

## Standard procedure for vessel declaration, submission of Pre-arrival documentation and NDC at APSEZL, Mundra.

### **Vessel Acceptance**

Agent / Shipper / receiver of the vessels have to take an official acceptance from APSEZL before fixing the vessel for APSEZL Mundra.

### **Vessel declaration**

Agents are requested to comply with the following procedures using APMS.

- IPOS– external agent link for login IPOS  
<https://aipos.adani.com/ipos/>

#### **1. Vessel definition**

- If vessel is calling Mundra port for first time please update vessel definition in Adani Port Management System (IPOS) and upload.
  - 1.1 Ship particulars
  - 1.2 International Tonnage certificate
  - 1.3 Class Society certificate
  - 1.4 Ship Registry certificate
- APMS will send auto mail to approve definition after update by Agent.
- POC will approve the vessel definition after verifying the documents.
- Intimation to the agent will be sent through auto mail for approved definition.

#### **2. Application for Voyage registration**

- After approve vessel definition, agent can make request in "Application for voyage request" to generate VCN.
- If vessel definition is already approved earlier then agent can generate voyage request number directly in the "Application for voyage request"
- The vessels documents to be uploaded as per the below list. Auto generated documents not required to upload or sent by mail.
- Upon receiving of voyage request number, POC will issue VCN number and declare the vessel in Port.

#### **General Documents required for all vessels declaration to uploaded in APMS.**

- Berthing application - MAR/ F/ 003
- Vessel & cargo particulars part A - MAR/ F/ 011
- Vessel acceptance navigational checklist- Part B
- International Tonnage certificate.
- International Air Pollution Prevention certificate (IAPP)
- Ship particulars.
- P&I certificate & Liability for the Removal of Wrecks Certificate
- Documents of compliance
- ISM Safety Management Certificate (SMC)
- Civil Liability Convention (CLC) 1992 Certificate:
- Civil Liability for Bunker Oil Pollution Damage Convention
- International ship security certificate
- International oil Pollution Prevention Certificate (IOPP)

- Load line certificate
  - Safety equipment certificate
  - Safety construction certificate
  - Safety Radio certificate.
  - Ship sanitization control Exemption.
  - Ballast water Management system certificate
  - Agency appointment letter from Owner of vessel
  - Pre arrival notices of 5/3/2/1 days, PANS as per ISPS Code requirement
  - Certificate of Class (IACS class)
  - Certificate of Registry
  - Safe Manning Certificate
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- Letter of appointment from owners / operator.
  - GMB clearance from the Gandhinagar if vessel age 25 years old
  - IGM (prior) 24 hours before vessel arrival to be submitted to POC.
  - EGM within 7 days of vessel sailing to be submitted to POC
  - CAP & IOPP certificate for hull, Machinery and cargo Equipment if Liquid tanker age more than 20 year old.

### **Important Note:**

- VCN will not be generated if vessel definition partially filled relevant certificates are not uploaded in APMS.
- In case any change of vessel parameters i.e LOA, GT, vessel name, call sign, flag etc, then vessel agent will sent updated documents to POC necessary updation in APMS vessel definition.
- In case of wrong declaration, penalty will be applied as decided by the Port and will also result in delays and detentions. It is therefore requested that all information are filled up in the IPOS carefully and diligently.

### **3. In addition to general documents following documents required for Bulk & break bulk:**

The documents to be sent to [Stevedoring@adani.com](mailto:Stevedoring@adani.com) if vessel calling to MMPT.  
And [Coal.Documentation@adani.com](mailto:Coal.Documentation@adani.com) if vessel calling to WB.

- Last port draft survey report for fertiliser vessel.
- Stowage Plan.
- Check list for export of Steel Pipes.
- Packing list in excel sheet (for all break bulk vessels).
- Discharge or loading sequence
- MMD clearance for the Grain Cargo loading.
- Towing approval from the IRS / MMD for the Tug and barge.
- Geological department NOC for all Mineral bulk cargo vessels.

### **4. In addition to general documents following additional documents required for Liquid vessel:** Documents to be sent to [Liquid.Staff@adani.com](mailto:Liquid.Staff@adani.com)

- Stowage Plan.
- Temperature report for heated cargo
- Pre-arrival exchange information checklist
- Heating Instruction

### **Inward / Outward booking**

- Inward / Outward Pilot Booking to be filed through APMS with sufficient notice as per berthing policy.

