA AND HERZEGOWINA	21/11/2005 - 21/04/2006	
CARGO VESSELS	CARGO WIND	1234	BAHRAIN	22/11/2005 - 22/12/2005	
BARGE	CASPER02052008	50000	AFGHANISTAN	20/05/2008 - 15/07/2008	
BARGE	CASPER22052008	60000	CAMEROON	22/05/2008 - 22/08/2008	
BARGE	COIN	999	BOLIVIA	25/11/2005 - 31/12/2005	
BARGE	DB1050UAT	1000	VIET NAM	18/11/2005 - 31/03/2006	
BARGE	DB1052UAT	1300	ARGENTINA	18/11/2005 - 31/03/2006	
BARGE	DB1053UAT	1400	BELGIUM	18/11/2005 - 31/03/2005	
BARGE	DB1054UAT	1500	DENMARK	18/11/2005 - 31/03/2005	

Page 1 2 3 4 [First] | [Previous] | [Next] | [Last]

1 of 4 Pages Go

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 is only 1 set of files that are being used for upload via the CREW system.

(A) Attachment of files via online mode

All files must be saved as MS Excel file (.xls 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 WIC applications:-

- [Codes and Excel File Templates](#)

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2. FUNCTIONS

2.1 Weekly Immigration Clearance – Arrival/Departure

The module allows the shipping agents to apply arrival for crew weekly.

To access Weekly Immigration Clearance - Arrival/Departure module, move the mouse over the *Submission* menu item and click on [Weekly Immigration Clearance].



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Computerisation of REcords for creW Clearance System (CREW)

Inbox	Submission	Amendment	Upload File	Enquiry	System Administration	MJLP	Logout
	Arrival Clearance						
	Departure Clearance						
WEEKLY	Weekly Immigration Clearance						
SINGPASS ID	Crew Sign-On						
COMPANY ID	Crew Sign-Off						
	Crew Transfer						
	Extension of Stay						
	Temporary Sign-Off						

A list of vessels will be populated.

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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C

COMPANY ID : COY A

102 matching record(s)

Page 1 [2](#) [3](#) [4](#) ..

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

LIST OF VESSEL(S)				
Vessel Type	Vessel Name ▲	Gross Registered Tonnage (GRT)	Flag	Contract Period
BARGE	00 SAIL WIC1	10000	COLOMBIA	03/11/2008 - 25/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	26/11/2008 - 28/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	05/01/2009 - 06/01/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	21/02/2009 - 21/03/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	07/01/2009 - 25/01/2009
BARGE	00 SAIL WIC3	10000	BOTSWANA	11/11/2008 - 25/11/2008
BARGE	00 SAIL WIC3	10000	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	11/11/2008 - 20/11/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	13/07/2009 - 14/07/2010
BARGE	1TEST	5000	AFGHANISTAN	27/12/2010 - 31/12/2011
BARGE	1 WIC	2234	BHUTAN	28/12/2010 - 04/01/2011
BARGE	20080707A	123	AFGHANISTAN	09/07/2008 - 21/07/2008
BARGE	AWICTEST2	5000	AFGHANISTAN	22/12/2010 - 31/12/2010
BARGE	B111	1000	ANGUILLA	13/08/2008 - 20/08/2008
BARGE	BOM IOHA	2222	BOSNIA AND HERZEGOWINA	21/11/2005 - 21/04/2006
CARGO VESSELS	CARGO WIND	1234	BAHRAIN	22/11/2005 - 22/12/2005
BARGE	CASPER02052008	50000	AFGHANISTAN	20/05/2008 - 15/07/2008
BARGE	CASPER22052008	60000	CAMEROON	22/05/2008 - 22/08/2008
BARGE	CHRISTMAS	5000	AFGHANISTAN	24/12/2010 - 31/12/2010

Page 1 [2](#) [3](#) [4](#) ..

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

1 of 6 Pages

Select the vessel you want by clicking on the *Vessel Name* in the list.

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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Message

- There are active Temporary Sign Off Crew(s) for this vessel. Please contact ICA officer.

102 matching record(s)

Page 1 [2](#) [3](#) [4](#) ..

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

LIST OF VESSEL(S)				
Vessel Type	Vessel Name	Gross Registered Tonnage (GRT)	Flag	Contract Period
BARGE	00 SAIL WIC1	10000	COLOMBIA	03/11/2008 - 25/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	26/11/2008 - 28/11/2008
BARGE	00 SAIL WIC1	10000	COLOMBIA	05/01/2009 - 06/01/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	21/02/2009 - 21/03/2009
BARGE	00 SAIL WIC1	10000	COLOMBIA	07/01/2009 - 25/01/2009
BARGE	00 SAIL WIC3	10000	BOTSWANA	11/11/2008 - 25/11/2008
BARGE	00 SAIL WIC3	10000	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	11/11/2008 - 20/11/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	01/12/2008 - 30/12/2008
BARGE	00 SAIL WIC4	100	BOTSWANA	13/07/2009 - 14/07/2010
BARGE	1TEST	5000	AFGHANISTAN	27/12/2010 - 31/12/2011
BARGE	1 WIC	2234	BHUTAN	28/12/2010 - 04/01/2011
BARGE	20080707A	123	AFGHANISTAN	09/07/2008 - 21/07/2008
BARGE	AWICTEST2	5000	AFGHANISTAN	22/12/2010 - 31/12/2010
BARGE	B111	1000	ANGUILLA	13/08/2008 - 20/08/2008
BARGE	BOM IOHA	2222	BOSNIA AND HERZEGOVINA	21/11/2005 - 21/04/2006
CARGO VESSELS	CARGO WIND	1234	BAHRAIN	22/11/2005 - 22/12/2005
BARGE	CASPER02052008	50000	AFGHANISTAN	20/05/2008 - 15/07/2008
BARGE	CASPER22052008	60000	CAMEROON	22/05/2008 - 22/08/2008
BARGE	CHRISTMAS	5000	AFGHANISTAN	24/12/2010 - 31/12/2010

Page 1 [2](#) [3](#) [4](#) ..

