

Procedure for declaring the vessel at AHPPL, Hazira

Date: 01-05-19

To: All agents

Dear Sir,

You are requested to comply with the following procedures for declaring the vessel:

1. Please send the Port Information Booklet, AHPPL Standard Message Form (Marine/F/004) & Vessel Cargo Particulars (MAR/F/011) to the vessel.
➔ Non declaration of correct information & vessels deficiency will attract penalty as per Port Tariff, hence it is strongly recommended that the Vessel Cargo Particulars (MAR/F/011) is filled by the vessel's master/officer.
2. Kindly declare the vessel in APMS (Adani Port Management System) & forward the following completed documents by email as received from the vessel with a copy of vessel's email as an evidence:
 - A) AHPPL Vessel & Cargo Particulars : MAR/F/011
 - B) PANS(Attached): Please send the PANS on the following email ids as well: indsar@vsnl.net, opsdhq1@yahoo.co.in, vtshambhat@aatash.com, pomagdalla@gmail.com, icgmrcc_mumbai@mtnl.net.in, psc@dgshipping.com , wncmocmb-navy@inc.in, pfso.magdalla@yahoo.com
3. Please upload the scanned copies of the following certificates/ documents on **APMS / Smart Epic** (Application for Voyage Registration screen):
 - 3.1 Certificate of Class
 - 3.2 Ship sanitation control exemption certificate.
 - 3.3 Certificate of Entry and **highlight clause indicating oil pollution covers**
 - 3.4 Certificate of Insurance or Other Financial Security in Respect of Liability for the **Removal of Wrecks**
 - 3.5 Last 2 Port State Inspection Report
 - 3.6 Crew List
 - 3.7 Bill Of Lading of cargo to be discharged
 - 3.8 Confirmatory mail from PHO clearing the vessel for berthing.
 - 3.9 Stowage Plan (for Bulk & Liquid)
 - 3.10 Loading/ Unloading Plan (for Bulk vessels)
 - 3.11 Format of Declaration by Operators to be submitted through Shipping Agents

In case of a tanker, please send the below mentioned documents (in addition to above)

- 3.12 SIRE Inspection Report
- 3.13 Load Port Ullage Report

Ship Registry Certificate & International Tonnage Certificates are not required, but port may ask for these certificates (whenever required).

Note : VCN will not be generated on receipt of partially filled AHPPL Vessel & Cargo Particulars or if relevant certificates not sent

4. As per Directorate General of Shipping (DGS) Order No. 02 of 2012, "***The use of Thuraya, Iridium and other such Satellite phone is banned in India under Sec 6 of Indian Wireless Act and Sec 20 of Indian Telegraph Act.***" and hence should not be in use.
5. Please advise vessel's best **ETA in local time (UTC +5.5hrs) at 5/3/2/1 days & 12/6 hours** before arrival at the pilot boarding point in position **Lat: 21 02.0'N Long : 072 34.0' E.**

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- ➔ In case, the ETA updates notification is not made for more than 2 instances, the vessels VCN will be cancelled automatically by the system and VCN cancellation charges will be applied for updating the VCN again.
 - ➔ If the vessel's ETA is within 2 days, then the Agent shall give the firm ETA in Date/ HH:MM format (ETA without time i.e. AM/PM will not be accepted)
6. Kindly ensure the following (24 hrs prior berthing the vessel):
1. Online Inward Pilot Booking (Through **APMS/ Smart Epic**)
 2. Service Request (Online through **APMS / Smart Epic**) for any service if required.
7. Procedure for getting NDC of the vessel:
- ➔ Payment has to be made 1 day before sailing
 - ➔ All NDC requested between 1500 hrs to 0900 hrs, will be issued at 1300 hrs.
 - ➔ All NDC requested between 0900 hrs to 1500 hrs(1300 hrs in case of Sat), will be issued at 1800 hrs(1400 hrs in case of Sat).

Kindly provide following detail to ahppl.marineibc@adani.com & CC to ahppl.marinecontrol@adani.com for issuing NOC.

| | | |
|--|---|--|
| Vessel Name | : | |
| Vessel Operating Company (not the Owner) | : | |
| VCN | : | |
| Complete Name of the Master | : | |
| Port of Registry | : | |
| IMO Number | : | |
| Next Port of call | : | |
| Date & Details of VTS payment Please request vts supervisor (trafficsupervisor@aatash.com) to send confirmation mail to hpl (hpl-haz-portcontrol@shell.com , ahppl.marinecontrol@adani.com and bharat.barad@adani.com) directly | | |
| DETAILS OF MARINE DUES PAYMENT | | |
| CH./ DD/ RTGS No. | : | |
| Date of Deposit | : | |
| Bank Name | : | |
| Cheque Amount | : | |
| TDS Amount | : | |
| Total Payment Amount | : | |

Along with this email kindly attach:-

- I. NDC issued by the VTS.
- II. Ship sanitation control exemption certificate.
- III. Vessel's medical chest certificate

AHPPL will further approach HPPL for the NDC on receipt of the port charges and VTS confirmation by e mail. You will receive the NDC from AHPPL Control Room.
NDC will not be issued without the submission of IGM

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8. Please submit the below documents 2.5 hrs prior un-berthing of the vessel:

- A) Port Clearance
- B) Outward Pilot Booking (Online through **APMS/ Smart epic** or SMS) with the pilot boarding time in consultation with the master to ensure vessel's readiness to sail.

