Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

10 August 2021 [shall come into force on 14 August 2021].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 92

Adopted 11 February 2020

**Regulations Regarding the International Freight Logistics and Port Information System**

*Issued pursuant to*

*Section 41.2, Paragraph three of the Maritime Administration and Marine Safety Law*

**I. General Provisions**

1. The Regulation prescribes the information to be included in the International Freight Logistics and Port Information System (hereinafter – the system) and the procedures for its circulation, the users of the system, the procedures by which the access rights to them shall be granted and annulled, and also the scope of such rights.

2. The manager and holder of the system are determined in the Maritime Administration and Marine Safety Law.

3. It shall not be requested to re-submit information which has already been submitted to the system once, and it shall be available to the users of the system in the extent and in accordance with the procedures laid down in this Regulation.

4. A person who, in accordance with the laws and regulations in the field of maritime matters, has an obligation to submit information to the system shall be responsible for the submission of the relevant information in accordance with the requirements of the abovementioned laws and regulations. Such person shall also be responsible for the updating (if information has changed after submission) and correction (if a mistake has been found in information after submission) of the information. If the information needs to be corrected after the ship has departed from a port, it shall be corrected after agreement thereupon with the relevant local competent authorities referred to in Paragraph 13 of this Regulation. Information in the system shall be included in the official language, also providing for the possibility for the use of the English language.

[*10 August 2021*]

5. A document which has been submitted to the system in electronic form shall be considered as signed by the person itself and such document shall have legal effect if it holds a secure electronic signature and a time stamp or an electronic signature (if the holder and user of the system have agreed in written form on the signing of the electronic document with electronic signature). The holder and user of the system shall agree on the signing of the documents to be submitted to the system with electronic signature in accordance with the laws and regulations regarding electronic documents.

**II. Information to be Included in the System and Procedures for Its Circulation**

6. The following information shall be included in the system:

6.1. the notification on the arrival of a ship at a port and its departure therefrom;

6.2. the notification on dangerous and polluting goods on board a ship (HAZMAT);

6.3. the notification on ship’s waste delivery;

6.4. the Ship Pre-Arrival Security Information;

6.5. the notification on a person who stowed away on the ship and stays there illegally;

6.6. the General Declaration (FAL Form 1);

6.7. the ship’s manifest;

6.8. the Ship’s Stores Declaration (FAL Form 3);

6.9. the Crew’s Effects Declaration (FAL Form 4);

6.10. the Crew List (FAL Form 5);

6.11. the Passenger List (FAL Form 6);

6.12. the maritime declaration of health;

6.13. the submission for the receipt of an authorisation for the unloading of goods;

6.14. information regarding goods actually unloaded;

6.15. the submission for the receipt of an authorisation for the loading of goods;

6.16. information regarding goods actually loaded;

6.17. the notification on persons who are on board a passenger ship. The abovementioned notification is required for the purposes of search and rescue of persons;

6.18. the notations necessary for the protection of personal data included in the notification on persons who are on board a passenger ship:

6.18.1. the notation that the voyage of the ship has been safely completed;

6.18.2. the notation that during the voyage an emergency situation or accident has occurred;

6.18.3. the notation that the authority has initiated an investigation related to the emergency situation or accident;

6.18.4. the notation that the authority has ended an investigation related to the emergency situation or accident and the court proceedings following it have been completed;

6.18.5. the notation that all the investigations or court proceedings related to the emergency situation or accident have been completed;

6.19. the notification on the need to perform expanded inspection within the scope of port State control;

6.20. the notification on the actual time of arrival (ATA) of a ship;

6.21. the notification on the actual time of departure (ATD) of a ship;

6.22. information regarding the control measures applied to a ship (for example, detention or suspension of operations);

6.23. information regarding the security level set for a ship, port, part of the port, or port facility;

6.24. information regarding the places having a port or port facility security plan;

6.25. information regarding the persons who are responsible for the port or port facility security;

6.26. information regarding the charge for navigation services;

6.27. information regarding the ship’s supply for ensuring the customs clearance procedures:

6.27.1. an application for the ship’s supply and a scanned accompanying document (bill of lading) of goods;

6.27.2. a scanned accompanying document (bill of lading) of goods with notes made by the ship’s master or the authorised person thereof which certify the delivery of goods on a ship;

6.27.3. a note that the supervising customs office permits or prohibits the performance of the ship’s supply.

