

The Procedures for Obtaining Keelung Harbor Entry and Departure Visas

Amended in accordance with Letter Reference Chi-Kang-Hang-Chieh-Tzu No.0920006233 on April 2, 2003

Amended in accordance with Letter Reference Chi-Kang-Hang-Chieh-Tzu No. 0930011818 on June 24, 2004

Amended in accordance with Letter Reference Chi-Kang-Hang-Chieh-Tzu No. 0930012231 on July 1, 2004

I Basis

Articles 24 and 25 of The Commercial Port Law, Articles 4, 5 and 7 of the Governing Rules On Port Services At Commercial Ports.

II Relevant Acts and Laws:

- (I) The Commercial Port Law
- (II) Governing Rules On Port Services At Commercial Ports
- (III) The Law of Ships
- (IV) Regulations for Administrating Small Ships
- (V) Shipping Law
- (VI) Regulations for Administrating Shipping Agency
- (VII) Regulations for Administrating Vessel Carriers And Vessel Chartering Operators
- (VIII) The Seafarer Law
- (IX) Enforcement Rules for the Act Governing Relations between Peoples of the Taiwan Area and the Mainland Area
- (X) Act Governing Relations with Hong Kong and Macao
- (XI) Seventh Part of Ship Equipment Rules-Radio Telecommunication Equipment

III An applicant must fill the application form for USER-ID & PASSWORD as provided in Annex I if he/she wants to use the Operating System for Harbor and Storage Business and fill in the application form for Using the Ocean Carriers' Network if he/she wants to use the Management System of Port Entry and Departure Visas of the Ministry Of Transportation And Communication.

IV The following are required to obtain port entry visas:

- (I) The applicant should go through all vessel administrative regulations subject to the Shipping Law.
- (II) The shipowners or agents should fill in a Ship's Pre-Arrival Report through the Internet 24 hours prior to arrival subject to the Commercial Port Act and Governing Rules On Port Services At Commercial Ports; and those who are not applying to use the network, should fill in eight copies of the Ship's Pre-Arrival Report as provided in Annex III and send it to the Supervision Section.

V The following should be gone through for the port entry visas:

- (I) The ship's arrival report will be made out as soon as the ship enters the port; and those that cannot apply to use the network should fill in the Ship's Arrival Report within 24 hours as provided in Annex IV and send to the Supervision Section, subject to the Commercial Port Act and Governing Rules On Port Services At Commercial Ports.
- (II) After the ship's arrival, shipowners or agents should provide one list of crews, one of companies and one of passengers respectively to the Supervision Section, subject to the Seafarer Law.
- (III) One photocopy of the Certificate of Vessel's Nationality and Tonnage Certificate

(1969) respectively or by telex if the ship is arriving at this port for the first time. Foreign ships owned, rented or operated by Taiwan shipping lines can fill in the affidavit provided in Annex V and are not required to send such documents for their second arrival if the documents remain the same.

VI The following should be gone through for port departure visas:

(I) Shipowners or agents should fill in the Ship's Pre-Departure Report through the Internet 12 hours prior to departure subject to the Commercial Port Act and Governing Rules On Port Services At Commercial Ports; and those who do not apply to use the network, should supply eight copies of the Ship's Departure Report provided in Annex VI and send it to the Supervision Section.

(II) Before the ship's departure shipowners or agents should provide a list of crews, one of companies and one of passengers respectively to the Supervision Section, subject to the Seafarer Law.

(III) The ship should provide all ship's certificates and documents, which would be returned after checking, or one copy of each document to the Supervision Section for checking and filing. Passenger ships should provide such documents before departure. Non-passenger ships are allowed to send such documents within five days after departure. Those which cannot provide the full documents, are not permitted to fill the ship's pre-departure report for 30 days.

VII Ships in accordance with one of the followings are prohibited from putting to sea.

