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S. I. OF 2024
MERCHANT SHIPPING ACT
(CAP 127A)

Merchant Shipping (Facilitation of International Maritime Traffic)
Regulations, 2024

IN EXERCISE OF THE POWERS CONFERRED BY SECTION 242 OF THE MERCHANT SHIPPING ACT CAP. 127A THE MINISTER RESPONSIBLE FOR TRANSPORT MAKES THE FOLLOWING REGULATIONS—

PART 1

PRELIMINARY

Citation

1. These regulations may be cited as the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024.

Interpretation

2. In these regulations, unless the context otherwise requires—

“**Act**” means the Merchant Shipping Act, Cap. 127A;

“**attempted stowaway**” means a person who is—

- (a) secreted on a ship, or in cargo which is subsequently loaded on the ship, without the consent of the shipowner or master; and
- (b) detected on board the ship before it has departed from the Port;

“**clearance**” means the accomplishment of customs or other formalities necessary to permit—

- (a) goods to enter for home use, to be exported or to be placed under another customs procedure;
- (b) persons to enter Seychelles; or
- (c) a ship to enter or depart the Port;

“**Committee**” means the National Maritime Transport Facilitation Committee established under regulation 6;

“**cruise ship**” means a ship on an international voyage carrying passengers participating in a group programme and accommodated on board for the purpose of making scheduled temporary tourist visits at one or more different ports, and which during the voyage does not normally—

- (a) embark or disembark any other passengers; or
- (b) load or discharge any cargo;

“**customs officer**” mean an officer appointed by the Revenue Commissioner under section 8 of the Customs Management Act, 2011;

“**document**” includes information presenting data by electronic means or by non-electronic means;

“**FAL**” has the same definition assigned to it under the Act;

“**goods**” means tangible products and includes animals and plants transported on an international voyage or for utilization on board a ship;

“**immigration officer**” has the same definition assigned to it under the Immigration Decree, Cap. 93;

“**maritime autonomous surface ship**” means a ship which to a varying degree can operate independently of human interaction;

“**Maritime Single Window**” means a one-stop service environment that covers maritime and port administrative procedures;

“**master**” has the same definition assigned to it under the Act;

“**Minister**” has the same definition assigned to it under the Act;

“**passport**” means a valid passport referring to the person producing the same, furnished with a photograph of that person and duly issued to that person by or on behalf of the Government of the country of which the person is a subject or citizen and for a period which, according to the law in force in that country, has not expired, and includes a travel permit or other document establishing to the satisfaction of an immigration officer the nationality and identity of the person to whom it refers;

“**Port**” has the same definition assigned to it under the Seychelles Ports Authority Act, Cap 90;

“**port**” includes any port, terminal, offshore terminal, shipyard or repair yard or roadstead which is normally used for the loading, unloading, repair and anchoring of ships or any other place at which a ship can call;

“**Programme**” means the National Maritime Transport Facilitation Programme established under section 5;

“**Seafarers’ Identity Document**” means the form of identification issued to a seafarer for the purpose of the Seafarers’ Identity Documents Convention, 1958, of the International Labour Organization to which Seychelles is a party;

“**ship**” means a vessel which is designed, used or capable of being used solely or partly for navigation in, on, through, or immediately above the water, without regard to method or lack of propulsion and includes a maritime autonomous surface ship;

“**ship agent**” means—

- (a) the party representing the owner of the ship; or
- (b) the charterer in port;

“**ship owner**” means a person who owns or operates a ship and includes any person other than the ship agent acting on the behalf of the owner or the operator;

“**ship equipment**” includes articles, other than the spare part of the ship, that are on board a ship for use on the ship and which are removable but not of a consumable nature, including accessories such as life boats, life-saving devices, furniture, ship apparel and similar items;

“**ship spare parts**” includes articles of a repair or replacement nature for incorporation into the ship in which they are carried;

“**ship stores**” includes goods that are to be used in the ship, including consumable goods, goods carried for sale to passengers and crew members, fuel and lubricants but does not include ship equipment and ship spare parts;

“**shore leave**” means permission for a crew member to go ashore during the stay of a ship in port within such geographical or time limits, if any, as may be decided by the public authorities;

“**SOLAS**” has the same meaning assigned to it under the Act;

“**stowaway**” means a person who—

- (a) is secreted on a ship, or in cargo which is subsequently loaded on the ship without the consent of the ship owner or master;
- (b) is detected on board the ship after it has departed from a port, or in the cargo while unloading it in the port of arrival; and
- (c) is reported as a stowaway by the master to the appropriate authorities;

“**working day**” means a day of the week excluding Saturday, Sunday or a public holiday;

Application of these regulations

3. (1) These regulations shall apply to all passenger ships and cargo ships that are above 150 gross tons.
(2) These regulations shall not apply to a passenger ship or cargo ship that is 150 gross tons or below.

Regulations to be read with other laws

4. (1) These regulations shall be read together with any other written law relating to a passenger ship or cargo ship specified in regulation 3(1), and the provisions of these regulations shall be in addition to, and not in derogation of, such other written laws.
(2) In the event of any inconsistency between FAL and these regulations, FAL shall prevail to the extent of the inconsistency.

PART 2

ADMINISTRATION

Establishment of National Maritime Transport Facilitation Programme

5. (1) There is established a Programme to be known as the National Maritime Transport Facilitation Programme for the adoption of measures under FAL

to facilitate and expedite the clearance of international maritime traffic which arrives at, and departs from, the Port.

(2) The Programme shall—

- (a) set the standards for the formalities, documentary requirements and procedures which should be applied on the arrival, stay and departure of a ship entering or leaving the Port, in relation to—
 - (i) the ship;
 - (ii) the crew and passengers;
 - (iii) baggage and cargo;
 - (iv) freight containers;
 - (v) goods;
 - (vi) postal parcels;
 - (vii) human remains; and
 - (viii) any other relevant matters.
- (b) harmonize the formalities, documentary requirements and procedures set out in the Public Health Act, 2015, the Quarantine Act, Cap. 197, the Quarantine (Maritime) Regulations (S.I. 22 of 1948) and any enactments governing the customs system and immigration system in Seychelles with the standards set out under paragraph (a) for the safe arrival, stay and departure of a ship into and from the Port;
- (c) create a paperless system for the exchange of information, including the electronic data interchange for the transmission of information relating to maritime transport; and
- (d) seek to prevent unnecessary delays to ships, persons and property on board ships while in the Port.

Establishment of National Maritime Transport Facilitation Committee

6. (1) There is established a Committee to be known as the National Maritime Transport Facilitation Committee.
- (2) The Committee shall develop the Programme established under regulation 5 to facilitate and expedite the clearance of international maritime traffic which arrives at and departs from the Port.
- (3) The Minister shall appoint such persons that the Minister deems necessary to serve on the Committee.
- (4) The Committee shall regulate its own proceedings and a Chairperson of the Committee shall be elected from amongst its members.

Functions of Committee

7. The functions of the Committee are—
- (a) to implement and enforce national policies on the facilitation of international maritime traffic in accordance with the Programme established under regulation 5;
 - (b) to develop and maintain technological and administrative systems to support a Maritime Single Window;
 - (c) to supervise and regulate the operations of the Maritime Single Window in accordance with international best practices;
 - (d) to advise the Minister on matters relating to these regulations; and
 - (e) to do such other things as are necessary to effectively carry out the purposes of these regulations.

Functions of the Seychelles Ports Authority

8. (1) The Seychelles Ports Authority shall implement the Programme to facilitate and expedite the clearance of international maritime traffic by—
- (a) establishing and upgrading from time to time a maritime single window at the Port;
 - (b) establishing and maintaining a monitoring, review and evaluation mechanism to ensure that procedures are simplified and that administrative burdens are reduced for ships engaged in international voyages, arriving to, staying in and departing from the Port;
 - (c) applying the principles of efficiency, security and convenience;
 - (d) treating humanely and protecting passengers, crew, seafarers and stowaways who are on board a ship engaged in an international voyage arriving to, staying in and departing from the Port;
 - (e) providing training for port authorities to operate the maritime single window to ensure that international ships comply with the requirements under these regulations; and
 - (f) to do such other things as are necessary to effectively carry out the purposes of these regulations.
- (2) The Chief Executive Officer of the Seychelles Ports Authority shall be responsible for the general administration of these regulations.

