M P A
SINGAPORE

USER MANUAL FOR

CREATION OF ELECTRONIC SHIP'S INFORMATION/

ELECTRONIC CREW CHANGES

SUBMISSION

Version No     :     4.0

Release Date  :     10 April 2014

**Document Change Record**

| Version | Effective Date | Summary of Changes |
|---------|----------------|--------------------|
| 1.0 | 14 October 2005 | • Initial Issue |
| 1.1 | 26 January 2006 | • Include a new Section "Important Things to Note" |
| 2.0 | 30 March 2006 | • The following new sections were included:<br>⇨ Part IV – Change in Crew Capacity<br>⇨ Annex – Form ENG 2A Change Record |
| 3.0 | 06 June 2006 | • To amend the name for the following fields:<br>⇨ From "Cargo Ops?" to "Involved in Cargo Operations"<br>⇨ From "Keep Watch on Board?" to "Keep Watch on Board" |
| 4.0 | 10 April 2014 | • To amend the electronic form to cater to MLC requirements. Added new section 'Creation of Electronic Ship's Information' in electronic form to create new electronic ship's information application. |

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# Important Things to Note

1.  For the "Name of Ship" field, please **DO NOT** prefix the ship's name with "M.V", "M./V.", "M.T.", "M./T.", "S.S.", "S/.S." if the registered ship's name does not include these prefixes.

2.  For the "*Ref No. as shown in the Crew List printed by MPA*" field, please ensure that it is inputted **IN ACCORDANCE** with the crew list printed by MPA.

3.  For the "COC No. (issued by Singapore)" field, please leave it **BLANK** if the holder is not holding a Singapore COC.

4.  If the ship is covered under Collective Bargaining Agreement (i.e. SMOU/SOS), please leave the "Amount of Wages per calendar month" field **BLANK**.

5.  Please email and attach **ONLY** the generated .xml file, and not .pdf or .zip files.

6.  Please submit the crew changes in one **CONSOLIDATED** .XML file instead of multiple XML files as the form can cater up to 10 crews signed on, and 10 crews signed off, 5 changes in crew capacity at any one time.

# Getting Started

## 1.1    Software Requirements

1.    To run this application, you will need an Internet Explorer on Windows.


2.    This application will need to run ActiveX Controls (or equivalent) and this is not supported in Netscape. You will receive the following error message should you try to run the application in Netscape.

## 1.2    To enable ActiveX Controls

1.    Invoke Internet Explorer.

2.    Click on "Tools" menu | "Internet Options".
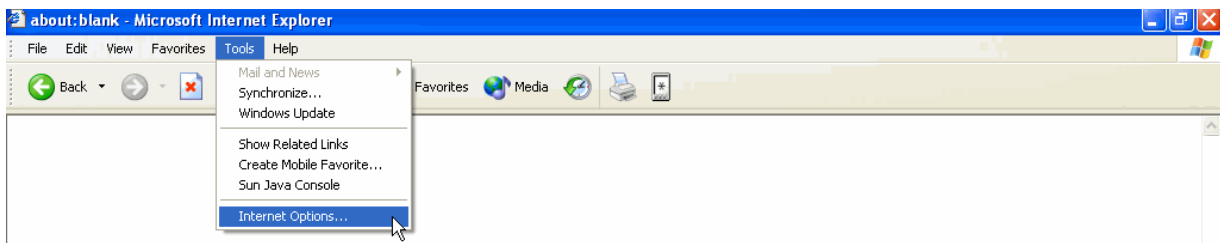


3.    Click on the "Security" tab.

4.    Click on the "Internet" icon.

5.    Click on the "Custom Level..." button.
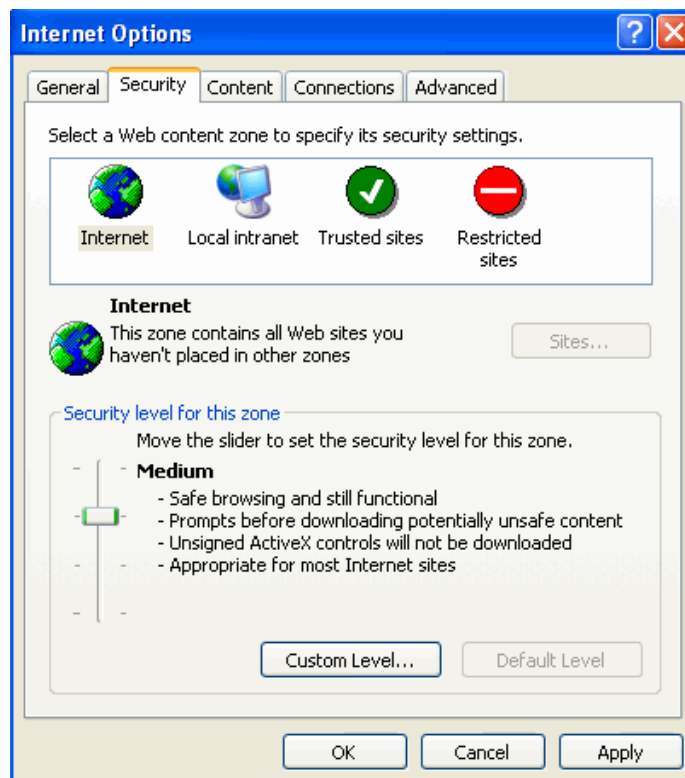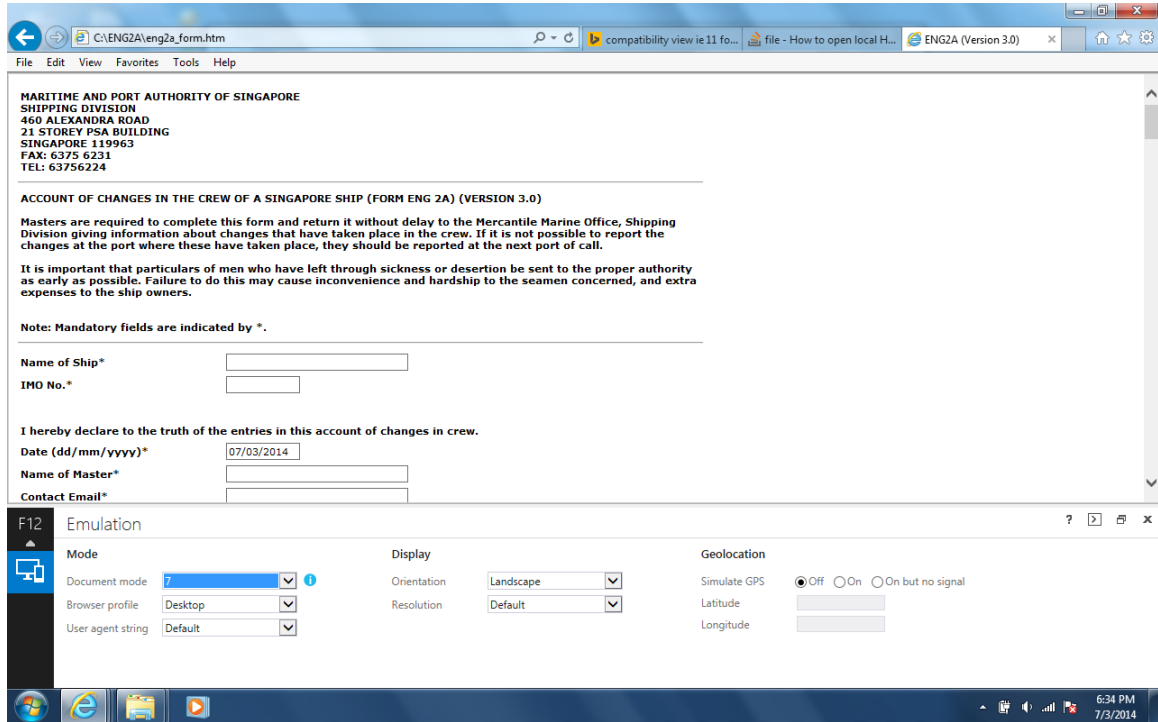
6.    Amend the Security Settings as follows:

- **Download signed ActiveX: Enable or Prompt**

- Download unsigned ActiveX: Disable

- Initialize and Script ActiveX controls not marked as safe: Disable

- **Run ActiveX controls and plug-ins: Enable or Prompt**

- **Script ActiveX controls marked safe for scripting: Enable or Prompt**
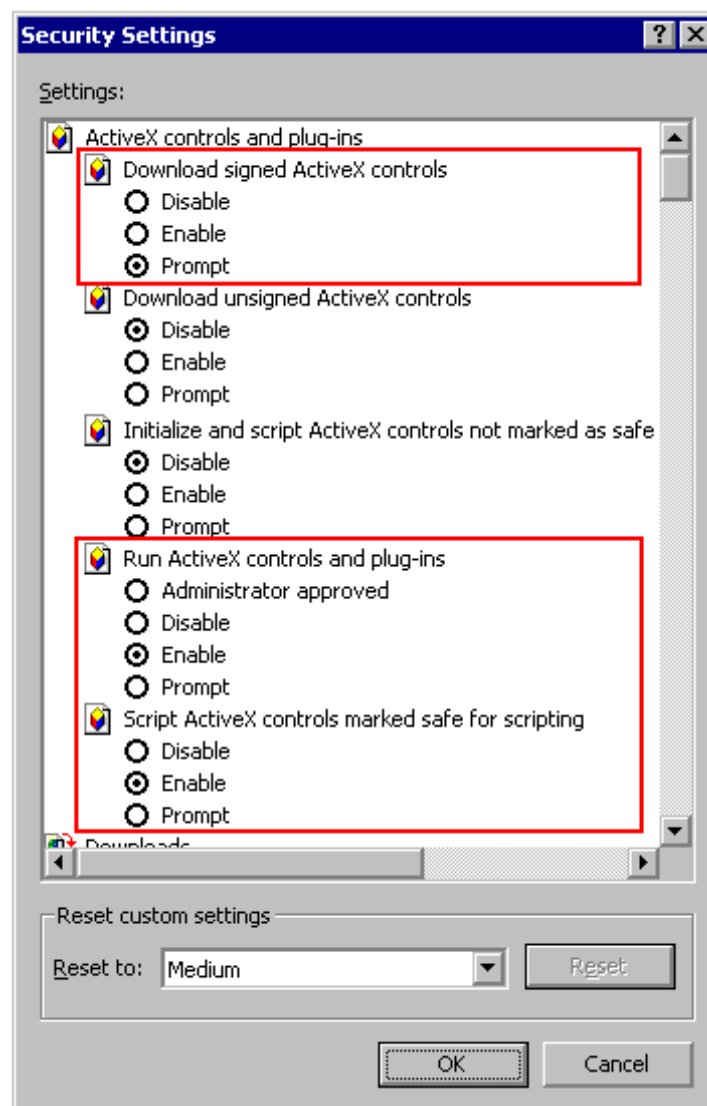


7.    Click the "OK" button twice to save settings and close the Internet Options dialog box.

If you use Internet explorer 11, press F12 and set the document mode to 7 as per the below screenshot before key-in the details in the electronic form.

## 1.3 How to start the Electronic ENG2A Form?

1. Detach the file ("MPA_ENG2A_v4.0.html") from the email, and copy it to your local drive (not network drive). For example, "C:/".

2. Double click on "MPA_ENG2A_v4.0.html".

3. If you using Windows XP Service Pack 2+, you may encounter some warning message *("To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options…")*.

