

# Pre-arrival Procedure Form Preparation Guidelines

## Pre-arrival Procedure Form

1. The Pre-arrival Procedure Form can be used when preparing:
  - An application to load/discharge dangerous goods submitted to the Captain of the Port based on Article 23 Clause 1 of the Port Regulations Law
  - An application for berth assignment submitted to the Captain of the Port based on Article 5 Clause 2, Clause 3 or Article 22 of the Law
  - An application for berth change submitted to the Captain of the Port based on Article 7 Clause 1 of the Law
  - An application for moorings submitted to The Port Management Body
  - A Report on Financial Security Information based on Article 41-2 Clause 1 of the Law on Liability for Oil Pollution Damage submitted to the District Transport Bureau
  - A Report on the Security Information of Ships based on the Law for the Security of Ships and of Port Facilities submitted to the Chief of the Coast Guard Station
2. When entering information on the Pre-arrival Procedure Form, please complete the form in accordance with the Notes at the bottom of the form and these Preparation Guidelines.

## How to Complete Each Item on the Form

### 1. Applicants, etc.

#### ① Name of master

Enter the name of the ship's master when submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change, and Report on the Security Information of Ships.

#### ② Name of applicant

Enter the name of the applicant when submitting an Application for moorings, Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change and Report on the Security Information of Ships. When submitting the Report on the Security Information of Ships by the ship's agent, enter the name of the individual in charge at the Agent. For an Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change, enter the applicant's name and affix the individual's seal or have the applicant sign his/her name.

#### ③ Address of applicant

Enter the applicant's address when submitting an Application for moorings, Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change.

#### ④ Name of the person in charge/contact address

Enter the name and telephone number of the person in charge at the agency when submitting an Application for moorings, Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change.

⑤Oceangoing · Coastal

Circle the appropriate category when submitting an Application for moorings.

2. Basic information

①Name of ship

Please enter for each application procedure.

②IMO number (or, number of ship/fishing boat registration number)

When submitting an Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change, enter the number of ship recorded on the Certificate of Vessel's Nationality if a ship does not have a call sign,.

When submitting a Report on the Security Information of Ships, enter the IMO number or the fishing boat registration number.

When submitting a Report on the Financial Security Information of Ships, enter the IMO number.

③Type of ship

When submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change, Application for moorings or a Report on the Security Information of Ships, please circle one option each from among 【 cargo vessel · container vessel · cargo passenger vessel · passenger vessel · oil tanker · fishing vessel · other 】 and 【 S.S. · M.S. · sailing ship with engine · other 】 .

④Flag state

Enter when preparing each procedure.

⑤Port of registry

Enter when preparing a Report on the Security Information of Ships or Report on the Financial Security Information.

⑥Gross tonnage

Enter the gross tonnage shown on the Certificate of Vessel's Nationality when submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change, Application for moorings or Report on the Security Information of Ships.

⑦International gross tonnage

Enter the gross tonnage shown on the International Tonnage Certificate when submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change, Application for moorings or Report on the Financial Security Information.

⑧Dead weight tonnage

Enter when submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change or Application for moorings.

⑨Length overall

Enter the total length of the ship in meters when submitting an Application to load/discharge dangerous goods, Application for berth assignment, Application for berth change or Application for moorings.

⑩Call sign

Enter when preparing each procedure.

⑪ Other communication systems

Enter the maritime mobile telephone number, INMARSAT telephone number and fax number of the ship when preparing a Report on the Financial Security Information or a Report on the Security Information of Ships. If you are not using any of these systems, please enter information on other communication systems to make contact with the ship.

3. Owner, operator and agent

① Name, Address and telephone number or fax number of the ship's owner

Enter the name, address and telephone number of the vessel owner when submitting a Report on the Security Information of Ships or Report on the Financial Security Information. Also enter the fax number if there is a fax in addition to telephone.

② Name, Address and telephone number or fax number of the ship's operator (when the ship's operator is different from the ship's leaseholder, you should also include the ship's leaseholder)

Enter the name, address and telephone number of the ship's operator when submitting an Application for moorings, Report on the Security Information of Ships or Report on the Financial Security Information. Also enter the fax number if there is a fax in addition to telephone.

③ Name, Address and telephone number or fax number of the ship's agent

For each procedure, enter the name, address and telephone number of the ship's agent or agent company. Also enter the fax number if there is a fax in addition to telephone.

If you have not hired an agent, enter the name and address of the operator when submitting an Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change.

4. Arrival information

① Port of arrival

For each procedure, enter the name of the port where the vessel will arrive.

② Expected date and time of arrival of the ship in port

For each procedure, enter the time of anchorage or the mooring time inside the port, whichever the earlier.

③ Purpose to berth

Please enter when preparing an Application for berth assignment.

④ Anchorage ground desired

Enter when submitting an Application for berth assignment.

⑤ Period of anchorage

Enter when submitting an Application for berth assignment.

⑥ Moorings of arrival

Enter when submitting an Application for moorings, Application to load/discharge dangerous goods, Application for berth assignment and Report on the Security Information of Ships.