[*10 August 2021*]

7. Information shall be submitted to the system and its circulation shall be ensured, using online electronic data processing forms (including spreadsheets) of the system or web services in XML format.

8. The manager of the system shall develop the technical specification for the data exchange formats of system’s web services, and also technical information regarding the possibilities of connecting to the system for ensuring the functionality of data exchange and shall post them on its website.

9. If submission of information to the system fails due to technical disturbances, it shall be submitted to the corresponding competent authorities and the necessary authorisations shall be received from such authorities, using other means available (for example, telephone, fax, or electronic mail). The relevant information shall be submitted also to the system without delay, but not later than one day after elimination of the disturbances which precluded the submission of the information to the system.

10. Information shall be stored in the system for at least five years, unless it has been laid down otherwise by this Regulation or other laws and regulations governing storage of information. Specific periods for the storage of information shall be determined by the manager of the system in accordance with the laws and regulations in the field of document and archive management.

11. The personal data included in the notification on persons who are on board a passenger ship shall be automatically deleted from the system when 60 days have passed after actual time of departure (ATD) of the ship from the port. If a notation has been made in the system that the relevant voyage of the ship has been safely completed, the data shall be deleted immediately after the abovementioned notation has been made. If a notation has been made in the system that during the relevant voyage an emergency situation or accident has occurred, the data shall be stored until the moment when a notation is made in the system that all the investigations or court proceedings related to the emergency situation or accident have been completed.

**III. Users of the System**

12. The users of the system are:

12.1. the national competent authority – the manager of the system;

12.2. the local competent authorities;

12.3. the authorised users of the system.

13. The local competent authorities are:

13.1. *valsts sabiedrība ar ierobežotu atbildību “Latvijas Jūras administrācija”* [State limited liability company Maritime Administration of Latvia];

13.2. port authorities;

13.3. the National Armed Forces;

13.4. the State Environmental Service;

13.5. the State Border Guard;

13.6. the State Revenue Service;

13.7. the Food and Veterinary Service;

13.8. the Health Inspectorate;

13.9. the Centre for Disease Prevention and Control;

13.10. the State Police;

13.11. the State Security Service;

13.12. the Transport Accident and Incident Investigation Bureau;

13.13. the Central Statistical Bureau.

[*10 August 2021*]

14. The authorised users of the system are:

14.1. the owner, possessor of a ship or a person authorised thereby;

14.2. the owner, possessor of a cargo or a person authorised thereby;

14.3. the economic operator which performs the agenting of ships;

14.4. the economic operator which performs the agenting of cargoes;

14.5. the economic operator which provides one or several of the following port services:

14.5.1. bunkering;

14.5.2. cargo-handling (stevedoring services);

14.5.3. mooring;

14.5.4. passenger services;

14.5.5. collection of the ship’s waste;

14.5.6. towage;

14.5.7. ship’s supply;

14.5.8. building or repair of a ship.

[*10 August 2021*]

**IV. Extent of Access Rights and Procedures for Granting and Annulling Such Rights**

15. The scope of the access rights of users of the system is specified in Annex 1 to this Regulation.

16. In order for a local competent authority (except for the authority referred to in Sub-paragraph 13.1 of this Regulation) or an authorised user of the system to be granted access to the system, the relevant local competent authority or authorised user of the system shall perform the following consecutive activities:

16.1. submit an application to the holder of the system for entering into a contract for the use of the system (Annex 2);

16.2. enter into a contract for the use of the system with the holder of the system.

17. After receipt of the application referred to in Sub-paragraph 16.1 of this Regulation the holder of the system shall, within a month, verify that the requester of access is a local competent authority or the authorised user of the system. In order to verify that the economic operator should be recognised as the authorised user of the system, the holder of the system shall request information from port authorities regarding the relevant economic operator. If it is established that the requester of access is a local competent authority or the authorised user of the system, the holder of the system shall prepare a corresponding contract for the use of the system.

