

Cartagena Port (Spain)**SECTION 1****PRE-ARRIVAL INFORMATION AND DOCUMENTATION**

Please find enclosed in our message the following docs that we need to receive duly filled/signed/stamped (**48 hrs. in advance (working hrs. Mon-Fri)**) prior ship's arrival in order to request and obtain entering/berthing authorization.

- Master Declaration.
- Appendix I, ISPS.
- Appendix II, Ship's Residues Declaration (2 pages).
- Health Declaration.
- Paris MOU notification of arrival. (Only required if vessel is over 12 years of age)

Please let us also have PASSENGER AND CREW MANIFESTS:

- Crew manifest by name. (Ship Format).
- Crew manifest by nationality breakdown. (Ship Format).
- Embarking and disembarking crew list. (Ship Format).

- Pax manifest by name. (Ship Format).
- Pax manifest by nationality breakdown. (Ship Format).
- Embarking and disembarking Pax list. (Ship Format).

- Crew and Passengers manifest on arrival. (Spanish Ports Format .CSV)
- Crew and Passengers manifest on departure once vessel is sailing. (Spanish Ports Format .CSV)

REQUIRED CERTIFICATES:

- Certificate of insurance or other financial security in respect of civil liability for oil pollution damage or damage caused by ship's bunkers.
- Insurance of civil responsibility or financial guarantee of vessel, (this is an P&I certificate or similar, which includes Protection and Indemnity).
- International Ship Security Certificate (ISSC)

Kindly note that as of the 31st of December of 2011 came into effect new law, Royal Decree 1616/2011 in which is established and regulated the insurance of civil responsibility or financial guarantee of which all owners of ships must have at their disposal. This certificate will be required to be on board and must be forward to agents in advance in order to obtain entrance/berthing authorization in all Spanish ports. This certificate will be required as well not only for entering a Spanish Port, but also when ships are operating in Spanish territorial waters, even if not calling at a Spanish port.

We shall request permission 24 hrs. prior arrival if interested whilst berthed in the port of Cartagena to do washing and painting the ship's side and lowering plus manoeuvring lifeboats for training / maintenance purposes, lowering a painting raft, or carrying out hot works (welding) on board, it shall be requested with 48 hrs. notice in order to request permission to obtain authorization from Port Authority and Harbour Master's office. The enclosed "HOT WORKS PERMISSION FROM" shall be completed and returned not later than 48 hrs. prior arrival.