PART 3

ARRIVAL, STAY AND DEPARTURE OF SHIPS

Establishment of Maritime Single Window

9. There is established a Maritime Single Window for Seychelles to facilitate and expedite the clearance of international maritime traffic which arrives in Seychelles from a port outside Seychelles or departs from Seychelles for a port outside Seychelles.

Documents to be submitted through Maritime Single Window

10. (1) Subject to these regulations, all documents relating to the arrival, stay and departure of a ship which intends to come to Seychelles from a port outside Seychelles or depart from Seychelles for a port outside Seychelles shall be submitted in an electronic format to the Chief Executive Officer of the Seychelles Ports Authority or any other authorized public officer through the Maritime Single Window.
(2) All documents submitted through the Maritime Single Window shall contain the correct particulars and shall be signed and dated by—
 - (a) the ship owner, ship agent or master;
 - (b) person authorized by the ship owner; or
 - (c) a person approved by the Chief Executive Officer of the Seychelles Ports Authority or an authorized public officer.

Documents pre-arrival

11. (1) The ship owner, ship agent or master of every ship which intends to come to Seychelles from a port outside Seychelles and proposing to call at the Port—
 - (a) shall submit in the form set out in Schedule 1, the following documents through the Maritime Single Window—
 - (i) a General Declaration set out in Form 1;
 - (ii) a Cargo Declaration set out in Form 2 or a copy of the ship's manifest where the manifest contains the information required in the Cargo Declaration;
 - (iii) a Ship's Stores Declaration set out in Form 3;
 - (iv) a Crew's Effects Declaration set out in Form 4;
 - (v) a Crew List set out in Form 5;
 - (vi) a Passenger List set out in Form 6, or a list compiled by the owner of the ship if that list contains the information required in the Passenger List;
 - (vii) a Dangerous Goods Manifest set out in Form 7;
 - (b) shall submit in the form set out in Schedule 2, the following documents through the Maritime Single Window—

- (i) Advanced Notification Form for Waste Delivery to Port Reception Facilities set out in Form 1;
 - (ii) a List of Ports of Call set out in Form 2;
 - (iii) a Maritime Declaration of Health set out in Form 3;
 - (iv) an International Certificate of Vaccination or Prophylaxis set out in Form 4;
 - (v) a Yellow Fever Vaccination List set out in Form 5;
 - (vi) Security-related information as required under SOLAS regulation XI-2/9.2 set out in Form 6;
 - (vii) a Ship Sanitation Control Exemption Certificate and Ship Sanitation Control Certificate set out in Form 7;
 - (viii) a Letter Bill - Bulk Mail under the Universal Postal Convention set out in Form 8; and
 - (ix) Ship Particulars set out in Form 9; and
- (c) shall submit in the form set out in Schedule 2, the following documents through the Maritime Single Window—
- (i) Advanced Passenger Information set out in Form 11; and
 - (ii) Advanced Cargo Information set out in Form 12;
- (d) shall, where there are stowaways on board the ship, submit the details of the stowaway in the form set out in Schedule 3.
- (2) The documents referred to in subregulation (1) shall be submitted at least 72 hours in advance of the arrival of the ship.
- (3) A ship owner, ship agent or master who does not submit the documents referred to in subregulation (1) in an electronic format through the Maritime Single Window may, for a period of 12 months after the coming into operation of these regulations, submit the documents referred to in paragraph (a) and (b)(v) and (viii) of subregulation (1) in original hard copy as follows—
- (i) five copies of the General Declaration;
 - (ii) four copies of the Cargo Declaration;
 - (iii) four copies of the Ship Stores Declaration;
 - (iv) two copies of the Crew Effects Declaration;
 - (v) four copies of the Crew List;
 - (vi) one copy of the Dangerous Goods Manifest;
 - (vii) one copy of the Maritime Declaration of Health; and
 - (viii) one copy of security-related information as required under SOLAS regulation XI-2/9.2.2.

(4) Notwithstanding regulation 9, a ship owner, ship agent or master shall submit the documents referred to in paragraph (a) of subregulation (1) in original hard copy, in circumstances resulting from acts beyond the reasonable control of the Seychelles Ports Authority which prevents the electronic submission of documents.

(5) Schedule 4 sets out the officer to whom the documents shall be submitted through the Maritime Single Window.

(6) Every document that is submitted through the Maritime Single Window shall be retrieved, signed and dated by the respective officer in order to facilitate and expedite the clearance of a ship.

Provisional clearance of ship intending to arrive

12. (1) Every ship owner, ship agent or master who submits the documents in accordance with regulation 11 shall be issued a Provisional Certificate of Clearance on Pre-Arrival in the form set out in Schedule 5 at least 24 hours in advance of the arrival of the ship in Seychelles.

(2) Where a ship owner, ship agent or master does not receive a Provisional Certificate of Clearance on Pre-Arrival in accordance with subregulation (1) and can provide proof that the documents were submitted in accordance with regulation 11, a Provisional Certificate of Clearance on Pre-Arrival in the form set out in Schedule 5 shall be issued immediately on arrival in Seychelles.

Documents on arrival

13. Where a ship owner, ship agent or master submits documents in accordance with regulation 11 and the information submitted is no longer accurate because there is a change in the circumstances on the ship, the ship owner, ship agent or master shall resubmit the document to which the change is to be made through the Maritime Single Window on arrival in Seychelles, without incurring a penalty.

Final clearance of ship on arrival

14. The ship owner, ship agent or master who submits documents in accordance with regulation 11 shall be issued a Final Certificate of Clearance on Arrival in the form set out in Schedule 5 after the ship arrives in Seychelles and is inspected by—

- (a) a customs officer;
- (b) an immigration officer;
- (c) an environmental health officer; or
- (d) any authorized public officer.

Ship arriving for medical emergency

15. (1) Where a ship arrives in Seychelles from a port outside Seychelles for the purpose of bringing ashore—

(a) a sick or an injured passenger or crew member;

(b) a person rescued at sea;

(c) any other person who requires emergency medical treatment; or

(d) a person who requires treatment against—

(i) an infectious disease or a notifiable disease set out in the First Schedule and Second Schedule to the Public Health Act, 2015;

(ii) a public health emergency of international concern,

the ship owner, ship agent or master shall submit the documents set out in subregulation (2).

(2) In accordance with subregulation (1), the ship owner, ship agent or master shall submit the following documents through the Maritime Single Window—

(a) Crew List set out in Form 5 of Schedule 1;

(b) Passenger List set out in Form 6 of Schedule 1 or a list compiled by the owner of the ship if that list contains the information required in the Passenger List;

(c) Maritime Declaration of Health set out in Form 3 of Schedule 2; and

(d) International Certificate of Vaccination or Prophylaxis set out in Form 4 of Schedule 2.

Documents pre-departure

16. The ship owner, ship agent or master of every ship which intends to depart from a port in Seychelles shall submit a Notice of Intended Departure in the form set out in Schedule 6 no less than 30 minutes or more than 4 hours in advance of the departure of the ship.

Provisional clearance on intended departure

17. (1) A ship owner, ship agent or master of a ship who submits a Notice of Intended Departure, in the form set out in Schedule 6, in accordance with regulation 16 shall be issued a Provisional Certificate of Clearance on Departure in the form set out in Schedule 7 at least 2 hours prior to the departure of the ship on a working day or at least 6 hours prior to the departure of the ship on any other day.

(2) Where a ship owner, ship agent or master does not receive a Provisional Certificate of Clearance on Departure in accordance with subregulation (1) and can provide proof that the documents were submitted in accordance with regulation 15, a Provisional Certificate of Clearance on Departure shall be issued immediately.

Documents on departure

18. When a ship departs from Seychelles for a port outside Seychelles, the ship owner or ship agent shall submit through the Maritime Single Window the following documents set out in Schedule 1—
- (a) a General Declaration set out in Form 1;
 - (b) a Cargo Declaration set out in Form 2, for cargo which was not the subject of a declaration when the ship arrived in Seychelles;
 - (c) a Ship's Stores Declaration set out in Form 3, for ship stores which were not the subject of a declaration when the ship arrived in Seychelles; and
 - (d) a Crew List set out in Form 5, where there is a change in the number or the composition of the crew that arrived in Seychelles.

