

**STANDARD OPERATING PROCEDURE FOR ENTRY AND OUTWARD CLEARANCE  
OF PLEASURE YACHTS CALLING COCHIN PORT**

All yachts entering Indian waters are required to provide Pre- Arrival Notification of Security (PANS). The PANS shall be communicated by either by the Sailing Yachts or through their Steamer Agents at least 96 hours prior arrival to Indian Port in the format Annexed to this circular as Annexure-I for smooth documentations and procedures warranted to be put in place/carried out. The Steamer Agents with contact details available for the purpose is enlisted at Annexure-II.

The Pre-arrival notification of security shall be communicated to the concerned port stakeholders as per the contact details listed below & to the following:

Yachts calling to West Coast of India  
Maritime Rescue Coordination Centre (West),  
Mumbai, Tel: +91-22-24388065  
Telefax: +91-22-24316558, Email: indsar@vsnl.net  
Inmarsat "C" (IOR) 441907210,  
Inmarsat mini "M" (IOR) 762882349.

**A. Inward: Procedure on arrival of scheduled sailing Yacht**

On approaching Cochin Port the yachts contact the Port Control on VHF and give their ETA to the Port. The visiting Yachts are required to appoint a Steamer Agent from the list shown as Annexure-II.

Port Control collects the following information from the yachts on VHF:- Vessel Arrival Report (VAR)

1. Name of Vessel
2. Flag of the vessel
3. Time of arrival of the vessel
4. Number of Crew on board
5. Nationality of crew on board
6. Ask if all the crew have valid Passports and Visas for visiting India
7. Last Port of call
8. Additional health queries as directed by Port Health Officer / Immigration specific to the prevailing Health emergency
9. Details of the Shipping agent engaged during the stay
10. Indent days of stay at port water
11. Make & Model of Satellite Phone, if any
12. Weapons on board, if any

Port Control sends all the above information by e-mail to Port Health Organization/ Customs / Immigration /Indian Navy/Indian Coast Guard/CISF, Cochin Port/Coastal Police/ General Foreman (Marine)/ Asst. Marine Foreman, Cochin Port with the subject of the mail being the name of the yacht **and follows it up with a phone call to all agencies intimating the arrival of the yacht.**

If all the crew have valid Passports and Indian Visas the yacht is permitted to enter the port and anchor at the north end of Willingdon Island, near Malabar Buoy. Without valid Passports and Indian Visas the yacht is not permitted to enter the port.

PHO will **'reply to all'** on the same Email intimating if the vessel is required to be cleared by Port Health first or not. If required to be cleared by Port Health then no other agency is to board the vessel until cleared by PHO. This clearance (or otherwise) will be intimated to all agencies via Email.

If the vessel is subject to quarantine/ health restriction the PHO will inform the same in the Email which will be followed by all the agencies. Port Control to forward any quarantine restrictions to CISF who are to monitor that none of the crew violate the quarantine conditions imposed by PHO.

On clearance from PHO only the other agencies will board the vessel and carry out the respective clearances after which only the crew will be permitted to come ashore and complete the formalities.

When cleared by each agency the same is to be intimated to all the other agencies vide **"reply to all"** of the earlier Email.

Once all formalities are completed ashore the crew will return to the yacht and take permission from the Port Control via VHF for permission to shift to the Marina at Bolgatty. Port Control will give permission for the yacht after examining the receipt of Email from all the agencies clearing the vessel inward.

#### **B. Procedure on Arrival of an unscheduled sailing yacht**

1. The Yacht, must established contract with respective Port Control and shall provide all the VAR particulars as per the procedure mentioned in section A to the Port Control VHF Channel 16/10 through Radio Telephony
2. On receipt on VAR from the visiting Yacht and subsequent to comply with section A, by appointing an Agent, a clearance from the Deputy Conservator shall be issued, Port Control will direct the Yacht to Malabar Point Anchorage for inspection or examination.
3. Port Control shall also inform all concerned agencies as listed in " Contact Details" about the actual arrival of Yacht along with VAR particulars.

**C. Procedure for arrival of a Yacht unauthorized/ or in an emergency (seeking a port of Refuge)**

1. If the Yacht enters any Port unauthorized then the CISF will intercept the Yacht and escort in to Malabar Point Anchorage for Examination.
2. The CISF will guard the access control and secure the Yacht till it is cleared by all the Government Agencies.
3. The Port Control will inform all the concerned agencies.
4. Joint Inspection will be carried out by all concerned Government agencies.
5. All information required as per Section A will have to be provided by the Yacht.
6. If the Yacht is not able to provide information as required in Section A, she will be asked to leave the port. The CISF will escort the Yacht out of harbour mouth, with an intimation to the Coastal Police, the Indian Coast Guard and the Indian Navy to ensure safe exit from Indian Waters.
7. If occupants and or any material in the Yacht found as a threat to the nation, then action will be initiated as per the statutory rules and regulations of the government agencies.