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

of 6 Pages

You will not be able to submit any WA or WD application if there are Temporary Sign-Off crews whose status have not been converted to NTL.

For WIC Arrival Application [\[WA\]](#)

You will be shown the next screen to select the start date of next WIC schedule.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Type : BARGE
Vessel Name : WIC VESSEL
Gross Registered Tonnage (GRT) : 2234
Flag : ALGERIA

Please select the start date of next WIC schedule

Select the *start date of next WIC schedule* from the pop-up calendar and click on [\[Submit\]](#) button to create a new application.

For WIC Departure Application [\[WD\]](#)

You will be shown the next screen to select to enter next WIC schedule.

Caution:

Click on the buttons or links once only.

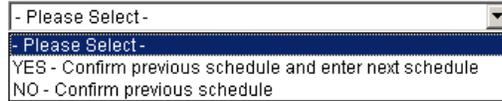
Do not use the Back or Forward button on your browser as this may end your transaction.

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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Type : BARGE
Vessel Name : WIC VESSEL
Gross Registered Tonnage (GRT) : 2234
Flag : ALGERIA
Do you wish to enter next WIC schedule?



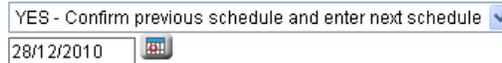
Select the *YES* or *NO* from the drop down list to create a departure application with/without a new arrival application.

If you select *YES* from the drop down list,
You will be shown the below screen to select the start date of next WIC schedule.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Type : BARGE
Vessel Name : WIC VESSEL
Gross Registered Tonnage (GRT) : 2234
Flag : ALGERIA
Do you wish to enter next WIC schedule?



Please select the start date of next WIC schedule

For more details on submission for WD, please refer to the section Weekly Immigration Clearance - Departure Submission (WD).

The next part of the guide will deal with the submission of WIC Arrival (WA) applications.

2.1.1 Weekly Immigration Clearance - Arrival Submission (WA)

The following Weekly Arrival screen will appear with 5 tabs. The first tab to be seen is the Vessel Information.

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.

Vessel Information Tab

This will be the first tab that will be seen when applying for a WA application.

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

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

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview
VESSEL INFORMATION				
Type of Vessel	BARGE			
Call Sign				
Vessel Name	WIC VESSEL			
Gross Registered Tonnage (GRT)	2234			
Net Registered Tonnage (NRT)	1234			
Port of Registry	ALGERIA - ANNABA			
Flag	ALGERIA			
*Last Place of Embarkation	- Please Select -	- Please Select -		
*Next Destination	- Please Select -	- Please Select -		
*Working Location/Anchorage	- Please Select -	- Please Select -		
Owner/Charterer	CRW_USR01			
*Is your vessel on tow (i.e. broken down) or towing?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Please provide details if you have selected yes (max 200 characters)	<input type="text"/>			
*Do you have any passenger on board?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
*Do you have any stowaway, survivor, refugee or dead body on board?	<input checked="" type="radio"/> Yes <input type="radio"/> No			

Applicable Only if you have Stowaway, Survivor, Refugee or Dead Body on board

*Indicator	*Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Attach Document (e.g. Master Report)
- Please Select -		- Please Select -		- Please Select -			Browse...
- Please Select -		- Please Select -		- Please Select -			Browse...
- Please Select -		- Please Select -		- Please Select -			Browse...
- Please Select -		- Please Select -		- Please Select -			Browse...
- Please Select -		- Please Select -		- Please Select -			Browse...

Agent Information Tab

Click on the Agent 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.

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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/She 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.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview
AGENT INFORMATION				
*Contact Person:	HO HUI SHAN			
*Email: <i>(for notification purposes)</i>	SHAN@NCS.COM.SG			
Agent in Singapore: <i>(i.e. Shipping Company Name and Address)</i>	COY A NCS HUB			
Mobile No: <i>(for sms purposes)</i>	91234567			
Tel No:	65567096			
Pager No:	0			
<input checked="" type="checkbox"/> Please tick if you want to be notified via SMS.				

Crew Information Tab

Click on Crew Information Tab.

Crew information such as Name, Gender, Date of Birth, Nationality, Traveller Group, Travel Document No., Travel Document's Date of Expiry and Duties 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.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

10 matching record(s)

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CREW INFORMATION										
S.No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Expiry	Duties on Board
1.	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545333	10/12/2011	DUTY
2.	CREW 1021B	MALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545334	10/12/2011	DUTY
3.	CREW 1021C	MALE	25/07/1983	AUSTRALIA	NOT APPLICABLE	-	-	TD545335	10/12/2011	DUTY
4.	CREW 1021D	MALE	25/07/1984	AUSTRALIA	NOT APPLICABLE	-	-	TD545336	10/12/2011	DUTY
5.	CREW 1021E	MALE	25/07/1985	AUSTRALIA	NOT APPLICABLE	-	-	TD545337	10/12/2011	DUTY
6.	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE	-	-	TD545338	10/12/2011	DUTY
7.	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE	-	-	TD545339	10/12/2011	DUTY
8.	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE	-	-	TD545340	10/12/2011	DUTY
9.	CREW 1021I	MALE	25/07/1989	AUSTRALIA	NOT APPLICABLE	-	-	TD545341	10/12/2011	DUTY
10.	CREW 1021J	MALE	25/07/1990	AUSTRALIA	NOT APPLICABLE	-	-	TD545342	10/12/2011	DUTY

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Schedule Information Tab

Click on Schedule Information Tab.

Schedule information such as Estimated Date of Arrival, Estimated Time of Arrival, Estimated Date of Departure and Estimated Time of Departure will be displayed.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

ARRIVAL/DEPARTURE SCHEDULE

Instructions:

1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005)
2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm)
3. Please confirm the estimate schedule.

