

General Declaration Preparation Guidelines

General Declaration Form

1. Please complete the form in accordance with the Notes at the bottom of the form and these Preparation Guidelines.
2. Enter a checkmark in the “Arrival” box when using this form as a Declaration of Arrival, enter a checkmark in the “Departure” box when using as a Declaration of Departure, and enter a checkmark in both the “Arrival” and “Departure” boxes when using as a General Declaration.

How to Complete Each Item on the Form

1. Name, type and call sign of ship

For type of ship, enter the type as a cargo vessel, container vessel, cargo passenger vessel, passenger vessel, oil tanker, fishing vessel or “other.”

2. Port of arrival/departure

When using the form as a Declaration of Arrival, enter the port name as “Port of arrival”; when using as a Declaration of Departure, enter the port name as “Port of departure”. When submitting the form to the Captain of the Port it is not necessary to complete this box.

3. Date-time of arrival/departure

When using the form as a Declaration of Arrival, enter the date and time of arrival; when using as a Declaration of Departure, enter the date and time of departure; enter the date and time of both arrival and departure when using the form as a General Declaration.

For the date-time of arrival, enter the date and time of the ship anchorage within the port or date and time of mooring within the port, whichever is earlier.

6. Port arrived from/Port of destination

When using the form as a Declaration of Arrival, enter the “port arrived from”; when using as a declaration of departure, enter the “port of destination”; enter both the “port arrived from” and “next port of call” when using the form as a General Declaration.

7. Certificate of registry (Port; Date; Number)

It is not necessary to enter the port of registry when submitting the form to the Captain of the Port.

It is not necessary to enter the date of registration.

Enter the number of the ship recorded on the Certificate of Vessel’s Nationality only when the ship does not have a call sign.

9. Gross tonnage

Enter the gross tonnage recorded on the International Tonnage Certificate (the gross tonnage recorded on the certificate of registry when there is no International Tonnage Certificate) and the tonnage to use as the basis for calculation of the port entry fee for the port of arrival. (Enter one tonnage when both tonnages are the same.)

10. Net tonnage

Enter the net tonnage stipulated by Article 6 of the Law on Tonnage Measurements of Ships. When submitting the form to the Captain of the Port, it is not necessary to enter information in this box.

12. Brief particulars of voyage

Enter all port names from port of provenance to port of final destination. When submitting the form to the Captain of the Port, it is not necessary to enter information in this box.

13. Brief description of the cargo

Describe the types of cargo on board. When submitting the form to the Captain of the Port, it is not necessary to enter information in this box.

If there are no changes to the items recorded in boxes “1. Type of ship”, “4. Nationality of ship”, “5. Name of master”, “8. Name and address of ship’s agent” and “9. Gross tonnage” after submission of the Declaration of Arrival to the Captain of the Port, it is not necessary to enter information in the corresponding boxes of the Declaration of Departure.

Number of copies to be submitted

Submit the Declaration of Arrival and the Declaration of Departure one copy each to the Captain of the Port.

Submit the number of the declarations stipulated by each local ordinance etc. to the Port Management Body.

When submitting the declarations to the Captain of the Port, the Declaration of Arrival and the Declaration of Departure can be combined into one copy when the date and time of port departure has been decided in advance.