4. Click on the message and select "Allow Blocked Content".
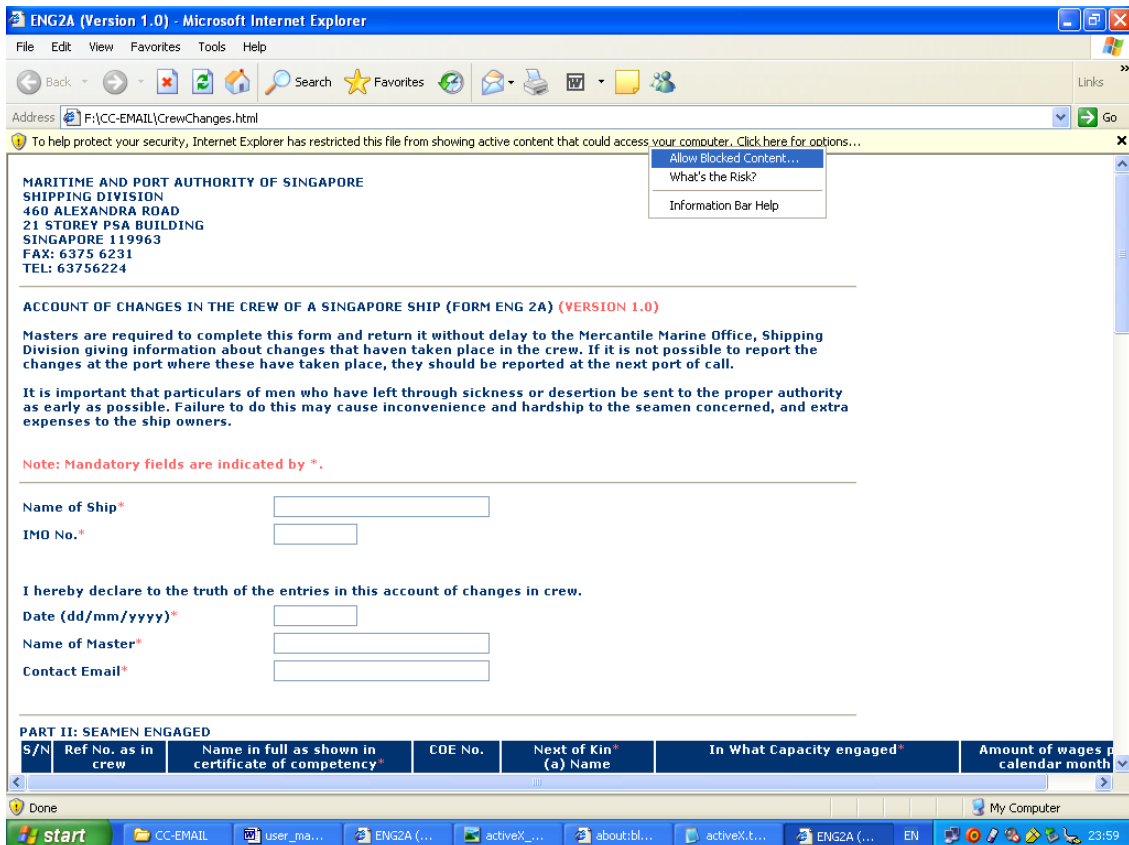
5. You will see a security warning message, click on the "Yes" button to proceed.
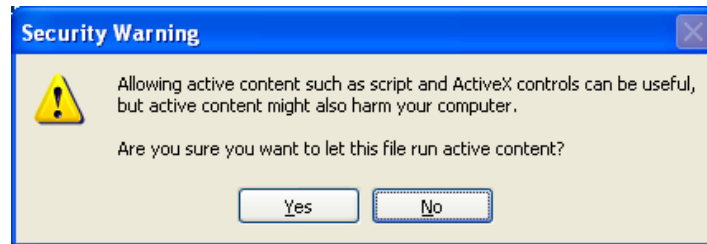


6. Click on the "Yes" button to enable ActiveX control.
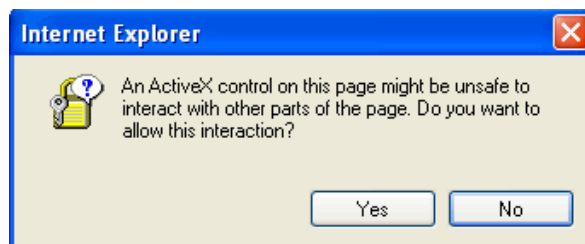


7. Should you encounter this error message (shown below), please check and amend your security settings (refer to Section 1.2).
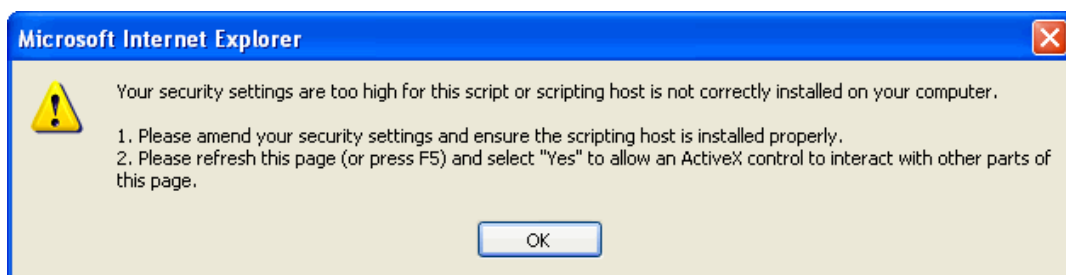


8. Click on the "Refresh" button (or press F5) to reload this form.

9. Click on the "Yes" button to enable ActiveX control.

# Input Instructions for Electronic ENG2A

## 2.1    Form Layout

1.    This form is divided into the following sections:

   •    Option to choose an application type either 'Creation of Electronic Ship's Information' or 'Electronic Crew Change'.

   •    Ship and Contact Person Information.

   •    Facilities for you to clear the entire form, save your inputs into a file, retrieve your inputs from a file, and generate your inputs into an xml file.

2.    Please choose any one Application Type either 'Creation of Electronic Ship's Information' or 'Electronic Crew Change' before proceeding to enter the ship and contact person details.

3.    If you choose 'Creation of Electronic Ship's Information', Part I and Part II will be enabled to enter the 'Electronic Ship's Information detail'.

   •    Part I: ELECTRONIC SHIP'S INFORMATION DETAIL

   •    Part II: CREW ENGAGED

4.    If you choose 'Electronic Crew Change', Part II, Part III and Part IV will be enabled to enter the crew change details.

   •    Part II: CREW ENGAGED

   •    Part III: PARTICULARS UPON DISCHARGE, DEATH OR DESERTION OR MEMBER OF THE CREW

   •    Part IV: CHANGE IN CREW CAPACITY

5.    For "Part II: CREW ENGAGED", you can only input a maximum of 10 crews to sign-on.

6.    For "Part III: PARTICULARS UPON DISCHARGE, DEATH OR DESERTION OR MEMBER OF THE CREW", you can only input a maximum of 10 crew to sign off.

7.    For "Part IV: CHANGE IN CREW CAPACITY", you can only input a maximum of 5 records of crew re-designation.

8.    All the mandatory fields are indicated by an asterisk (*).

9.    'Creation of Electronic Ship's Information' must contain at least 1 crew signed on.

10.    Electronic crew changes must contain at least 1 crew signed on, or crew signed off, or crew re-designation.

## 2.2    Ship and Contact Person Information

1.    In the 'Name of Ship' field, enter the Ship Name.

2.    In the 'Official Number' field, enter the Official No. of the ship.

3.    In the 'IMO Number' field, enter the IMO No. of the ship.

4.    In the 'Date of Submission' field, enter the date in which you are submitting the 'Creation of Electronic Ship's Information' or 'Electronic Crew Change'.

5.    In the 'Name of Master' field, enter the name of master who is making the form submission.

6.    In the 'Contact Email' field, enter the email address that MMO can correspond to with regards to the 'Creation of Electronic Ship's Information' or 'Electronic Crew Change'.