18. Access to the system may be annulled for a local competent authority (except for the authority referred to in Sub-paragraph 13.1 of this Regulation) or authorised user of the system if:

18.1. the local competent authority or authorised user of the system does not comply with the provisions of the contract referred to in Sub-paragraph 16.2 of this Regulation;

18.2. the local competent authority or authorised user of the system does not have legal grounds for accessing the system anymore (for example, the contract with the port for the provision of agenting services of ships in the relevant port has ceased to be in effect).

19. Natural persons linked to a local competent authority (except for the authority referred to in Sub-paragraph 13.1 of this Regulation) or the authorised user of the system shall be granted access to the system in accordance with the procedures specified in the contract referred to in Sub-paragraph 16.2 of this Regulation.

20. Access to the system may be annulled for natural persons linked to a local competent authority or the authorised user of the system if:

20.1. the person does not comply with the provisions for the use of the system;

20.2. the person does not have legal grounds for accessing the system anymore (for example, employment relationships with the person have been terminated or official duties of the person have changed).

**V. Closing Provisions**

21. The information referred to in Sub-paragraphs 6.17 and 6.18 of this Regulation shall be included in the system and its storage and deletion shall be ensured in accordance with the procedures specified in Paragraph 11 of this Regulation as soon as a corresponding functionality of the system has been developed. The manager of the system shall ensure the development of the abovementioned functionality by 19 December 2023.

22. Users of the system who have entered into a contract with the holder of the system for the use of the system before the day of coming into force of this Regulation need not submit the application referred to in Sub-paragraph 16.1 of this Regulation and need not re-enter into the contract.

23. The holder of the system shall, within two years after the day of coming into force of this Regulation, renew the access rights of all existing users of the system so that they would not exceed the scope of the access rights indicated in Annex 1 to this Regulation.

**Informative Reference to the European Union Directives**

This Regulation contains legal norms arising from:

1) Directive 2002/59/EC of the European Parliament and of the Council of 27 June 2002 establishing a Community vessel traffic monitoring and information system and repealing Council Directive 93/75/EEC;

2) Directive 2009/17/EC of the European Parliament and of the Council of 23 April 2009 amending Directive 2002/59/EC establishing a Community vessel traffic monitoring and information system;

3) Directive 2010/65/EU of the European Parliament and of the Council of 20 October 2010 on reporting formalities for ships arriving in and/or departing from ports of the Member States and repealing Directive 2002/6/EC;

4) Commission Directive 2014/100/EU of 28 October 2014 amending Directive 2002/59/EC of the European Parliament and of the Council establishing a Community vessel traffic monitoring and information;

5) Directive (EU) 2017/2109 of the European Parliament and of the Council of 15 November 2017 amending Council Directive 98/41/EC on the registration of persons sailing on board passenger ships operating to or from ports of the Member States of the Community and Directive 2010/65/EU of the European Parliament and of the Council on reporting formalities for ships arriving in and/or departing from ports of the Member States.

Prime Minister A. K. Kariņš

Minister for Transport T. Linkaits

**Annex 1**

Cabinet Regulation No. 92

11 February 2020

**Scope of the Access Rights of Users of the International Freight Logistics and Port Information System**

[*10 August 2021*]

1. The manager of the International Freight Logistics and Port Information System (hereinafter – the system) has access to all the information included in the system.

2. Access rights shall be granted to local competent authorities and authorised users of the system according to the functions and extent of the necessary information specified in the laws and regulations governing their activity, without exceeding the following scope of access rights:

|  |  |
| --- | --- |
| **2.1.** | **State limited liability company Maritime Administration of Latvia:** |
| 2.1.1. | all the information included in the system |
|  |  |
| **2.2.** | **port authorities:** |
| 2.2.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.2.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.2.3. | notification of ship’s waste delivery |
| 2.2.4. | Ship Pre-Arrival Security Information |
| 2.2.5. | notification on a person who stowed away on a ship and stays there illegally |
| 2.2.6. | General Declaration (FAL Form 1) |
| 2.2.7. | ship’s manifest |
| 2.2.8. | Crew List (FAL Form 5) |
| 2.2.9. | Passenger List (FAL Form 6) |
| 2.2.10. | Maritime Declaration of Health |
| 2.2.11. | submission for the receipt of an authorisation for the unloading of goods |
| 2.2.12. | information regarding goods actually unloaded |
| 2.2.13. | submission for the receipt of an authorisation for the loading of goods |
| 2.2.14. | information regarding goods actually loaded |
| 2.2.15. | notification on persons who are on board a passenger ship1 |
| 2.2.16. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Cabinet Regulation No. 92 of 11 February 2020, Regulations Regarding the International Freight Logistics and Port Information System (hereinafter – Regulation No. 92) |
| 2.2.17. | notification on the actual time of arrival (ATA) of a ship |
| 2.2.18. | notification of the actual time of departure (ATD) of a ship |
| 2.2.19. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.2.20. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.2.21. | information regarding the places having a port or port facility security plan |
| 2.2.22. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.3.** | **National Armed Forces:** |
| 2.3.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.3.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.3.3. | notification of ship’s waste delivery |
| 2.3.4. | Ship Pre-Arrival Security Information |
| 2.3.5. | notification on a person who stowed away on a ship and stays there illegally |
| 2.3.6. | General Declaration (FAL Form 1) |
| 2.3.7. | ship’s manifest |
| 2.3.8. | Crew List (FAL Form 5) |
| 2.3.9. | Passenger List (FAL Form 6) |
| 2.3.10. | notification on persons who are on board a passenger ship |
| 2.3.11. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.3.12. | notification on the actual time of arrival (ATA) of a ship |
| 2.3.13. | notification of the actual time of departure (ATD) of a ship |
| 2.3.14. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.3.15. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.3.16. | information regarding the places having a port or port facility security plan |
| 2.3.17. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.4.** | **State Environmental Service:** |
| 2.4.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.4.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.4.3. | notification of ship’s waste delivery |
| 2.4.4. | General Declaration (FAL Form 1) |
| 2.4.5. | notification on the actual time of arrival (ATA) of a ship |
| 2.4.6. | notification of the actual time of departure (ATD) of a ship |
| 2.4.7. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.5.** | **State Border Guard:** |
| 2.5.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.5.2. | Ship Pre-Arrival Security Information |
| 2.5.3. | notification on a person who stowed away on a ship and stays there illegally |
| 2.5.4. | General Declaration (FAL Form 1) |
| 2.5.5. | Crew List (FAL Form 5) |
| 2.5.6. | Passenger List (FAL Form 6) |
| 2.5.7. | notification on persons who are on board a passenger ship1 |
| 2.5.8. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.5.9. | notification on the actual time of arrival (ATA) of a ship |
| 2.5.10. | notification of the actual time of departure (ATD) of a ship |
| 2.5.11. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.5.12. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.5.13. | information regarding the places having a port or port facility security plan |
| 2.5.14. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.6.** | **State Revenue Service:** |
| 2.6.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.6.2. | notification of ship’s waste delivery |
| 2.6.3. | Ship Pre-Arrival Security Information |
| 2.6.4. | General Declaration (FAL Form 1) |
| 2.6.5. | ship’s manifest |
| 2.6.6. | Ship’s Stores Declaration (FAL Form 3) |
| 2.6.7. | Crew’s Effects Declaration (FAL Form 4) |
| 2.6.8. | Crew List (FAL Form 5) |
| 2.6.9. | Passenger List (FAL Form 6) |
| 2.6.10. | submission for the receipt of an authorisation for the unloading of goods |
| 2.6.11. | information regarding goods actually unloaded |
| 2.6.12. | submission for the receipt of an authorisation for the loading of goods |
| 2.6.13. | information regarding goods actually loaded |
| 2.6.14. | notification on the actual time of arrival (ATA) of a ship |
| 2.6.15. | notification of the actual time of departure (ATD) of a ship |
| 2.6.16. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.6.17. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.6.18. | information regarding the places having a port or port facility security plan |
