

## NOTICE TO INDUSTRY

**Date Issued:** July 14, 2020 **Notice Number:** 06/2020

**Subject:** General Notice in Respect of Ships and Cargoes

**Geographic Area:** Nanaimo Port Authority – Navigable Waters

**Communication:** Reporting Requirement within the Navigable Waters of the Nanaimo Port Authority

**References:**

*Canada Marine Act, Section 56(2)*  
*Port Authorities Operations Regulations, Part 4, 32(1to5)*  
*Practices and Procedures to be Followed by Ships in the Port of Nanaimo*

**Attachment:**

*NPA Pre-Arrival Information Report (PAIR)*

**Details:**

In the interest of safety of life at sea and maintaining the safe and efficient movement of cargo within the Port jurisdiction - the Nanaimo Port Authority (NPA) requires **all** ships, except pleasure craft, to provide the following information to the Port Authority, if the information has not already been provided for the purpose of obtaining a traffic clearance:

1. The name of the ship, its port of registry and its identification number as it appears in the Lloyd's Register of Shipping or on the ship's certificate;
2. The name of the owner, the master and the agent of the ship;
3. The gross tonnage of the ship and its length overall;
4. The port from which and the date on which the ship began its voyage;
5. The estimated time of arrival of the ship in the port;
6. The estimated draught of the ship on arrival in the port and on departure;
7. The description, quantity and tonnage of dangerous goods that are in transit on the ship or that will be loaded, unloaded or transferred in the port;

8. The description, quantity and tonnage of goods to be loaded, unloaded or transferred in the port;
9. The number of passengers in transit on the ship, embarking on the ship or disembarking from the ship;
10. If the ship is not engaged in cargo or passenger operations, the purpose of the ship's visit to the port;
11. The last port of call of the ship and its next intended port of call; and
12. Any other information requested by the port authority

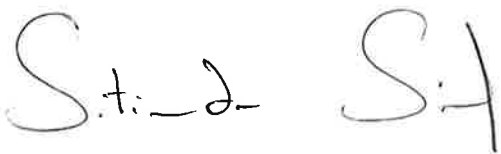
The above-mentioned information shall be provided at least 24 hours before a ship enters the Port, the owner or the person in charge of the ship shall provide the information. Information may be provided within 24 hours after the loading, unloading or transferal within the NPA jurisdiction.

The information shall be provided via *NPA Pre-Arrival Information Report (PAIR)* form attached and by (a) delivering it by hand in the form of a certificate signed by the owner or person in charge of the ship; or (b) sending it by facsimile to 250-753-4899 or electronic transmission to [NPAcargo@npa.ca](mailto:NPAcargo@npa.ca).

NPA will make every effort to work co-operatively with the various agencies to ensure that the reporting requirement is met. The Port Authority will work collaboratively with its Port partners to minimize the impact on shippers, agents, terminal operators and greater community.

If there are any questions or concerns, please feel free to contact me at 250-753-4146 ext. 231.

Yours truly,



Captain Satinder Singh  
Vice President, Marine Operations & Harbour Master

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## NPA Pre-Arrival Information Report (PAIR)

<p><b>Instructions</b></p> <p>Complete this Pre-Arrival Information Report (PAIR) form and send it to Nanaimo Port Authority</p> <ol style="list-style-type: none"> <li>1. If the duration of the segment of the voyage before entering NPA waters is less than 24 hours, as soon as practicable before entering the NPA waters but no later than the time of departure from the last port of call;</li> <li>2. If the duration of the segment of the voyage before entering NPA waters is less than 96 hours but more than 24 hours, at least 24 hours before entering NPA waters; or</li> <li>3. At least 96 hours prior to entering NPA waters.</li> </ol> <p>The information shall be provided by</p> <ol style="list-style-type: none"> <li>1. Delivering it by hand in the form of a certificate signed by the owner or person in charge of the ship; or</li> <li>2. Sending it by facsimile to 250-753-4899 or <b>electronic transmission</b> to <a href="mailto:NPAcargo@npa.ca">NPAcargo@npa.ca</a>.</li> </ol> <p>Include your VESSEL NAME in CAPITAL LETTERS in the subject line.</p>
<p><b>Vessel Details</b></p> <p>Vessel Name:  Country of Registry:  Name of registered owner:  Name of operator:  Name of classification society:  International Radio Call sign:  IMO number:  IMO company number OR IMO registered owner number:  Gross tonnage:  LOA:</p>
<p><b>Contact Details</b></p> <p>Name of vessel agent (if applicable):  Vessel agent 24 hour telephone number:  Vessel agent email address (optional):  Master's Name:  Vessel e-mail:  Vessel satellite or cellular number:</p>

**Itinerary Details**

Departure port name:

Departure Date/Time:

Estimated Departure draft:

Arrival port name:

Arrival Date/Time (estimate):

Estimated Arrival draft:

**Cargo Details**

General description of cargo and amount:

If applicable, the presence and description of any dangerous goods or devices on board:

Number of passengers in transit, embarking, or disembarking from the ship:

If the ship is not engaged in cargo or passenger operations, the purpose of the ship's visit to the port: