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MAR 20 2003

PPA MEMORANDUM CIRCULAR
NO. 08 - 2003

TO District Managers, Port Managers, Shipping
Companies/Agents and All Others Concerned

SUBJECT *Accomplishment and Submission of the
Revised Vessel Information Sheet*

The Vessel Information Management System (VIMS), a module of the Port Operations Management System (POMS) component of the PPA MIS Computerization Project, shall require a comprehensive vessel information from all vessels calling the ports. The vessel information requirement is aimed to create and update information/data about the physical description of the vessel for purposes of maintaining a vessel master file for VIMS. The data and information may be updates of existing data for vessels already calling the ports or an entirely new information for vessels during its maiden voyage.

In view of this requirement, the following guidelines shall apply:

1. A nationwide vessel master file shall be maintained for all domestic and foreign vessels of 6 GRT and up calling the ports.
2. To generate these information/data and operationalize the VIMS, all shipping companies or their agents shall be required to accomplish the revised "*Vessel Information Sheet*" (VIS) and submit the accomplished VIS to concerned Port Management Offices (PMOs) or Terminal Management Offices (TMOs).
3. In order to maintain a uniform vessel master file for all vessels on a nationwide basis, the main/central offices of shipping companies shall be responsible for the accomplishment of the revised VIS for all its vessels. The accomplished VIS may be submitted to the PMOs or TMOs which have jurisdiction over the ports of call of such vessels.
4. Vessels on its maiden voyage to a particular port shall submit the revised VIS.
5. The accomplished VIMS shall indicate whether the application is for "New Registration" or "Amendment" and submitted to the PMO or TMO with the following required documents:

3.1 International Tonnage Certificate

VISION

By 2010 PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

OP No 31803-G-04
MAR 20 2003

3 2 Certificate of Inspection

3 3 Coastwise License or Bay and River Trade License, as may be applicable

- 5 Whenever the existing vessel master files need to be updated, shipping companies or its agents shall submit the new data/information to the PMO/TMO concerned
- 6 The PDOs and PMOs shall be responsible for the accomplishment and submission of the revised VIS. As such, all shipping companies or their agents shall be properly informed of this requirement.
- 7 The deadline for the submission of the accomplished VIS for all vessels to the Management Information Services Dept (MISD) shall not be later than April 15, 2003.
- 8 The PMOs/TMOs shall disseminate the attached revised VIS for the use of all shipping companies or their agents.

Attached is the revised "*Vessel Information Sheet*" with the detailed general instructions on how to accomplish the form.

For guidance and strict compliance.



ALFONSO G CUSI
General Manager

Attachment As stated

Note/Reminder

- 1 Please refer to the back page for the instructions on how to fill up this form
- 2 Put N/A in the items that are not applicable to the vessel

**VESSEL INFORMATION SHEET**
Type of Application New Registration Amendment

Voyage Type Foreign Domestic

Vessel Type _____

Vessel Category Liner Tramping Ferry Bay and River Others

Vessel Name _____

Port of Registry _____

Expiry Date _____

Master _____

License Number _____

Owner _____

Nationality _____

Address _____

Contact Number _____

Shipping Agent: _____

Contact Number _____

Address _____

Conference Name _____

Charterer Name _____

Year Built: _____

Call Sign _____

Gross Tonnage: _____ (ton)

Stern Length _____ (meter)

Net Tonnage _____ (ton)

Bow Length _____ (meter)

Dead Weight Tonnage _____ (ton)

 Self-sustaining Non Self-sustaining

Length Over All _____ (meter)

Deck Crane Yes No

Beam _____ (meter)

Swing Boom Yes No

Max Allowable Draft _____ (meter)

Heavy Lift Boom Yes No

Other Lifting Equipment Yes No

Hatch Cover Type _____

Grain Capacity _____ (ton)

No of Hatches/Holds: _____

Bales Capacity _____ (ton)

Max Deck Tier _____

Container Capacity _____ (TEU)

Max. Hold Tier _____

Bag Capacity _____ (unit)