ARRIVAL SCHEDULE					
Start Date: 28/12/2010	End Date: 04/01/2011				
S.No.	Delete	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure

-- No Records. --

To add in an arrival schedule, click on **Add** button.

Below are the fields that will be displayed in the screen.

Field Name	Mandatory
Estimated Date of Arrival	Yes
Estimated Time of Arrival	Yes

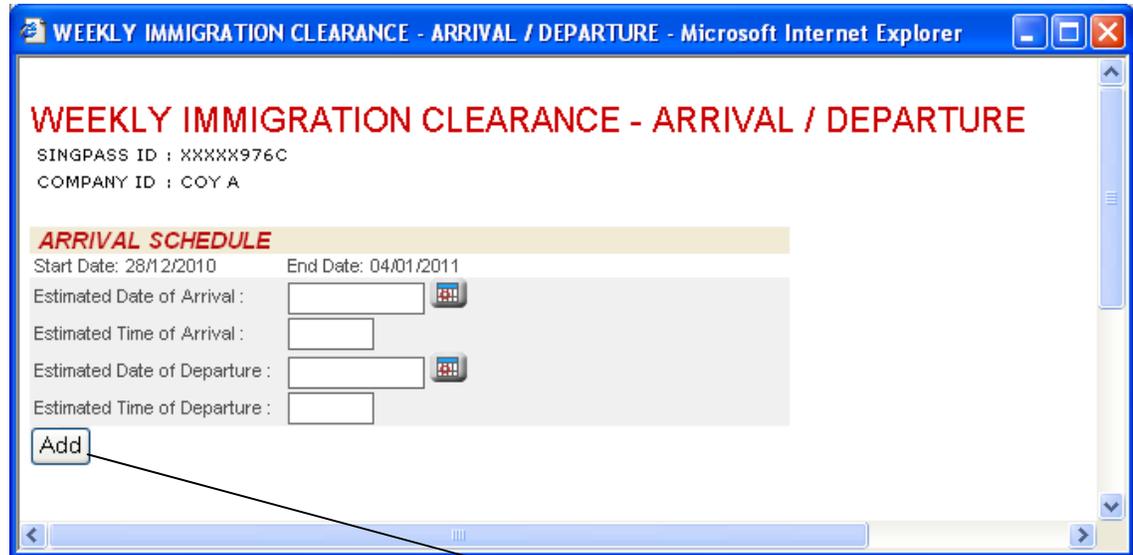
Caution:

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.

Estimated Date of Departure	Yes
Estimated Time of Departure	Yes



You are required to key in all the fields and click on **[Add]** button.
After adding the arrival schedule, it will be displayed in the screen below.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

ARRIVAL/DEPARTURE SCHEDULE

Instructions:
 1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005)
 2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm)
 3. Please confirm the estimate schedule.

Start Date: 28/12/2010
ARRIVAL SCHEDULE
End Date: 04/01/2011

S/No.	Delete	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure
1.	<input type="checkbox"/>	29/12/2010	1100	03/01/2011	1200

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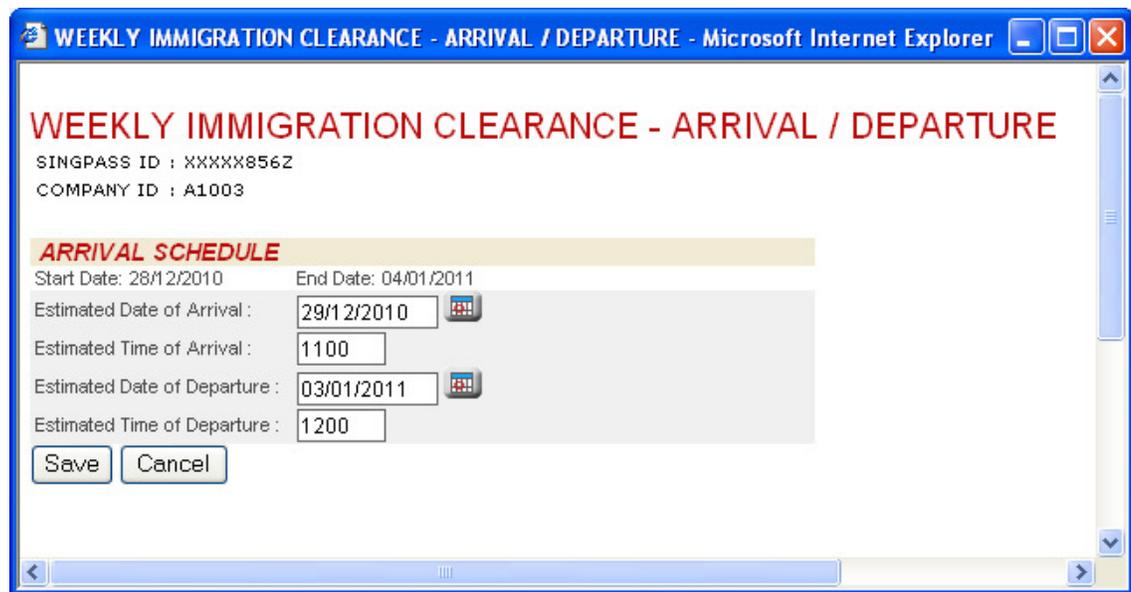
(a) To edit a newly added arrival schedule, click on the **Estimated Date of Arrival** hyperlink. (Refer to screenshot)

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.

(b) To delete a newly added arrival schedule, check on the checkbox under Delete column and click on the **[Delete]** button.

Below is the screenshot that will be displayed in the screen.



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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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.

