

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
 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 (m)		
Voyage information	Name of line (Service)		【 Priority for berthing ・ Liner ・ Trampler 】		
	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 Channel ・ 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		
	Port of arrival	<Name·Port of loading>	<Quantity>	<Name>	<Quantity>
	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.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, BC, and/or WRC certificate issued by the contracting States.)			
		Certificate issued by MLIT (for Bunker Oil Pollution Damage)			
		Certificate issued by MLIT (for Removal of Wreck)			
		"CLC" Certificate issued by the contracting States			
		"BC" Certificate issued by the contracting States			
	"WRC" Certificate issued by the contracting States				
	If you do not possess the certificate mentioned above.*	①Name of insurer or guarantor			
		②ID number of the certificate issued by the insurer or guarantor			
		③Duration of insurance or other financial security			
		④Does financial security cover both bunker oil pollution damage and the coast of shipwreck			【 Yes / No 】
		⑤Amount limit of insurance or other financial security			
	Record of entering Japanese port within past 1 year				【 Yes / 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 (Page2)

Name of ship		IMO number(or number of ship/fishing boat registration number)	
Report on The security informatio n 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> <Time and date>	<Berth>	
②<Port of call> <Time and date>	<Berth>		
③<Port of call> <Time and date>	<Berth>		
④<Port of call> <Time and date>	<Berth>		
⑤<Port of call> <Time and date>	<Berth>		
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
①	①【 Yes / No 】<Detail>
②	②【 Yes / No 】<Detail>
③	③【 Yes / No 】<Detail>
④	④【 Yes / No 】<Detail>
⑤	⑤【 Yes / No 】<Detail>
⑥	⑥【 Yes / No 】<Detail>
⑦	⑦【 Yes / No 】<Detail>
⑧	⑧【 Yes / No 】<Detail>
⑨	⑨【 Yes / No 】<Detail>
⑩	⑩【 Yes / No 】<Detail>
Cruising speed	All security incidents and other practical security related information
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) 【 Yes / No 】 (Date) (Port of call)	
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 【 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".