Bridge Location Midship Stern

Ramp Location PortSide StarBoard

From Bridge to Stern _____ (meter)

 Stern Mid Bow

From Bridge to Bow _____ (meter)

For PortSide Ramp Forepart Afterpart

Gangway Location
For Starboard Ramp Forepart Afterpart

 PortSide StarBoard Both

Ramp Type _____

Gangway from Stern/Bow _____ (meter)

Ramp from Stern/Bow _____ (meter)
For Bay and River vessel
Registered Base Port: _____

Registered Date _____

I hereby certify to the correctness of the above information

Shipping Line/Agent

Name

Date

General Instructions

- 1 Indicate the Type of Application by marking with an X the appropriate box. If the vessel is first time registrant mark *New Registration*. If the vessel applying will provide updates/amendments to information previously provided to PPA, mark *Amendment*.

Example Type of Application New Registration Amendment

- 2 Indicate the Voyage Type of the vessel by marking with an X the appropriate box. If the voyage of the vessel is outside the Philippine area of responsibility mark *Foreign*. If the vessel's voyage is within the Philippine area of responsibility mark *Domestic*.

Example Voyage Type Foreign Domestic

- 3 Indicate the Vessel Type. There types of vessels may be classified by the following: Conventional Cargo, Bulk, Container, RORO, Passenger and Others.

Example Vessel Type Conventional Cargo

- 4 Indicate the Category of the Vessel by marking with an X the appropriate box. If the vessel is a regular vessel, mark *Liner*. If the vessel is a passenger ferry vessel, mark *Ferry*. If the vessel is a bay and river trade vessel mark *Bay and River*.

Example Vessel Category Liner Tramping Ferry
 Bay and River Others

- 5 Provide the Name of the Vessel.

Example Vessel Name MV Queen Elizabeth

- 6 Provide the Port of Registry of the vessel. The Port of registry may be within or outside Philippine territory.

Example Port of Registry Port of Southampton

- 7 Provide the Expiry Date (mm/dd/yy) of the registration of the vessel.

Example Expiry Date 03/03/2003

- 8 Provide the Name of Master/Captain of the vessel including his License Number.

Example Master Capt Andrew Cruz License Number 2u35uy5985

- 9 Provide the Name of the Owner of the Vessel (Company or Individual) including the Office Address, Nationality (Owner of Vessel) and its Contact Number.

Example
Owner Mana Shipping Lines Inc Nationality Filipino
Address #25 Leon Guinto St Contact Number 632 5023345
Malate, Manila
Philippines

- 10 Provide the Shipping Agent of the Vessel Key Contact Address and Telephone Number
- Example
Shipping Agent Maria Shipping Lines Inc. Contact Number 632-5023345
Address #25 Leon Guinto St
Malate, Manila
Philippines
- 11 For Foreign vessels, indicate the Conference Name the Owner of the Vessel is associated with
- Example Conference Name East Coast of South America
FEFC – Far East Freight Conference
Trans Pacific Westbound Rate Agreement
- 12 Provide the Charterer Name Charterer Name is the Legal Entity who has signed a Charter Party with the Vessel Owner
- Example Charterer Name Holiday Shipping Services
- 13 Provide the Year the Vessel was built
- Example Year Built 1932
- 14 Provide the Call Sign of the Ship A call sign is a sequence of letters and numbers unique to each ship
- Example Call Sign TRER6555
- 15 Provide the Gross Tonnage of the Vessel in tons
- Example Gross Tonnage 5000 tons
- 16 Provide the Net Tonnage of the Vessel The net tonnage is the Gross Tonnage space minus the space occupied by accommodations for crew by machinery for navigation, by the engine room and fuel The Net Tonnage of a vessel is the space available for passengers and cargo
- Example Net Tonnage 3000 tons
- 17 Provide the Dead Weight Tonnage of the vessel This is the number of tons of 2 240 pounds that a vessel can transport for cargo, stores and bunker fuel It is the difference between the number of tons of water a vessel displaces "light" and the number of tons it displaces when submerged to the "load line"
- Example Dead Weight Tonnage 750 00 tons
- 18 Provide Length Over All of the vessel in meters The length over all is the maximum length between the farthest ends of the vessel
- Example Length Over All 300 00 meters

