



Ports and Yachting Directorate

Our Ref: TM/PYD/64/07

Port Notice No 04/2014

Notice to: Ship Agents
Ship Owners
Ship Masters



Transport Malta

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Marsa, MRS 1917
Malta

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Declaration of Crew and Passenger List

The Ports and Yachting Directorate, Transport Malta notifies that in terms of the Port Regulations 1966, as amended, the Crew and Passenger Lists are to be submitted to the Authority in accordance with the IMO General Declaration found in the Fourth Schedule (Regulation 4) thereof, copy of which is being attached to this Notice.

The Crew and Passenger Lists are also required in terms of the Ports Security Regulations 2004, as amended, in terms of the Fifth Schedule thereof dealing with a ship's pre-arrival security information for all ships prior to entry into the port of an EU Member State. Such requirement is in accordance with the provisions of the SOLAS Convention and Regulation (EC) No. 725/2004, both of which have force of law in Malta.

In this respect, all ship agents shall notify the Authority of the expected arrival of a ship through the Authority's electronic notification system, PORTNET within the mandatory notification time frames. In addition, ship agents shall attach a full and complete crew list and passenger list if applicable.

The crew and passenger lists are to reach the Traffic Management Unit's office either as an attachment of the PORTNET entry for the vessel or by means of a scanned copy by electronic mail. The Authority is currently making arrangements to enable the user to attach the documents to the PORTNET as an annex.

Being a statutory requirement, the obligation to submit these documents is already in force in terms of the above mentioned Regulations. Therefore, henceforth and with the forthcoming PORTNET notification of a vessel, calling either for the commercial ports or for services within the territorial waters of Malta, the ship agent is to submit the required crew and passenger lists prior to the vessel calling in the territorial waters of Malta.

Without prejudice to other legal action that may be taken, failure to declare and submit these documents may entail that the PORTNET notification is not processed in time for the vessel's inward clearance.

Capt David Bugeja
Chief Officer and Harbour Master,
Ports and Yachting Directorate

23 September 2014