7.    Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Name of Ship | Max allowable length = 35 | Nil (User will not be able to input more than allowable length) |
| | | Mandatory | Please enter the Ship Name. |
| 2. | Official Number | Max allowable length = 10 | Nil |
| | | Mandatory | Please enter the Official No. |
| | | Only numbers are allowed | Invalid Official No.. Please enter in numeric format. |
| 3. | IMO Number | Max allowable length = 10 | Nil |
| | | Only numbers are allowed | Invalid IMO No.. Please enter in numeric format. |
| 4. | Date of Submission | Max allowable length = 10 | Nil |
| | | Mandatory. The date will be auto default to current date when the | Please enter the Submitted Date. |

| | | | |
|---|---|---|---|
| | | form is first loaded. | |
| | | Date must keyed in dd/mm/yyyy | Invalid Submitted Date. Please enter in dd/mm/yyyy format. |
| | | Post-dated is not allowed | Please re-enter the Submitted Date. Post-dated value is not allowed. |
| 5. | Name of Master | Max allowable length = 50 | Nil |
| | | Mandatory | Please enter the Name of Master. |
| 6. | Contact Email | Max allowable length = 255 | Nil |
| | | Mandatory | Please enter the Contact Email. |
| | | Valid Email check | Please enter the valid Email Id under 'Contact Email' column. |

## 2.3  Electronic Ship's Information Detail

1. In the 'Trading Area' field, choose any one of the below trading area of the ship -

- FOREIGN GOING
- HOME TRADE
- PORT LIMIT
- SPECIAL LIMIT

2. In the 'Collective Bargaining Agreement' field, choose any one of the following.

- SMOU
- SOS
- SMOU & SOS
- NONE
- OTHERS

3. If you choose 'Collective Bargaining Agreement' as 'SMOU', then under the 'SMOU' column, enter the 'Issue Date' and 'Expiry Date'.

4. If you choose 'Collective Bargaining Agreement' as 'SOS', then under the 'SOS' column, enter the 'Issue Date' and 'Expiry Date'.

5. Choose either 'YES' or 'NO' under the field - Does a Collective Bargaining Agreement form part or all of the seafarer's employment agreement?

6. Choose either 'YES' or 'NO' under the field - (Has the CBA been registered with the Singapore Industrial Arbitration Court):

 Value should be YES if 'Collective Bargaining Agreement' contains SMOU, SOS, SMOU & SOS.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Trading Area | Mandatory | Please enter the Trading Area. |
| 2. | Collective Bargaining Agreement | Mandatory | Please enter the Collective Bargaining Agreement. |
| 3. | SMOU | If 'Collective Bargaining Agreement' is chosen as 'SMOU', then 'Issue Date' under SMOU column is Mandatory. | Please enter the SMOU Issue Date. |
| | | If 'Collective Bargaining Agreement' is chosen as 'SMOU', then 'Expiry Date' under SMOU column is Mandatory. | Please enter the SMOU Expiry Date. |
| 4. | SOS | If 'Collective Bargaining Agreement' is chosen as 'SOS, then 'Issue Date' under SOS column is Mandatory. | Please enter the SOS Issue Date. |
| | | If 'Collective Bargaining Agreement' is chosen as 'SOS, then 'Expiry Date' under SOS column is Mandatory. | Please enter the SOS Expiry Date. |
| 5. | Does a Collective Bargaining Agreement form part or all of the seafarer's employment agreement?* | Mandatory | Please enter (Yes/No) for the below field – Does a Collective Bargaining Agreement form part or all of the seafarer's employment agreement?* |
| 6. | (Has the CBA been registered with the Singapore Industrial Arbitration Court):* | Mandatory | Please enter (Yes/No) for the below field – (Has the CBA been registered with the Singapore Industrial Arbitration Court):* |

## 2.4 Crew Engaged Information

1. Please note that Item No. is NOT crew reference no. in crew agreement.


2. In the Name in full as shown in certificate of competency field, enter the exact crew name as displayed in the certificate of competency.

3. In the Date of Birth field, enter the date of birth of the crew.

4. In the Nationality field, select the nationality of the crew from the drop down box.

5. In the COE No. field, select the Certificate Of Endorsement's Type (D/E/R where "D" refers to Deck, "E" refers to Engine and "R" refer to GOC) and enter the Certificate Of Endorsement No. of the crew (if any).

6. In the ROA No. field, select the Receipt of Application Type (D/E/R where "D" refers to Deck, "E" refers to Engine and "R" refer to GOC) and enter the Receipt of Application No. of the crew (if any).

7. In the COC No. (issued by Singapore), enter Certificate Of Competency No. of the crew (if any) if his/her COC is issued by Singapore. Please leave it BLANK if the holder is not holding a Singapore COC.

8. In the Next of Kin – Name field, enter the name of the next of kin.

9. In the Next of Kin – Relationship field, enter the next of kin's relationship to the crew.

10. In the What Capacity engaged field, enter the current capacity of the crew. If the current capacity is a 'Supernumerary' or 'Others', please specify the details in the text box provided.

11. In the Date of signing crew agreement field, enter the date of crew signed on.

12. In the Place of signing crew agreement field, select the place (At Sea/ Elsewhere/ Singapore) of signing on. If "At Sea" is selected, please enter the longitude and latitude. If "Elsewhere" is selected, please enter the signed on place (e.g.: Hong Kong).

13. In the Amount of wages per calendar month, select the currency type and enter the monthly wages of the crew.

14. In the Others field, select the value from the drop down box to indicate whether the crew needs to keep watch on board and involve in cargo operations.

15. In the passport No field, enter the passport no of the crew.

16. In the Home Port (for Repatriation)* field, enter the repatriation home port.

17. Under the Recruitment Agent column, enter the name of the recruitment agent company and the recruitment agent country.

18. In the Contract Period (In Months) field, enter the contract period of the crew in months.

19. Under the field – 'The Shipowner, Manager, Agent or any person who is assuming the responsibilities of the Shipowner', choose any one of the following.

    - Owner

    - Manager

    - Employer

    If you choose Employer, then enter the Employer details - Employer Name, Employer Email, Address including House No, Block No, Road 1, Road 2, Road 3, Postal Code, Country.

20. Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Name in full as shown in certificate of competency | Max allowable length = 35 | Nil |
| | | Mandatory | Please enter the Crew Name for Part II, Record *X*. |
| 2. | Date of Birth | Max allowable length = 10 | Nil |
| | | Mandatory | Please enter the Date of Birth for Part II, Record *X*. |
| | | Date must keyed in dd/mm/yyyy | Invalid Date of Birth. Please enter in dd/mm/yyyy format. |
| | | Post-dated is not allowed | Please re-enter the Date of Birth for Part II, Record *X*. Post-dated value is not allowed. |
| 3. | Nationality | Mandatory | Please enter the Nationality for Part II, Record *X*. |
| 4. | COE No. | Max allowable length for COE No. (Prefix) = 1 | Nil |

| | | | |
|---|---|---|---|
| | | Max allowable length for COE No. = 7 | |
| | | COE No. Prefix (D/E/R) is mandatory if the COE No. is inputted. | Please select the COE No. (prefix) for Part II, Record *X*. |
| | | COE No. is mandatory if the COE No. Prefix is inputted | Please select the COE No. for Part II, Record *X*. |
| 5. | ROA No. | Max allowable length for ROA No. (Prefix) = 1<br><br>Max allowable length for ROA No. = 9<br>Max allowable length for ROA No year. = 4 | Nil |
| | | ROA No. Prefix (D/E/R) is mandatory if the ROA No. is inputted. | Please select the ROA No. (prefix) for Part II, Record *X*. |
| | | ROA No. is mandatory if the ROA No. Prefix is inputted | Please select the ROA No. for Part II, Record *X*. |
| 6. | COC No. (issued by Singapore) | Max allowable length = 20 | Nil |
| 7. | Next of Kin - Name | Max allowable length = 35 | Nil |
| | | Mandatory | Please enter the NOK Name for Part II, Record *X*. |
| 8. | Next of Kin - Relationship | Max allowable length = 60 | Nil |
| | | Mandatory | Please enter the NOK Relationship for Part II, Record *X*. |
| 9. | In What Capacity engaged | Mandatory | Please enter the Capacity for Part II, Record *X*. |
| 10. | If others please specify: | Max allowable length = 35 | Nil |
| | | Mandatory if Capacity is set to "OTHERS". Please key-in the actual capacity (e.g. Seafarer\'s family etc) | Please enter the Other Capacity for Part II, Record *X*. |
| 11. | Date of signing | Max allowable length = 10 | Nil |

| | | | |
|---|---|---|---|
| | crew agreement | | |
| | | Mandatory | Please enter the Sign On Date for Part II, Record *X*. |
| | | Date must keyed in dd/mm/yyyy | Invalid Sign On Date. Please enter in dd/mm/yyyy format. |
| | | Post-dated is not allowed | Please re-enter the Sign On Date for Part II, Record *X*. Post-dated value is not allowed. |
| 12. | Place of signing crew agreement | Mandatory | Please enter the Sign On Place for Part II, Record *X*. |
| | | Place of signing must be set to "At Sea" if the (Sign On) Longitude or Latitude are inputted | Please select 'At Sea' for Sign On Place for Part II, Record *X*. |
| | | Place of signing must be set to "Elsewhere" if the (Sign On) Elsewhere is inputted | Please select 'Elsewhere' for Sign On Place for Part II, Record *X*. |
| 13. | (Sign On) Longitude | Max allowable length = 10 | Nil |
| | | Mandatory if Place of signing is "At Sea" | Please enter the Sign On (Longitude) for Part II, Record *X*. |
| | | Allowable format (numbers & direction: E/W). For example, 132 01E | Invalid Sign On (Longitude). Please enter in the allowable format (numbers & direction: E/W). |
| 14. | (Sign On) Latitude | Max allowable length = 10 | Nil |
| | | Mandatory if Place of signing is "At Sea" | Please enter the Sign On (Latitude) for Part II, Record *X*. |
| | | Allowable format (numbers & direction: N/S). For example, 35 50N | Invalid Sign On (Latitude). Please enter in the allowable format (numbers & direction: N/S). |
| 15. | Sign On (Elsewhere) | Max allowable length = 35 | Nil |
| | | Mandatory if Place of signing is "Elsewhere" | Please enter the Sign On (Elsewhere) for Part II, Record *X*. |
| 16. | Amount of wages per calendar month (Currency) | Mandatory if the Monthly Wages is inputted | Please select the Monthly Wages Currency for Part II, Record *X*. |

| 17. | Amount of wages per calendar month | Max allowable length = 11 | Nil |
|---|---|---|---|
| | | Mandatory if the Monthly Wages Currency is inputted | Please enter the Monthly Wages for Part II, Record *X*. |
| | | Only numbers are allowed | Invalid Monthly Wages. Please enter in numeric format. |
| | | Allowable value ranges from 0 to 99999999.99 | Invalid Monthly Wages for Part II, Record *X*. Please enter within the allowable range (from 0 to 99999999.99). |
| | | Allowable format ranges from 0 to 99999999.99 (maximum 2 decimal place) | Invalid Monthly Wages for Part II, Record *X*. Please enter within the allowable format (from 0 to 99999999.99). |
| 18. | Keep Watch on Board | Non mandatory. | |
| 19. | Involved in Cargo Operations | Non mandatory. | |
| 20. | Passport No | Non mandatory. | |
| 21. | Home Port (for Repatriation) | Mandatory. | Please enter the Home Port (for Repatriation) |
| 22. | Recruitment Agent - Name of Company | Non mandatory. | |
| 23. | Recruitment Agent - Country | Non mandatory. | |
| 24. | Contract Period (In Months) | Mandatory. | |
| 25. | The Shipowner, Manager, Agent or any person who is assuming the responsibilities of the Shipowner | Mandatory. | Please select the 'The Shipowner, Manager, Agent or any person who is assuming the responsibilities of the Shipowner'. |

## 2.5    Particulars Upon Discharge, Death Or Desertion Or Member Of The Crew

1.    Please note that Item No. is NOT crew reference no. in crew agreement.

2.    In the 'Ref No. as shown in the Crew List printed by MPA' field, enter the crew reference no. of the crew.

3.    In the Name in full as shown in certificate of competency field, enter the exact crew name as displayed in the certificate of competency.

4.    In the Date field under 'Particulars of Crew Discharged, Deserted or Otherwise Left The Vessel', enter the date of crew signed off.

5.    In the Place field under 'Particulars of Crew Discharged, Deserted or Otherwise Left The Vessel', select the place (At Sea/ Elsewhere/ Singapore) of signing off.  If "At Sea" is selected, please enter the longitude and latitude.  If "Elsewhere" is selected, please enter the signed off place (e.g.: Hong Kong).

