

Pre-arrival Procedure Format (Page 1)

【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 〇〇 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 <i>KOKUDOKOTSUMARU</i>		IMO number(or number of ship/fishing boat registration number) <i>IMO1234567 / 123456</i>	
	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 <i>JAPAN</i>		Port of registry <i>Port of Yokohama</i>	
	Gross tonnage <i>50,000</i>	International gross tonnage <i>50,000</i>	Dead weight tonnage <i>58,000</i>	Length overall <i>280.0m</i>
	Communication system Call sign <i>ABCD1</i>	Other communication systems <i>〇〇〇-〇〇〇-〇〇〇〇</i>		
Owner, operator, and agent	Ship's owner <Name> <i>KOKKO SABURO</i> <Address> <i>Kasumigaseki 2-1-3 , Chiyodaku, Tokyo, Japan</i> <TEL , FAX> <i>03-〇〇〇〇-〇〇〇〇</i>			
	Ship's operator (When the ship's operator is different from the ship's leaseholder, you should also include the ship's leaseholder.) <Name> <i>〇〇 Marine Transport CO, LTD.</i> <Address> <i>〇〇dori 〇-〇〇 , Nakaku, Yokohama, Japan</i> <TEL , FAX> <i>045-〇〇〇-〇〇〇〇</i>			
	Ship's agent <Name> <i>〇〇 Ship Agency Service CO, LTD.</i> <Address> <i>Minatocho 1-1 , Nakaku, Yokohama, Japan</i> <TEL , FAX> <i>045-〇〇〇-〇〇〇〇</i>			
Arrival information	Port of arrival <i>Port of Yokohama</i>		Expected date and time of arrival of the ship in port <i>Nov. 21, 9:15</i>	
	Purpose to berth <i>Cargo loading</i>	Anchorage ground desired <i>Y-〇 anchorage</i>	Period of anchorage <i>From Nov. 21, 9:15 to Nov. 21, 12:30</i>	
	Moorings of arrival <i>Berth A</i>		<Code> <i>yokoha21A</i>	
	Date-time of arrival <i>Nov. 21, 13:00</i>		Date-time of departure <i>Nov. 21, 19:00</i>	
	Berth change from <i>Y-〇 anchorage</i>		Berth change to <i>N-〇 anchorage</i>	
	Reason for the berth change <i>Cargo loading</i>	Date and time of the berth change <i>Nov. 21, 10:15</i>	Period of stay <i>From Nov. 21, 10:30 to Nov. 21, 12:30</i>	
	In or Shift 【 <u>In</u> Shift 】		Port or Starboard 【 <u>Port</u> Starboard 】	
	Name of ship which lays aboard or laid aboard <i>YOKOHAMAMARU</i>		Maximum draft <i>12.5(m)</i>	
Voyage information	Name of line (Service) <i>North America Line</i>		【 Priority for berthing • Liner • <u>Tramper</u> 】	
	Port of provenance <i>Port of Headland</i>	Last port <i>Port of Busan</i>	Next port <i>Port of Tomakomai</i>	Port of destination <i>Port of Los Angeles</i>
	Entry position into specific area and ETA <Position> 【 <u>Tokyo Bay</u> • Ise Bay • Kii Channel • Bungo Cnannel • Kanmon Channel 】 <Date and time> <i>Nov. 21, 8:30</i>			

Name of ship KOKUDOKOTSUMARU		IMO number(or number of ship/fishing boat registration number) IMO1234567 / 123456		
Cargo information	Landing cargo in this country	Cargo on board		
	Port of arrival <Name•Port of loading> Container (Port of Singapore)	<Quantity> ○○ pieces	<Name> Bulk cargo / Steel coils	<Quantity> 2,000 tons
	Other ports (when the port of arrival is the first port in this country.) Container (Port of Headland)	○○ pieces		
Dangerous goods information	arrival	Proper shipping name(Port of loading), Class, UN number, Packing group, Flash point(IN°C,c.c.) <i>See attached sheet</i>	Number of packages, Mass net	Stowage position on board
	departure			
Dangerous goods handling information	Dangerous goods handling agent's name and telephone number ○○ Port Transport CO. LTD. 045-○○○○-○○○○			
	Period of dangerous goods handling <i>From Nov. 21, 14:00 to Nov. 21, 18:00</i>			
Financial Security information	Holder of financial security	Certificate number (if you possess certificate issued by MLIT or CLC certificated issued by foreign country.) 【(Yes)/ No】 KT-050001		
	Fill in these items unless you possess the certificate mentioned above.	①Name of insurer or guarantor	ABC Insurance Inc.	
		② ID number of the certificate issued by the insurer or guarantor	ABC-1111111	
		③Duration of insurance or other financial security	2005/2/20~2006/2/20	
		④Does financial security cover both bunker oil pollution damage and the coast of shipwreck	【(Yes)/ No】	
	⑤Amount limit of insurance or other financial security	1.0 billion US dollars		
	Record of entering Japanese port within past 1 year 【(Yes)/ No】			
Remarks				

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 00 degrees 00 minutes East 00 degrees 00 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> 090-0000-0000	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			
①<Port of call> Port of Tomakomai <Time and date> Nov. 23, 9:15		<Berth> Berth A	
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> [<input checked="" type="radio"/> Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel] <Time and date> Nov. 21, 21:00		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 Korea	① Port of Busan	① Jan. 17, 2005	① Jan. 18, 2005
② China	② Port of Shanghai	② Jan. 13, 2005	② Jan. 14, 2005
③ Japan	③ Port of Kobe	③ Jan. 9, 2005	③ Jan. 10, 2005
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

Report on
The security
information of
ship

Ship security level at those ports	Additional security measures
① Level 1	① <input checked="" type="radio"/> Yes <input type="radio"/> No]<Detail> Vessel entry and departure position limited to one position
② Level 1	② <input type="radio"/> Yes <input checked="" type="radio"/> No]<Detail>
③ Level 1	③ <input type="radio"/> Yes <input checked="" type="radio"/> No]<Detail>
④	④ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑤	⑤ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑥	⑥ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑦	⑦ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑧	⑧ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑨	⑨ <input type="radio"/> Yes / <input type="radio"/> No]<Detail>
⑩	⑩ <input type="radio"/> Yes / <input type="radio"/> 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 <input type="radio"/> 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.