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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

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

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION	
Type of Vessel	BARGE
Call Sign	
Vessel Name	WMC VESSEL
Gross Registered Tonnage (GRT)	2234
Net Registered Tonnage (NRT)	1234
Port of Registry	ALGERIA - ANNABA
Flag	ALGERIA
Last Place of Embarkation	ALBANIA-DURRES
Next Destination	ALGERIA-ANNABA
Immigration Anchorage/Berth	BRANI - BRANI BERTH 2
Owner/Charterer	CRW_USR01
Vessel on Tow	No
Please provide details if you have selected yes (max 200 characters)	
Do you have any passenger on board?	No
Do you have any stowaway, survivor, refugee or dead body on board?	No

AGENT INFORMATION	
Contact Person	ALICE
Email	ALICE@NCS.COM.SG
Agent in Singapore	COY A NCS HUB
Mobile No	88888888
Tel No	-
Pager No	-
Subscribe to SMS	Yes

CREW INFORMATION										
S/No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Date of Expiry	Duties on Board
1	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545333	10/12/2011	DUTY
2	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE	-	-	TD545339	10/12/2011	DUTY
3	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE	-	-	TD545340	10/12/2011	DUTY
4	CREW 1021J	MALE	25/07/1990	AUSTRALIA	NOT APPLICABLE	-	-	TD545342	10/12/2011	DUTY
5	CREW 1021I	MALE	25/07/1989	AUSTRALIA	NOT APPLICABLE	-	-	TD545341	10/12/2011	DUTY
6	CREW 1021B	MALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545334	10/12/2011	DUTY
7	CREW 1021C	MALE	25/07/1983	AUSTRALIA	NOT APPLICABLE	-	-	TD545335	10/12/2011	DUTY
8	CREW 1021D	MALE	25/07/1984	AUSTRALIA	NOT APPLICABLE	-	-	TD545336	10/12/2011	DUTY
9	CREW 1021E	MALE	25/07/1985	AUSTRALIA	NOT APPLICABLE	-	-	TD545337	10/12/2011	DUTY
10	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE	-	-	TD545338	10/12/2011	DUTY

ARRIVAL SCHEDULE					
Start Date: 28/12/2010			End Date: 04/01/2011		
SNo.	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure	
1	29/12/2010	1100	03/01/2011	1200	

DECLARATION
* <input type="checkbox"/> I declare that the information furnished in the application is correct and true.

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.

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

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Your application has been submitted successfully on **28/12/2010 16:27:07**

Your application reference number is **WA201012287357**.

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 Weekly Immigration Clearance - Departure Submission (WD)

The following Weekly Arrival screen will appear with 5 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 WD application.

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

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

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.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview
VESSEL INFORMATION				
Type of Vessel	BARGE			
Call Sign				
Vessel Name	WIC VESSEL			
Gross Registered Tonnage (GRT)	2234			
Net Registered Tonnage (NRT)	1234			
Port of Registry	ALGERIA - ANNABA			
Flag	ALGERIA			
*Last Place of Embarkation	- Please Select -	- Please Select -		
*Next Destination	- Please Select -	- Please Select -		
*Working Location/Anchorage	- Please Select -	- Please Select -		
Owner/Charterer	CRW_USR01			
*Is your vessel on tow (i.e. broken down) or towing?	<input type="radio"/> Yes <input type="radio"/> No			
Please provide details if you have selected yes (max 200 characters)	<input type="text"/>			
*Do you have any passenger on board?	<input type="radio"/> Yes <input type="radio"/> No			
*Do you have any stowaway, survivor, refugee or dead body on board?	<input type="radio"/> Yes <input type="radio"/> No			

Applicable Only if you have Stowaway, Survivor, Refugee or Dead Body on board

*Indicator	*Name	Gender	Date of Birth	Nationality	Travel Document No	Travel Document Date of Expiry	Attach Document (e.g. Master Report)
- Please Select -		- Please Select -		- Please Select -			<input type="button" value="Browse..."/>
- Please Select -		- Please Select -		- Please Select -			<input type="button" value="Browse..."/>
- Please Select -		- Please Select -		- Please Select -			<input type="button" value="Browse..."/>
- Please Select -		- Please Select -		- Please Select -			<input type="button" value="Browse..."/>
- Please Select -		- Please Select -		- Please Select -			<input type="button" value="Browse..."/>

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/She 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:
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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview
AGENT INFORMATION				
*Contact Person:	HO HUI SHAN			
*Email: <i>(for notification purposes)</i>	SHAN@NCS.COM.SG			
Agent in Singapore: <i>(i.e. Shipping Company Name and Address)</i>	COY A NCS HUB			
Mobile No: <i>(for sms purposes)</i>	91234567			
Tel No:	65567096			
Pager No:	0			
<input checked="" type="checkbox"/> Please tick if you want to be notified via SMS.				

Crew Information Tab

Click on Crew Information Tab.

Crew information such as Name, Gender, Date of Birth, Nationality, Traveller Group, Travel Document No., Travel Document's Date of Expiry and Duties 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.

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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

- Vessel Information
- Agent Information
- Crew Information**
- Schedule Information
- Preview

10 matching record(s)

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CREW INFORMATION										
S.No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Expiry	Duties on Board
1.	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545333	10/12/2011	DUTY
2.	CREW 1021B	MALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545334	10/12/2011	DUTY
3.	CREW 1021C	MALE	25/07/1983	AUSTRALIA	NOT APPLICABLE	-	-	TD545335	10/12/2011	DUTY
4.	CREW 1021D	MALE	25/07/1984	AUSTRALIA	NOT APPLICABLE	-	-	TD545336	10/12/2011	DUTY
5.	CREW 1021E	MALE	25/07/1985	AUSTRALIA	NOT APPLICABLE	-	-	TD545337	10/12/2011	DUTY
6.	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE	-	-	TD545338	10/12/2011	DUTY
7.	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE	-	-	TD545339	10/12/2011	DUTY
8.	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE	-	-	TD545340	10/12/2011	DUTY
9.	CREW 1021I	MALE	25/07/1989	AUSTRALIA	NOT APPLICABLE	-	-	TD545341	10/12/2011	DUTY
10.	CREW 1021J	MALE	25/07/1990	AUSTRALIA	NOT APPLICABLE	-	-	TD545342	10/12/2011	DUTY

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For selecting **[YES - Confirm previous schedule and enter next schedule]**

Schedule Information Tab

Click on Schedule Information Tab.