6.    In the Cause field, select the reasons of leaving.

7.    Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Ref No. as shown in the Crew List printed by MPA | Max allowable length = 6 | Nil (User will not be able to input more than allowable length) |
| | | Mandatory | Please enter the Ref No. for Part III, Record *X*.<br><br>* *X refers to record no.* |
| | | Only numbers are allowed | Invalid Ref No.. Please enter in numeric format. |
| | | Sign off Reference no. must be unique. i.e. There should not be 2 sign off records with the same Reference No. | Duplicate Ref No. for Part III, Record *X* and Record *Y*.<br><br>* *X and Y refers to record no.* |

| 2. | Name in full as shown in certificate of competency | Max allowable length = 35 | Nil |
| | | Mandatory | Please enter the Crew Name. for Part III, Record *X*. |
| 3. | Date of seamen discharged/ deserted/ left | Max allowable length = 10 | Nil |
| | | Mandatory | Please enter the Sign Off Date for Part III, Record *X*. |
| | | Date must keyed in dd/mm/yyyy | Invalid Sign Off Date. Please enter in dd/mm/yyyy format. |
| | | Post-dated is not allowed | Please re-enter the Sign Off Date for Part III, Record *X*. Post-dated value is not allowed. |
| 4. | Place of seamen discharged/ deserted/ left | Mandatory | Please enter the Sign Off Place for Part III, Record *X*. |
| | | Place of discharged must be set to "At Sea" if the (Sign Off) Longitude or Latitude are inputted | Please select 'At Sea' for Sign Off Place for Part III, Record *X*. |
| | | Place of discharged must be set to "Elsewhere" if the (Sign Off) Elsewhere is inputted | Please select 'Elsewhere' for Sign Off Place for Part III, Record *X*. |
| 5. | (Sign Off) Longitude | Max allowable length = 10 | Nil |
| | | Mandatory if Place of discharged is "At Sea" | Please enter the Sign Off (Longitude) for Part III, Record *X*. |
| | | Allowable format (numbers & direction: E/W). For example, 132 01E | Invalid Sign Off (Longitude). Please enter in the allowable format (numbers & direction: E/W). |
| 6. | (Sign Off) Latitude | Max allowable length = 10 | Nil |
| | | Mandatory if Place of discharged is "At Sea" | Please enter the Sign Off (Latitude) for Part III, Record *X*. |
| | | Allowable format (numbers & direction: N/S). For example, 35 50N | Invalid Sign Off (Latitude). Please enter in the allowable format (numbers & direction: N/S). |
| 7. | Sign Off | Max allowable length = 35 | Nil |

| | (Elsewhere) | | |
|---|---|---|---|
| | | Mandatory if Place of discharged is "Elsewhere" | Please enter the Sign Off (Elsewhere) for Part III, Record *X*. |
| 8. | Cause | Mandatory | Please enter the Cause for Part III, Record *X*. |

## 2.6 Change in Crew Capacity

1. This section is only applicable to change in the existing crew capacity with no change in their crew reference no.

2. Please note that Item No. is NOT crew reference no. in crew agreement.

3. In the Existing Ref No. field, enter the crew reference no. of the crew.

4. In the Name in full as shown in certificate of competency field, enter the exact crew name as displayed in the certificate of competency.

5. In the New capacity field, enter the new capacity of the crew. If the new capacity is a 'Supernumerary' or 'Others', please specify the details in the text box provided.

6. In the Effective date of new capacity field, enter the date which the new capacity will be effect.

7. In the Change in wages field, select the value from the drop down box to indicate whether there is a change in wages.

8. In the Amount of wages per calendar month, select the currency type and enter the new monthly wages of the crew.

9. Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Existing Ref No. | Max allowable length = 6 | Nil (User will not be able to input more than allowable length) |
| | | Mandatory | Please enter the Ref No. for Part IV, Record *X*.<br><br>* *X refers to record no.* |
| | | Only numbers are allowed | Invalid Ref No.. Please enter in numeric format. |

| | | | |
|---|---|---|---|
| | | Change in Crew Capacity Reference no. must be unique. i.e. There should not be 2 changes in crew capacity records with the same Reference No. | Duplicate Ref No. for Part IV, Record *X* and Record *Y*. \n\n *X* and *Y* refers to record no |
| 2. | Name in full as shown in certificate of competency | Max allowable length = 35 | Nil |
| | | Mandatory | Please enter the Crew Name for Part IV, Record *X*. |
| 3. | New Capacity | Mandatory | Please enter the New Capacity for Part IV, Record *X*. |
| | | New Capacity must be set to "OTHERS" or "SUPERNUMERARY" if the others/supernumerary text box is inputted | Please select 'OTHERS' or 'SUPERNUMERARY' for the New Capacity for Part IV, Record *X*. |
| 4. | If others, please specify: | Max allowable length = 35 | Nil |
| | | Mandatory if New Capacity is set to "OTHERS". \n To key-in the actual capacity (e.g. Seafarer\'s family etc) | Please enter the Other Capacity for Part IV, Record *X*. |
| 5. | Effective date of new capacity | Max allowable length = 10 | Nil |
| | | Mandatory | Please enter the Effective date of new capacity for Part IV, Record *X*. |
| | | Date must keyed in dd/mm/yyyy | Invalid Effective date of new capacity. Please enter in dd/mm/yyyy format. |
| | | Post-dated is not allowed | Please re-enter the Effective date of new capacity for Part IV, Record *X*. Post-dated value is not allowed. |
| 6. | Change in wages | Non Mandatory | |
| 7. | Amount of wages per calendar month (Currency) | Non Mandatory | |
| 8. | Amount of wages per calendar month | Max allowable length = 11 | Nil |
| | | Only numbers are allowed | Invalid Monthly Wages. Please enter in |

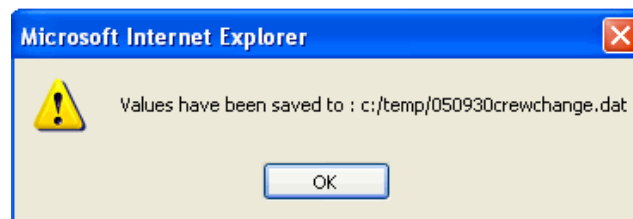| | | numeric format. |
|---|---|---|
| | Allowable value ranges from 0 to 99999999.99 | Invalid Monthly Wages for Part IV, Record *X*. Please enter within the allowable range (from 0 to 99999999.99). |
| | Allowable format ranges from 0 to 99999999.99 (maximum 2 decimal place) | Invalid Monthly Wages for Part IV, Record *X*. Please enter within the allowable format (from 0 to 99999999.99). |

## 2.7 How to save your inputs to a file?

**Step 1: Save a .dat file**
- To save this file, please key in the directory path and filename (The file must have a .dat extension - example -
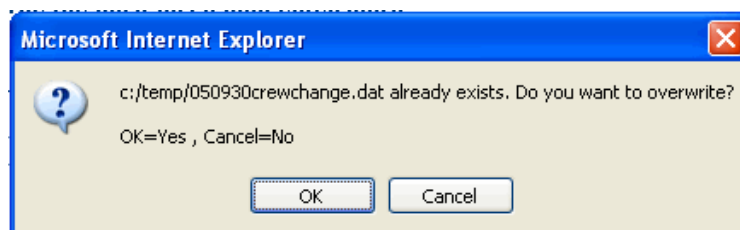C:/temp/shipName.dat).

Then, click on the "Save" button.

Filename to save to:*               [                                        ] [ Save ]

1.    In    the    Filename    field,    enter    desired    directory    and    filename    (e.g.:
      c:/temp/050930crewchange.dat).

