

Oracle Hospitality Cruise Shipboard Property Management System Malaysia Immigration User Guide



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Preface

The Malaysia Immigration is a program that collects and submits pre-arrival passenger details electronically in accordance with Malaysia Customs and Immigration regulations.

Audience

This document is intended for Ship's System Administrator and/or Application Specialists of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

Customer Support

To contact Oracle Customer Support, access the Customer Support Portal at the following URL:

<https://iccp.custhelp.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/cruise.html>.

Revision History

Date	Description of Change
October 2025	Initial publication.

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Malaysia Immigration

The Malaysia Customs and Immigration department requires the Ship's operator to submit a pre-arrival passenger manifest before the ship arrives at port. Before you generate the electronic manifest, you must update the ship information, arrival/depart port in the Manifest parameter setting in the Malaysia Immigration module.

Setting Up Electronic Manifest

Figure 1-1 Electronic Manifest Setup Window

Table 1-1 Field Definition of Electronic Manifest Setup Window

Field Name	Description
Ship Name	The Registered Name of the vessel.
Ship Weight	The weight of the vessel measured in gross registered tons (GRT).
Ship Type	Type of ship: Passenger or Cargo.
Agent	The Port Agent company name.
Country Registered	Country the Ship is registered.
Last Port of Entry	The port where the ship last entered.
Arrival Date	Arrival date at last port.
Arrival Time	Arrival time at last port.
Port of Arrival	Next embarkation port of the ship
Departure Date	Departure date from Port of Arrival.

Table 1-1 (Cont.) Field Definition of Electronic Manifest Setup Window

Field Name	Description
Departure Time	Departure time from Port of Arrival.

1. Run the Malaysia Immigration program
2. From the **Electronic Manifest, Setup**, enter all of the information. See Table 1–1 above for more information
3. Click **OK** to save

Generating Manifest File

A manifest file is typically generated once the ship departs from the last port, and requirements vary depending on the port of call.

Figure 1-2 Immigration File Transfer Details

Generate File

Malaysian Immigration File Transfer Details

Ship Name:
 Ship Type: Passenger(P)
 Registered Country: ITA
 Ship Weight: 100000
 Last Port of Entry: Singapore
 Arrival Date: 20150413
 Arrival Time: 150000
 Arrival Port: Malaysia
 Departure date: 20150413
 Departure time: 200000
 Local Passenger Total: 7
 Foreign Passenger Total: 1833
 Crew Total: 688
 Departure Local Passenger: 5
 Departure Foreign Passenger: 3
 Departure Crew: 1

For

☐ Pax
☐ Crew
☒ Pax And Crew (All)

Type

☐ Departure from Last Port
☒ ALL

File Name

Destination File --> ..

Process File Cancel

Table 1-2 Field Definition of Immigration File Transfer Details

Field Name	Description
Ship Name	The Registered Name of the vessel.
Ship Weight	The weight of the vessel measured in gross registered tons (GRT).
Ship Type	Type of ship – Passenger or Cargo.
Agent	The Port Agent company name.
Country Registered	Country the Ship is registered.
Last Port of Entry	The port where the ship last entered.
Arrival Date	Arrival date at last port.
Arrival Time	Arrival time at last port.
Port of Arrival	Next embarkation port of the ship.
Departure Date	Departure date from Port of Arrival.
Departure Time	Departure time from Port of Arrival.
Local Passenger	Total Malaysian citizen registered on-board.
Foreign Passenger	Total Non-Malaysian citizen registered on-board.
Crew Total	Total Crew currently checked-in.
Departure Local Passenger	Total Malaysian citizen checked-in today (based on Departure Date Setup).
Departure Foreign Passenger	Total Non-Malaysian citizen checked-in today (based on Departure Date Setup).
Departure Crew	Total Crew (all nationalities) checked-in today (based on Departure Date Setup).

1. From the **Electronic Manifest** menu, select **To File** option
2. Information entered in the **Setup** section is populated in the **Malaysia Immigration File Transfer Details** section. See Table 1–2 above for more information
3. Select **Pax and Crew (All)** to generate a manifest for all passengers and crew, or select individually to generate a separate list
4. Select one of the following options in the **Type** section
 - **Departure from Last Port:** Use this when the ship has left the arrival port, and the manifest is to include passengers and crew that checked-in today
 - **ALL:** Use this when the ship is on its way to the arrival port and the ship requires you to submit the manifest report to the Malaysia Immigration prior to arrival at port
5. Enter the destination path and the file name in the **File Name** section, and click **Process File**
6. Click **Yes** on Electronic Manifest File Creation prompt. Generating the file might take a while depending on the number of records on file
7. Click **OK** when the File Created Successfully prompt appears to close

Viewing Manifest File

1. From the Window's File Explorer, go to the file path
2. Open the output file with the **Notepad.exe** program

3. Verify the information is accurate before submitting the file to the Malaysia Immigration.
See [Appendix](#) for more information

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Appendix

This section describes the Header and Data Type available in the Malaysia Immigration Manifest.

Manifest Header Type

Table A-1 Manifest Header Type

Column Name	Data Type (Length)	Descriptions
Header	Char (1)	"H"
File Generate Date Time	Char (14)	yyyymmddhhmmss
Ship Name	Char (40)	Ship Name
Agent	Char (40)	Handling Agent
Ship Type	Char (1)	1-Passenger, 2-Trade
Country Registered	Char (3)	Country of Vessel Registration
Last Port of Entry	Char (40)	Last disembarkation port
Arrival Date	Char (8)	Arrival date in yyyymmdd format
Arrival Time	Char (6)	Arrival time in hhmmss format
Port of Arrival	Char (40)	Port of arrival
Departure Date	Char (8)	Departure date in yyyymmdd
Departure Time	Char (6)	Departure time in hhmmss
Total Passenger	Char (12)	Total registered passenger
Ship Weight	Char (6)	Total ship weight
Total Local Passenger	Char (6)	Total local passenger
Total Foreign Passenger	Char (6)	Total foreign passenger
Default Value	Char (2)	Always "01"

Manifest Field Data Type

Table A-2 Manifest Field Data Type

Column Name	Data Type (Length)	Description
Passenger Type	Char (1)	P-Local Passenger, F-Foreign Passenger
National ID	Char (12)	National ID type
Name	Char (60)	Name on ID
Birth Date	Char (8)	Birth date in yyyymmdd format
Gender	Char (1)	Gender 1-Male, 2-Female
Nationality	Char (3)	Nationality
Passport Number	Char (15)	Passport number

Table A-2 (Cont.) Manifest Field Data Type

Column Name	Data Type (Length)	Description
Passport Issue Country	Char (3)	Country passport is issued
Passport Expiry Date	Char (8)	Passport expiry in yyymmdd
Passenger Status	Char (1)	0-Crew, 1-Pax Embark Today, 2-Pax Embark Not Today