(I) UN prohibited vessels;

(II) Ships detained, seized and prohibited by courts;

(III) Ships prohibited from entering or leaving the port by the Commercial Port Management Authority in accordance with Article 48 of the Commercial Port Law;

(IV) Ships under disposition for the violation of the Shipping Law, The Law of Ships, The Seafarer Law, Act Governing Relations between Peoples of the Taiwan Area and the Mainland Area and the Act Governing Relations with Hong Kong and Macao;

(V) Ships that are not seaworthy;

(VI) Ships whose clearance documents have been taken by the Customs Office for the purpose of searching for contraband.

VIII During the off-duty hours, those who have obtained departure visas, are allowed to fax their applications as provided in Annex VII instead of sending such applications in person to the Communication Center, Keelung Harbor Bureau, if their departure is ahead of schedule or the number of passengers decreases, but the precondition is that our Server is not working.

IX The following procedures apply to yachts or small ship:

(I) The procedure of port entry and departure is as same as Articles III, IV, V, VI and VIII;

(II) The license, certificate of survey or seaworthiness should be provided for safety inspection before departure;

(III) The license, the certificate of vessel's nationality or ship registration documents should be provided for ownership confirmation before departure; and those who cannot provide the certificate of vessel's nationality or registration documents, must give the reasons and provide one copy of the purchase agreement and output license as reference;

(IV) Provide three copies of the lists of entering and leaving crews, companies and passengers respectively to the Supervision Section; and foreign ships, which employ Taiwan crews, should go through the required procedures.

Annex: (Acts, laws and regulations prevail if there are differences)

Besides the Certificate of Vessel's Nationality and Tonnage Certificate, the following documents are required:

Part I Passenger Ship

(I) R.O.C. Ships:

1. R.O.C. Load Line Certificate
2. Certificate of Survey and Checking Book (those holding the certificate of International Convention for the Safety of Life at Sea, 1974, should provide the document of compliance, Safety Management Certificate and International Oil Pollution Prevention Certificate)
3. Passenger Ship Safety Certificate
4. R.O.C. Passenger Ship Certificate
5. Ship Radio Station License

(II) R. O. C. Ship (Small Ship):

1. Small Ship License
2. Provision Permit for Carrying Temporary Passengers by Small Ship (only applies to small ship carrying passengers)

(III) Foreign Ships

1. International Load Line Certificate
2. Passenger Ship Safety Certificate and Equipment Record
3. International Oil Pollution Prevention Certificate
4. Document of Compliance
5. Safety Management Certificate

Part II Cargo Ships (General Cargo)

(I) R.O.C. Cargo Ships (Domestic Routes)

1. R.O.C. Load Line Certificate
2. Certificate of Survey and Checking Book (those holding the certificate of International Convention for the Safety of Life at Sea 1974 should provide the documents of compliance, Safety Management Certificate and International Oil Pollution Prevention Certificate)
3. Ship Radio Station License (over 100 gross tonnes)
4. Certificate of the Domestic Constant Navigation Course (those with no constant courses can be exempted from such an obligation)

(II) R.O.C. Cargo Ships (International Routes)

1. R.O.C. International Load Line Certificate (LL)
2. Cargo Ship Safety Construction Certificate (SC)
3. Cargo Ship Safety Equipment Certificate (SE) and Equipment Record
4. Cargo Ship Safety Radio Certificate (SR) and Equipment Record
5. Certificate of Classification for Hull
6. Certificate of Classification for Machinery
7. Ship Radio Station License
8. Certificate of Classification for Cargo Refrigerating Machinery and Appliance

(non-refrigerated ships require no such certificate)

9. R.O.C. Oil Pollution Prevention Certificate
10. R.O.C. Sewage Pollution Prevention Certificate (those under Article 32 of the Law of Ships should be exempted from this obligation temporarily)
11. Document of Compliance (DOC)
12. Safety Management Certificate (SMC)

(III) Foreign Cargo Ships:

1. International Load Line Certificate (LL)
2. Cargo Ship Safety Construction Certificate (SC)
3. Cargo Ship Safety Equipment Certificate (SE) and Equipment Record
4. Cargo Ship Safety Radio Certificate (SR) and Equipment Record

The certificates listed in items 2, 3 and 4 can be replaced by Cargo Ship Safety Certificate and an Equipment Record.