**D. Procedure for Departure**

1. The crew of the yacht will approach the Port, Customs and Immigration prior to their sailing and get clearance.
2. Port Health clearance will not be required for departure from the port.
3. As the last agency to clear the vessel is the Immigration, they will check the clearance from the Port and Customs and send Email to all the agencies (with the name of the vessel as subject of the Email) that the vessel is cleared for sailing.
4. After sending immigration clearance email, Immigration has to call up Port Control via phone and intimate the same.
5. On receipt of Email from immigration, Port Control will grant clearance to the yacht to sail out from the port.
6. Once the yacht has sailed out from the port, the time of sailing is to be intimated to all the agencies by Port Control by group Email.

**CONTACT DETAILS:**

SL No	Agencies	Contact Number	Email ID
1.	Customs	+91-484-2666422 (Primary Contact/ Control Room) +91-484-2666861 +91-484-2669466	inbcoccus@gmail.com cochincustomsprd@gmail.com cochincustomsictt@gmail.com
2.	Port Health	+91-484-2666060 +91-484-2666130 +919495932702 (PHO)	pho.cochin-dghs@gov.in
3.	Immigration	+91-484-2666996 +91-484-2666999	boi.cochinseaport@nic.in
4.	Indian Navy	+91-484-2872353 +91-484-2668889(F)	sncoicjoc@navy.gov.in sncoicjoc-navy@nic.in
5.	Indian Coast Guard	+91-484-2218969 +91-484-2218460 (F)	dhq4@indiancoastguard.nic.in dhq4opsroom@gmail.com
6.	Coastal Police	+91-484-2215006	shocostalekm.pol@kerala.gov.in aigcoastal.pol@kerala.gov.in
7.	Deputy Conservator	+91-484-2666417 +91-484-2582500	dc@cochinport.gov.in
8.	Harbour Master	+91-484-2666410 +91-484-2582501	hm@cochinport.gov.in
9.	CISF	+91-484-2666916	cpt-cochin@cisf.gov.in
10.	Port Control (CoPA)	+91-484-2666468 +91-484-2582525 +91-484-2667105	portcontrol@cochinport.gov.in
11.	General Foreman Marine (Marine Dept., CoPA)	+91-484-2582535	gmf.copa@cochinport.gov.in
12.	Asst. Marine Foreman (Marine Dept., CoPA)	+91-484-2582518	amf@cochinport.gov.in

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**DEPUTY CONSERVATOR**



**Annex – I**

Pre-Arrival Notification of Security (PANS) FOR yachts:

This form is to be submitted **at least 96 hours** prior to the arrival of the vessel

<b>1. Particulars of the yacht and contact details</b>		
	1.1 Name of Yacht	
1.2 Port of registry	1.3 Flag State	
1.4 Call sign	1.5 MMSI No.	1.6 Gross tonnage:
1.7 Name of Owner:		
1.10 24 X 7 hour contact details of Owner		
Name .....		Tel No.....
<b>2. Port and port facility information</b>		
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		
2.3 Primary purpose of call :		
please specify purpose:.....		
3.2.1 Location of ship <u>at the time report is made</u>		
Latitude:.....Longitude:.....or Port.....		

3.3 List the last 5 calls in chronological order with the most recent call first, at port facilities at which the ship conducted ship/port interface together with the security level at which the ship operated				
No.	Date		Port, Country	Security level
	From	To		
1				
2				
3				
4				
5				
3.6	A copy of the yacht's Crew & Passenger List			
4	Other security related information			
4.1	Is there any security related matter you wish to report? <input type="checkbox"/> YES <input type="checkbox"/> NO			
4.1.1	If the answer to 4.1 is YES, provide details			

**INSTRUCTIONS TO YACHT FOR LEAVING HARBOUR**

- After getting the Clearance Certificate from Port Authority, Report to Customs for exit clearance.
- After obtaining clearance from Customs, Report to Immigration for exit clearance, **when ready to depart in all respect.**
- Establish communication with port control on VHF Channel 15.
- No person or goods shall be allowed to embark and disembark once Immigration clearance has been completed.
- Yacht must sail out from the Port immediately after immigration clearance. (Maximum permitted time is 02 Hrs)
- Take permission from Port Control on VHF channel 15 prior to heaving up the Anchor.
- Inform Port Control on VHF channel 15 once the Yacht is underway.

CUT HERE-----

I have read and understood above instructions and I confirm that, I shall comply with all the above instructions.

Date:

Signature of the Master: \_\_\_\_\_

Name of Yacht : \_\_\_\_\_



ANNEXURE-II

LIST OF STEAMER AGENTS WITH CONTACT DETAILS

Sl.No.	Steamer Agent	Contact Number	Email ID
1	J M Baxi & Co	+9196053 46726 +917306189835	cochin@jmbaxi.com
2	Karthas Shipping	+919847033031	sasikartha@karthasshipping.com
3	Ancheril Agencies	+919895552844 +917736154531	elias.mathew@tpm-ent.com
4	GAC Shipping (India) Pvt. Ltd.	+919847030270	India@gac.com
5.	Seahorse Ship Agencies (I) Pvt. Ltd	+918921082291	ssacch@seahorsegroup.co.in
6.	PAX SHIPPING	+919495461234, +919656451234	agency@paxshipping.com
7.	Walter Cummins Shipping Services	+917998500700	ceo@waltercuminns.com agency@waltercuminns.com operations@waltercuminns.com