Schedule information such as Actual Date of Arrival, Actual Time of Arrival, Actual Date of Departure and Actual Time of Departure 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.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

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

ARRIVAL/DEPARTURE SCHEDULE

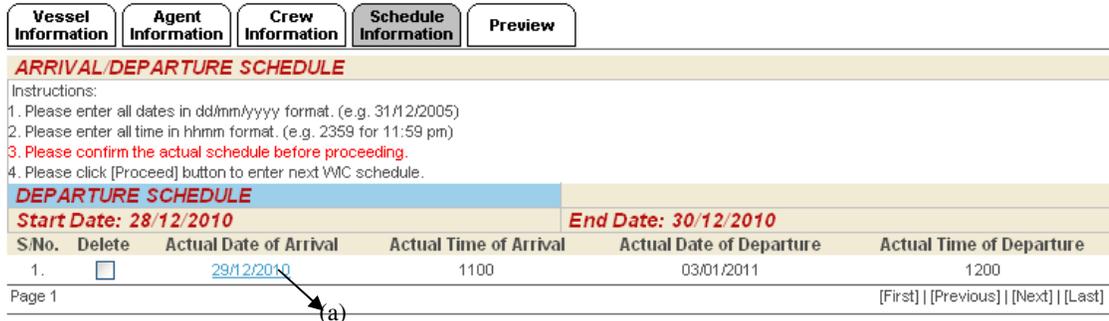
Instructions:
1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005)
2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm)
3. Please confirm the actual schedule before proceeding.
4. Please click [Proceed] button to enter next WIC schedule.

DEPARTURE SCHEDULE

Start Date: 28/12/2010 **End Date: 30/12/2010**

S.No.	Delete	Actual Date of Arrival	Actual Time of Arrival	Actual Date of Departure	Actual Time of Departure
1.	<input type="checkbox"/>	29/12/2010	1100	03/01/2011	1200

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(a) To edit a newly added arrival schedule, click on the *Estimated Date of Arrival* hyperlink. (Refer to Figure 1)

(b) To add in departure schedule, click on **[Add]** button. (Refer to Figure 2)

(c) To delete a newly added arrival schedule, check on the checkbox under Delete column and click on the **[Delete]** button.

(d) To enter next WIC schedule, click on **[Proceed]** button. (Refer to Figure 3)

Below is the Figure 1 that will be displayed on the screen upon clicking on *Estimated Date of Arrival* hyperlink.

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.



Figure 1

Below is the Figure 2 that will be displayed on the screen upon clicking on [\[Add\]](#) button.

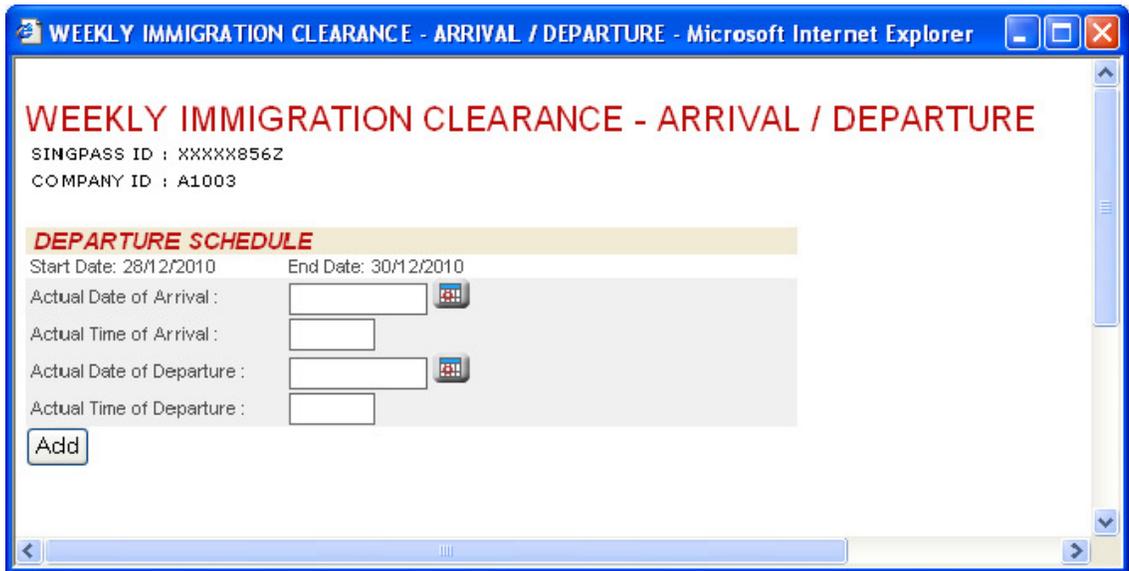


Figure 2

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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Below is the Figure 3 that will be displayed in the screen upon clicking on [\[Proceed\]](#) button.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C

COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview	
ARRIVAL/DEPARTURE SCHEDULE					
Instructions: 1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005) 2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm) 3. Please confirm the estimate schedule. 4. Please click [Back] button to view actual VMC schedule.					
Start Date: 31/12/2010			ARRIVAL SCHEDULE		
			End Date: 04/01/2011		
S.No.	Delete	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure
-- No Records. --					

[Back](#) [Add](#) [Delete](#)

