

Pre-arrival Procedure Format (Page1)

[Unified Format for Captain of the Port, The Port Management Body, District Transport Bureau, and Japan Coast Guard office]

- ↳ Application to load/discharge dangerous goods ↳ Application for berth assignment ↳ Application for berth change
- ↳ Application for moorings ↳ Report on the Financial Security Information based on the Law on liability for Oil Pollution Damage
- ↳ Report on the Security Information of Ships based on the Law for the Security of Ships and of Port Facilities

You can use this format as a Report on the Security Information of Ship based on the Law for the Security of Ships and of Port Facilities , a Report on the Financial Security Information based on the Law on Liability for Oil Pollution Damage , and Application to load or discharge dangerous goods , for berth assignment , and for berth change under the Port Regulations Law , and as an Application for moorings

Captain of the Keihin Port ↳
 Mayer, City of Yokohama ~~The Port Management Body~~ ↳
 Director General of ~~the~~ Kanto District Transport Bureau ↳
 Chief of Coast Guard Yokohama ↳
 (office or station)

Name of master KOKUDO TARO
 Name of applicant Ship Agency Service CO.LTD.
 Address of applicant Minatocho 1-1 , Nakaku, Yokohama, Japan
 Name of the person in charge/contact address
 KOTSU JIRO

[Coastal Oceangoing]

Basic information	Name of ship KOKUDOKOTSUMARU		IMO number(or number of ship/fishing boat registration number) IMO1234567 / 123456	
	Type of ship [cargo vessel · <u>Container vessel</u> · cargo vessel · passenger vessel · oil tanker · fishing vessel · other] [S.S. <u>M.S.</u> · sailing ship with engine · other]			
	Flag state JAPAN		Port of registry Port of Yokohama	
	Gross tonnage 50,000	International gross tonnage 50,000	Dead weight tonnage 58,000	Length overall 280.0m
	Communication system	Call sign ABCD1	Other communication systems - -	
Owner, operator, and agent	Ship's owner <Name> KOKKO SABURO <Address> Kasumigaseki 2-1-3 , Chiyodaku, Tokyo, Japan <TEL, FAX> 03 - -			
	Ship's operator (When the ship's operator is different from the ship's leaseholder, you should also include the ship's leaseholder.) <Name> Marine Transport CO.LTD. <Address> dori - , Nakaku, Yokohama, Japan <TEL, FAX> 045 -			
	Ship's agent <Name> Ship Agency Service CO.LTD. <Address> Minatocho 1-1 , Nakaku, Yokohama, Japan <TEL, FAX> 045 - -			
Arrival information	Port of arrival Port of Yokohama		Expected date and time of arrival of the ship in port Nov.21, 9:15	
	Purpose to berth Cargo loading	Anchorage ground desired Y - anchorage	Period of anchorage From Nov.21, 9:15 to Nov.21, 12:30	
	Moorings of arrival Berth A		<Code> yokoha21A	
	Date-time of arrival Nov. 21, 13:00		Date-time of departure Nov. 21, 19:00	
	Berth change from Y - anchorage		Berth change to N - anchorage	
	Reason for the berth change Cargo loading	Date and time of the berth change Nov.21, 10:15	Period of stay From Nov.21, 10:30 to Nov.21, 12:30	
	In or Shift [<u>In</u> Shift]		Port or Starboard [<u>Port</u> · Starboard]	
	Name of ship which lays aboard or laid aboard YOKOHAMAMARU		Maximum draft 12.5(m)	
Voyage information	Name of line (Service) North America Line		[Priority for berthing · Liner · <u>Tramper</u>]	
	Port of provenance Port of Headland	Last port Port of Busan	Next port Port of Tomakomai	Port of destination Port of Los Angeles
	Entry position into specific area and ETA <Position> [<u>Tokyo Bay</u> · Ise Bay · Kii Channel · Bungo Cnannel · Kanmon Channel] <Date and time> Nov.21, 8:30			

Pre-arrival Procedure Format (Page 2)