| 2.6.19. | information regarding the persons who are responsible for the port or port facility security |
| 2.6.20. | application for the ship’s supply and a scanned accompanying document (bill of lading) of goods |
| 2.6.21. | scanned accompanying document (bill of lading) of goods with notes made by the ship’s master or the authorised person thereof which certify the delivery of goods on a ship |
| 2.6.22. | note that the supervising customs office permits or prohibits the performance of the ship’s supply |
|  |  |
| **2.7.** | **Food and Veterinary Service:** |
| 2.7.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.7.2. | General Declaration (FAL Form 1) |
| 2.7.3. | ship’s manifest |
| 2.7.4. | notification on the actual time of arrival (ATA) of a ship |
| 2.7.5. | notification of the actual time of departure (ATD) of a ship |
| 2.7.6. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |
| **2.8.** | **Health Inspectorate:** |
| 2.8.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.8.2. | General Declaration (FAL Form 1) |
| 2.8.3. | Crew List (FAL Form 5) |
| 2.8.4. | Passenger List (FAL Form 6) |
| 2.8.5. | Maritime Declaration of Health |
| 2.8.6. | notification on persons who are on board a passenger ship1 |
| 2.8.7. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.8.8. | notification on the actual time of arrival (ATA) of a ship |
| 2.8.9. | notification of the actual time of departure (ATD) of a ship |
| 2.8.10. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.9.** | **Centre for Disease Prevention and Control:** |
| 2.9.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.9.2. | General Declaration (FAL Form 1) |
| 2.9.3. | Crew List (FAL Form 5) |
| 2.9.4. | Passenger List (FAL Form 6) |
| 2.9.5. | Maritime Declaration of Health |
| 2.9.6. | notification on persons who are on board a passenger ship1 |
| 2.9.7. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.9.8. | notification on the actual time of arrival (ATA) of a ship |
| 2.9.9. | notification of the actual time of departure (ATD) of a ship |
| 2.9.10. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.10.** | **State Police:** |
| 2.10.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.10.2. | General Declaration (FAL Form 1) |
| 2.10.3. | Passenger List (FAL Form 6) |
| 2.10.4. | notification on persons who are on board a passenger ship1 |
| 2.10.5. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.10.6. | notification on the actual time of arrival (ATA) of a ship |
| 2.10.7. | notification of the actual time of departure (ATD) of a ship |
| 2.10.8. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.10.9. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.10.10. | information regarding the places having a port or port facility security plan |
| 2.10.11. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.11.** | **State Security Service:** |
| 2.11.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.11.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.11.3. | Ship Pre-Arrival Security Information |
| 2.11.4. | notification on a person who stowed away on a ship and stays there illegally |
| 2.11.5. | General Declaration (FAL Form 1) |
| 2.11.6. | ship’s manifest |
| 2.11.7. | Ship’s Stores Declaration (FAL Form 3) |
| 2.11.8. | Crew’s Effects Declaration (FAL Form 4) |
| 2.11.9. | Crew List (FAL Form 5) |
| 2.11.10. | Passenger List (FAL Form 6) |
| 2.11.11. | Maritime Declaration of Health |
| 2.11.12. | submission for the receipt of an authorisation for the unloading of goods |
| 2.11.13. | submission for the receipt of an authorisation for the loading of goods |
| 2.11.14. | notification on persons who are on board a passenger ship1 |
| 2.11.15. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.11.16. | notification of the need to perform expanded inspection within the scope of the port State control |
| 2.11.17. | notification on the actual time of arrival (ATA) of a ship |
| 2.11.18. | notification of the actual time of departure (ATD) of a ship |
| 2.11.19. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.11.20. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.11.21. | information regarding the places having a port or port facility security plan |
| 2.11.22. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.12.** | **Transport Accident and Incident Investigation Bureau:** |
| 2.12.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.12.2. | General Declaration (FAL Form 1) |
| 2.12.3. | notification on persons who are on board a passenger ship1 |
| 2.12.4. | note referred to in Sub-paragraphs 6.18.2, 6.18.3, and 6.18.4 of Regulation No. 92 |
| 2.12.5. | notification on the actual time of arrival (ATA) of a ship |
| 2.12.6. | notification of the actual time of departure (ATD) of a ship |
| 2.12.7. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.13.** | **Central Statistical Bureau:** |
| 2.13.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.13.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.13.3. | notification of ship’s waste delivery |