All vessel related communications to be marked to ahppl.marinecontrol@adani.com

9. We prefer that all communications are by e mail to Marine control because of inaccuracy of verbal communication over phone calls .Calls to Marine Control for information should be avoided, unless needs immediate attention. Kindly appreciate the fact that marine control officers may be attending to vessels arrival and departure happening in the port, which is critical from safety point of view. All other queries should be sent by e mail or in case of non-availability of e mail service by sms. We will respond to your e mails within 6 hrs and queries with respect to invoices etc within 1 working day.

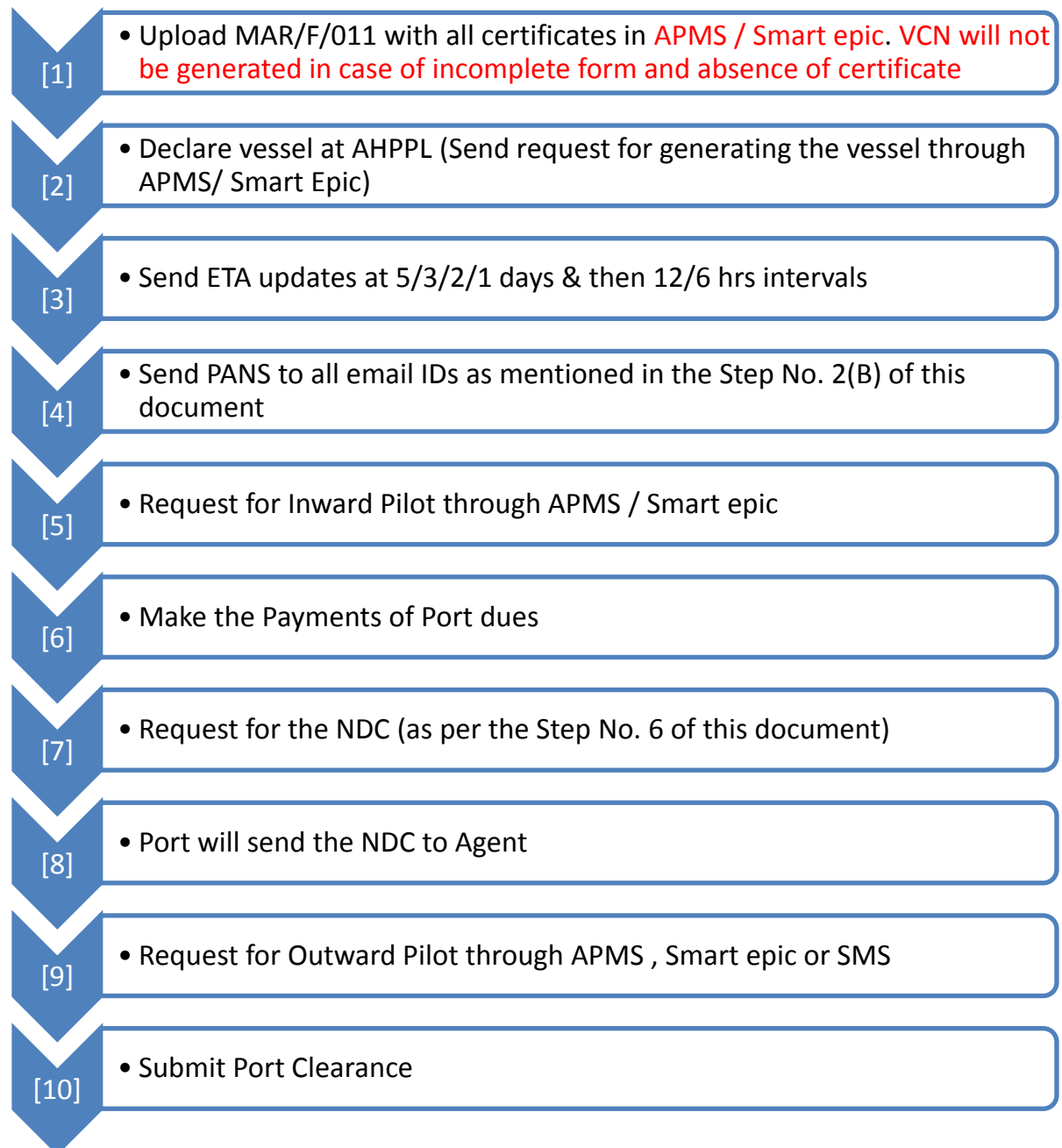
10. AHPPL Terminal may be contacted on the following:

- i. Telephone:
 - Marine Control: +919909957115; +91-261-2207755
 - Dry Cargo: +919638972327
 - Container Terminal Shift Manager: +919909958659
 - Liquid Terminal: +918980802656
- ii. Facsimile : +91-261-2207777
- iii. E-mails :
 - Marine Control – ahppl.marinecontrol@adani.com
 - Marine HOD - Capt. Ashish Singhal – ashish.singhal@adani.com
 - Dry Cargo HOD – Capt. Ajith Kottyl – Ajith.kottyl@adani.com
 - Container HOD – Mr. Houssam Haddad – houssam.haddad@adani.com
 - Liquid Terminal HOD – Mr. Gaurang Chudasama – gaurang.chudasama@adani.com
- iv. VHF Channel : 16 & 69 (about 3-4 hrs before arrival)
Call Sign: Hazira Port Control

In case of any complaint/ unsatisfactory Marine Services, please feel free to contact Capt. Gourab Nandi: anand.singhal@adani.com

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PROCESS FLOW FOR VESSEL'S REGISTRATION



P&I Club

All the vessels must have one of the following P&I Club covers:

- American Steamship Owners' Mutual Protection and Indemnity Association, Inc.
- Assuranceforeningen Skuld
- Skuld Mutual Protection and Indemnity Association (Bermuda) Ltd.
- Gard P&I (Bermuda) Ltd.
- Assuranceforeningen Gard
- The Britannia Steam Ship Insurance Association Limited
- The Japan Ship Owners' Mutual Protection & Indemnity Association
- The London Steam-Ship Owners' Mutual Insurance Association Ltd
- The North of England Protecting & Indemnity Association Ltd
- The Ship owners' Mutual Protection and Indemnity Association (Luxembourg)
- The Standard Club
- The Standard Steamship Owners' Protection & Indemnity Association (Bermuda) Limited
- The Standard Steamship Owners' Protection and Indemnity Association (Europe) Ltd.
- The Standard Steamship Owners' Protection and Indemnity Association (Asia) Ltd.
- A reinsured subsidiary association
- The Steamship Mutual Underwriting Association (Bermuda) Limited
- The Steamship Mutual Underwriting Association Ltd.
- The Swedish Club
- United Kingdom Mutual Steam Ship Assurance Association (Bermuda) Limited
- United Kingdom Mutual Steam Ship Assurance Association (Europe) Ltd.
- The West of England Ship Owners Mutual Insurance Association (Luxembourg)

Ministry of Shipping Approved (Non-IG) P & I Clubs:

- QBE Insurance (Europe) Limited represented by British Marine approved for a period of 5 years as Designated Insurer w.e.f 5th December 2012. The approval is valid till 4th December 2017
- Amlin Corporate Insurance N.V represented by Raets Marine Insurance B.V. approved for 5 Years as Designated Insurer w.e.f 5th December 2012. The approval is valid till 4th December 2017.
- Korea Ship Owner Mutual Protection and Indemnity Association approved for a period of 5 Years as Designated Insurer w.e.f. 5th December 2012. The approval is valid till 4th December 2017.
- Royal & Sun Alliance (RSA) Insurance with underwriting agency Lodestar Marine Limited approved for a period of 5 Years as Designated Insurer w.e.f. 8th January 2013. The approval is valid till 7th January 2018.
- Korea Shippng Association (KSA Hull – P&I) approved for a period of 5 Years as Designated Insurer w.e.f. 5th December 2012. The approval is valid till 4th December 2017.
- Ingosstrakh Insurance Company, Russia approved for a period of 5 Years as Designated Insurer w.e.f. 8th January 2013. The approval is valid till 7th January 2018.

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- Hellenic Mutual P & I and War Risk Association approved for a period of 5 (Five) years as Designated Insurer w.e.f. 28.03.2013. The approval is valid till 27.03.2018.
- Navigators Insurance Company approved for a period of 5 (Five) Years as Designated Insurer w.e.f. 28th March 2013. The approval is valid till 27th March 2018.
- M/s Hanseatic Underwriters, Germany approved for a period of 5 (Five) Years as Designated Insurer w.e.f. 28th March 2013. The approval is valid till 27th March 2018.
- OSPREY Underwriting Agency Ltd. – approved for a period of 5 Years as Designated Insurer w.e.f. 8th January 2013. The approval is valid till 7th January 2018.
- M/s Kish P & I Club, Iran – expiring on 26.12.2014 has been extended for a further period upto 26.06.2015.
- The approval of M/s Qeshm International Trust Alliance P & I (QITA P&I Club) of Iran expiring on 26.12.2014 has been extended for a further period upto 26.06.2015.

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FORMAT OF DECLARATION BY OPERATORS TO BE SUBMITTED THROUGH SHIPPING AGENTS. (TO BE PRINTED ON OWNERS LETTER HEAD)

Ref : Merchant Shipping (Regulation of Entry of Ships into Ports, Anchorages and Offshore Facilities) Rules, 2012.

We M/s. _____ Owners of _____ hereby appoint M/s. _____, as Owners Protecting agents during her call to Hazira Port for discharging/ loading _____. This appointment is valid from the time the vessel enters Indian Coastal Waters and shall remain valid till the vessel leaves Indian Coastal Waters.

The Certificates submitted are true and correct to be best of our knowledge and belief.

Authorized Signatory

On behalf of Owners of _____

Date: _____