2.    Click on "Save" button to save the file.

3.    If the file had been saved successfully, you will see this message.  Click on "OK" button to
      proceed.

> **Microsoft Internet Explorer**
>
> ⚠ Values have been saved to : c:/temp/050930crewchange.dat
>
> [ OK ]

4.    If this is an existing filename, the application will prompt you with the following message.

> **Microsoft Internet Explorer**
>
> ❓ c:/temp/050930crewchange.dat already exists. Do you want to overwrite?
>
> OK=Yes , Cancel=No
>
> [ OK ]   [ Cancel ]

5.    To overwrite the existing file, click the "OK" button.  If not, click "Cancel" button to cancel
      the file saving operation.

6.　　Refer to the table below for the list of validation checks and possible error message.

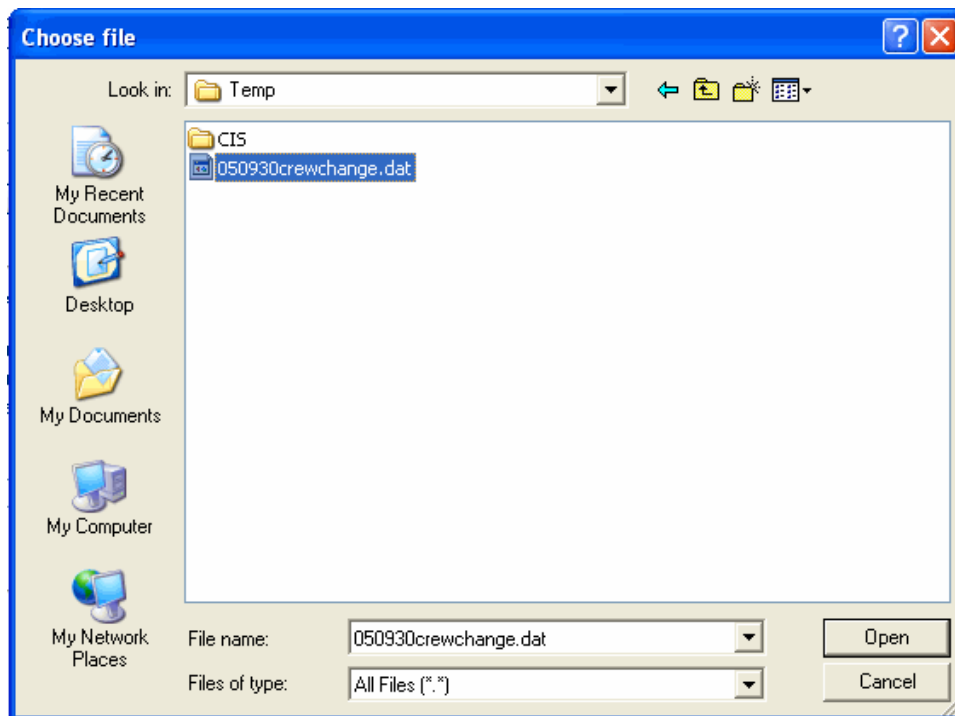| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Filename | Max allowable length = 100 | Nil |
| | | Mandatory if you click the "Save" button | Please enter the Filename. |
| | | Directory path and filename must contain either "/" or "\" | Invalid directory path. It must contains either "/" or "\". |
| | | Directory path must be valid and existing | Invalid directory path. Please re-enter a valid path. |
| | | Filename must have a .dat extension | Invalid file extension for Filename. Please input the filename with .dat extension. |

## 2.8    How to load your inputs from a file?



1.    Click on the "Browse…" button.



2.    Click on the desired filename and on the "Open" button.

3.    Alternatively, you may enter your desired directory and filename (e.g.: c:/temp/050930crewchange.dat) in the Filename field.

4.    Click on "Load" button to load your inputs from a file.

5. If the file had been loaded successfully, you will see this message. Click on "OK" button to proceed.



6. Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | Filename | Max allowable length = 100 | Nil |
| | | Mandatory if you click the "Save" button | Please enter the Filename. |
| | | Directory path and filename must contain either "/" or "\" | Invalid directory path. It must contains either "/" or "\". |
| | | Directory path must be valid and existing | Invalid directory path. Please re-enter a valid path. |
| | | Filename must have a .dat extension | Invalid file extension for Filename. Please input the filename with .dat extension. |
| | | The .dat file contents must be in the required format | The content of this .dat file is invalid, or incompatible with the current version of ENG2A (version 3.0). Please use the .dat file generated from the current version of ENG2A. |
| | | The version of .dat file must be matches with the version of the ENG2A | The content of this .dat file (version $N$) is incompatible with the current version of ENG2A (version 3.0). Please use the .dat file generated from the current version of ENG2A.<br><br>* N refers to version no. of the user's file |

## 2.9 How to clear the contents of this form?



**Loading a previously saved .dat file**
- To open/load a previously saved .dat file containing crew changes, please click on the "Browse" button to select the file. Then, click on the "Load" button.
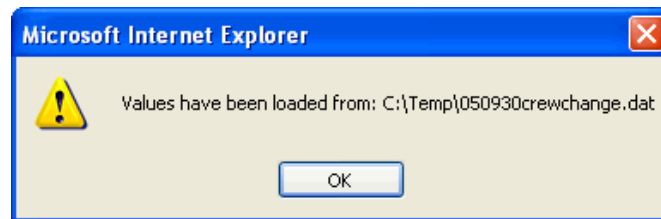- To clear the contents of this form, please click on the "Reset" button.

Load File:* [                                                  ] [ Browse... ]
[ Load ] [ Reset ]

1.      Click on the "Reset" button. You will notice all your inputs in this form will be cleared.
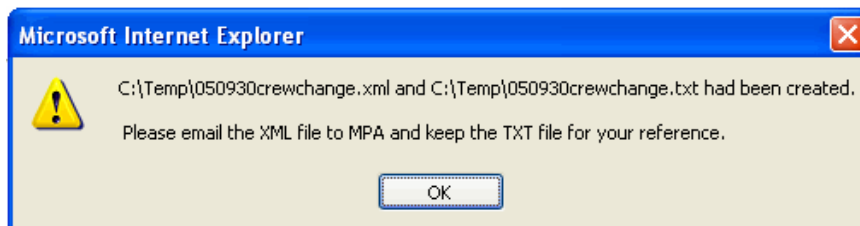
## 2.10 How to submit the crew changes to MPA?

**Step 2: Generate the .xml file**

1) Key in the directory path and filename (The file must have a .xml extension - example -
C:/temp/shipName.xml).
2) Click on the "Generate" button.
3) A XML file (e.g.: shipName.xml) and text file (e.g.: shipName.txt) will be generated.
4) Attach the XML file and email to <Mmo_MPA@mpa.gov.sg>, and keep the text file and .dat for your reference.

