

# 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 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 Port   
 Mayer, City of Yokohama  
 The Port Management Body   
 Director General of the District   
 Kanto  
 Transport Bureau  
 Chief of Coast Guard Yokohama   
 (office or station)

Name of master KOKUDO TARO  
 Name of applicant OO 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 <b>KOKUDOKOTSUMARU</b>		IMO number (or number of ship/fishing boat registration number) <b>IMO12345674 / 123456</b>	
	Type of ship <input checked="" type="checkbox"/> cargo vessel <input checked="" type="checkbox"/> container vessel                     cargo passenger vessel                     passenger vessel                     oil tanker                     fishing vessel                     other ] <input type="checkbox"/> S.S. <input checked="" type="checkbox"/> M.S.                     sailing ship with engine                     other ]			
	Flag state <b>JAPAN</b>		Port of registry <b>Port of Yokohama</b>	
	Gross tonnage <b>50,000</b>	International gross tonnage <b>50,000</b>	Dead weight tonnage <b>58,000</b>	Length overall <b>280.0m</b>
	Communication system Call sign <b>ABCDI</b>	Other communication systems <b>000-000-0000</b>		
Owner, operator, and agent	Ship's owner <Name> <b>KOKKO SABURO</b> <Address> <b>Kasumigaseki 2-1-3, Chiyodaku, Tokyo, Japan</b> <TEL, FAX> <b>03-0000-0000</b>			
	Ship's operator (When the ship's operator is different from the ship's leaseholder, you should also include the ship's leaseholder.) <Name> <b>OO Marine Transport CO. LTD.</b> <Address> <b>OODori 0-00, Nakaku, Yokohama, Japan</b> <TEL, FAX> <b>045-000-0000</b>			
	Ship's agent <Name> <b>OO Ship Agency Service CO. LTD</b> <Address> <b>Minatocho 1-1, Nakaku, Yokohama, Japan</b> <TEL, FAX> <b>045-000-0000</b>			
	Port of arrival <b>Port of Yokohama</b>			
Arrival information	Purpose to berth <b>Cargo loading</b>		Anchorage ground desired <b>Y-O anchorage</b>	Expected date and time of arrival of the ship in port <b>Nov. 21, 9:15</b>
	Moorings of arrival <b>Berth A</b>		<Code> <b>Yokoha21A</b>	
	Date-time of arrival <b>Nov. 21, 13:00</b>		Date-time of departure <b>Nov. 21, 19:00</b>	
	Berth change from <b>Y-O anchorage</b>		Berth change to <b>N-O anchorage</b>	
	Reason for the berth change <b>Cargo loading</b>		Date and time of the berth change <b>Nov. 21, 10:15</b>	Period of stay <b>From Nov. 21, 9:15 to Nov. 21, 12:30</b>
	In or Shift <b>In Shift</b>		Port or Starboard <b>Port Starboard</b>	
	Name of ship which lays aboard or laid aboard <b>YOKOHAMAMARU</b>		Maximum draft <b>12.5 (m)</b>	
	Name of line (Service) <b>North America Line</b>		【 Priority for berthing · Liner <u>Tramper</u> 】	
Voyage information	Port of provenance <b>Port of Headland</b>	Last port <b>Port of Busan</b>	Next port <b>Port of Tomakomai</b>	Port of destination <b>Port of Los Angeles</b>
	Entry position into specific area and ETA <Position> <b>【 Tokyo Bay · Ise Bay · Kii Channel · Bungo Channel · Kanmon Channel 】</b> <Date and time> <b>Nov. 21, 8:30</b>			

Name of ship <b>KOKUDOKOTSUMARU</b>		IMO number(or number of ship/fishing boat registration number) <b>IMO12345674 / 123456</b>	
Cargo information	Landing cargo in this country	Cargo on board	
	Port of arrival	<Name·Port of loading> <b>Container (Port of Singapore)</b>	<Quantity> <b>00 pieces</b>
	Other ports (when the port of arrival is the first port in this country.)	<Name> <b>bulk cargo / Steel coils</b>	<Quantity> <b>2,000 tons</b>
Dangerous goods information	arrival	Proper shipping name(Port of loading), Class, UN number, Packing group, Flash point( IN°C.c.c.) <b>See attached sheet</b>	Number of packages, Mass net
	departure		Stowage position on board
Dangerous goods handling information	Dangerous goods handling agent's name and telephone number <b>00 Port Transport CO.LTD, 045-000-0000</b>		
	Period of dangerous goods handling <b>From Nov.21, 14:00 to Nov.21, 18:00</b>		
Financial Security information	Holder of financial security <input checked="" type="radio"/> Yes <input type="radio"/> No ]	Certificate number ( if you possess certificate issued by MLIT or CLC, BC, and/or WRC certificate issued by the contracting States.)	
		Certificate issued by MLIT (for Bunker Oil Pollution Damage)	<b>GB-TH-98-765432</b>
		Certificate issued by MLIT (for Removal of Wreck)	<b>GW-TH-98-765432</b>
		"CLC" Certificate issued by the contracting States	<b>CL-TH-12-345678</b>
		"BC" Certificate issued by the contracting States	<b>BK-TH-12-345678</b>
	"WRC" Certificate issued by the contracting States	<b>WR-TH-12-345678</b>	
If you do not possess the certificate mentioned above.*	①Name of insurer or guarantor	<b>ABC Insurance Inc.</b>	
	②ID number of the certificate issued by the insurer or guarantor	<b>ABC-1111111</b>	
	③Duration of insurance or other financial security	<b>2005/2/20~2006/2/20</b>	
	④Does financial security cover both bunker oil pollution damage and the coast of shipwreck	<input checked="" type="radio"/> Yes <input type="radio"/> No ]	
	⑤Amount limit of insurance or other financial security	<b>1.0 billion US dollars</b>	
	Record of entering Japanese port within past 1 year <input checked="" type="radio"/> Yes <input type="radio"/> No ]		
Remarks	*Only the GRT of the vessel is 100GRT or more and 1000GRT or less (for Bunker Pollution damage) and/or 100GRT or more and less than 300GRT (for Removal of Wreck).		

## Pre-arrival Procedure Form (Page 2)

Name of ship <b>KOKUDOKOTSUMARU</b>		IMO number(or number of ship/fishing boat registration number) <b>IMO12345674 / 123456</b>		
Report on The security informatio n of ship	Equipment of ship security alert system <b>[ <input checked="" type="radio"/> Yes / No / Out of order ]</b>	Ship's operating security level <b>Level 1</b>	Date, time and location of the ship at the time the report is made <Date and time> <b>Nov. 21, 21:00</b> <Position> <b>North 00degrees 00minutes</b> <b>East 00degrees 00minutes</b>	
	Number of ISSC and name of its issuing authority <Number> <b>1234567</b> <Issuing authority> <b>Kanto District Transport Bureau</b>	Name and contactpoint of Company Security Officer <Name> <b>UNYU GORO</b> <Contactpoint> <b>090-0000-0000</b>	Name and position of Ship Security Officer <Name> <b>KENSETSU ROKURO</b> <Position> <b>Navigation Officer</b>	
	Extended Japanese domestic voyage <b>[ <input checked="" type="radio"/> Yes / No ]</b>			
	All ports of call in Japan after departure and schedule of entrance			
①<Port of call> <b>Port of Tomakomai</b>		<Berth> <b>Berth A</b>		
<Time and date> <b>Nov. 21, 21:00</b>				
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> <b><input checked="" type="radio"/> Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel ]</b>		②<Entry position> <b>[ Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel ]</b>		
<Time and date> <b>Nov.21, 21:00</b>		<Time and date>		
③<Entry position> <b>[ Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel ]</b>		④<Entry position> <b>[ Tokyo Bay / Ise Bay / Kii Channel / Bungo Channel / Kanmon Channel ]</b>		
<Time and date>		<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 <b>Korea</b>	① <b>Port of Busan</b>	① <b>Jan. 17, 2005</b>	① <b>Jan. 18, 2005</b>	
② <b>China</b>	② <b>Port of Shanghai</b>	② <b>Jan. 13, 2005</b>	② <b>Jan. 14, 2005</b>	
③ <b>Japan</b>	③ <b>Port of Kobe</b>	③ <b>Jan. 9, 2005</b>	③ <b>Jan. 10, 2005</b>	
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
① <b>Level 1</b>	① <input checked="" type="radio"/> Yes / No <Detail> <b>Vessel entry and departure position limited to one position</b>
② <b>Level 1</b>	② <input type="radio"/> Yes / <input checked="" type="radio"/> No <Detail>
③ <b>Level 1</b>	③ <input type="radio"/> Yes / <input checked="" type="radio"/> No <Detail>
④	④ <input type="radio"/> Yes / No <Detail>
⑤	⑤ <input type="radio"/> Yes / No <Detail>
⑥	⑥ <input type="radio"/> Yes / No <Detail>
⑦	⑦ <input type="radio"/> Yes / No <Detail>
⑧	⑧ <input type="radio"/> Yes / No <Detail>
⑨	⑨ <input type="radio"/> Yes / No <Detail>
⑩	⑩ <input type="radio"/> Yes / No <Detail>
Cruising speed <b>20.0 KT</b>	All security incidents and other practical security related information <b>1. A stowaway was discovered onboard during sailing. 2. Onboard monitoring instrument malfunctioning, etc.</b>
Records of Port of Call in North Korea (For Japanese Flagged Ship : after Dec. 9, 2016 / For Non-Japanese Flagged Ship : after Feb. 19, 2016) <input checked="" type="radio"/> Yes / No (Date) <b>Jan. 1, 2018</b> (Port of call) <b>Nampo</b>	
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 / No / undetermined ] Please attach Passenger List filling all the necessary information. (name, nationality, date of birth, passport No., port of embarkation and disembarkation.)	

- 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 format before either of the prior; by noon of the day before arrival or 24 hours before arrival. If the day you submit the format 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.")
- Submit page2 only to Japan Coast Guard if necessary. You should submit 24 hours before arrival.
- When you apply to Captain of the Port, you should sign your name in "Name of applicant".
- For a coastal ship, fill in "Other communication system" only with a call sign.
- "Record for entering Japanese port during the past year" includes the entrance into the specific area of the "Non-tanker-ships" within the past year.
- Fill in "Port of loading" of "Cargo information" section and "Dangerous goods information" only when you enter from a foreign port.
- A coastal ship does not need to fill in "Other ports in this country" of "Name, port of loading and quantity of landing cargo"
- 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".
- Dangerous Goods Handling information [if applicable]. It is to be written by the cargo handling agent.
- When you choose "Yes" in "Extended Japanese domestic voyage (Yes, No)", you do not need to fill in both "All ports of call in Japan after departure and schedule of entrance" and "Entry position into specific area and ETA after departure".
- In Page2, when ports in Japan are included in past 10 ports, you can start the list with the latest port call in Japan.
- When you choose "Yes" in "Records of Port of Call in North Korea (Yes, No)", you should fill in "Date" and "Port of call".