5. International Oil Pollution Prevention Certificate
6. Document of Compliance
7. Safety Management Certificate

(IV) Foreign Cargo Ships (less than 500 gross tonnes) :

1. International Load Line Certificate
2. Cargo Ship Safety Certificate and Record
3. Cargo Ship Safety Radio Certificate (SR) and Equipment Record (more than 300 gross tonnes)

Part III Ships Carrying Chemical Products

Besides all certificates for cargo ships, the following documents are required:

Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk; or International Certificate of Fitness for the Carriage of Dangerous Chemicals In Bulk; or Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk; or Certificate of Fitness for the Carriage of Dangerous Goods in Bulk.

Part IV Ships Carrying Liquefied Gas should provide the following documents as well as all the required certificates for cargo ships:

Certificate of Fitness for the Carriage of Liquefied Gases in Bulk

Part V The following ships and boats, which engage in international navigation business, should provide the International Ship Security Certificate (ISSC) and Continuous Synopsis Record (CSR) from July 1, 2004:

1. Passenger Ships (including high-speed passenger ships)
2. Cargo Ship over 500 gross tonnes (including high-speed cargo ship)
3. Offshore Movable Drilling Units

Application Form of User ID & Password for Harbor Operations

USER ID (1 – 4) 4 bytes	
USER PASSWORD (6 – 11) 6 bytes	
Name of Company (13 – 22) 5 Chinese characters	
Authority	External Online Operation

Competent Organization

Applicant

Approved by _____
 (representative)

Signed by _____
 (Seals of company and legal

Date:

Date:

Management System of the Shipping Industry and Port Entry & Departure Visas
Of the Ministry of Transportation and Communication
Application Form for Using the Carriers' Network

Name of Company	Chinese: English:	Application Date:	
Applicant		Title:	Tel:
E-mail :		※Login Mark of Harbor Bureau:	
Application Classes (tick the boxes and give the license No.)			
<input type="checkbox"/> License No. of Vessel Carrier:		<input type="checkbox"/> License No. of Freight Forwarder:	
<input type="checkbox"/> License No. of Vessel Chartering Operator:		<input type="checkbox"/> License No. of Shipping Agent:	
<input type="checkbox"/> License No. of Container Terminal Operator:			
<input type="checkbox"/> License No. of Foreign Vessels (Taiwan Branch)			
User's Information:			
User's Name (Chinese)		User ID (≤10 bytes)	
User's Name (Chinese)		User ID (≤10 bytes)	
User's Name (Chinese)		User ID (≤10 bytes)	
User's Name (Chinese)		User ID (≤10 bytes)	
User's Name (Chinese)		User ID (≤10 bytes)	
Note:			
<ol style="list-style-type: none"> 1. The column marked by the symbol “※” is filled in by the Harbor Bureau. 2. Different users belonging to different industries should fill another application form. 3. One industry is allowed to apply for 5 accounts at most. 4. The Harbor Bureau will inform applicants of the original password face – to - face. 5. Change the password on the Internet after completion of application. 			

SHIP'S PRE-ARRIVAL REPORT

Ships' No.: Security Level: _____ Chin-Tzu No.: _____
 Entries: With ISSC CSR (Provided by Navigation Administration)