Final clearance of ship on departure

19. The ship owner, ship agent or master who submits documents in accordance with subregulation 17 shall be issued a Final Certificate of Clearance on Departure in the form set out in Schedule 7 after the ship has been inspected by—
- (a) a customs officer;
 - (b) an immigration officer;
 - (c) an environmental health officer; or
 - (d) any authorized public officer.

Failure to submit pre-arrival and pre-departure documents

20. (1) A ship owner, ship agent or master who fails to submit a document required under regulation 10 or 15 shall submit that document immediately on arrival or departure and the ship owner, ship agent or master is liable to pay the administrative penalty set out in subregulations (2) and (3) for each document that should have been submitted in advance of the arrival or departure of the ship.
- (2) Where a ship owner, ship agent or master fails to submit the following documents in Schedule 2—
- (a) a Maritime Declaration of Health set out in Form 3;
 - (b) Security-related information as required under SOLAS regulation XI-2/9.2 set out in Form 6;

(c) Advanced Passenger Information set out in Form 11; or

(d) Advanced Cargo Information set out in Form 12,

a fine of level 3 on the standard scale.

(3) Where a ship owner, ship agent or master fails to submit any other document, a fine of level 2 on the standard scale.

Request for additional documents

21. The Chief Executive Officer of the Seychelles Ports Authority or an authorized public officer may, where necessary, request a ship owner, ship agent or master to submit documents in addition to those submitted under regulation 11, 13 or 16.

Documents to be signed

22. Where a document to be submitted through the Maritime Single Window is to be signed, that signature shall be in accordance with the provisions of the Electronic Transactions Act, Cap 263.

Correction of errors

23. (1) Where the ship owner, ship agent or master submits a document through the Maritime Single Window that is not correct in all particulars and the ship owner, ship agent or master can show that the error in the particulars—

(a) was inadvertent;

(b) was not of a serious nature;

(c) was not due to recurrent carelessness; and

(d) was not made to violate any written law,

the ship owner, ship agent or master may amend the document and resubmit that document through the Maritime Single Window.

(2) Where the ship owner, ship agent or master submits a document specified in Schedule 2 through the Maritime Single Window that is not correct in all particulars and it is found that the error in the particulars—

(a) was inadvertent;

(b) was not of a serious nature;

(c) was not due to recurrent carelessness; and

(d) was not made to violate any written law,

the ship owner, ship agent or master is liable to pay a fine of SCR 1, 000 for each error that is contained in the document.

PART 4

ARRIVAL AND DEPARTURE OF CRUISE SHIPS

Arrival of a cruise ship

24. Regulations 11, 12 and 14 shall apply to a cruise ship which arrives in Seychelles from a port outside Seychelles.

Documents on arrival of a cruise ship

25. Notwithstanding regulation 11(1), when a cruise ship arrives in Seychelles from a port outside Seychelles, the ship owner, ship agent or master of that ship—
- (a) shall submit the following documents set out in Schedule 1 through the Maritime Single Window—
 - (i) a General Declaration set out in Form 1;
 - (ii) a Ship's Stores Declaration set out in Form 3;
 - (iii) a Crew's Effects Declaration set out in Form 4
 - (iv) a Crew List set out in Form 5;
 - (v) a Passenger List set out in Form 6, or a list compiled by the owner of the ship if that list contains the information required in the Passenger List, and
 - (b) shall submit the following documents set out in Schedule 2 through the Maritime Single Window—
 - (i) a List of Ports of Call set out in Form 2; and
 - (ii) a Maritime Declaration of Health set out in Form 3.

Documents on departure of a cruise ship

26. Notwithstanding regulation 18, when a ship is scheduled to depart from Seychelles for a port outside Seychelles and Seychelles is the first port of departure, the ship owner, ship agent or master shall submit through the Maritime Single Window, the following documents set out in Schedule 1—
- (a) a General Declaration set out in Form 1;
 - (b) a Crew List set out in Form 5; and
 - (c) a Passenger List set out in Form 6, or a list compiled by the owner of the ship if that list contains the information required in the Passenger List.

PART 5

ARRIVAL AND DEPARTURE OF PASSENGERS AND CREW MEMBERS

Final Certificate of Clearance to be issued before disembarking ship

27. No passenger or crew member shall disembark a ship, including a cruise ship, which arrives in Seychelles from a port outside Seychelles unless that ship has been issued a Final Certificate of Clearance on Arrival in the form set out Schedule 5.

Documents required from passengers on arrival

28. When a Final Certificate of Clearance on Arrival in the form set out in Schedule 5 has been issued, a passenger who seeks to enter Seychelles from a port outside Seychelles must be the holder of a passport.

Documents required from crew members on arrival

29. When a Final Certificate of Clearance on Arrival in the form set out in Schedule 5 has been issued, a crew member who seeks to enter Seychelles from a port outside Seychelles must be the holder of one of the following—
- (a) a passport; or
 - (b) a Seafarers' Identity Document.

Passengers and crew members arriving without documents

30. A passenger or crew member who seeks to enter Seychelles and who is not the holder of a passport or Seafarers' Identity Document shall not be permitted to enter unless the passenger or crew member—
- (a) explains to an immigration officer why the passenger or crew member is not the holder of a passport or Seafarers' Identity Document; and
 - (b) establishes the passenger or crew member's identity and national status to the satisfaction of the immigration officer.

Shore Leave

31. (1) When a ship arrives in Seychelles from a port outside Seychelles and remains in the Port, the master of the ship shall grant shore leave to those crew members who are entitled to shore leave while the ship is in the Port.
- (2) A crew member shall not require a visa or special permit for the purpose of shore leave granted in accordance with subregulation (1).
- (3) Where shore leave has not been granted in accordance with subregulation (1), the master of the ship shall provide written reasons to—
- (a) the crew member whose shore leave was denied; and
 - (b) the Chief Executive Officer of the Seychelles Ports Authority.

Documents required from passengers and crew members on departure

32. Regulations 29 and 30 shall apply to a passenger or crew member who seeks to depart from Seychelles for a port outside Seychelles.

PART 6

STOWAWAYS

Incidences of stowaways and attempted stowaways to be reported

33. (1) When a ship arrives in Seychelles from a port outside Seychelles and a stowaway is discovered on board the ship, the ship owner, ship agent or master shall report immediately the discovery of the stowaway to the Chief Immigration Officer and the Commissioner of Police in the form set out in Schedule 3.
- (2) When a ship is scheduled to depart from Seychelles for a port outside Seychelles and an attempted stowaway is discovered on board the ship, the ship owner, ship agent or master shall report immediately the discovery of the stowaway to the Chief Immigration Officer and the Commissioner of Police.

Ship owner to defray cost of maintaining stowaway

34. Where the ship owner, ship agent or master has reported the discovery of a stowaway or attempted stowaway in accordance with regulation 34 and the stowaway or attempted stowaway disembarks the ship and is taken into the custody of the Chief Immigration Officer or the Commissioner of Police, the ship owner shall be responsible for the cost of maintaining the stowaway or attempted stowaway.

Treatment of stowaways

35. The conditions governing the detention, return and repatriation of an attempted stowaway or a stowaway are set out in Schedule 3.

PART 7

OFFENCES

Compounding Offences

36. (1) The Attorney General may, in consultation with the Seychelles Ports Authority, compound any offence under these regulations by collecting from a person reasonably suspected of having committed the offence a sum not exceeding SCR 50, 000.
- (2) An offer under subregulation (1) may be made at any time after the offence has been committed, but before any prosecution for it has been instituted.
- (3) If the amount specified in the offer under subregulation (1) is not paid within the time specified in the offer or within such extended period as the Attorney General may grant, prosecution for the offence may be instituted at any time after that against the person to whom the offer was made.
- (4) Where an offence has been compounded under subregulation (1), no prosecution shall thereafter be instituted in respect of such offence against the person to whom the offer to compound the offence was made.

Offences relating to the submission of false documents

37. (1) A ship owner, ship agent or master who submits a false declaration, list, manifest or any other requirement set out in a form in Schedule 2 commits an offence and is liable on conviction to a fine of level 3 on the standard scale or to imprisonment for a term not exceeding 2 years or to both such fine and term of imprisonment.
- (2) A ship owner, ship agent or master who submits a false Letter Bill - Bulk Mail, certification, declaration, security information or any other requirement set out in a form in Schedule 3 commits an offence and is liable on conviction to a fine of level 3 on the standard scale or to imprisonment for a term not exceeding 2 years or to both such fine and term of imprisonment.

