Pre-arrival Procedure Form（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 form 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 Port ☐
The Port Management Body ☐
Director-General of the District ☐
Transport Bureau
Chief of Coast Guard _____ ☐
(office or station)

Name of master _____

Name of applicant _____

Address of applicant _____

Name of the person in charge/contact address _____

【 Coastal ・ Oceangoing 】

Basic information	Name of ship		IMO number(or number of ship/fishing boat registration number)	
	Type of ship	【 cargo vessel ・ container vessel ・ cargo passenger vessel ・ passenger vessel ・ oil tanker ・ fishing vessel ・ other 】 【 S.S. ・ M.S. ・ sailing ship with engine ・ other 】		
	Flag state		Port of registry	
	Gross tonnage	International gross tonnage	Dead weight tonnage	Length overall
	Communication system	Call sign	Other communication systems	

Owner, operator, and agent	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> <Address> <TEL , FAX>
	Ship's agent <Name> <Address> <TEL , FAX>

Arrival information	Port of arrival		Expected date and time of arrival of the ship in port	
	Purpose to berth	Anchorage ground desired	Period of anchorage	
	Moorings of arrival		<Code>	
	Date-time of arrival		Date-time of departure	
	Berth change from		Berth change to	
	Reason for the berth change	Date and time of the berth change	Period of stay	
	In or Shift 【 In ・ Shift 】		Port or Starboard 【 Port ・ Starboard 】	
	Name of ship which lays aboard or laid aboard		Maximum draft 〇. 〇(m)	

Voyage information	Name of line (Service)			【 Priority for berthing ・ Liner ・ Tramper 】	
	Port of provenance	Last port	Next port	Port of destination	
	Entry position into specific area and ETA <Position>【 Tokyo Bay ・ Ise Bay ・ Kii Channel ・ Bungo Cnannel ・ Kanmon Channel 】 <Date and time>				

Name of ship		IMO number(or number of ship/fishing boat registration number)	

Cargo information

	Landing cargo in this country		Cargo on board	
		`<Name・Port of loading>` `<Quantity>`	`<Name>`	`<Quantity>`
	Port of arrival			
	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	Stowage position on board
	arrival			
	departure			

Dangerous goods handling information

Dangerous goods handling agent's name and telephone number
Period of dangerous goods handling

Financial Security information

Holder of financial security 【 Yes / No 】	Certificate number (if you possess certificate issued by MLIT or CLC certificate issued by contracting states.)	
Fill in these items unless you possess the certificate mentioned above.	①Name of insurer or guarantor	
	② ID number of the certificate issued by the insurer or guarantor	
	③ Period of insurance or other financial security	
	④Does financial security cover both bunker oil pollution damage and the cost of shipwreck removal?	【 Yes / No 】
	⑤Amount limit of insurance or other financial security	
Record of entering Japanese port within past 1 year	【 Yes / No 】	

Remarks

Pre-arrival Procedure Form（Page2）

Name of ship	IMO number(or number of ship/fishing boat registration number)

Report on The security information of ship	Equipment of ship security alert system 【 Yes / No / Out of order 】	Ship's operating security level	Date, time and location of the ship at the time the report is made 〈Date and time〉 〈Position〉
	Number of ISSC and name of its issuing authority 〈Number〉 〈Issuing authority〉	Name and contactpoint of Company Security Officer 〈Name〉 〈Contactpoint〉	Name and position of Ship Security Officer 〈Name〉 〈Position〉

Extended Japanese domestic voyage	【 Yes / No 】

All ports of call in Japan after departure and schedule of entrance

①〈Port of call〉 〈Berth〉 〈Time and date〉
②〈Port of call〉 〈Berth〉 〈Time and date〉
③〈Port of call〉 〈Berth〉 〈Time and date〉
④〈Port of call〉 〈Berth〉 〈Time and date〉
⑤〈Port of call〉 〈Berth〉 〈Time and date〉

Entry position into specific area and ETA after departure

①〈Entry position〉 【 Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel 】 〈Time and date〉	②〈Entry position〉 【 Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel 】 〈Time and date〉
③ 〈Entry position〉 【 Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel 】 〈Time and date〉	④ 〈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
①	①	①	①
②	②	②	②
③	③	③	③
④	④	④	④
⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨
⑩	⑩	⑩	⑩

Ship security level at those ports	Additional security measures	Existence of passengers boarding at the port and to disembark in Japan
①	①【 Yes / No 】<Detail>	① 【 Yes / No 】
②	②【 Yes / No 】<Detail>	② 【 Yes / No 】
③	③【 Yes / No 】<Detail>	③ 【 Yes / No 】
④	④【 Yes / No 】<Detail>	④ 【 Yes / No 】
⑤	⑤【 Yes / No 】<Detail>	⑤ 【 Yes / No 】
⑥	⑥【 Yes / No 】<Detail>	⑥ 【 Yes / No 】
⑦	⑦【 Yes / No 】<Detail>	⑦ 【 Yes / No 】
⑧	⑧【 Yes / No 】<Detail>	⑧ 【 Yes / No 】
⑨	⑨【 Yes / No 】<Detail>	⑨ 【 Yes / No 】
⑩	⑩【 Yes / No 】<Detail>	⑩ 【 Yes / No 】
Cruising speed	All security incidents and other practical security related information	

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.