

Dear Sir  
Good day,

In connection following mail, please be inform you that crew change can be done at port.  
Please find below information as your guidance:

On-signers - has to follow the Covid19 protocol from the Minister of Health and local government.

- The Joiners must using e-Visa B211A, it arrange by us at Immigration office in Indonesia, once it complete, we'll send to you thus you can forward to the joiners and e-Visa can be used directly to fly to Indonesia and don't have to apply for visa issuance at Indonesian Embassy in origin country, e-Visa will be any 2 page in English and Indonesian version. The cost is **USD 550/person.**
- Please provide us with
  - Copy passport and seaman book
  - On/off Signer crew detail as following format (by email)
    - Surname/Name:
    - Rank:
    - Nationality:
    - Birth Date:
    - Birth Place:
    - Passport No: ..... Issue: DD-MMM-YY Expiry: DD-MMM-YY
    - S. book: ..... Issue: DD-MMM-YY
    - Embassy : full style address ( with email address) ?
- After we apply to immigration for the e-Visa, please make sure not to change the on-signer list

As per Immigration information **e-Visa process will takes time about 2 – 3 working days (In normal condition)**, thus please make sure the timing with vessel arrival

- Please cross check with airline for the flight requirement and comply, we will provide you with OKTB and please assure that OKTB to be sent to airline and get their (airline) confirmation.
- Flights availability and connection to port also important thing to be taken into account as we experience with some cancellation and delays with some crews.
- Joiner will be checked by medical team at Jakarta Airport and if they are found as a suspect, the crew must go back to their country origin.
- The crew will take the flight to Jakarta Airport then to Location and follow by land transportation and boat to the vessel if at anchorage
- Hold a health certificate in English issued by the health authorities of their respective country that is: issued within 7 days, states that the passenger is free from COVID-19, free from respiratory diseases and fit to travel, please make sure the health certificate is Valid until getting on board.
- Upon arrival in Port, crew is subject to health checked such as interview, temperature and COVID 19 symptom check, Oxygen saturation, and rapid test carried out by quarantine.
- All passengers are required to complete a <https://inahac.kemkes.go.id/home/landing> prior to their arrival in Indonesia
- Please share crew mobile no and no is active and contactable

Off-signers - has to follow the Covid19 protocol from the Minister of Health and local government.

- Crew need to have PCR / SWAB test if they would like to take departure flight (the result test will need about 2 - 3 working days)
- During waiting for the result, crew will be quarantined in the Hotel under quarantine and immigration supervision.
- If the result of the PCR test is good (no Covid19 Symptom), quarantine will issue health certificate (quarantine clearance)
- After having quarantine clearance/health certificate then owner should provide us with crew flight ticket (from nearest airport at seaport until crew home destination)
- Please make sure and have coordination with your travel agent and relevant airlines that crew can safely fly until their final destination without any problem and also please check max weight of the luggage that crew can carry on and allowable transit time on each country.
- Off signers will be provided with EPO (Exit Permit Only) letter and escorted by Immigration officer from sea port until Jakarta Airport or letter supervision by the Immigration (depending on port, some must be escorted by immigration, some only with letter supervision ) and required documents are passport and the E ticket copy, Off Signer Crew must pass test COVID19 before traveling to Jakarta Airport, and also quarantine will issue health of certificate.
- EPO will be arranged once received E flight ticket (include domestic) and need 2 or 3 full working day for arranging EPO after receiving the flight ticket

Please note:

- ✓ Crew change can only be done as per normal port call/cargo operation with port entry permit and CIQP ( if port agent has been appointed, please let us know the vessel agent detail for coordination otherwise please provide us with vessel document, we will send in separate email for doc needed)
- ✓ Normal port call mean that we have to arrange:
  - Port entry permit /PKKA, need 3-4 working days since received requested document
  - Arrange C.I.Q.P
  - Pay port charge such as light dues, anchor/harbor dues, Pilot dues, berth/dockage dues (if berthing), vessel traffic Services and in/out clearance.

Hope you understand and awaiting yours.

**For joiners the can using e-Visa, the process takes time about 2 - 3 working days in normal condition.**

Each crew must provide :

- Statement of letter for willing to quarantine, please using your company letterhead
- Statement of letter for willing to follow the health monitoring process, please using your company letterhead
- Statement of letter for willing to pay by own expense, please using your company letterhead
- Letter of health as per attached example (Contoh sura keterangan sehat)
- copy passport

**For Joiner will send OKTB letter and Guarantee Letter**

When they travelling to Indonesia please bring Valid PCR test result with validity less than 7 days.

**For Off signers they can disembark, and they will have PCR test and they can wait the result at the hotel**