| 2.13.4. | Ship Pre-Arrival Security Information |
| 2.13.5. | notification on a person who stowed away on a ship and stays there illegally |
| 2.13.6. | General Declaration (FAL Form 1) |
| 2.13.7. | ship’s manifest |
| 2.13.8. | Ship’s Stores Declaration (FAL Form 3) |
| 2.13.9. | Crew’s Effects Declaration (FAL Form 4) |
| 2.13.10. | Crew List (FAL Form 5) |
| 2.13.11. | Passenger List (FAL Form 6) |
| 2.13.12. | Maritime Declaration of Health |
| 2.13.13. | submission for the receipt of an authorisation for the unloading of goods |
| 2.13.14. | information regarding goods actually unloaded |
| 2.13.15. | submission for the receipt of an authorisation for the loading of goods |
| 2.13.16. | information regarding goods actually loaded |
| 2.13.17. | notification on persons who are on board a passenger ship1 |
| 2.13.18. | notification on the actual time of arrival (ATA) of a ship |
| 2.13.19. | notification of the actual time of departure (ATD) of a ship |
| 2.13.20. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.13.21. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.13.22. | information regarding the places having a port or port facility security plan |
| 2.13.23. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.14.** | **the owner, possessor of a ship or a person authorised thereby, the economic operator which performs the agenting of ships:** |
| 2.14.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.14.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.14.3. | notification of ship’s waste delivery |
| 2.14.4. | Ship Pre-Arrival Security Information |
| 2.14.5. | notification on a person who stowed away on a ship and stays there illegally |
| 2.14.6. | General Declaration (FAL Form 1) |
| 2.14.7. | ship’s manifest |
| 2.14.8. | Ship’s Stores Declaration (FAL Form 3) |
| 2.14.9. | Crew’s Effects Declaration (FAL Form 4) |
| 2.14.10. | Crew List (FAL Form 5) |
| 2.14.11. | Passenger List (FAL Form 6) |
| 2.14.12. | Maritime Declaration of Health |
| 2.14.13. | submission for the receipt of an authorisation for the unloading of goods2 |
| 2.14.14. | information regarding goods actually unloaded2 |
| 2.14.15. | submission for the receipt of an authorisation for the loading of goods2 |
| 2.14.16. | information regarding goods actually loaded2 |
| 2.14.17. | notification on persons who are on board a passenger ship |
| 2.14.18. | the notation necessary for the protection of personal data included in the notification on persons who are on board a passenger ship that the voyage of the ship has been safely completed |
| 2.14.19. | the notation necessary for the protection of personal data included in the notification on persons who are on board a passenger ship that an emergency situation or accident has occurred during the voyage |
| 2.14.20. | the notation necessary for the protection of personal data included in the notification on persons who are on board a passenger ship that all the investigations or court proceedings related to the emergency situation or accident have been completed |
| 2.14.21. | notification of the need to perform expanded inspection within the scope of the port State control |
| 2.14.22. | notification on the actual time of arrival (ATA) of a ship |
| 2.14.23. | notification of the actual time of departure (ATD) of a ship |
| 2.14.24. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.14.25. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.14.26. | information regarding the places having a port or port facility security plan |
| 2.14.27. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.15.** | **the owner, possessor of a cargo or a person authorised thereby, the economic operator which performs the agenting of cargoes:** |
| 2.15.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.15.2. | General Declaration (FAL Form 1) |
| 2.15.3. | submission for the receipt of an authorisation for the unloading of goods |
| 2.15.4. | information regarding goods actually unloaded |
| 2.15.5. | submission for the receipt of an authorisation for the loading of goods |
| 2.15.6. | information regarding goods actually loaded |
| 2.15.7. | notification on the actual time of arrival (ATA) of a ship |
| 2.15.8. | notification of the actual time of departure (ATD) of a ship |
| 2.15.9. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.16.** | **the economic operator which provides bunkering services:** |
| 2.16.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.16.2. | General Declaration (FAL Form 1) |
| 2.16.3. | submission for the receipt of an authorisation for the loading of goods |
| 2.16.4. | information regarding goods actually loaded |
| 2.16.5. | notification on the actual time of arrival (ATA) of a ship |
| 2.16.6. | notification of the actual time of departure (ATD) of a ship |
| 2.16.7. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.17.** | **the economic operator which provides services of cargo-handling (stevedoring services):** |
| 2.17.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.17.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.17.3. | Ship Pre-Arrival Security Information |
