



**UNITED NATIONS
ECONOMIC
AND
SOCIAL COUNCIL**



Distr.
LIMITED
E/CEPAL/L.294
28 September 1984
ENGLISH
ORIGINAL: SPANISH

E C L A C

Economic Commission for Latin America and the Caribbean

First Meeting on Regional Maritime Co-operation
among the South American Countries, Mexico and
Panama, sponsored by the International Maritime
Organization (IMO) and the Economic Commission
for Latin America and the Caribbean (ECLAC)

Santiago, Chile, 17 to 21 October 1983

TOWARDS THE STANDARDIZATION OF SHIPPING DOCUMENTS

1957-1958

1958-1959

1959-1960

1960-1961

1961-1962

1962-1963

1963-1964

1964-1965

1965-1966

1966-1967

1967-1968

1968-1969

1969-1970

1970-1971

1971-1972

1972-1973

1973-1974

1974-1975

1975-1976

1976-1977

1977-1978

1978-1979

1979-1980

1980-1981

1981-1982

1982-1983

1983-1984

1984-1985

1985-1986

1986-1987

1987-1988

1988-1989

1989-1990

1990-1991

1991-1992



1957-1958

1958-1959

1959-1960

1960-1961

1961-1962

1962-1963

1963-1964

1964-1965

1965-1966

1966-1967

1967-1968

1968-1969

1969-1970

1970-1971

1971-1972

1972-1973

1973-1974

1974-1975

1975-1976

1976-1977

1977-1978

1978-1979

1979-1980

1980-1981

1981-1982

1982-1983

CONTENTS

	<u>Page</u>
I. Introduction	1
II. Basic forms	3
III. Fulfilment of LAFTA resolution 254 (IX)	5
IV. Manual on shipping documentation	5
V. Consular involvement in transport and trade	6
Notes	9
Annex 1 - Inter-American Convention on Facilitation of International Waterborne Transportation (Convention of Mar del Plata)	11
Annex 2 - To the Inter-American Convention on Facilitation of International Waterborne Transportation (Convention of Mar del Plata)	19
Annex 3 - LAFTA resolution 254 (IX), LAFTA/OAS Model Forms 1 to 6 and LAFTA resolution 266 (X)	39
Annex 4 - Convention on Facilitation of International Maritime Traffic, 1965	59

I. INTRODUCTION

The excessive red tape involved in ocean shipping and the consular formalities required in connection with shipping documents are problems that have been of concern for years to a number of international, intergovernmental and private agencies as well as to some governments, shipowners associations and transport and trade facilitation committees in various regions of the world.

Without attempting to provide what might in any case be an incomplete review of the work done in this field, mention should be made of several landmark events in the process of lifting the requirements to be met with respect to ocean shipping.

First on the list, chronologically, is the work performed by the Organization of American States; through the Inter-American Port and Harbour Conference (since its first meeting in San José, Costa Rica, in 1956) and its Permanent Technical Committee on Ports, this organization has been concerned with delineating the problem and seeking solutions to it for the region. Its efforts resulted in the Inter-American Convention on Facilitation of International Waterborne Transportation (known as the Convention of Mar del Plata; see annex 1), which was negotiated and signed in Mar del Plata, Argentina at the Second Inter-American Port and Harbour Conference (June 1963), and its annex, which was adopted at the First Special Inter-American Port and Harbour Conference (Washington D.C., April 1966; see annex 2).

The Convention of Mar del Plata represents a commitment to facilitate and expedite services for international waterborne transport among the territories of its contracting parties by achieving the greatest possible reduction in the formalities, requirements and procedures which are involved in the entrance and clearance of ships and of their passengers, crew, cargo and baggage. To date, 12 countries have deposited the instrument of ratification with the General Secretariat of the OAS: Argentina, Chile, Costa Rica, Dominican Republic, Ecuador, Guatemala, Mexico, Panama, Paraguay, Peru, United States of America and Uruguay.

The annex to the Convention of Mar del Plata set forth standards and recommended practices for simplifying and rationalizing the formalities, required documents and procedures relating to the arrival and departure of merchant ships. It is based on annex 9 (concerning facilitation) to the Convention on International Civil Aviation of the International Civil Aviation Organization (ICAO), which was the first in the world to deal with this topic, and on the preparatory study conducted by the OAS/ECLA Transport Programme and the Permanent Technical Committee on Ports.