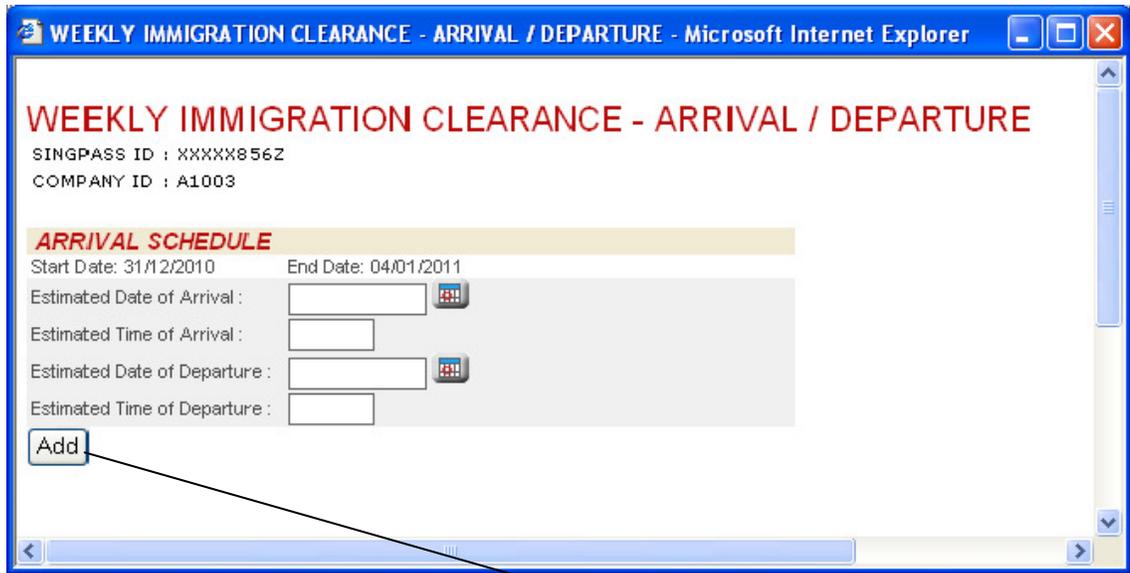
Figure 3  To add in an arrival schedule, click on [\[Add\]](#) button.

Below are the fields that will be displayed in the screen.

Field Name	Mandatory
Estimated Date of Arrival	Yes
Estimated Time of Arrival	Yes
Estimated Date of Departure	Yes
Estimated Time of Departure	Yes

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.



You are required to key in all the fields and click on **[Add]** button.
After adding the arrival schedule, it will be displayed as the screen below.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

- Vessel Information**
- Agent Information**
- Crew Information**
- Schedule Information**
- Preview**

ARRIVAL/DEPARTURE SCHEDULE

- Instructions:
1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005)
 2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm)
 3. Please confirm the estimate schedule.
 4. Please click [Back] button to view actual WMC schedule.

		ARRIVAL SCHEDULE			
		Start Date: 31/12/2010	End Date: 04/01/2011		
S/No.	Delete	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure
1.	<input type="checkbox"/>	01/01/2011	1100	03/01/2011	1200

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

- Back**
- Add**
- Delete**

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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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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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Please click [Submit] button to confirm your application.

VESSEL INFORMATION	
Type of Vessel	BARGE
Call Sign	
Vessel Name	WIC VESSEL
Gross Registered Tonnage (GRT)	2234
Net Registered Tonnage (NRT)	1234
Port of Registry	ALGERIA - ANNABA
Flag	ALGERIA
Last Place of Embarkation	ALBANIA-DURRES
Next Destination	ALGERIA-ANNABA
Immigration Anchorage/Berth	BRANI - BRANI BERTH 2
Owner/Charterer	CRW_USR01
Vessel on Tow	No
Please provide details if you have selected yes (max 200 characters)	
Do you have any passenger on board?	No
Do you have any stowaway, survivor, refugee or dead body on board?	No

AGENT INFORMATION	
Contact Person	ALICE
Email	ALICE@NCS.COM.SG
Agent in Singapore	COY A NCS HUB
Mobile No	88888888
Tel No	-
Pager No	-
Subscribe to SMS	Yes

CREW INFORMATION										
S.No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Date of Expiry	Duties on Board
1	CREW 1021E	MALE	25/07/1985	AUSTRALIA	NOT APPLICABLE	-	-	TD545337	10/12/2011	DUTY
2	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE	-	-	TD545338	10/12/2011	DUTY
3	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE	-	-	TD545339	10/12/2011	DUTY
4	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE	-	-	TD545340	10/12/2011	DUTY
5	CREW 1021J	MALE	25/07/1990	AUSTRALIA	NOT APPLICABLE	-	-	TD545342	10/12/2011	DUTY
6	CREW 1021I	MALE	25/07/1989	AUSTRALIA	NOT APPLICABLE	-	-	TD545341	10/12/2011	DUTY
7	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545333	10/12/2011	DUTY
8	CREW 1021B	MALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545334	10/12/2011	DUTY
9	CREW 1021C	MALE	25/07/1983	AUSTRALIA	NOT APPLICABLE	-	-	TD545335	10/12/2011	DUTY
10	CREW 1021D	MALE	25/07/1984	AUSTRALIA	NOT APPLICABLE	-	-	TD545336	10/12/2011	DUTY

DEPARTURE SCHEDULE				
Start Date: 28/12/2010			End Date: 30/12/2010	
SNo.	Actual Date of Arrival	Actual Time of Arrival	Actual Date of Departure	Actual Time of Departure
1	29/12/2010	1100	03/01/2011	1200

ARRIVAL SCHEDULE				
Start Date: 31/12/2010			End Date: 04/01/2011	
SNo.	Estimated Date of Arrival	Estimated Time of Arrival	Estimated Date of Departure	Estimated Time of Departure
1	01/01/2011	1100	03/01/2011	1200

DECLARATION

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

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For selecting [\[NO - Confirm previous schedule\]](#)

Schedule Information Tab

Click on Schedule Information Tab.

Schedule information such as Actual Date of Arrival, Actual Time of Arrival, Actual Date of Departure and Actual Time of Departure will be displayed.