XML Filename*    [                                        ]
                 [ Generate ]

1. In the XML Filename field, enter desired directory and filename (e.g.: c:/temp/050930crewchange.xml). Please note that the file extension must be .xml.

2. Click on the "Generate" button.

3. If the XML and TXT file had been generated successfully, you will see this message. Click on "OK" button to proceed.

> **Microsoft Internet Explorer**
>
> ⚠️ C:\Temp\050930crewchange.xml and C:\Temp\050930crewchange.txt had been created.
>
> Please email the XML file to MPA and keep the TXT file for your reference.
>
> [ OK ]

4. Please email and attach the generated XML file (e.g.: c:/temp/050930crewchange.xml) to <Mmo_MPA@mpa.gov.sg>.
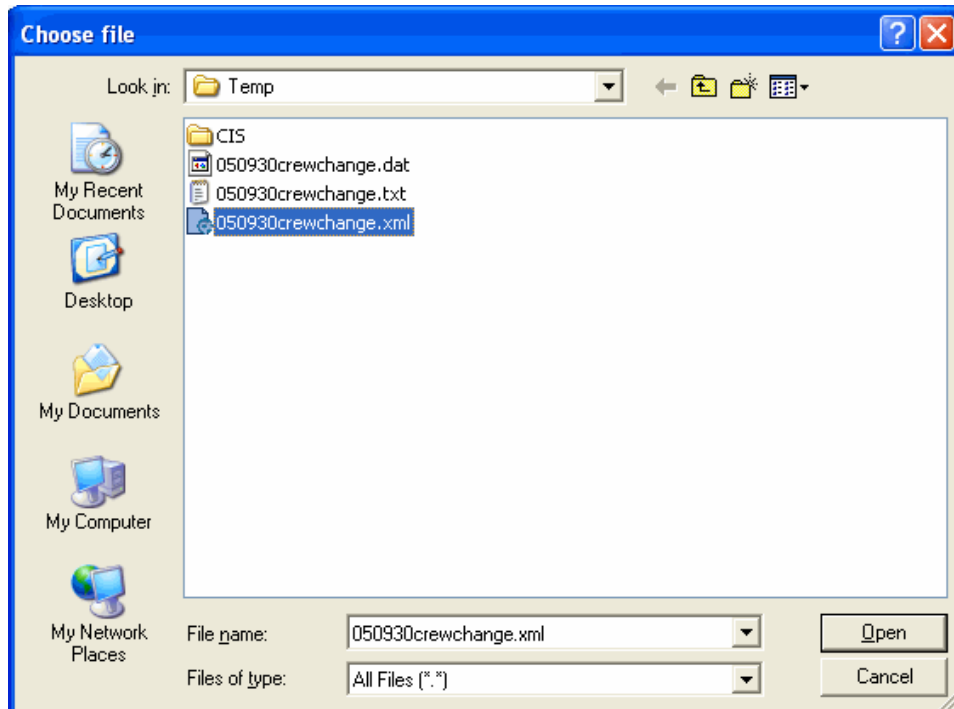
5. Please keep the generated text file (e.g.: c:/temp/050930crewchange.txt) for your reference. Below is an example on the format of the text file.

```
==============================================================================
SHIP AND CONTACT INFORMATION
==============================================================================
Name of Ship            : EAGLE ALBANY
official No.            : 382826
IMO No.                 : 8202874
Date                    : 20/05/2013
Name of Master          : JOHN ABRAHAM
Contact Email           : JOHN_ABRAHAM@GMAIL.COM
==============================================================================
PART I: ARTICLE DETAIL
==============================================================================

==============================================================================
PART II: SEAMEN ENGAGED
==============================================================================
S/N               : 1
Crew Name         : JOSEPH TAN
Date of Birth     : 20/03/1980
Nationality       : ALGERIAN
COE No.           : D2323344
ROA No.           :
COC No.           :
Passport          :
NOK Name          : KAMAL
NOK Relationship  : FATHER
Capacity          : OTHERS - SEAFARER FAMILY
Sign On Date      : 20/03/2014
Sign On Place     : SINGAPORE
Monthly Wages     :
Keep Watch on Board        :
Involved in Cargo Operations :
```

6.      Refer to the table below for the list of validation checks and possible error message.

| Item No. | Field Name | Validation Checks | Possible Error Message |
|---|---|---|---|
| 1. | XML Filename | Max allowable length = 100 | Nil |
| | | Mandatory if you click the "Generate" button | Please enter the XML Filename. |
| | | Directory path and filename must contain either "/" or "\" | Invalid directory path. It must contains either "/" or "\". |
| | | Directory path must be valid and existing | Invalid directory path. Please re-enter a valid path. |
| | | Filename must have a .xml extension | Invalid file extension for XML Filename. Please input the filename with .xml extension. |

# Annex – Form ENG 2A Change Record

## 3.1    Amendments done on ENG2A (Version 2.1)

**Part II: Seamen Engaged**

1.      For the "Nationality" field, include a new value called "SERBIAN AND MONTENEGRIN".

2.      For the "Amount of wages per calendar month (Currency)" field, include a new value called "EURO".

3.      For the "Amount of wages per calendar month (Currency)" field, the values are now sorted in alphabetical order.

4.      For the "Keep Watch on Board?" field, the value is auto-default to blank ("") instead of "NO" during the initial launch of the form.

5.      For the "Not Involved in Cargo Ops?" field, the value is auto-default to blank ("") instead of "YES" during the initial launch of the form.

## 3.2 Amendments done on ENG2A (Version 3.0)

**Part II: Seamen Engaged**

1. For the "Nationality" field, include a new value called "AZERBAIJANI".

2. Amend the "Not Involved in Cargo Ops?" field to "Cargo Ops?" field.

**Part IV: Change in Crew Capacity**

3. Include a new section "Part IV: Change in Crew Capacity" for submission involving re-designation of crew capacity (i.e. promotion/demotion).

**Part V: Facilities for clearing the entire form, saving of inputs to a file, retrieving of inputs from a file, generating of inputs into an xml file**

4. For the "Fieldname" field, the user can now enter the file extension as ".dat" or ".DAT".

5. For the field "XML Fieldname" field, the user can now enter the file extension as ".xml" or ".XML".

## 3.3    Amendments done on ENG2A (Version 4.0)

➢ As part of MLC changes, added an option to create Electronic Ship's Information.

➢ To facilitate user to enter Electronic Ship's Information to create ESI, 'PART I: ELECTRONIC SHIP'S INFORMATION DETAIL' is added to the electronic form.

➢ New Crew engaged fields are added and change in the wordings done to cater to the MLC requirement.                          .