

This form shall be completed by the master and submitted to the Seafarers Management Department (SMD), Maritime and Port Authority of Singapore within 7 days after the date when a seafarer, including the master himself, is engaged or discharged.

1. Click on the following link:

<https://www.mpa.gov.sg/Cwp/assets/ePANS/app/ENG2A/esi-ecc.htm>

2. Following screen will be displayed:

Please select 'electronic crew change' and fill up the required fields.

MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING DIVISION
460 ALEXANDRA ROAD
21 STOREY PSA BUILDING
SINGAPORE 119963
FAX: 6375 6231
TEL: 63756224

Creation of Electronic Ship's Information/Electronic Crew Change Form

Please choose an Application Type before proceed.

Application Type* Creation of Electronic Ship's Information Electronic Crew Change

Note: Mandatory fields are indicated by *.

Name of Ship*
Official Number*
IMO Number

I hereby declare to the truth of the entries in this account of changes in crew.

Date of Submission(dd/mm/yyyy)*
Name of Master*
Contact Email*

Step 1: Save a .dat file

To save the data into a file for you to use the data later (This will save your time as you only need to do some amendments for your next ESI/ECC submission) , please follow these steps:

- (1) Enter the file name (file name must have a .dat extension - example - shipName.dat).
- (2) Click on the "Save" button. A DAT file will be generated in the **Download folder**.

File name:*

Step 2: Generate the .xml file

To submit Create of Electronic Ship Information / Electronic Crew Change to MPA, please follow these steps:

- (1) Enter the file name (file name must have a .xml extension, e.g. vesselname.xml).
- (2) Click on the "Generate" button and allow browser to download multiple file download.
- (3) An XML (e.g shipName.xml) and DOC (e.g shipName.doc) files will be generated in the **Download folder**.
- (4) Attach the XML file and send email to <Mmo_MPA@mpa.gov.sg>, and keep the DOC file for your reference.

XML Filename*

3. Generate and save .xml file, email to be sent to Mmo_MPA@mpa.gov.sg and CC feliciah@grindrodshipping.com



Good day,

Kindly see attached files for MPA crew list update. Thanks.