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Schedule Information	Preview	
ARRIVAL/DEPARTURE SCHEDULE					
Instructions: 1. Please enter all dates in dd/mm/yyyy format. (e.g. 31/12/2005) 2. Please enter all time in hhmm format. (e.g. 2359 for 11:59 pm) 3. Please confirm the actual schedule.					
DEPARTURE SCHEDULE					
Start Date: 28/12/2010			End Date: 04/01/2011		
S/No.	Delete	Actual Date of Arrival	Actual Time of Arrival	Actual Date of Departure	Actual Time of Departure
1.	<input type="checkbox"/>	29/12/2010	1100	03/01/2011	1200
Page 1					[First] [Previous] [Next] [Last]

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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WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
 COMPANY ID : COY A

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

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION	
Type of Vessel	BARGE
Call Sign	
Vessel Name	VMC VESSEL
Gross Registered Tonnage (GRT)	2234
Net Registered Tonnage (NRT)	1234
Port of Registry	ALGERIA - ANNABA
Flag	ALGERIA
Last Place of Embarkation	ALBANIA-DURRES
Next Destination	ALGERIA-ANNABA
Immigration Anchorage/Berth	BRANI - BRANI BERTH 2
Owner/Charterer	CRW_USR01
Vessel on Tow	No
Please provide details if you have selected yes (max 200 characters)	
Do you have any passenger on board?	No
Do you have any stowaway, survivor, refugee or dead body on board?	No

AGENT INFORMATION	
Contact Person	ALICE
Email	ALICE@NCS.COM.SG
Agent in Singapore	COY A NCS HUB
Mobile No	88888888
Tel No	-
Pager No	-
Subscribe to SMS	Yes

CREW INFORMATION										
S.No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No / UIN / FIN	Travel Document No.	Travel Document Date of Expiry	Duties on Board
1	CREW 1021J	MALE	25/07/1990	AUSTRALIA	NOT APPLICABLE	-	-	TD545342	10/12/2011	DUTY
2	CREW 1021I	MALE	25/07/1989	AUSTRALIA	NOT APPLICABLE	-	-	TD545341	10/12/2011	DUTY
3	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545333	10/12/2011	DUTY
4	CREW 1021B	MALE	25/07/1982	AUSTRALIA	NOT APPLICABLE	-	-	TD545334	10/12/2011	DUTY
5	CREW 1021C	MALE	25/07/1983	AUSTRALIA	NOT APPLICABLE	-	-	TD545335	10/12/2011	DUTY
6	CREW 1021D	MALE	25/07/1984	AUSTRALIA	NOT APPLICABLE	-	-	TD545336	10/12/2011	DUTY
7	CREW 1021E	MALE	25/07/1985	AUSTRALIA	NOT APPLICABLE	-	-	TD545337	10/12/2011	DUTY
8	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE	-	-	TD545338	10/12/2011	DUTY
9	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE	-	-	TD545339	10/12/2011	DUTY
10	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE	-	-	TD545340	10/12/2011	DUTY

DEPARTURE SCHEDULE					
Start Date: 28/12/2010			End Date: 04/01/2011		
SNo.	Actual Date of Arrival	Actual Time of Arrival	Actual Date of Departure	Actual Time of Departure	
1	29/12/2010	1100	03/01/2011	1200	

DECLARATION

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

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

WEEKLY IMMIGRATION CLEARANCE - ARRIVAL / DEPARTURE

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Your application has been submitted successfully on 29/12/2010 11:55:09

Your application reference number is **WD201012297360**.

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 Temporary Sign-Off

The module allows the shipping agents to apply sign off for WIC crew temporarily.

To access Temporary Sign-Off module, move the mouse over the *Submission* menu item and click on [\[Temporary Sign-Off\]](#).

WIC Application reference no. page is displayed.

WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

* WIC Application Reference No. :

* Mandatory fields

Caution:
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Enter WA application reference no and click on the [\[Search\]](#) button.

The next part of the guide will deal with the submission of TSO.

2.2.1 Temporary Sign-Off Submission (TSO)

The following Weekly Arrival 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 a Temporary Sign-Off.

Information such as Type of Vessel, Vessel Name, Gross Registered Tonnage (GRT), Net Registered Tonnage (NRT), Port of Registry, Flag, Estimated Date of Arrival, Estimated Time of Arrival (ETA), Date of Proposed Departure, Estimated Time of Departure (ETD), Last Place of Embarkation and Next Destination will be displayed.

WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Preview
VESSEL INFORMATION			
Type of Vessel	BARGE		
Call Sign			
Vessel Name	WIC VESSEL		
Gross Registered Tonnage (GRT)	2234 tonnes		
Net Registered Tonnage (NRT)	1234 tonnes		
Port of Registry	ALGERIA - ANNABA		
Flag	ALGERIA		
Estimated Date of Arrival	30/10/2009		
Estimated Time of Arrival (ETA)	11:00 hr		
Date of Proposed Departure	02/11/2009		
Estimated Time of Departure (ETD)	12:00 hr		
Last Place of Embarkation	ALBANIA - DURRES		
Next Destination	ALGERIA - ANNABA		

Caution:
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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/She 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.

WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Vessel Information	Agent Information	Crew Information	Preview
AGENT INFORMATION			
*Contact Person	HO HUI SHAN		
*Email <i>(for notification purposes)</i>	SHAN@NCS.COM.SG		
Agent in Singapore <i>(i.e. Shipping Company Name and Address)</i>	COY A NCS HUB		
Please enter at least one contact number:			
Mobile No <i>(for sms purposes)</i>	91234567		
Tel No	65567096		
Pager No			
<input checked="" type="checkbox"/>	Please tick if you want to be notified via SMS.		

* Mandatory fields

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Crew Information Tab

Click on Crew Information Tab.

Crew information such as Name, Gender, Date of Birth, Nationality, Traveller Group, Travel Document No., Travel Document's Date of Expiry and Duties on Board will be displayed.

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

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WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

1. Please tick to select crew for Temporary Sign-Off.
2. Please note that only a maximum of 6 crew can be selected for temporary sign-off in each application.