⑦ Date-time of arrival

Enter when submitting an Application for moorings, Application to load/discharge dangerous goods and Application for berth assignment.

⑧ Date-time of departure

Enter when submitting an Application for moorings, Application to load/discharge dangerous goods and Application for berth assignment.

⑨ Berth change from

Enter when submitting an Application for berth change or Application for moorings.

⑩ Berth change to

Enter when submitting an Application for berth change or Application for moorings.

⑪ Reason for the berth change

Enter when submitting an Application for berth change.

⑫ Date and time of the berth change

Enter when submitting an Application for berth change or Application for moorings.

⑬ Period of stay

Enter when submitting an Application for berth change or Application for moorings.

⑭ In or Shift

Circle the corresponding item when submitting an Application for moorings.

⑮ Port or Starboard

Circle the corresponding item when submitting an Application for moorings.

⑯ Name of ship which lays aboard or laid aboard

Enter when submitting an Application for moorings.

⑰ Maximum draft

Enter the maximum draft during the stay in port when submitting an Application for moorings, Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change.

5. Voyage information

① Name of line (Service)

When submitting an Application for moorings, enter the name of the vessel line (service) and circle the corresponding items among **【 Priority for berthing • Liner • Trumper 】** .

② Port of provenance

Enter when submitting an Application for moorings.

③ Last port

Enter when submitting an Application for moorings.

④ Next port

Enter when submitting an Application for moorings.

⑤ Port of destination

Enter when submitting an Application for moorings.

⑥ Entry position into specific area and ETA

When submitting a Report on the Financial Security Information and Report on the Security

Information of Ships, circle the entry position and enter the date and time of entry when you will enter a specific area (Tokyo Bay, Ise Bay, Kii Channel, Bungo Channel and Kanmon Channel. The same apply below.) When you will enter several specific areas, enter the specific area you will enter first.

## 6. Cargo information

### ①Landing cargo in this country

When submitting an Application for moorings and a Report on the Security Information of Ships, enter the name and quantity of the cargo you plan to land at the port of arrival. Also enter the port of loading of the cargo when submitting a Report on the Security Information of Ships.

When submitting a Report on the Security Information of Ships, if the port of arrival is the first port in Japan, and you plan to land cargo at other ports in Japan, enter the name, quantity and the port of loading of the cargo you will land at the other ports.

### ②Cargo on board

Enter the name and quantity of the cargo you plan to load at the port of arrival when submitting an Application for moorings.

## 7. Dangerous goods information

①When submitting an Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change, enter these boxes as follows. At the time of arrival in port, classify the dangerous goods information into “dangerous goods to be discharged” and “dangerous goods not to be discharged.” At the time of departure from port, classify the dangerous goods information into “loaded dangerous goods” and “dangerous goods to be handled on board.” As for “dangerous goods not to be discharged”, please indicate the condition of the place where dangerous goods is stored, “OPEN” or “CLOSED”, in the box of “Storage Position on Board”. “OPEN” means the dangerous goods have been loaded into an open location or the hold or location where the dangerous goods have been loaded will be opened. “CLOSED” means the hold or location where the dangerous goods have been loaded will not be opened.

When submitting a Report on the Security Information of Ships, enter the proper shipping name, port of loading, class, packing group, number of packages and mass net of the loaded dangerous goods at time of port arrival.

② In the “Dangerous goods information” box, “Class” refers to Class 1.1-Explosives, Class 1.2-Explosives, Class 1.3-Explosives, Class 1.4-Explosives, Class 1.5-Explosives and Class 1.6-Explosives, Organic peroxides (explosive), Flammable gases, Non-flammable, non-toxic gases, Toxic gases, Flammable liquids (Packing group I ), Flammable liquids (Packing group II ), Flammable liquids (Packing group III ), Flammable solids, Substances liable to spontaneous combustion, Substances which, in contact with water, emit flammable gases, Oxidizing substances, Organic peroxides (excluding explosive), Toxic substances, Radioactive material Category I , Radioactive material Category II , Radioactive material Category III , Corrosive substances, Miscellaneous dangerous substances & articles or other categories. In addition, for dangerous goods

without a UN number, enter the dangerous goods code (MS Code), and for “Packing group,” enter the information for Flammable liquids only.

- ③ For ammunition and explosive devices, when the quantity of explosive material is known, enter the quantity beneath the mass net in parentheses.
- ④ When submitting an Application for berth assignment and Application for berth change only, enter the information on the loaded dangerous goods in the “Arrival” boxes of the Dangerous goods information section.
- ⑤ When submitting an Application to load/discharge dangerous goods, Application for berth assignment and Application for berth change, you may submit a “Dangerous goods manifest (FAL form 7)” in lieu of entering the dangerous goods information.

#### 8. Dangerous goods handling information

- ① Dangerous goods handling agent’s name and telephone number  
Enter when submitting an Application to load/discharge dangerous goods.
- ② Period of dangerous goods handling  
Enter when submitting an Application to load/discharge dangerous goods.

#### 9. Financial Security information

Enter when submitting a Report on the Financial Security Information.