19 Provide the Beam or Width of the Vessel in meters

Example Beam 125.00 meters

20 Provide the Maximum Allowable Draft of the Vessel in meters

Example Maximum Allowable Draft 250.00 meters

21 Provide the Stern Length of the vessel in meters

Example Stern Length 200.00 meters

22 Shipping Line/Agent fills up the information on the Bow Length of the Vessel in meters

Example Bow Length 200.00 meters

23 Indicate if the Vessel is self sustaining with the equipment. If it has not self-sustaining then the Shipping Line/Agents should not indicate the following equipment on board

Example Self Sustaining Non Self-Sustaining

24 Indicate if the Vessel has its own Deck Crane by marking with an 'X' the appropriate box

Example Deck Crane Yes No

25 Indicate if the vessel has its own Swing Boom by marking with an 'X' the appropriate box

Example Swing Boom Yes No

26 Indicate if the vessel has its own Heavy Lift Boom by marking with an 'X' the appropriate box

Example Heavy Lift Boom Yes No

27 Indicate if the vessel has other Lifting Equipment by marking with an 'X' the appropriate box

Example Other Lifting Equipment Yes No

28 Provide the type of Hatch Cover of the vessel

Example Hatch Cover Type Fully Pontoon
Hydraulic Hatch Cover
Semi-Hydraulic
Semi Pontoon

29 Indicate Number of Hatches/Holds of the vessel

Example Number of Hatches/Holds 3

30 Provide the Maximum Deck Tier and Maximum Hold Tier of the vessel. The Hold Tier is the space below the deck of a vessel that is used to carry cargo

Example Max Deck Tier 3
Max Hold Tier 1

31 Provide the Grain Capacity of the vessel Grain Capacity is the total cubic capacity of the vessel to carry grains

Example Grain Capacity 100.00 tons

32 Provide Bales Capacity or total cubic capacity of the vessel to carry solid cargo

Example Bales Capacity 100.00 tons

33 Provide the Container Capacity or the capacity to carry Twenty footer Equivalent Unit container

Example Container Capacity 100 TEUs

34 Provide information on the bag capacity of the vessel

Example Bag Capacity 100 Units

35 Indicate the Bridge Location of the vessel by marking with an X the appropriate box If the bridge is located at midship, mark Midship If it is at the stern or at the end of the vessel, mark Stern

Example Bridge Location Midship Stern

36 Provide the distance from Bridge to Stern and distance from Bridge to Bow in meters

Example From Bridge to Stern 30 meters
From Bridge to Bow 25 meters

37 Indicate the location of the Ramp of the Vessel by marking with an X the appropriate box

Example Ramp Location PortSide StarBoard
 Stern Mid Bow

38 Indicate the location for PortSide Ramp and for StarBoard Ramp by marking with an 'X' the appropriate box

Example For PortSide Ramp Forepart Afterpart
For StarBoard Ramp Forepart Afterpart

39 Indicate the Ramp Type or the type of artificial platform or path used to enter the vessel and the distance in meters of the Ramp from the Stern/Bow

Example Ramp Type _____
Ramp from Stern/Bow 15 meters

40 Indicate the location on the Gangway by marking with an 'X' the appropriate box A Gangway is the opening in the railing or side of the vessel to the shore

Example Gangway Location Port Side StarBoard Both

41 Provide the length/distance of Gangway from Stern/Bow in meters

Example Gangway from Stern/Bow 40 meters

42 FOR BAY AND RIVER VESSELS ONLY

Provide the Registered Base Port of the vessel and the Registered Date (mm/dd/yy)

Example Registered Base Port Port of South Harbor
Registered Date 03/03/2003

43 Provide the Shipping Line/Agent, name of the person accomplishing the form and the date (mm/dd/yy) the form is accomplished

Example Shipping Line/Agent WG&A
Name Mr Juan dela Cruz
Date 03/03/2003