Name of Ship	Nationality	Port of Registry	Signal Letters	
From: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	For: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	E.T.A Minute/Hour/Day/Month/Year		
L.O.A	Gross Tonnage	Net Tonnage	Speed (Knots)	
Draft: F A	Meter Feet Meter Feet	Purpose of Call AA: Cargo Handling B1: Repair B4: Alternation of Crew AD: Unloading B2: Bunkering B5: Emergency AL: Loading B3: Watering B6: Others	Dangerous Cargo 1 Flammable; 2 Explosive; 3 Toxic; 4 Erosive; 5 Radioactive; 6 Compressed (purified)	
Passengers Chinese: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons Foreigners: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons	Transit Passengers Chinese: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons Foreigners: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons		A11: Passenger Ship; B1: Container Ship; B2: Bulk Cargo B3: Lumber Carrier; A16: Yacht B4: General Cargo Ship B5: Reefer; B6: Tanker; A1C: Passenger Cargo Ship B7: Liquid Ship; B8: Vehicles Carrier B9: Multi-Purpose Ship; C1: Salvage Ship C2S: Cable Ship; C2M: Work Pontoon; C21: Dredger; C22: Split Hull Barge C25: Salvage Barge; C41: Tugboat; C43: Barge	
Cargo MT	Crew Chinese: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons Foreigners: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> persons			

Shipping Company or Agent _____ Date: _____

Signed by Ship's Owner or Agents

Code:

Remarks:

1. The pre-arrival report should be filled in by shipowners or their agents one day prior to harbor entry and sent to the Commercial Port Authority for ratification. Another application should be filled in if the gap between the scheduled entry and actual time is more than 48 hours.
2. Entry is not permitted if the following events occur: (1) those carrying dangerous products with a potential for disaster; and (2) those infected or possibly infected by infectious diseases; and (3) those damaged significantly and in danger of sinking; and (4) those violating harbor regulations or having no need to enter the harbor. (This form cannot survive correction.)

SHIP'S ARRIVAL REPORT

No: _____

(By Navigation Administration)

Name of Vessel			Signal letters						
L.O.A	L.B.P		Breadth						
D.W.T	G.R.T		N.R.T						
Nationality	Port of Registry	Speed	Speed registered		Average speed on current voyage				
Year	Arrival Draft F m; A m F feet A feet			Cert Expires:					
Type of Ship			Classification of Ship by Operation						
Passenger <input type="checkbox"/> Passenger & Cargo <input type="checkbox"/> Lumber <input type="checkbox"/> Container <input type="checkbox"/> Reefer <input type="checkbox"/> Grain Cargo <input type="checkbox"/> General <input type="checkbox"/> Tanker <input type="checkbox"/> Bulk Tramp			<input type="checkbox"/> Conference <input type="checkbox"/> Non-Conferenced <input type="checkbox"/> Liner <input type="checkbox"/> Tramp						
First portage	Last port		Next port	Destination					
Purpose of call			To be berthed at	E.T.D					
Date of arrival	Year	Month	Day	Hour	Mooring	Year	Month	Day	Hour
Passenger s or Shipment									
No. of passengers		<input type="checkbox"/> Nil		Containers	Load :	Numbers	MT		
No. of Mail(Bags)		<input type="checkbox"/> Nil			Empty :	Numbers	MT		
Dry Cargo(MT)		<input type="checkbox"/> Nil		Type, Quantity of Dangerous Cargo		<input type="checkbox"/> Nil			
Liquid Cargo(MT)		<input type="checkbox"/> Nil							
Crew : Chinese			persons;		Foreigners		persons		
Master (signature):					Ship's Owner or Agent (signature):				
Date:									
Remarks:									
1. The Master, Ships' Company or agent should fill in this SHIP'S ARRIVAL REPORT before the ship arrives at this harbor and provide one photocopy of the ships' nationality and international tonnage certificates respectively and one list of crews and passengers. 2. The ships' logbook, arrival report and other documents should be given to the local navigation administration for examination and visa purposes.									

Affidavit

By application, the foreign vessels owned, leased and operated by our company are not required to provide the Certificate of Vessel's Nationality (Certificate of Registry) and Tonnage Certificate when they arrive at this harbor, but their first arrival is excluded. We pledge as follows:

I We have examined the Certificate of Vessel's Nationality and Tonnage Certificate ourselves before the ships mentioned above arrive at the harbor.

II We will provide such certificates mentioned above for verification if they are different from the original ones.

We agree to shoulder responsibilities and accept punishment with no objection if we fail to abide by the agreements.

Greetings

Keelung Harbor Bureau, Ministry Of Transportation and Communications

Company:

Person in Charge:

Date:

Ships' No.	
Entries	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
G.R.T.	
N.R.T.	
Signal Letters	

SHIP'S DEPARTURE REPORT
No.: _____
(By Navigation Administration)

Name of Vessel		Nationality		Port of Registry			
Name and Address of Shipowners		Name and Address of Charterers or Operator		Code of First Port (date) Or Voyage <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Code of Destination <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Last Port of Call Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date & Time of Arrival		Next Port of Call Code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	To be Berthed at		E.T.D.	
	Outer Port	Inner Port		Mooring Date: Hour/Day/ Month/Year		<input type="checkbox"/> <input type="checkbox"/> Year <input type="checkbox"/> <input type="checkbox"/> Month <input type="checkbox"/> <input type="checkbox"/> Day <input type="checkbox"/> <input type="checkbox"/> Hour <input type="checkbox"/> <input type="checkbox"/> Minute	
Number of Crew (Including Master)		Number of Passengers				Number of Mail Bags	
Officers	Crew	Total on Board	Disembarking	Embarking	Total	Discharged	Loaded
Chinese <input type="checkbox"/> <input type="checkbox"/>	Chinese <input type="checkbox"/> <input type="checkbox"/>	Chinese <input type="checkbox"/> <input type="checkbox"/>	Chinese <input type="checkbox"/> <input type="checkbox"/>	Chinese <input type="checkbox"/> <input type="checkbox"/>			
Foreigners <input type="checkbox"/> <input type="checkbox"/>	Foreigners <input type="checkbox"/> <input type="checkbox"/>	Foreigners <input type="checkbox"/> <input type="checkbox"/>	Foreigners <input type="checkbox"/> <input type="checkbox"/>	Foreigners <input type="checkbox"/> <input type="checkbox"/>			
Cargo		Cargo on Board	Cargo Discharged		Cargo Loaded		
Dry (MT)							
Liquid (MT)							
Bulk (MT)							
Containers	Loaded (No)(MT)						
	Empty (No)(MT)						

Master (signature):

Code of General Agent:

Ship's Owner or General Agents (Signature):

Date:

Code of Agent:

Remarks:

1. The ship's owner or the agent should fill in this SHIP'S DEPARTURE REPORT and send it to the Harbor Bureau. Another application should be filled in if the gap between the scheduled departure and actual leaving is more than 48 hours.
2. The ship's owner or the agent should provide all ships' documents and the departure report to the Harbor Bureau for examination and visa. A list of crews and passengers is also required.
3. An ROC flagged vessel is prohibited from navigating to mainland China and a non-ROC flagged vessel is prohibited from navigating directly between ports in Taiwan and Mainland China. Vessels violating the said prohibition will be punished in accordance with the statute governing relations between People of the Taiwan Area and Mainland Area.

Application Form (by fax)

Tele: 24254275

Fax: 24206263

I The vessel under our ownership/agency has been given its departure visa, vessel No.:

II The application form for temporary changes is given below, and it shall prevail if the Server encounters difficulties.

Items	Original	Changed	Remarks
Scheduled departure E.T.D.	Min/hour/day/ Month/year	Min/hour/day/ Month/year	Approve directly if the departure is earlier than the original one.
No. of Passengers			Approve directly if the passengers are fewer than the original number.

III We apply for departure in advance and we will go through the required procedures when on duty.

Greetings

Communications Center, Keelung Harbor Bureau, Ministry Of Transportation And Communications

Applicant (signature):

Tel:

Fax:

Date:

Response Letter (faxed to applicant : _____)

Approved to go through the required procedures when on duty.

Communications Center, Keelung Harbor Bureau, Ministry of Transportation and Communications (Seal):

Date:

(This letter should be used together with the application.)