

To: MASTER

1. BEFORE ARRIVAL

Pls advise / send

- **Ship's particulars** – *no scan, no signature/stamp required*
- **Arrival / departure drafts (F / A)**
- **Crew list** (ONLY SEAMAN'S BOOKS ACCEPTED BY IMMIGRATION AUTHORITIES) – *no scan, no signature/stamp required*
- **ISPS info** for MSD (*pls send word version – not scanned one, no signature/stamp is required*); *info to be tendered 72 hrs before arrival – pls send as soon as earlier*
- **Certificate of Registry**
- **Int. Tonnage Certificate**
- **Ship Sanitation Control Exemption Certificate**
- **IMPORTANT!**
- BUNKER STORE ON DEPARTURE FM LAST PORT AND DATE/TIME OF DEPARTURE
- ESTIMATED BUNKER STORE ON ARRIVAL AT UST-LUGA
- **ice class, main engine power, material of screw-propeller**
- **ballast qty, where taken**
- **preliminary cargo plan and sequence loading (discharging) plan** (loading is scheduled by 4 shore cranes with grabs)

2. ON ARRIVAL

Following documents are required on arrival (inward clearance):

- NOR – 6
- General declaration – 6 (*for ships flying Russian flag only*)
- Cargo declaration – 6 (*for ships flying Russian flag only*)
- Crew list – 7
- Crew's effect list – 1 (*pls do not state over 2 mobile/cell phones, 200 cigarettes, 3 liters of alcohol – beer is considered as alcohol (any exceeds can be replaced to bond story)*)
- Store list – 3 (bunker and FW store must be stated compulsory; + main kind of provisions)
- Health declaration – 1
- List ports of call – 1
- List of vaccination (if Africa/Asia/SA visited for last 3 month) – 1
- Narcotic list – 1
- Ship's currency / cash declaration – 1
- Personal customs declaration (for persons who have over usd 10,000 or equal) – 2 for one person
- Bunker tanks capacity table – 1
 - FYG ship's cash in not allowed to spend during stay in port so You can sign it on Yrself
 - 3 ltrs of alcohol (including beer) and 200 cigarettes are allowed for personal import for 1 person (surplus can be declared in store list as ship's one)

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Copies of ship's certificates (to be ready on arrival – compulsory):

- Ship Sanitation Control Exemption Certificate
- Certificate of Classification
- Cargo Ship Security Certificate
- Cargo Ship Safety Equipment Certificate
- International Oil Pollution Prevention Certificate
- Certificate of Registry
- International Tonnage Certificate
- Load Line Certificate
- Safe Manning Certificate
- Cargo Ship Safety Construction Certificate
- Cargo Ship Safety Radio Certificate
- Certificate of Insurance or Other Financial Security in respect of Civil Liabilities for bunker Oil Pollution Damage
- Panama Canal Commission
- Certificate for carriage of solid bulk cargoes (*for dry-cargo ships*)
- Last PSC inspection report

Pls make copy of certificates including pages with annual survey

3. ON DEPARTURE:

Following documents required on departure (outward clearance):

- Stowage plan – 8
- Crew list – 4
- Crew's Effect List – 1
- Store list – 3
- Narcotic list – 1
- Ship's currency declaration – 1
- Bunker receipts – 1 (if bunkering takes place)

PIC: Vladimir Zagumenniy (cell ph. +7-981-160 3656) – Port agent (24 hrs)
Alexey Kuchuk (cell ph. +7-981-883 4791) – Head of Agency Department (24 hrs)

Bregards/
Agency Department