Name of ship KOKUDOKOTSUMARU		IMO number(or number of ship/fishing boat registration number) IMO1234567 / 123456	
Equipment of ship security alert system [<input checked="" type="radio"/> Yes / No / Out of order]	Ship's operating security level Level 1	Date, time and location of the ship at the time the report is made <Date and time> Nov. 20, 8:00 <Position> North degrees minutes East degrees minutes	
Number of ISSC and name of its issuing authority <Number> 1234567 <Issuing authority> Kanto District Transport Bureau	Name and contactpoint of Company Security Officer <Name> UNYU GORO <Contactpoint> 090 -	Name and position of Ship Security Officer <Name> KENSETSU ROKURO <Position> Navigation Officer	
Extended Japanese domestic voyage		[Yes <input checked="" type="radio"/> No]	
All ports of call in Japan after departure and schedule of entrance			
<Port of call> Port of Tomakomai <Time and date> Nov. 23, 9:15		<Berth> Berth A	
<Port of call> <Time and date>		<Berth>	
<Port of call> <Time and date>		<Berth>	
<Port of call> <Time and date>		<Berth>	
<Port of call> <Time and date>		<Berth>	
Entry position into specific area and ETA after departure			
<Entry position> [<input checked="" type="radio"/> Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel] <Time and date> Nov. 21, 21:00		<Entry position> [Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel] <Time and date>	
<Entry position> [Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel] <Time and date>		<Entry position> [Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel] <Time and date>	
Fill in these items on last ten ports of call			
Name of country	Name of port	Date of arrival	Date of departure
Korea	Port of Busan	Jan. 17, 2005	Jan. 18, 2005
China	Port of Shanghai	Jan. 13, 2005	Jan. 14, 2005
Japan	Port of Kobe	Jan. 9, 2005	Jan. 10, 2005

Report on
The security
information of
ship

Ship security level at those ports	Additional security measures
Level 1	[<input checked="" type="radio"/> Yes / No] <Detail> Vessel entry and departure position limited to one position
Level 1	[Yes / <input checked="" type="radio"/> No] <Detail>
Level 1	[Yes / <input checked="" type="radio"/> No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
	[Yes / No] <Detail>
Cruising speed 20.0KT	All security incidents and other practical security related information 1. A stowaway was discovered onboard during sailing. 2. Onboard monitoring instrument malfunctioning. etc.
Crew List Please attach Crew List filling all the necessary information. (name, nationality, date of birth, seaman's passport No., rank or rating.)	
Passenger List Existence of passengers [<input checked="" type="radio"/> Yes / No / undetermined] Please attach Passenger List filling all the necessary information. (name, nationality, date of birth, passport No., port of embarkation and disembarkation.)	

- 1 Submit Page1 to all the offices you apply or report to. (If you use public moorings, you should submit Page1 when you apply for the public moorings.)
You should submit this form before either of the prior; by noon of the day before arrival or 24 hours before arrival. If the day you submit the form is a holiday, you should submit before noon of the workday before the holiday. (Note; When you enter into specific area and ETA from a foreign port, "arrival" is replaced by "entry into specific area and ETA.")
- 2 Submit page2 only to Japan Coast Guard. You should submit it 24 hours before arrival.
- 3 When you apply to Captain of the Port, you should sign your name in "Name of applicant".
- 4 For a coastal ship, in "communication system" of "Basic information" section, fill in only "call sign".
- 5 For the "Non-tanker-ships", "Record for entering Japanese port within past 1 year" includes the entrance into the specific area within past 1 year.
- 6 Fill in "Port of loading" of "Cargo information" section and "Dangerous goods information" section only when you enter from a foreign port.
- 7 A coastal ship does not need to fill in "Name, port of loading and quantity of landing cargo" of "Other ports in this country" of "Cargo informatio" section.
- 8 Dangerous Goods (DG) [if any]. Please notify us of "DG to be discharged" and "DG not to be discharged" on arrival, and "Loaded DG" on departure, respectively.
As for "DG not to be discharged", please indicate the condition of the place where DG is stored, "OPEN" or "CLOSED", in the column of "Storage Position on Board".
- 9 Dangerous Goods Handling information [if applicable]. It is to be written by the cargo handling agent.
- 10 When you choose "Yes" in "Extended Japanese domestic voyage (Yes, No)", you do not need to fill in "All ports of call in Japan after departure and schedule of entrance" and "Entry position into specific area and ETA after departure" of the "Report on the security information of ship" section.
- 11 In Page2, when ports in Japan are included in the last ten ports of call, you can start the list with the latest port call in Japan.

