MARINE SERVICES

TRADE NOTICE NO:1/2026 DATED 14.01.2026

Ministry of Port, Shipping and Waterways (Ports Wing) Letter No. PD-12019/21/2024-PD-IV (368004) Dated: 09.12.2025

Ministry of Port, Shipping and Waterways, Government of India, vide the Letter No. PD-12019/21/2024-PD-IV(368004) Dated 09.12.2025 has issued **"Doing away with Sign-on/Sign-off and Shore Leave Pass (SLP) for Crew/Supernumerary of Indian Flag Coastal Run Vessels."**

Henceforth permission from the immigration office shall not be required for Sign-on/Sign-off and Shore Leave Pass for Crew/Supernumerary from Indian Flag Coastal Run Vessels.

However, Port will allow crew change and shore leave without immigration process as mentioned in the KPL SOP for Sign-on/Sign-off and Shore Leave Pass (SLP) for Crew/Supernumerary of Indian Flag Coastal Run Vessels.

Above trade notice is applicable with immediate effect.

Sd/-
General Manager (MS)
For Kamarajar Port Limited.

KAMARAJAR PORT LIMITED

(A company of Chennai Port Authority,
(Ministry of Ports, Shipping & Waterways, Govt. of India)

STANDARD OPERATING PROCEDURE (SOP) FOR

Sign-on/Sign-off and Shore Leave Pass (SLP) for Indian crew/supernumeraries of Indian flag coastal run vessels

(2025)

PREAMBLE

This Standard Operating Procedure (SOP) establishes the procedures to be followed at Kamarajar Port for:

1. Issuance of Shore pass to Indian Nationality crew member/ supernumerary in Indian Flag ships in coastal run.

2. Sign on / Sign off of Indian Nationality crew member / supernumerary from Indian ships in coastal run.

1.0 Introduction

In the past the shore leave passes were issued by the Immigration Authorities in all major ports. This SOP is prepared in accordance with the Ministry's directives (MOPS & W Ports wing letter No.PD-12019/21/2024-pd-IV (368004) dated 09.12.2025) for doing away with Immigration procedure .

The fundamental objective of this SOP is to: · Maintain controlled access to port-restricted areas, · Ensure traceability and accountability of all crew and supernumeraries proceeding ashore or embarking/disembarking (enhanced through digital records), and · Facilitate efficient and compliant movement of maritime personnel without compromising the safety and security of the port facility.

2.0 Standard Operating Procedures (SOP)

This SOP applies to:

- Indian nationality crew members/supernumeraries in Indian flag ships in coastal run.

2.1 Shore Leave Pass (SLP):

For all the Indian-flag coastal run vessels calling KPL an unique user credentials in the online Pass Issuance System (https://pass.kplsap.in) will be generated from the POMS/POS Application and the details (Annexure-1) will be handed over to the Vessel Master by the KPL's Pilot who is responsible for the in-ward movement.

The Vessel Master can generate Shore Leave Passes for their crew members/supernumeraries by submitting all the required details, photograph & supporting documents.

This autogenerated SLP must be signed by the Master of the Vessel and by the respective crew members/supernumeraries.

The Shore Leave Pass will have a system-generated QR Code and on scanning at the Gate by CISF officials, all the details will be displayed & the activity (entry & exit) will be recorded in the System.

2.2 Sign-on & Sign-off:

The pass for the Sign-on / Sign-off of crew members in the Indian flag coastal run vessel has to be generated through the Shipping Agents in the online Pass Issuance System (**https://pass.kplsap.in**) by submitting all the required details, photograph & supporting documents and after payment of due charges for the passes as per the Scale of Rates. The Pass will be generated only after approved by Marine Department & Pass Section. The physical pass can be collected from the Pass Section.

The Sign-on/Sign-off Pass will have a system-generated QR Code and on scanning at the Gate by CISF officials, all the details will be displayed & the activity (entry & exit) will be recorded in the System.

3.0 CREW AND SUPERNUMERARY CONDUCT WHILE ASHORE

3.1 All individuals shall:
- Carry their **Pass** and valid ID at all times (digital display on mobile acceptable).
- QR code scanning mandatory at entry/exit points for tracking.

3.2 Crew/supernumeraries shall return to the vessel or exit port as per the timings and arrangements coordinated by the Agent and Master.

4.0 REPORTING OF NON-RETURN / INCIDENTS

4.1 If any crew member or supernumerary fails to:
- Return to the vessel within the stipulated time, or
- Exit port premises as planned (in case of leaving crew),

The Vessel Master / Agent shall IMMEDIATELY:
- Inform the Signal Station by VHF, (or) the Marine Department by telephone.

5.0 REVIEW AND AMENDMENT

5.1 This SOP shall be:
- Reviewed annually, or
- Earlier if there are significant changes in Govt. of India instructions, port regulations, security environment, or operational practices affecting crew/supernumerary movements.

5.2 Amendments, when approved by the Competent Authority, shall be:
- Circulated to all relevant departments of Kamarajar Port & CISF Unit,
- Communicated to Ship Agents and stakeholders by Trade Notices, and
- Incorporated in subsequent revisions of this SOP.

6.0 Applicability

This SOP is applicable only to Indian Nationality crew member/ supernumerary in Indian Flag ships in coastal run.

This SOP doesn't apply to Indian Nationality crew member/ supernumerary in Foreign Flag ships & also to Foreign Nationality crew member/ supernumerary.

END OF SOP

Date and Time	: 28/11/2025 11:25
Vessel Name	: INTERSEA VOYAGER
Voyage Call Number (VCN)	: INENR202400956

Dear Vessel Master,

Welcome to Kamarajar Port.

We are pleased to inform you that Kamarajar Port Limited (KPL) has created an online portal for generating Shore Leave Permits for your Crew / Supernumerary. The login credentials & access details for generating the Shore Leave Permit are as follows:

Portal	: https://pass.kplsap.in/
Username	: IMO9209532
Password	: Pis@4LA8n

Note :

1) The above account will be active only for this voyage

2) For any support/clarification regarding the generation of the shore leave permit, please contact the signal station through VHF Ch-74/77/16

You are requested to exercise due diligence while generating the Shore Leave Pass for your Crew members / Supernumerary and advise them to follow the Port regulations.

We wish you a pleasant stay.

Regards,

General Manager (Marine Services) cum PFSO

Kamarajar Port Limited

This is a system generated document, stamp and signature is not required