

## Pre-arrival Procedure Form (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 form 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, Keihin       
 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     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 ]

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

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
	Other ports (when the port of arrival is the first port in this country.)	Container (Port of Headland)	pieces	2,000 tons
Dangerous goods information		Proper shipping name(Port of loading), Class, UN number, Packing group, Flash point( IN ,c.c.)	Number of packages, Mass net	Stowage position on board
	arrival	See attached sheet		
	departure			
Dangerous goods handling information	Dangerous goods handling agent's name and telephone number Port Transport CO.LTD. 045 - -			
	Period of dangerous goods handling From Nov.21,14:00 to Nov.21,18:00			
Financial Security information	Holder of financial security [ <input checked="" type="radio"/> Yes / No ]	Certificate number ( if you possess certificate issued by MLIT or CLC certificate issued by contracting states.) KT - 050001		
	Fill in these items unless you possess the certificate mentioned above.	Name of insurer or guarantor	ABC Insurance Inc.	
		ID number of the certificate issued by the insurer or guarantor	ABC - 1111111	
		Period of insurance or other financial security	2005 / 2 / 20 ~ 2006 / 2 / 20	
		Does financial security cover both bunker oil pollution damage and the cost of shipwreck removal?	[ <input checked="" type="radio"/> Yes / No ]	
	Amount limit of insurance or other financial security	1.0 billion US dollars		
	Record of entering Japanese port within past 1 year [ <input checked="" type="radio"/> Yes / No ]			
Remarks				



Ship security level at those ports	Additional security measures	Existence of passengers boarding at the port and to disembark in Japan
Level 1	[ <input checked="" type="radio"/> Yes / No ] <Detail> Vessel entry and departure position limited to one position	[ Yes / <input checked="" type="radio"/> No ]
Level 1	[ Yes / <input checked="" type="radio"/> No ] <Detail>	[ Yes / <input checked="" type="radio"/> No ]
Level 1	[ Yes / <input checked="" type="radio"/> No ] <Detail>	[ Yes / <input checked="" type="radio"/> No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
	[ Yes / No ] <Detail>	[ Yes / No ]
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.	

- 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.