- ① Holder of financial security  
Circle “Yes” only if the insurance is maintained legally.  
Otherwise circle “No”. In this case, the ship cannot enter the port.
- ② Certificate number (if you possess a certificate issued by MLIT or CLC certificate issued by contracting states)  
If a CLC (International Convention on Civil Liability for Oil Pollution Damage) certificate (for oil tankers) or a Certificate of insurance issued by MLIT (the Minister of Land, Infrastructure and Transport) (for non-tanker vessels) is carried on board, enter the number shown at the upper right corner of the certificate. In the case of CLC certificate, enter the name of the government issuing the certificate and the certificate number (if available).  
※ Enter the information for either ② or ③.
- ③ Fill in these items unless you possess the certificate mentioned above.

Enter items from (a) to (e).

##### (a) Name of insurer or guarantor

Enter the name of insurer of the insurance required by the Law for the ship. Please note that the insurer put in this item should be one of insurers designated by the MLIT. (In the case of insurance other than designated by MLIT, the certificate issued by MLIT shall be carried on board.)

##### (b) ID number of the certificate issued by the insurer or guarantor

Put the ID number of the certificate. If there is no corresponding number, enter the policy number.

(c) Period of insurance or other financial security

Enter the period of the insurance.

(d) Does financial security cover both bunker oil pollution damage and the cost of shipwreck removal?

Circle "Yes" only if the insurance covers for damages and costs stipulated in the article 39-5, paragraph 1, subparagraph 1 and 2. If "No" is circled, the ship will not enter the port.

(e) Amount limit of insurance or other financial security

Enter the limit amount of insurance. If the insurance contract has no specific limit and covers up to the limit of legal liability, put "As per rule".

※Enter the information for either ② or ③.

④Record of entering Japanese port within past 1 year

Circle either "Yes" or "No."

10. Report on the security information of ship

Enter this information when submitting a Report on the Security Information of Ships.

①Equipment of ship security alert system

Circle "Yes" if the ship security alert system or devices corresponding to ship security alert system stipulated by Article 5 of the Law for the Security of Ships and of Port Facilities have been installed, or circle "No" if such devices have not been installed. Circle "Inoperative" even if such devices have been installed but are inoperative.

②Ship's operating security level

Enter the level of the operating security the ship has implemented. Please report any changes promptly when there is a change after you have submitted the form.

③Date, time and location of the ship at the time the report is made

Enter the date, time and location of the ship reporting to the Chief of the Coast Guard Station at the time the report is made.

④Number of ISSC and name of its issuing authority

Enter the ISSC number or temporary ISSC number and the issuance authority.

Example: 1234567 Kanto District Transport Bureau

⑤Name and contact point of company security officer

Enter the name of the company security officer (CSO) and the telephone number at which can be contacted 24 hours a day.

⑥Name and position of Ship Security Officer

Enter the name of the ship security officer (SSO) and the position onboard.

Example: Taro Yamada First Officer

⑦Extended Japanese domestic voyage

Circle "Yes" when you will not voyage internationally, and circle "No" when you will voyage internationally, during this voyage.

"Will not voyage internationally during this voyage" refers to when an international vessel has no plan to voyage internationally after entering a port in Japan.

⑧All ports of call in Japan after departure and schedule of entrance

Enter the name of the port of call, the berth name and the date and time of port entry when you will continue to call at ports in Japan after departure from your initial port of call.

⑨ Entry position into specific area and ETA after departure

Ships that will enter into a specific area after departure from a port in Japan should circle the entry position into the specific area and enter the expected time and date of entry.

Enter the information for each entry when you plan to enter two or more of these areas.

⑩ Information items on last 10 ports of call

Enter the information shown in items (a) through (g) below for the last 10 ports of call before entering the port in Japan, starting with the most recent foreign or Japanese port of call. Enter the ports of call prior to July 1, 2004 to the extent possible.

When entering a port in Japan as the most recent 10 ports of call, you can omit the information for the other items except "Name of Port," "Date of arrival" and "Date of departure."

(a) Name of country

(b) Name of port

(c) Date of arrival

Enter the date of arrival at the port of call.

(d) Date of departure

Enter the date of departure from the port of call.

(e) Ship's security level at those ports

Enter the ship's security level implemented at the last 10 ports of call.

(f) Additional security measures

Enter the security measures implemented for the ship's security at the port of call in addition to the ship's operating security level.

⑪ Cruising speed

Enter the ship's normal cruising speed in knots.

⑫ All security incidents and other practical security related information

Please provide a description when there has been an unusual event such as the discovery of a stowaway and suspicious articles onboard, when monitoring instruments onboard malfunction and when security measures are not enforceable for some reason.

Also describe any other reference items concerning security of the ship.

⑬ Crew List

Please attach Crew List filling all the necessary information.

(name, nationality, date of birth, seaman's passport No., rank or rating.)

⑭ Passenger List

Circle "Yes" when there are passengers and please attach Passenger List filling all the necessary information.

(name, nationality, date of birth, passport No., port of embarkation and disembarkation.)

Circle "No" when there are no passenger on board.

Circle "Undetermined" when you have the plan to embark passengers, but passengers are not determined and you cannot make the Passenger List by report time.