Improper documents

38. Where a passenger or crew member seeking to enter Seychelles from a port outside Seychelles, or depart from Seychelles for a port outside Seychelles—
- (a) fabricates or falsifies any passport, identity document, seafarers' document or other document; or
- (b) uses, utters or possesses, or attempts to use, utter or possess,
- (i) any passport, identity document, seafarers' identity document or other document which has not been lawfully issued or which he is not entitled to use, utter or possess; or
- (ii) any fabricated or falsified passport, identity document, seafarers' identity document or other document knowing the same to be fabricated or falsified,

that passenger or crew member commits an offence and is liable on conviction to a fine of level 3 on the standard scale or to imprisonment for a term not exceeding 2 years or to both such fine and term of imprisonment.

DRAFT

SCHEDULE 1

**IMO FAL Forms
(regulations 11(1), 15(2), 18, 25 and 26)**

**Form 1
General Declaration
(IMO FAL Form 1)**

1. Name and type of ship		<input type="checkbox"/> General <input type="checkbox"/> Cargo ship 2. IMO number
3. Call sign		4. Voyage number
5. Port of embarkation		6. Date and time of arrival/departure
7. Flag State of ship	8. Name of master	9. Full name of official port of call
10. Details of cargo stowage, lashings and lashing devices		11. Name and official designation of ship's agent
12. Gross tonnage	13. Net tonnage	
14. Brief particulars of cargo stowage and subsequent part of hold containing loose stowage cargo will be deck cargo		
15. Total stowage in the cargo		
16. Number of crew	17. Number of passengers	18. Freehold
19. Name of master and date of arrival		
20. Date of departure	21. Date of arrival	22. Time of departure and arrival at next port of call
23. Name of the vessel's owner	24. Name of the vessel's operator	
25. Date and signature of master or authorized representative of owner		

**Form 5
Crew List
(IMO FAL Form 5)**

Arrival Departure Page number

1.1 Name of ship					1.2 IMO number			1.3 Call sign		1.4 Voyage number		
2. Port of arrival/departure					3. Date of arrival/departure			4. Flag State of ship		5. Last port of call		
6. No.	7. Family name	8. Given names	9. Rank or rating	10. Nationality	11. Date of birth	12. Place of birth	13. Gender	14. Nature of identity document	15. Number of identity document	16. Issuing State of identity document	17. Expiry date of identity document	
18. Date and signature by master, authorized agent or officer												

Form 7
Dangerous Goods Manifest
(IMO FAL Form 7)
(As required by SOLAS 74, Chapter VII, regulations 4.2 and 7-2.2,
MARPOL, Annex III, regulation 4.2 and chapter 5.4, paragraph 5.4.3.1 of
the IMDG Code)

Page number

1.1 Name of ship			1.2 IMO number			1.3 Call sign				
1.4 Voyage number		2. Flag State of ship			3. Port of loading			4. Port of discharge		
5. Stowage position	6. Reference number	7. Marks and numbers - Freight container identification no(s). - Vehicle registration no(s)	8. UN number	9. Proper Shipping Name/(Technical specifications)	10. Class/ (Subsidiary risk(s))	11. Packing group	12. Additional information/Marine pollutant/Flashpoint/etc.	13. Number and kind of packages	14. Mass (kg) or Volume (L)	15. EmS
16. Shipping agent										
16.1 Place and date										
Signature of agent										

SCHEDULE 2**Pre-Arrival Documents
(regulations 11(1), 15(2), 18, 25 and 26)****FORM 1****Advanced Notification Form for Waste Delivery to Port Reception
Facilities**

Notification of the Delivery of Waste to: _____
(Name of port or terminal)

The master of a ship should forward the information below to the designated authority at least 1 hour in advance of arrival or on departure of the previous port if the voyage is less than 24 hours from Seychelles. This form shall be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB.

DELIVERY FROM SHIPS (ANF)**1. SHIP PARTICULARS**

1.1 Name of ship:	
1.2 IMO number:	
1.3 Gross tonnage:	
1.4 Type of ship:	<input type="checkbox"/> Oil tanker <input type="checkbox"/> Chemical tanker <input type="checkbox"/> Bulk carrier <input type="checkbox"/> Container <input type="checkbox"/> Other cargo ship <input type="checkbox"/> Passenger ship <input type="checkbox"/> Ro-ro <input type="checkbox"/> Other (specify)
1.5 Owner or master:	
1.6 Distinctive number or letters:	
1.7 Flag State:	

2. PORT AND VOYAGE PARTICULARS

2.1 Location/Terminal name and POC:	
2.2 Arrival Date and Time:	
2.3 Departure Date and Time:	
2.4 Last Port and Country:	

2.5 Next Port and Country (if known):	
2.6 Last Port where waste was delivered:	
2.7 Date of Last Delivery:	
2.8 Next Port of Delivery (if known):	
2.9 Person submitting this form is (if other than the master):	

3. TYPE AND AMOUNT OF WASTE FOR DISCHARGE TO FACILITY

MARPOL Annex I – Oil	Quantity (m ³)
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II – NLS	Quantity (m ³)/Name ¹
Category X substance	
Category Y substance	
Category Z substance	
OS - other substances	

MARPOL Annex IV – Sewage	Quantity (m ³)
MARPOL Annex V – Garbage	Quantity (m ³)
A. Plastics	
B. Food wastes	
C. Domestic waste (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
D. Cooking oil	

¹ Indicate the proper shipping name of the NLS involved.

E. Incinerator ashes	
F. Operational wastes	
G. Cargo residues ²	
H. Animal carcass(es)	
I. Fishing gear	
MARPOL Annex VI - Air pollution	Quantity (m³)
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

Name of ship:	IMO number:
---------------	-------------

Please state below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this port, please strike through this table and tick the box below. If delivering some or no waste, please complete all columns.

I confirm that I am delivering all the waste held on board this vessel (as shown on page 1) at this port

Type	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call (m ³)
MARPOL Annex I - Oil				
Oily bilge water				
Oily residues (sludge)				
Oily tank washings				
Dirty ballast water				
Scale and sludge from tank cleaning				
Other (please specify)				

² Indicate the proper shipping name of the dry cargo.

³ Indicate the proper shipping name of the NLS involved.

MARPOL Annex II - NLS³				
Category X substance				
Category Y substance				
Category Z substance				
OS - other substances				
Type	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call (m ³)
MARPOL Annex IV – Sewage				
Sewage				
MARPOL Annex V – Garbage				
A. Plastics				
B. Food wastes				
C. Domestic waste (e.g. paper products, rags, glass, metal, bottles, crockery, etc.				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Cargo residues ⁴				
H. Animal carcass(es)				
I. Fishing gear				

Name and Position

Signature

Date

Time

⁴ Indicate the proper shipping name of the dry cargo.

FORM 2
List of Ports of Calls

Arrival Departure

Name of Ship			Port of Arrival/Departure	Date of Arrival/Departure
Nationality of Vessel			Next Port	
No.	Name of Port	Country	Date of Arrival	Date of Departure
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of Master

Signature by Master, Authorized Agent or Officer

Ship's Stamp

Date

FORM 3
Maritime Declaration of Health

To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.

Submitted at the port of: _____

Date: _____

Name of ship or inland navigation vessel: _____

Registration/IMO No.: _____

Arriving from: _____

Sailing to: _____
(Nationality)/(Flag of vessel): _____

Master's name: _____

Gross tonnage (ship): _____

Valid Sanitation Control Exemption/Control Certificate carried on board?

Yes No

Issued at:

Date: _____

Re-inspection required? Yes No

Has the ship visited an affected area identified by the World Health Organization? Yes No

Port and date of visit: _____

List ports of call from commencement of voyage with dates of departure, or within past thirty days, whichever is shorter: _____

On the request of the competent authority at the port of arrival, list crew members, passengers or other persons who have joined ship/vessel since international voyage began or within past thirty days, whichever is shorter, including all ports/countries visited in this period (add additional names to the attached schedule):

(1) Name: _____

joined from: (1) _____

(2) _____

(3) _____

(2) Name: _____

joined from: (1) _____

(2) _____

(3) _____

(3) Name: _____

joined from: (1) _____

(2) _____

(3) _____

Number of crew members on board: _____
on board: _____

Number of passengers

Health Questions(1) Has any person died on board during the voyage otherwise than as a result of accident? Yes No

If yes, state particulars in attached schedule.

deaths: _____

Total no. of

(2) Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature? Yes
 No

If yes, state particulars in attached schedule.

