

## 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 District Transport Bureau  
 Chief of Coast Guard \_\_\_\_\_  
 (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 ]

<b>Basic information</b>	Name of ship KOKUDOKOTSUMARU		IMO number(or number of ship/fishing boat registration number)	
	Type of ship [ cargo vessel · <span style="border: 1px solid black; border-radius: 50%; padding: 1px;">Container vessel</span> · cargo vessel · passenger vessel · oil tanker · fishing vessel · other ] [ S.S. <span style="border: 1px solid black; border-radius: 50%; padding: 1px;">M.S.</span> · sailing ship with engine · other ]			
	Flag state JAPAN		Port of registry	
	Gross tonnage 3,500	International gross tonnage	Dead weight tonnage 4,998	Length overall 102.4m
	Communication system	Call sign ABCD1	Other communication systems	
<b>Owner, operator, and agent</b>	Ship's owner <Name> <Address> <TEL, FAX>			
	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 -			
<b>Arrival information</b>	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 <span style="border: 1px solid black; border-radius: 50%; padding: 1px;">In</span> Shift ]		Port or Starboard [ <span style="border: 1px solid black; border-radius: 50%; padding: 1px;">Port</span> · Starboard ]	
	Name of ship which lays aboard or laid aboard YOKOHAMAMARU		Maximum draft 6.6(m)	
<b>Voyage information</b>	Name of line (Service) Yokohama Route		[ Priority for berthing · Liner · <span style="border: 1px solid black; border-radius: 50%; padding: 1px;">Tramper</span> ]	
	Port of provenance Port of Mizushima	Last port Port of Yokkaichi	Next port Port of Chiba	Port of destination Port of Chiba
	Entry position into specific area and ETA <Position> [ Tokyo Bay · Ise Bay · Kii Channel · Bungo Cnannel · Kanmon Channel ] <Date and time>			

Name of ship KOKUDOKOTSUMARU		IMO number(or number of ship/fishing boat registration number)	
Cargo information	Landing cargo in this country		Cargo on board
	Port of arrival	<Name·Port of loading> Kerosene UN1223 Flammable liquid(Container Category ) Flash point +45	<Quantity> 380 K/T
	Other ports (when the port of arrival is the first port in this country.)		
Dangerous goods information		Proper shipping name(Port of loading), Class, UN number, Packing group, Flash point(IN ,c.c.)	Number of packages, Mass net
	arrival	Kerosene UN1223 Flammable liquid(Container Category ) Flash point +45	380 K/T
	departure	Kerosene UN1223 Flammable liquid(Container Category ) Flash point +45	3800 K/T
			Stowage position on board  in oil tanks Closed
Dangerous goods handling information	Dangerous goods handling agent's name and telephone number Port Transport CO.LTD. 045 - -		
	Period of dangerous goods handling From Nov.21,14:00 to Nov.21,18:00		
Financial Security information	Holder of financial security [ Yes / No ]		Certificate number ( if you possess certificate issued by MLIT or CLC certificated issued by foreign country.)
	Fill in these items unless you possess the certificate mentioned above.	Name of insurer or guarantor	
		ID number of the certificate issued by the insurer or guarantor	
		Duration of insurance or other financial security	
		Does financial security cover both bunker oil pollution damage and the coast of shipwreck [ Yes / No ]	
Amount limit of insurance or other financial security			
Record of entering Japanese port within past 1 year [ Yes / No ]			
Remarks			



Ship security level at those ports	Additional security measures
	[ Yes / No ]<Detail>
	[ Yes / No ]<Detail>
	[ Yes / No ]<Detail>
	[ Yes / 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	All security incidents and other practical security related information
<b>Crew List</b> Please attach Crew List filling all the necessary information. (name, nationality, date of birth, seaman's passport No., rank or rating.)	
<b>Passenger List</b> Existence of passengers [ 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.

# 乗組員名簿 CREW LIST

		到着 Arrival	出発 Departure	Page No.
1. 船舶の名称 Name of ship		2. 到着港 / 出発港 Port of arrival/departure		3. 到着日 / 出発日 Date of arrival/departure
4. 船舶の国籍 Nationality of ship		5. 前寄港地 Port arrived from		6. 身分証明書(乗員手帳)の 種類及び番号 Nature and No. of identity document (seaman's passport)
7. 番号 No.	8. 氏名 Family name, given names	9. 職名 Rank or rating	10. 国籍 Nationality	

12. 日付及び船長又は委任を受けた代理人若しくは船舶の職員による署名  
Date and signature by master, authorized agent or officer

(注) の付されている項目については記入不要。  
Note It is not necessary to fill in the item marked " ”.

**旅客名簿**  
**PASSENGER LIST**

	<input style="width: 20px; height: 20px;" type="checkbox"/> 到着 Arrival	<input style="width: 20px; height: 20px;" type="checkbox"/> 出発 Departure	Page No.
1. 船舶の名称 Name of ship	2. 到着港 / 出発港 Port of arrival/departure		3. 到着日 / 出発日 Date of arrival/departure
4. 船舶の国籍 Nationality of ship			
5. 氏名 Family name, given names	6. 国籍 Nationality	7. 生年月日、出生地 Date and place of birth	8. 乗船港 Port of embarkation
			9. 下船港 Port of disembarkation
			11. 旅券番号 Passport No

10. 日付及び船長又は委任を受けた代理人若しくは船舶の職員による署名  
Date and signature by master, authorized agent or officer

(注)         の付されている項目については記入不要。  
Note     It is not necessary to fill in the item marked “ ”.