| 2.17.4. | notification on a person who stowed away on a ship and stays there illegally |
| 2.17.5. | General Declaration (FAL Form 1) |
| 2.17.6. | ship’s manifest |
| 2.17.7. | Crew List (FAL Form 5) |
| 2.17.8. | Passenger List (FAL Form 6) |
| 2.17.9. | Maritime Declaration of Health |
| 2.17.10. | submission for the receipt of an authorisation for the unloading of goods |
| 2.17.11. | information regarding goods actually unloaded |
| 2.17.12. | submission for the receipt of an authorisation for the loading of goods |
| 2.17.13. | information regarding goods actually loaded |
| 2.17.14. | notification on the actual time of arrival (ATA) of a ship |
| 2.17.15. | notification of the actual time of departure (ATD) of a ship |
| 2.17.16. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.17.17. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.17.18. | information regarding the places having a port or port facility security plan |
| 2.17.19. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.18.** | **the economic operator which provides mooring services:** |
| 2.18.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.18.2. | General Declaration (FAL Form 1) |
| 2.18.3. | notification on the actual time of arrival (ATA) of a ship |
| 2.18.4. | notification of the actual time of departure (ATD) of a ship |
| 2.18.5. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
|  |  |
| **2.19.** | **the economic operator which provides passenger services:** |
| 2.19.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.19.2. | notification on dangerous and polluting goods on board a ship (HAZMAT) |
| 2.19.3. | Ship Pre-Arrival Security Information |
| 2.19.4. | notification on a person who stowed away on a ship and stays there illegally |
| 2.19.5. | General Declaration (FAL Form 1) |
| 2.19.6. | Crew List (FAL Form 5) |
| 2.19.7. | Passenger List (FAL Form 6) |
| 2.19.8. | Maritime Declaration of Health |
| 2.19.9. | notification on the actual time of arrival (ATA) of a ship |
| 2.19.10. | notification of the actual time of departure (ATD) of a ship |
| 2.19.11. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.19.12. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.19.13. | information regarding the places having a port or port facility security plan |
| 2.19.14. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.20.** | **the economic operator which provides services of the collection of ship’s waste:** |
| 2.20.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.20.2. | notification of ship’s waste delivery |
| 2.20.3. | General Declaration (FAL Form 1) |
| 2.20.4. | notification on the actual time of arrival (ATA) of a ship |
| 2.20.5. | notification of the actual time of departure (ATD) of a ship |
| 2.20.6. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.20.7. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.20.8. | information regarding the places having a port or port facility security plan |
| 2.20.9. | information regarding the persons who are responsible for the port or port facility security |
|  |  |
| **2.21.** | **the economic operator which provides towage services:** |
| 2.21.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.21.2. | General Declaration (FAL Form 1) |
| 2.21.3. | notification on the actual time of arrival (ATA) of a ship |
| 2.21.4. | notification of the actual time of departure (ATD) of a ship |
| 2.21.5. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **2.22.** | **economic operator which provides services of ship’s supply:** |
| 2.22.1. | application for the ship’s supply and a scanned accompanying document (bill of lading) of goods |
| 2.22.2. | scanned accompanying document (bill of lading) of goods with notes made by the ship’s master or the authorised person thereof which certify the delivery of goods on a ship |
| 2.22.3. | note that the supervising customs office permits or prohibits the performance of the ship’s supply |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **2.23.** | **economic operator which provides services of the building or repair of a ship:** |
| 2.23.1. | notification on the arrival of a ship at a port and its departure therefrom |
| 2.23.2. | Ship Pre-Arrival Security Information |
| 2.23.3. | notification on a person who stowed away on a ship and stays there illegally |
| 2.23.4. | General Declaration (FAL Form 1) |
| 2.23.5. | Crew List (FAL Form 5)3 |
| 2.23.6. | Passenger List (FAL Form 6)3 |
| 2.23.7. | notification on the actual time of arrival (ATA) of a ship |
| 2.23.8. | notification of the actual time of departure (ATD) of a ship |
| 2.23.9. | information regarding the control measures applied to a ship (for example, detention or suspension of operations) |
| 2.23.10. | information regarding the security level set for a ship, port, part of the port, or port facility |
| 2.23.11. | information regarding the places having a port or port facility security plan |
| 2.23.12. | information regarding the persons who are responsible for the port or port facility security |