(3) Has the total number of ill passengers during the voyage been greater than normal/ expected? Yes No

How many ill persons?

(4) Is there any ill person on board now? Yes No

If yes, state particulars in attached schedule.

(5) Was a medical practitioner consulted? Yes No

If yes, state particulars of medical treatment or advice provided in attached schedule.

(6) Are you aware of any condition on board which may lead to infection or spread of disease? Yes No

If yes, state particulars in attached schedule.

- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? Yes No

If yes, specify type, place and date:

- (8) Have any stowaways been found on board? Yes No

If yes, where did they join the ship? (if known)

- (9) Is there a sick animal or pet on board? Yes No

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of a disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by:

- (i) prostration;
- (ii) decreased consciousness;
- (iii) glandular swelling;
- (iv) jaundice;
- (v) cough or shortness of breath;
- (vi) unusual bleeding; or
- (vii) paralysis.

- (b) with or without fever:

- (i) any acute skin rash or eruption;
- (ii) severe vomiting (other than sea sickness);
- (iii) severe diarrhoea; or
- (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signature of Master

Countersignature of Ship's Surgeon (if carried)

Ship's Stamp

Date

ATTACHMENT TO MARITIME DECLARATION OF HEALTH

Name	Class or rating	Age	Sex	Nationality	Port, date joined ship	Nature of illness	Date of onset of illness	Reported to a port medical officer?	Disposal of case	Drugs, medicines or other treatments given to patients ⁵	Comments

⁵ Please state the following:

- (1) whether the person recovered, is still ill or died; and
- (2) whether the person is still on board, was evacuated (including the name of the port or airport), or was buried at sea.

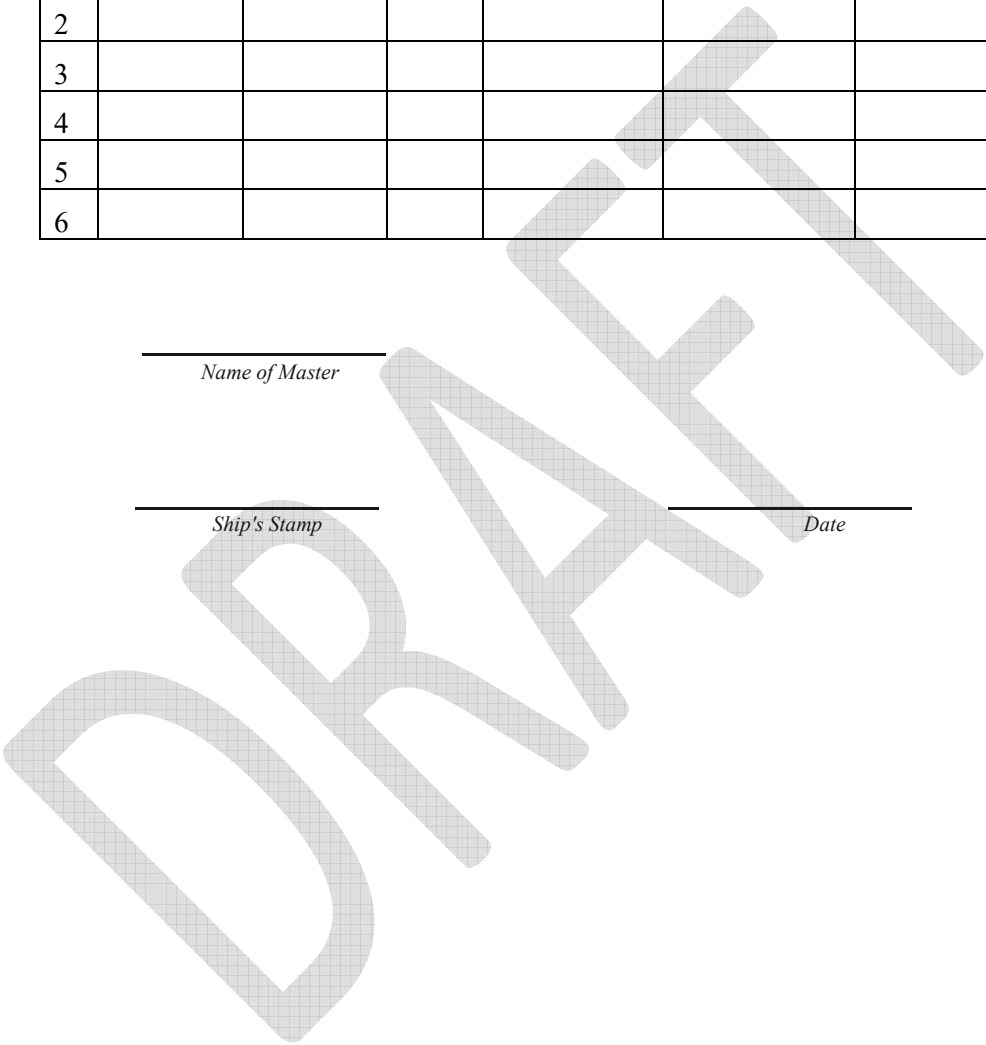
FORM 5
Yellow Fever Vaccination List

	Family Name	Given Name	Rank	Nationality	Date of Birth	Yellow Fever
1						
2						
3						
4						
5						
6						

Name of Master

Ship's Stamp

Date



FORM 6
Standard Data Set of Security-Related Information

1. Particulars of the ship and contact details

1.1 IMO Number:

1.2 Name of ship:

1.3 Port of registry:

1.4 Flag State:

1.5 Type of ship:

1.6 Call Sign:

1.7 Inmarsat call numbers:

1.8 Gross Tonnage:

1.9 Name of Company:

1.10 IMO Company identification number:

1.11 Name and 24-hour contact details of the Company Security Officer:

2. Port and port facility information

2.1 Port of arrival and port facility where the ship is to berth, if known:

2.2 Expected date and time of arrival of the ship in port (paragraph B/4.39.3 of the ISPS Code):

2.3 Primary purpose of call:

3.2.4 Have the ship security procedures, specified in the approved ship security plan, been maintained during each of the ship-to-ship activities specified in 3.4 (SOLAS regulation XI-2/9.2.1.5)? Yes
 No

3.2.5 If the answer to 3.2.4 is NO, identify the ship-to-ship activities for which the ship security procedures were not maintained and indicate, for each, the security measures which were applied in lieu:

No.	Date		Security measures applied	Ship-to-ship activity
	From ⁶	To ⁶		

3.3 Provide a general description of cargo aboard the ship (SOLAS regulation XI-2/9.2.1.6 and paragraph B/4.39.5 of the ISPS Code):

3.3.1 Is the ship carrying any dangerous substances as cargo? Yes No

3.3.2 If the answer to 3.3.1 is YES, provide details or attach a copy of the Dangerous Goods Manifest (IMO FAL Form 7).

3.4 A copy of the ship's Crew List (IMO FAL Form 5) is attached (SOLAS regulation XI-2/9.2.1.6 and paragraph B/4.39.4 of the ISPS Code)

Yes No

7. Ship-to-ship activity means any activity not related to a port facility that involves the transfer of goods or persons from one ship to another (SOLAS regulation XI-2/1.1.10).

Information would not normally be required to include records of transfers of pilots or of customs, immigration or security officials nor bunkering, lighting, loading of supplies and unloading of waste by ship within port facilities as these would normally fall within the auspices of the Port Facility Security Plan (PFSP) (paragraph B/4.38 of the ISPS Code).

Ascertaining whether these activities fall within the PFSP should form part of the dialogue between the Ship Security Officer and the Port Facility Security Officer. It should be remembered that the physical boundaries of port facilities may not always coincide with the boundaries of the port or harbour authority.