10 matching record(s)

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CREW INFORMATION												
S.No.	* Temp Sign-Off	*Reason	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry	MJLP Sticker No/UIN /FIN	Travel Document Number	Travel Document Expiry Date	Duties on Board
1.	<input type="checkbox"/>	- Please Select -	CREW 1021A	FEMALE	25/07/1982	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545333	10/12/2009	DUTY
2.	<input type="checkbox"/>	- Please Select -	CREW 1021B	Male	25/07/1982	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545334	10/12/2009	DUTY
3.	<input type="checkbox"/>	- Please Select -	CREW 1021C	Male	25/07/1983	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545335	10/12/2009	DUTY
4.	<input type="checkbox"/>	- Please Select -	CREW 1021D	Male	25/07/1984	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545336	10/12/2009	DUTY
5.	<input type="checkbox"/>	- Please Select -	CREW 1021E	Male	25/07/1985	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545337	10/12/2009	DUTY
6.	<input type="checkbox"/>	- Please Select -	CREW 1021F	FEMALE	25/07/1986	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545338	10/12/2009	DUTY
7.	<input type="checkbox"/>	- Please Select -	CREW 1021G	FEMALE	25/07/1987	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545339	10/12/2009	DUTY
8.	<input type="checkbox"/>	- Please Select -	CREW 1021H	FEMALE	25/07/1988	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545340	10/12/2009	DUTY
9.	<input type="checkbox"/>	- Please Select -	CREW 1021I	Male	25/07/1989	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545341	10/12/2009	DUTY
10.	<input type="checkbox"/>	- Please Select -	CREW 1021J	Male	25/07/1990	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545342	10/12/2009	DUTY

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

1 of 1 Pages

* Mandatory fields

To sign off a crew, check on the checkbox under Temp Sign-Off column and select the Reason from the drop down list.

Caution:

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Preview Tab

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WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

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

Please click [Submit] button to confirm your application.

Submit

VESSEL INFORMATION

Type of Vessel	BARGE
Call Sign	-
Vessel Name	WIC VESSEL
Gross Registered Tonnage (GRT)	2234 tonnes
Net Registered Tonnage (NRT)	1234 tonnes
Port of Registry	ALGERIA - ANNABA
Flag	ALGERIA
Estimated Date of Arrival	30/10/2009
Estimated Time of Arrival(ETA)	11:00hr
Date of Proposed Departure	02/11/2009
Estimated Time of Departure (ETD)	12:00 hr
Last Place of Embarkation	ALBANIA - DURRES
Next Destination	ALGERIA - ANNABA

AGENT INFORMATION

Contact Person	ALICE
Email	ALICE@NCS.COM.SG
Agent in Singapore	COY A NCS HUB
Mobile No.	88888888
Tel No.	-
Pager No.	-
Notified via SMS	Yes

CREW INFORMATION

SNo.	Reason	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry	MJLP Sticker No / UIN / FIN	Travel Document Number	Travel Document Expiry Date	Duties on Board
1.	REPATRIATION - MEDICAL CERT	CREW 1021J	Male	25/07/1990	AUSTRALIA	NOT APPLICABLE (NA)	-	-	TD545342	10/12/2009	DUTY

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 WIC Application Reference Number (e.g. TSYYYYMMDDnnnn). You can print this page for future reference.

WIC TEMPORARY SIGN-OFF

SINGPASS ID : XXXXX976C
COMPANY ID : COY A

Your application has been submitted successfully on 30/10/2009 15:40:22.

Your application reference number is TS200910306659.

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.

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To check on the application, select Application Reference No. from the Enquiry menu item.

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Enter the WA, WD or TSO Application Reference No.

Crew information page is displayed as follows.

Application Reference No. : WA200910266651

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

32 matching record(s)

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Crew Information

S/No.	Name	Gender	Date of Birth	Nationality	Traveller Group	Pass Expiry Date	MJLP Sticker No/UIN/FIN	Travel Document No	Travel Document Expiry Date	Status	Duties On Board
1.	CREW 1	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545333	10/10/2010	SP(Temporary Sign Off)	DUTY
2.	CREW 10	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545342	10/10/2010	SP(Temporary Sign Off)	DUTY
3.	CREW 11	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545343	10/10/2010	Endorsement SP(Temporary Sign Off)	DUTY
4.	CREW 12	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545344	10/10/2010	Endorsement SP(Temporary Sign Off)	DUTY
5.	CREW 13	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545345	10/10/2010	Paper SP(Temporary Sign Off)	DUTY
6.	CREW 14	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545346	10/10/2010	Paper SP(Temporary Sign Off)	DUTY
7.	CREW 15	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545347	10/10/2010	NTL	DUTY
8.	CREW 16	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545348	10/10/2010	NTL	DUTY
9.	CREW 17	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545349	10/10/2010	NTL	DUTY
10.	CREW 18	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545350	10/10/2010	NTL	DUTY
11.	CREW 19	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545351	10/10/2010	NTL	DUTY
12.	CREW 2	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545334	10/10/2010	NTL	DUTY
13.	CREW 20	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545352	10/10/2010	NTL	DUTY
14.	CREW 21	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545353	10/10/2010	NTL	DUTY
15.	CREW 22	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545354	10/10/2010	NTL	DUTY
16.	CREW 23	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545355	10/10/2010	NTL	DUTY
17.	CREW 24	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545356	10/10/2010	NTL	DUTY
18.	CREW 25	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545357	10/10/2010	NTL	DUTY
19.	CREW 26	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545358	10/10/2010	NTL	DUTY
20.	CREW 27	Male	25/07/1982	INDONESIA	NOT APPLICABLE (NA)	-	-	TD545359	10/10/2010	NTL	DUTY

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1 of 2 Pages

Caution:

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2.3 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.

Inbox	Submission	Amendment	Upload File	Enquiry	System Administration	MJLP	Logout
-------	------------	-----------	-------------	---------	-----------------------	------	--------

Caution:

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