## **Service request**

- Service Request (Online through APMS) for any service if required 24 hrs prior vessel arrivals. Eg. Gangway, Fresh Water etc

## **General instruction for Vessels**

- PANS (ISPS & Crew list): Please send the PANS on the following email Ids as well. Vessel will not allow entering in port limit without receiving PANS: (Refer NT Branch Circular no. NT/ISPS/SHIP/02/2009 dated 2<sup>nd</sup> February, 2009.

Subject : PANS and Crew list submission (Vessel name) VCN

[Indsar@vsnl.net](mailto:Indsar@vsnl.net), [cgs-mdr@indiancoastguard.nic.in](mailto:cgs-mdr@indiancoastguard.nic.in), [wncmocmb-navy@nic.in](mailto:wncmocmb-navy@nic.in),  
[mrcc-west@indiancoastguard.nic.in](mailto:mrcc-west@indiancoastguard.nic.in), [pomgmb@yahoo.in](mailto:pomgmb@yahoo.in), [Portopscenter@adani.com](mailto:Portopscenter@adani.com)

- As per Directorate General of Shipping (DGS) Order No. 02 of 2012, "The use of Thuraya, Irridium 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.
- Please advise vessel's best ETA in local time (UTC +5.5hrs) at 5/3/2/1 days & 12/6 hours before arrival at Mundra Port limit.
- 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 in APMS)

## **List of P&I Club approved by DGS.**

All vessels must have P & I cover from the following P&I Club. Kindly visit the DGS website for the latest list of P & I clubs approved by DGS.

IG club Website - <https://www.igpandi.org/article/list-principal-clubs>

- 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 Ltd
- 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)

**List (Non-IG) P & I Clubs accepted based on validity approved by DG shipping:**

<http://www.dgshipping.gov.in/Content/InsuranceBranch.aspx>

**International Association of Classification Societies**

**Website link - <https://www.imca-int.com/links/classification-societies/>  
<http://www.iacs.org.uk/about/members/>**

- [American Bureau of Shipping](#) (ABS)
- [Bureau Veritas](#) (BV)
- [China Classification Society](#) (CCS)
- [Croatian Register of Shipping](#) (CRS)
- [Det Norske Veritas Germanischer Lloyd](#) (DNV GL)
- [Indian Register of Shipping](#) (IRS)
- [Korean Register of Shipping](#) (KR)
- [Lloyd's Register](#) (LR)
- [Nippon Kaiji Kyokai](#) (NK/ClassNK)
- [Polish Register of Shipping](#) (PRS)
- [Registro Italiano Navale](#) (RINA)

**Procedure for issuance of No Dues Certificate (NDC):**

- Payment has to be made as per PAA sent by IBC in advance.
- IBC team will issue NDC upon receipt of payment and following details through APMS.
- The agent is required to update following detail in the APMS for NDC.
  - Enter VCN number
  - Complete Name of the Master
  - No of Departure crew details
  - Next Port of call:
- **Payment details as per the following format to be sent to the IBC team**

ADANI PORTS AND SPECIAL ECONOMIC ZONE LIMITED	
NEW CUSTOMER REGISTRATION FORM (Marine)	
GENERAL DATA	
Title (Mrs./ Mr. / M/s.)	
Company Name :	
Address 1 :	
Address 2 :	
Address 3 :	
State :	
District :	
City :	



Postal Code :	
Country :	
Mobile Number :	
Telephone Number:	
Fax Number :	
E-mail Addresses :	
Contact Person :	
<b>TAXATION DATA</b>	
GST Number	
PAN Number	
TAN Number	
<b>BANK / PAYMENT TRANSACTION DATA</b>	
Bank Name :	
Bank IFSC :	
Bank Account Number :	
Bank Branch :	
Bank Address :	
Bank State :	
Bank City :	
Bank Country :	

**DOCUMENTS REQUIRED IN SOFTCOPY :**

- 1). Business Approval (Marine / POC confirmation mail for New Customer Creation)
- 2). GST Registration Certificate
- 3). PAN Card
- 4). TAN Registration
- 5). Cancelled Copy of Cheque

**Contact details in case of any clarification or query**

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