8. Dangerous substances as cargo means the carriage of substances, materials and articles covered by the IMDG Code and falling under the following classes of dangerous goods irrespective of whether these are carried in bulk or packaged form:
 - Class 1: Explosives
 - Class 2.1: Flammable gas
 - Class 2.3: Toxic gases
 - Class 3: Flammable liquids
 - Class 4.1: Flammable solids, self-reactive substances and desensitized explosives
 - Class 5.1: Oxidizing substances
 - Class 6.1: Toxic substances
 - Class 6.2: Infectious substances
 - Class 7: Radioactive material
 - Class 8: Corrosive substances

This information may be extracted from the Dangerous Goods Manifest (IMO FAL Form 7) or the whole Dangerous Goods Manifest may be submitted.

9. Other security-related matters include but are not limited to the carriage of stowaways or any persons rescued at sea. When reporting stowaways please see the Guidelines on the allocation of

responsibilities to seek the successful resolution of stowaway cases adopted by the Organization with resolution A.871(20). This resolution provides in the Appendix to the Annex a Stowaway details report which should be completed and forwarded to the extent that is practically possible. When reporting persons rescued at sea please see the guidance provided in paragraph B/4.38.3 of the ISPS Code.

10. Master, Ship Security Officer, Company Security Officer or Agent of the ship at the intended port of arrival.

FORM 7

Ship Sanitation Control Exemption Certificate/Ship Sanitation Control Certificate

Port of: _____ Date: _____

This Certificate records the inspection and 1) exemption from control or 2) control measures applied.

Name of ship or inland navigation vessel _____

Flag _____

Registration/IMO No. _____

At the time of inspection the holds were unladen/laden with ____ tonnes of
_____ cargo

Name and address of inspecting officer

Ship Sanitation Control Exemption Certificate

Areas, [systems, and services] inspected	Evidence found ¹	Sample results ²	Documents reviewed
Galley			Medical log
Pantry			Ship's log
Stores			Other
Hold(s)/cargo			
Quarters:			
-crew			
- officers			
- passengers			
- deck			
Potable water			
Sewage			
Ballast tanks			
Solid and medical waste			
Standing water			
Engine room			
Medical facilities			
Other areas specified - see attached			
Note areas not applicable, by marking N/A			

No evidence found. Ship/vessel is exempted from control measures.

Name and designation of issuing officer

Signature and seal

Date

¹(a) Evidence of infection or contamination, including: vectors in all stages of growth; animal reservoirs for vectors; rodents or other species that could carry human disease, microbiological, chemical and other risks to human health; signs of inadequate sanitary measures.

(b) Information concerning any human cases (to be included in the Maritime Declaration of Health).

²Results from samples taken on board. Analysis to be provided to ship's master by most expedient means and, if re-inspection is required, to the next appropriate port of call coinciding with the re-inspection date specified in this certificate.

Sanitation Control Exemption Certificates and Sanitation Control Certificates are valid for a maximum of six months, but the validity period may be extended by one month if inspection cannot be carried out at the port and there is no evidence of infection or contamination.

Attachment to Model Ship Sanitation Control Exemption Certificate/ Ship Sanitation Control Certificate

Areas/facilities/ systems inspected	Evidence found	Sample results	Documents reviewed	Control measures applied	Re- inspection date	Comments regarding conditions found
Food						
Source						
Storage						
Preparation						
Service						
Water						
Source						
Storage						
Distribution						
Waste						
Holding						
Treatment						
Disposal						
Swimming pool/ spas						
Equipment						
Operation						
Medical facilities						
Equipment						
Operation						
Medicines						
Other areas inspected						

*Indicate when the areas listed are not applicable by marking N/A

FORM 8
Letter Bill – Bulk Mail

DRAFT

**FORM 9
SHIP PARTICULARS**

1. Name of ship	2. Flag
3. IMO number	4. Type of Ship
5. Gross Tonnage	6. Net Tonnage
7. Year of Build	8. Builder
9. Deadweight	10. Lightship weight
11. Draught	12. Speed

FORM 11
Advanced Passenger Information

A. Data relating to the voyage

1. Ship Identification (IMO or registration number):
2. Ship registration number:
3. Country where ship is registered:
4. Name of agent for the ship or, where no agent, name of owner:
5. Call Sign (if applicable):
6. Date of scheduled departure of ship based on local time of departure from location:
7. Time of scheduled departure of ship based on local time of departure from location:
8. Date of scheduled arrival of ship based on local time of arrival at location:
9. Time of scheduled arrival of ship based on local time of arrival at location:
10. Ship departed from this last place or port of call to go to a place or port of call:
11. Place or port of call in the country of destination where the ship arrives from the last place or port of call of ship initial arrival:
12. Subsequent Place or Port of Call Within the Country or Domestic Space:
13. Total number of passengers on board ship:
14. Total number of crew on board ship:

B. Data relating to each individual on board a ship (Core Data Elements of the Official Travel Documents)

1. Passport or other official travel document number:
2. Name of the State or organisation responsible for the issuance of the official travel document:
3. Indicator to identify type of official travel document:
4. Expiration date of the official travel document:
5. Family name and given name(s) of the holder as they appear on the official travel document:
6. Nationality of the holder of the travel document:
7. Date of birth of the holder of the travel document:
8. Gender of the holder of the travel document:
9. Please give City and Country of birth:
10. Place or port on that journey where traveller first boarded for foreign travel:
11. Place or port where the traveller is cleared by the border control agencies:
12. Foreign place or port where the traveller is transiting:
13. Passenger Name Record (PNR) Data
As available in the traveller's Passenger Name Record (PNR) in the carrier's Reservation System including all historical changes to the PNR listed. Must include:
 - (1) PNR record locator
 - (2) Date of reservation or issue of ticket
 - (3) Date(s) of intended travel
 - (4) Surname and Given Name(s)
 - (5) Address and contact information (telephone number, e-mail address)
 - (6) All forms of payment information, including billing address

- (7) Complete travel itinerary for specific PNR
- (8) Frequent flyer information
- (9) Travel agency or travel agent
- (10) Travel status of passenger, including confirmations, check-in status, no show or go show information
- (11) Split or divided PNR information
- (12) General remarks (including all available information on unaccompanied minors under 18 years, such as name and gender of the minor, language(s) spoken, name and contact details of guardian on departure and relationship to the minor, name and contact details of guardian on arrival and relationship to the minor, departure and arrival agent)
- (13) Ticketing field information, including ticket number, date of ticket issuance and one-way tickets, Automated Ticket Fare Quote fields
- (14) Seat number and other seat information
- (15) Code share information
- (16) All baggage information
- (17) Number and other names of travellers on PNR
- (18) Any Advanced Passenger Information (API) data collected
- (19) All historical changes to the PNR listed in numbers 1 to 18

C. Additional Data

1. The other document number used for travel when the official travel document is not required:
2. Type of other document used for travel (supporting travel document):
3. Country of primary residence:
 - Address (street name and number)
 - City
 - State/Province/Country
 - Postal Code

D. Data relating to the Reporting Party

- Reporting Party Name
- Reporting Party Telephone Number
- Reporting Party Facsimile Number
- Reporting Party Electronic Mail Address

FORM 12
Advanced Cargo Information

A. Maritime Cargo Data Messages

Cargo Manifest:

To be submitted by master or ship agent

Master Waybill:

To be submitted by master or ship agent

House Waybill:

To be submitted by Freight Forwarded or Representatives

Response Message:

To be handled by the filing party

B. Cargo for Discharge in Seychelles

Data relating to the Manifest:

Voyage number

(A number assigned by local Shipping Agent for ships)

Date and Time of submission

Carrier

(Name of ship)

Scheduled Departure Date

(Date of departure of ship)

Scheduled Arrival Date

(Date of arrival of ship)

Scheduled Arrival Time

(Time of arrival of ship)

Place of Departure

(The last foreign port or place of call for ship)

Destination

(Port or place in the country of destination where the ship first reports)

Subsequent Place or Port of call within the country (Optional)

Agent: Name

Authorised representative of the ship (where available)

Owner

(Name of owner of ship)

Transport: Mode

(The manner in which the goods are imported or exported)

Transport: Name

(Name of the importing or exporting ship)

Transport: Nationality

(Nationality of ship as determined by its port of registry)

Transport: Place (Optional)

(Port of registry)

Registration (Optional)

(International registration number including, in respect of ships, the International Maritime Organisation or Lloyd's registration number)

Master (Optional)

(Name of ship's captain)

Total: Bills

Total: Packages

Total: Containers

Total: Gross (Optional)

