

Dated: 25th June 2025

Circular No: APSEZL/Marine/06/2025

To,
Shipping Lines/ Agents,
Adani Vizhinjam Port Private Limited.
Vizhinjam, Thiruvananthapuram, Kerala.

Sub- Vessel declaration process for vessel calling at AVPPL

AVPPL had reviewed its existing process based on feedback and suggestion received from stakeholders & updated processes followed in other Adani ports for the betterment and makes existing system more user friendly.

Below is standard procedure for the vessel declaration and documentation submission through ITUP (Integrated Transport utility programme).

1. Vessel definition: Documents (to be uploaded in ITUP)

- a. Ship particulars
- b. Certificate of registry
- c. Certificate of classification
- d. International tonnage certificate
- e. International Load line Certificate (ILC)
- f. Safety Equipment Certificate (SEC):
- g. Safety Radio Certificate (SRC)
- h. Safety Construction Certificate (SCC)
- i. International Ship Security Certificate (ISSC)

2. VCN Generation: Documents (to be uploaded in ITUP)

- a. Certificate of class
- b. International Tonnage certificate.
- c. P&I for hull and machinery.
- d. P&I for pollution liability and Wreck removal Certificate

3. Pre-arrival (Before berthing): Documents to be submitted

- a. Vessel certificate checklist MAR-F-011 (to be uploaded in ITUP)
- b. **PHO**: Prior to berthing of vessel
- c. **PANS (ISPS & Crew list)**: Require the PANS to be sent at the following email address 96 hours prior to arrival of vessel else vessel will not allow entering in port limit.

Adani Vizhinjam Port Pvt Ltd
01, Port Operations Building
Mullur Post, Vizhinjam
Thiruvananthapuram,
Kerala-695003

Tel +91 471 2772 100
Fax +91 471 2325 600
project.vizhinjam@adani.com
www.adani.com
CIN: U61200GJ2015PTC083954

Registered Office:
Adani Corporate House, Shantigram, Near Vaishno Devi Circle, S. G. Highway, Khodiyar, Ahmedabad-382421

Indsar@vsnl.net, cgs-mdr@indiancoastguard.nic.in, wncmocmb-navy@nic.in, mrcc-west@indiancoastguard.nic.in, poc.avppl@adani.com, trv-boi@nic.in, seaportttvm-boi@mha.gov.in, cgs-vzm@indiancoastguard.nic.in, dgship-dgs@nic.in, isareast@dataone.in, Indsar@vsnl.net, dhq4@indiancoastguard.nic.in, ops-west@indiancoastguard.nic.in, wncmocmb-navy@nic.in, frrotvm@nic.in

(Refer NT Branch Circular no. NT/ISPS/SHIP/02/2009 dated 2nd February 2009)

- d. Advance Notification Form (ANF):** Require submission on Swachh Sagar Portal
- e. If Dumb barge arrives for cargo operation:** Towing certificate issued by class.

4. OWPM/NDC: Documents required before sailing

- a.** Copy of International Tonnage certificate with Master's Sign and stamp
- b.** Copy of Ballast Water Exchange Form
- c.** MSW FAL Form: Require to be uploaded on NLP (sagar setu) portal

5. Additional information for shipping agent.

- **ITUP – Access link for authorize shipping agent:**
<https://itup.adani.com/account/default>
- **Internation Group (IG) Website P&I -** <https://www.igpandi.org/group-clubs/>
- **List (Non-IG) P & I Clubs accepted based on validity approved by DG shipping:**
<https://www.dgshipping.gov.in/Content/InsuranceBranch.aspx>
- **International Association of Classification Societies:** <https://iacs.org.uk/>

We appreciate your cooperation and support to implement this process to reduce duplication of work.

Above trade notice is applicable with immediate effect.

For, Adani Vizhinjam Port Pvt Ltd.



Capt. Tushar Kinikar
Head Marine Services & PFSO
Adani Vizhinjam Port Pvt. Ltd.

Thanking you,

Yours Sincerely

Cc: CEO desk

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