Notes.

1The right to access a notification shall exist only if an emergency situation or accident has occurred and the holder of the system has received information from the Coast Guard Service of the Naval Forces of the National Armed Forces or the relevant local competent authority that such local competent authority is involved in search and rescue works or is performing other tasks related to the relevant emergency situation or accident.

2The right to access information shall exist only if the owner, possessor of the relevant goods or a person authorised thereby has given a relevant permission.

3The right to access information shall exist only if the relevant port authority has certified for the holder of the system in writing that the economic operator requires access in order to ensure the port security and pass regime.

**Annex 2**

Cabinet Regulation No. 92

11 February 2020

**APPLICATION**

**for entering into the contract for the use of**

**the International Freight Logistics and Port Information System (*SKLOIS*)**

[*10 August 2021*]

User type:

|  |  |
| --- | --- |
| □ | local competent authority |
|  | □ | port authority | □ | National Armed Forces | □ | State Environmental Service |
|  | □ | State Border Guard | □ | State Revenue Service |
|  | □ | Food and Veterinary Service | □ | Health Inspectorate |
|  | □ | Centre for Disease Prevention and Control | □ | State Police | □ | State Security Service |
|  | □ | Transport Accident and Incident Investigation Bureau |
|  | □ | Central Statistical Bureau |
| □ | authorised user of the system: |
|  | □ | owner, possessor of a ship or a person authorised thereby, agent of a ship |
|  | □ | owner, possessor of a cargo or a person authorised thereby, agent of a cargo |
|  | □ | economic operator which provides one or several of the following port services: |
|  |  | □ | bunkering |
|  |  | □ | cargo-handling (stevedoring services) |
|  |  | □ | mooring |
|  |  | □ | passenger services |
|  |  | □ | collection of ship’s waste |
|  |  | □ | towage |
|  |  | □ | ship’s supply |
|  |  | □ | building or repair of a ship |

|  |  |  |
| --- | --- | --- |
|  | Port(s) where the port service(s) is (are) provided | *Name(s) of port(s)* |
|  | Port terminal(s) where the port service(s) is (are) provided  | *Name(s) and address(es) of port terminal(s) or an indication “the whole territory of the port”* |

|  |  |
| --- | --- |
| Name | *Name of the local competent authority or the authorised user of the system* |
| Registration number | *Registration number of the local competent authority or the authorised user of the system* |
| Legal address | *Legal address of the local competent authority or the authorised user of the system* |
| Data is planned to be exchanged, using online electronic data processing forms  | *Yes or no* |
| Data is planned to be exchanged, using web services (data exchange in XML format) | *Yes or no* |
| Contact person for the issues related to the entry into contract | *Given name, surname, telephone number, and e-mail address of the contact person* |
| Other information |  |

|  |  |
| --- | --- |
| The person of the local competent authority or the authorised user of the system with the right of signature |  |
|  | (position, given name, surname, and signature\*) |

|  |  |
| --- | --- |
|  |  |
| (place) |  |

|  |  |
| --- | --- |
| \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |  |
| (date) |  |

Note. \* The details of the document “signature” and “date” need not be completed if the document has been prepared electronically in accordance with the laws and regulations regarding drawing up of electronic documents.