Tonnage: Net

(Ship's registered tonnage)

Date of last discharge (Optional)

(Date ship last discharged cargo at any port)

C. Data relating to Container Management

Container: Number

(The BIC identification number of containers)

Container: Type

(Type of containers e.g. 20 feet, refrigerated)

Empty/Full Indicator

(Whether full container load or less than container load)

Seals (The number of the security seal(s) affixed to the container door)

Marks

(Marks or numbers of the seal(s) affixed to the container door)

Sealing Party

(The authority that affixed the seal(s) to the containers)

Total Containers Transport Document Reference Number**D. Data relating to individual Bills of Lading****Manifest Line Number**

(Number indicating the order of bills of lading on a manifest)

Transport Document Type

(Type of document issued by ship, bills of lading or waybills)

Transport Document Reference Number**Purpose of Shipment**

(Whether for import, export, in transit or transshipment)

Unique Cargo Reference (Optional)**Place of loading****Place of discharge****Exporter****Exporter Address****Consignee****Notify**

(Either the consignee or the name and phone number of the representative)

Total Containers**Packages: Kind****Packages: Marks and Numbers****Quantity: Package****Quantity: Gross Mass****Volume: Cubic Measurement (cbm)****Description of Goods**

(pursuant to applicable law)

Freight Indicator

(payment status, whether prepaid or payment on collection)

Amount and Currency

Values:**Customs (Optional)****Insurance (Optional)****Freight (Optional)****Additional Seals****Additional Information****Advanced Cargo Information Manifest Data Fields**

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
1	Office of departure or arrival	Code of the Customs Department filing of departure or arrival	YES
2	Voyage number	Voyage number which uniquely identifies the current journey of the means of transport	YES
3	Date of departure	Date when the ship leaves the place of departure	YES
4	Time of departure	Estimated time when the ship departs the place of departure	YES
5	Date of arrival	Estimated date when the ship arrives at the place of destination	YES
6	Time of arrival	Estimated time when the ship arrives at the place of destination	YES
7	Place of departure	Place (LOCODE) where current voyage begins on the ship	YES
8	Place of destination	Place (LOCODE) where current voyage ends on the ship	YES
9	Port of last call	The place of (LOCODE) where the ship last reported before docking at the place of arrival.	YES

Shipping Information

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
10	Ship code	Ship code assigned to the party undertaking the transport of the goods	YES
11	Agent	Code of the agent in charge of the ship reporting during the stay in port	YES

Totals

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
12	Bills	Total number of waybills on manifest	YES
13	Packages	Total number of packages on manifest	YES
14	Vehicles	Total number of motor vehicles on manifest	YES
15	Containers	Total number of containers on manifest	YES
16	Gross Weight	Total gross weight contained in the manifest	YES

Transport

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
17	Mode	Identifying the mode of transport	YES
18	Nationality	Flag or Nationality of means of transport	YES
19	Identity	Name of ship	YES
20	Registration	Registration number of ship	YES
21	Place	Port where the ship was registered	
22	Date	Date of discharge	
23	Master or Commander	Name of Master or Commander of the ship	YES

Tonnage

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
24	Gross Tonnage	Net tonnage plus maximum allotted cargo weight per voyage	YES
25	Net Tonnage	Carrier's base weight	
26	Office of destination	Office of destination. Code of the Customs Department of destination in case of transit	Conditional or Optional

Co-Loader

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
27	Co-loader code	Carrier code of the party sharing the ship or aircraft when multiple parties involved	Conditional or Optional

WayBill Segment: Bill of lading

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
28	Office Code	The Code of the Department	

General Information

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
29	Waybill reference number	This is the "Identifier" of the transport document. This is the reference assigned by the carrier or agent (e.g. bill of lading; it is unique in the manifest)	YES
30	Waybill type	Alphanumeric code for the type of transport document	YES

General Information (continue)

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
31	Nature	Code of the document: export-22, import-23, transshipment-28, FROB-26, transit-24,	YES
32	Waybill line	The 'line number' is a sequence number used to identify each item-bill of lading in the manifest	YES
33	Previous document	Reference of the previous document (master waybill) when consolidated cargo	Conditional or Optional
34	UCR	Unique consignment reference number	NO
35	Place of loading	Place (LOCODE) where the goods were originally loaded on the ship	YES
36	Place of unloading	Place (LOCODE) where the goods will be ultimately unloaded or discharged from the ship	YES
37	FAS/Liner	Terms of condition for transported goods (accepted values F or L)	YES

Carrier

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
38	Carrier	Carrier code, name and address of the party undertaking the transport of the goods.	YES
39	Carrier Name	The name of the shipping line transporting cargo to and from Seychelles	YES
40	Carrier Address	The address of the shipping line transporting cargo to and from Seychelles	YES
41	Shipping agent	Code of the shipping agent in charge of the ship management during the stay in port	YES

Exporter or Shipper

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
42	Exporter code	Exporter code	NO
43	Name of Exporter	Name of Exporter	YES
44	Address of Exporter	Address of Exporter	YES

Transport

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
45	Place of loading on current transport	Place (LOCODE) where the goods were loaded on current transport (if there was a change of ship, it would be recorded here)	YES or Optional
46	Place of discharge from current transport	Place (LOCODE) where the goods will be discharged from current transport (if there was further transshipment to be done, it would be recorded here)	YES or Optional

Notify

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
47	Notify code	Code of the notifying party	NO
48	Notify name	Name of the notifying party	YES
49	Notify address	Address of the notifying party	YES

Consignee

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
50	Consignee	Consignee code (TIN)	NO or Optional
51	Consignee name	Name of the consignee	YES
52	Consignee address	Full address of the consignee	YES

Good Details

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
53	Total containers	Total number of containers for this transport document	YES
54	Packages codes	Kind of packages (packaging type code)	YES
55	Marks and Ndr	Marks and numbers	YES
56	Manifested packages	Number of packages as indicated on the waybill	YES
57	Total vehicles	Total number of vehicles for this waybill	YES

Good Details (Continue)

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
58	Manifested gross weight	Gross weight as indicated on the waybill. This field must be accurately captured as the data are compared to the "Totals" information of the general segment.	YES
59	Volume (CBM)	Volume of the goods in cubic metres	NO or Mandatory
60	Description of goods	Commercial description of the goods from the waybill data (e.g. clothes, machines...)	YES
61	H.S. Code	Tariff code for goods	NO or Optional
62	UNDG	Dangerous goods code (UNDG)	Conditional
63	Place of Origin	Place where goods are loaded into container for shipment (free text area)	NO or Optional
64	Place of Destination	Place where goods will be unloaded from container (free text area)	NO or Optional
65	Location	Code of the place where the goods are located in a shed or container park	NO or Optional

Declared Values and Seal Details

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
66	Value or freight code	Value or freight code	YES
67	P/C	Prepaid or collect indicator for the value code	Conditional or Mandatory
68	Freight value amount	Amount of the value code	YES
69	Freight currency	Currency code for the value code	YES
70	Customs value	Customs value of goods	YES or Optional
71	Customs currency	Customs currency code	YES or Optional
72	Insurance value	Insurance cost of the goods	YES
73	Insurance currency	Insurance currency code	YES
74	Transport value	Overall freight cost	YES
75	Transport currency	Overall freight currency code	YES
76	Seal number of seals	Number of seals affixed on noncontainerized cargo	Conditional or Optional
77	Marks of seals	Description marks or references number of seals	Conditional or Optional
78	Party	Code of the party having affixed the seals	Conditional or Optional
79	Information	Additional information when required	NO or Optional

Container Segment

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
80	Container Number	Container number(s) for container(s) relating to waybill	YES
81	Number of packages	Number of packages in container	YES
82	Container Type	Container size-type	YES
83	E/F	Empty or Full indicator	YES
84	Seal Number	Quantity of seals affixed and seal numbers (3 fields)	YES or Optional
85	Sealing Party	Party affixing the seals	YES or Optional
86	Empty Weight	Empty weight of container (KG)	YES or Optional
87	Goods Weight	Weight of goods in container (KG)	YES
88	Min. Temp. CE	Minimum temperature in celsius for refrigerated containers	Conditional or Optional
89	Max. Temp. CE	Maximum temperature in celsius for refrigerated containers	Conditional or Optional
90	Humidity	Temperature in celsius that the goods should be stored	Conditional or Optional
91	Dangerous Code	UNDG code for dangerous goods	Conditional or Optional

