

Dated: 01<sup>st</sup> Feb 2026

Circular No: AVPPL/Marine/01/2026

To,  
Shipping Lines/ Agents,  
Adani Vizhinjam Port Private Limited.  
Vizhinjam, Thiruvananthapuram, Kerala.

**Sub- Formalities and Procedures for Crew Sign-On / Sign-Off and Shore Leave at AVPPL**

As per recent Government notifications (Ministry of Home Affairs), and Directives to our port from site Immigration office, immigration formalities such as Shore Leave Passes and physical sign-on / Sign-off at immigration counters have been discontinued for Indian-flag coastal vessels. Shore access is now regulated directly by the Port.

In order to streamline process for crew change and shore access and for having proper recordkeeping below procedure is implement with immediate effect: -

**Crew Change (Indian Flag vessel on coastal run with Indian Nationals as crew)**

1. Vessel agents submit a formal request to POC ([poc.avppl@adani.com](mailto:poc.avppl@adani.com)) along with following document at least 01 day in advance: -
  - (a) Arrival crew list.
  - (b) Departure Crew list (incorporating changed crew members details).
  - (c) List of planned crew change with passport, CDC details
  - (d) Indian Passport.
  - (e) CDC (Continuous Discharge Certificate) if applicable
  - (f) Contract Agreement from the employer
2. On verification of supporting documents, POC will approve and communicate to security for gate exit/entry permission.
3. Security team will keep arrival and departure crew list at gate to verify crew details.
4. Sign ON/Off Crew needs to carry relevant documents in original at the time of gate access. Security will allow entry/exit only upon positive verification of documents and name must reflect on crew list submitted by agent.
5. Personal baggage of crew will be scanned through baggage scanners.

**Crew Change (Foreign Flag vessel or Indian Flag vessels not on coastal run - any Nationality)**

1. The Shipping agent should obtain the necessary permission / approval from Customs and Immigration authorities for the crew change.
2. Vessel agent shall submit a formal request to POC ([poc.avppl@adani.com](mailto:poc.avppl@adani.com)) along with following document at least 01 day in advance: -
  - (a) Arrival crew list
  - (b) Departure Crew list (incorporating changed crew members details)
  - (c) List of planned crew change with passport, CDC details
  - (d) Passport
  - (e) CDC (Continuous Discharge Certificate)
3. Copy of the email sent to Customs and Immigration authorities / permit received from Customs and Immigration
4. On verification of supporting documents, POC will approve and communicate to security for gate exit/entry permission.
5. Security team will keep arrival and departure crew list at gate to verify crew details.
6. Sign ON/Off Crew needs to carry relevant documents in original at the time of gate access. Security will allow entry/exit only upon positive verification of documents and name must reflect on crew list submitted by agent.
7. Personal baggage of crew will be scanned through baggage scanners.

Adani Vizhinjam Port Pvt Ltd  
01, Port Operations Building  
Mullur Post, Vizhinjam  
Thiruvananthapuram,  
Kerala-695003

Tel +91 471 2772 100  
Fax +91 471 2325 600  
[project.vizhinjam@adani.com](mailto:project.vizhinjam@adani.com)  
[www.adani.com](http://www.adani.com)  
CIN: U61200GJ2015PTC083954

Registered Office:  
Adani Corporate House, Shantigram, Near Vaishno Devi Circle, S. G. Highway, Khodiyar, Ahmedabad-382421

**Shore-Leave (Foreign Flag vessel or Indian Flag vessels not on coastal run - any Nationality including Indians)**

1. Agent shall submit arrival and departure crew list to POC ([poc.avppl@adani.com](mailto:poc.avppl@adani.com)) in advance in case any crew member intends to avail shore leave.
2. Shore leave shall be allowed only if immigration has issued shore passes to crew members.
3. Security team will keep arrival and departure crew list at gate to verify crew details which will be forwarded by POC as per point no-1.
4. Crew members need to carry original shore pass issued by immigration and photocopy of passport (digital/ hard copy) at the time of gate exit and entry. Security will allow entry/exit only upon positive verification of documents and name must reflect on crew list.
5. Crew bags will be scanned by baggage scanners.

**Shore Leave (Indian Flag vessel on coastal run with Indian Nationals as crew)**

1. Agent shall submit arrival and departure crew list to POC ([poc.avppl@adani.com](mailto:poc.avppl@adani.com)) in advance in case any crew member intends to avail shore leave.
2. Security team will keep arrival and departure crew list at gate to verify crew details which will be forwarded by POC as per point no-1.
3. Crew members need to carry photocopy of passport (digital/ hard copy) at the time of gate exit and entry. Security will allow entry/exit only upon positive verification of documents and name must reflect on crew list.
4. Crew bags will be scanned by baggage scanners.

**General Guidelines for shore leave**

1. Shore leave timings: **0600 to 2359** hrs.
2. Pls abide by conditions mentioned on shore pass- i.e., Permissible only within Port city limits.
3. Since our terminal is pedestrian free, vehicles shall be arranged by agent from Gangway to security gate. Crew members shall not be permitted to walk to and fro from ship.
4. Crew members are subject to security check / frisking including scanning of personal baggage through Turnstile gate.
5. General personal items to be allowed through gate.
6. Crew Member must return to port gate by 2359 Hours.
7. Crew are required to abide by all safety, security, health, and port regulations during the transit / shore leave.
8. Vessel Master shall ensure that vessel always have adequate crew onboard to effectively manage operations and any contingency.

For any clarification, please contact [poc.avppl@adani.com](mailto:poc.avppl@adani.com).

For Adani Vizhinjam Port Private Limited (AVPPL)



Capt. Girish Chandra  
Head-Marine & PFSO  
Adani Vizhinjam Port Pvt Ltd

CC: CEO Desk  
Security Dept.

Adani Vizhinjam Port Pvt Ltd  
01, Port Operations Building  
Mullur Post, Vizhinjam  
Thiruvananthapuram,  
Kerala-695003

Tel +91 471 2772 100  
Fax +91 471 2325 600  
[project.vizhinjam@adani.com](mailto:project.vizhinjam@adani.com)  
[www.adani.com](http://www.adani.com)  
CIN: U61200GJ2015PTC083954

Registered Office:  
Adani Corporate House, Shantigram, Near Vaishno Devi Circle, S. G. Highway, Khodiyar, Ahmedabad-382421