Container Segment (continue)

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
92	H.S. Code	Tariff Code for goods in container	No or Optional
93	Goods Description	Description of goods in container	YES
94	Container Disposition	(Cargo disposition, accepted values "CY. CFS and P. UNSTUFF). Required only when BL nature 23 and container is not empty	Conditional
95	Volume	Volume of cargo per container	YES
96	Container line code	Code identifying shipping container owner	YES

Vehicle Segment

No.	DATA FIELDS	DESCRIPTION	MANDATORY
Tracking No.	General Information	General details with respect to voyage and Ship	YES
97	Chassis Number	Chassis number of vehicle	YES
98	Engine Number	Engine number of vehicle	YES or Optional
99	Engine Size	Engine (cc) or (kw)	YES
100	Odometer Reading	Mileage of vehicle	YES or Optional
101	Make or Brand	Make and brand of vehicle	YES
102	Year	Year of manufacture	YES
103	Colour	Colour of vehicle	YES or Optional
104	New or Used	If vehicle new or used	YES or Optional

DATA SUBMISSION TIME FRAME

1. The information set out in the Advanced Cargo Information System Data Fields:

- (a) for incoming cargo by ship:
 - (i) containerized cargo: 24 hours before arrival at first port in the country of destination;
 - (ii) bulk or break bulk: 24 hours before arrival at first port in the country of destination;
- (b) for outgoing cargo by ship:
 - (i) containerized cargo: 24 hours before loading at port of departure;
 - (ii) bulk or break bulk: 24 hours before departure to the first port in the country of destination.

SCHEDULE 3 Forms of Stowaway Details

SHIP DETAILS	STOWAWAY DETAILS
Name of Ship: _____	Date/time Found on board: _____
IMO Number: _____	Place of board ⁶ : _____
Flag: _____	Country of boarding: _____
Company: _____	Date/time of boarding: _____
Company Address: _____ _____	Intended final destination: _____
Agent in next port: _____ _____	Stated reasons for boarding the ship ⁷ : _____ _____
Agent address: _____ _____	Surname: _____
IRCS: _____	Given name: _____
Inmarsat number: _____	Name by which known: _____
Port of registry: _____	Gender: _____
Name of master: _____	Date of birth: _____
	Place of birth: _____
	Claimed nationality: _____
	Home address: _____ _____
	Country of domicile: _____
	ID document type (e.g. passport no) _____

⁶ “Place of boarding” should include port, port facility number, berth and terminal information (FAL.7/Circ.1, related to the Unified interpretation of appendix 3 to the FAL Convention).

⁷ If the stowaway declares himself or herself to be a refugee or an asylum seeker, this information shall be treated as confidential to the extent necessary to the security of the stowaway.

	<p>ID card no. or seaman's book no.: _____</p> <p>If yes, When issued: _____ Where issued: _____ Date of expiry: _____ Issued by: _____</p> <p>Photograph of the stowaway:</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center; padding: 5px;">Photograph if available</div> <p>General physical description of the stowaway: _____ _____ _____</p> <p>First language of the stowaway: _____</p> <p>Other languages of the stowaway: _____</p>
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Other details:

- (1) Method of boarding, including other persons involved (e.g. crew, port workers, etc.), and whether the stowaway was secreted in cargo/container or hidden in the ship:

- (2) Inventory of the stowaway's possessions:

(3) Statement made by the stowaway:

(4) Care provided to the stowaway (first aid, clothing, food):

Date(s) of interview(s): _____

Stowaway's signature: _____

Master's signature: _____

Date: _____

Date: _____

DRAFT

List of Officers to whom pre-arrival and pre-departure documents to be submitted

Officer	Document
	Crew List
	Passenger List
	Advanced Notification Form for Waste Delivery
	List of Ports of Call
	Maritime Declaration of Health
	International Certification of Vaccination
	Yellow Fever Vaccination List
	Ship Sanitation Control Exemption Certificate
	Ship Sanitation Control Certificate
	Security-related information
	Stowaway documents
	Advanced Passenger Information
	List of Ports of Call
	Advanced Passenger Information
	General Declaration
	Ship's Stores Declaration
	Crew's Effects Declaration
	Dangerous Good's Manifest
	Advanced Cargo Information

SCHEDULE 5
Certificates of Clearance on pre-arrival and arrival

Form Of Provisional Certificate of Clearance on Pre-Arrival

Ship Name: _____
 Type of Ship: _____
 Gross Tonnage: _____
 IMO Number: _____
 Call Sign: _____
 Port of Registry: _____
 Date of Registry: _____
 Passenger Amount (where Applicable): _____
 Date and time of virtual arrival in Seychelles: _____
 Expected date and time of actual arrival in Seychelles: _____
 Issued by: _____
 Date of issue: _____
 Time of issue: _____

This is to certify that the pre-arrival documents submitted through the Maritime Single Window, relating to _____ in accordance with regulation

Name of Ship

11 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024, have been examined and the information has been verified and is in order.

The _____ is granted Provisional Clearance to enter the Port of

Name of Ship

Victoria [or other port] in accordance with regulation 12 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024, and shall be subject to on-board inspection on arrival at the Port.

Form of Final Certificate of Clearance on Arrival

Ship Name: _____
 Type of Ship: _____
 Gross Tonnage: _____
 IMO Number: _____
 Call Sign: _____
 Port of Registry: _____
 Date of Registry: _____
 Passenger Amount (where Applicable): _____
 Date and time of arrival in Seychelles: _____
 Date and time of actual arrival in Seychelles: _____
 Issued by: _____
 Date of issue: _____
 Time of issue: _____

In accordance with regulation 12 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024, the ship _____

Name of Ship

has been inspected and has satisfied the requirements of the Immigration Decree, Customs Management Act, 2011 and the Public Health Act, 2015.

The _____ is granted Final Clearance to enter the Port of Victoria.
 Name of Ship

Issued by: _____
 Date of Issue: _____
 Time of Issue: _____

SCHEDULE 6
Form of Notice of Intended Departure

Name of Ship: _____ Nationality: _____

Tons: Gross _____ Net: _____

Name of Master: _____ Number of Crew: _____

Arrived from: _____ Date: _____

Cargo imported: Bill of Lading _____ Packages: _____
Tons: _____

Number of Passengers Arrived: _____

Bound to: _____

Cargo imported: Bill of Lading _____ Packages: _____
Tons: _____

Deck Cargo Outwards: Tons _____ c. ft _____ Animals _____

Number of Mail bags shipped: _____

Number of Passengers embarked: _____

SCHEDULE 7**Form of Provisional Certificate of Clearance on Departure**

Ship Name: _____
 Type of Ship: _____
 Gross Tonnage: _____
 IMO Number: _____
 Call Sign: _____
 Port of Registry: _____
 Date of Registry: _____
 Passenger Amount (where Applicable): _____
 Date and time of virtual departure from Seychelles: _____
 Expected date and time of actual departure from Seychelles: _____

This is to certify that the pre-departure documents submitted through the Maritime Single Window in accordance with regulation 16 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024 have been examined and the information has been verified and is in order.

The _____ is granted Provisional Clearance to depart from the Port
 Name of Ship

of Victoria [or other port] in accordance with regulation 17 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024, and shall be subject to on-board inspection prior to departure from the Port.

 Signature

Issued by: _____

Date of Issue: _____

Time of Issue: _____

Form of Final Certificate of Clearance on Departure

Ship Name: _____

Type of Ship: _____

Gross Tonnage: _____

IMO Number: _____

Call Sign: _____

Port of Registry: _____

Date of Registry: _____

Passenger Amount (where Applicable): _____

Date and time of departure from Seychelles: _____

Date and time of actual departure from Seychelles: _____

In accordance with regulation 19 of the Merchant Shipping (Facilitation of International Maritime Traffic) Regulations, 2024, the ship _____
Name of Ship

has been inspected and has satisfied the requirements of the Immigration Decree, Customs Management Act, 2011 and the Public Health Act, 2015.

The _____ is granted Final Clearance to depart from the Port.
Name of Ship

Signature

Issued by: _____

Date of Issue: _____

Time of Issue: _____

MADE this day of March, 2024

**ANTONY DERJACQUES
MINISTER FOR TRANSPORT**