In 1963, the Inter-Governmental Maritime Consultative Organization (IMCO) --now the International Maritime Organization (IMO)-- set up a group of experts which, based on the studies conducted by ICAO, OAS and the Economic Commission for Europe (ECE) and with the assistance of the International Chamber of Shipping (ICS), the International Chamber of Commerce (ICC) and other agencies, drew up the draft Convention on Facilitation of International Maritime Traffic and its annex, which was concluded at a diplomatic conference convened by the IMCO in London in 1965.

/These two

These two conventions are very similar and are based on the same principles; they differ only with respect to certain standards and recommended practices relating to the particular characteristics of traffic and operations in European and American ports.

The first private initiative was taken by the Pacific coast shipping industry of the United States, which prepared a complete report on the excessive red tape in international ocean shipping in co-operation with the School of World Business, San Francisco State College, in 1959.^{1/} This study underscored the need to simplify, unify and standardize the forms required for the entrance and clearance of ships and compared them with the documents required in air transport in order to show the enormous differences which existed among various countries in the world.

Based on that report, the National Shipowners Association of Chile, in co-operation with the School of Business of the Catholic University of Valparaíso (Adolfo Ibáñez Foundation), drew up a similar study on the situation in Chilean ports ^{2/} which prompted the Chilean Government to establish a joint commission to review the problem. As a result of that Commission's report, Supreme Decree 105 was issued in March 1960, eliminating 70% of the documents required for coastal traffic and 54% of those used in the country's foreign trade. The OAS Permanent Technical Committee on Ports described this measure as "a precedent which has provided an inspiration and which has resulted in the promulgation of legislation not only for the hemisphere, but for the entire world of shipping in regard to this important aspect of international trade".^{3/}

A short time later Argentina, Brazil and Peru adopted similar administrative measures to reduce the number of documents required of vessels, particularly those engaging in coastal shipping.

The interest taken by the Latin American Free Trade Association (LAFTA) --now the Latin American Integration Association (ALADI)-- in this subject is based on the Treaty of Montevideo (1960); article 49 of the Treaty provides that the contracting parties should endeavour "as soon as possible to simplify and standardize procedures and formalities relating to reciprocal trade". On that basis, one of the tasks which the contracting parties entrusted to the Advisory Commission on Transport upon establishing that body at their second session (Mexico City, 1962) was to study the question of standardized documentation for the entrance and clearance of vessels and cargo among the LAFTA member countries and the elimination of consular formalities.

At its first meeting (May 1966), the LAFTA Transport and Communications Council provided for the creation of a study group concerning the simplification of shipping documents. In May 1968, this group prepared the basic standard forms for the entrance and clearance of vessels which are set forth in the annex to the Convention of Mar del Plata. These forms were then submitted to the Third Inter-American Port and Harbour Conference (Viña del Mar, November 1968), where they were adopted with only slight modifications in order to bring them into line insofar as possible with the IMCO forms which had been approved in 1967. At the Council's second meeting (September 1969), it reviewed those documents and proposed that they should be adopted by the Ninth Conference of the Contracting Parties of the Treaty of Montevideo.

/Lastly, basic

Lastly, basic standard documents for the entrance and clearance of merchant ships were approved by LAFTA pursuant to resolution 254 (IX) of 11 December 1969 (see annex 3). This resolution provides that the content and format of required documents shall be adapted to the model forms attached thereto, and establishes the size and maximum number of copies of the documents that may be required for entrance and clearance. Documents for the maritime declaration of health and for the mail list were not prepared because there are forms already in use which were established by the corresponding international agencies (the World Health Organization and the Universal Postal Union, respectively).

II. BASIC FORMS

LAFTA resolution 254 (IX) limits the basic forms to the following:

1. General declaration;
2. Cargo manifest;
3. Crew list;
4. Passenger list;
5. Ship's stores declaration (bazaar/store list);
6. Crew's effects declaration;
7. Maritime health declaration;
8. Mail list.

An effort was made to make the LAFTA/OAS model forms as consistent with those of IMCO as possible in order to avoid the duplication of documents, since the printed forms should serve at the ports of both origin and destination of vessels and cargo. Although it would be highly desirable for the same forms to be used worldwide, the IMCO documents could not be copied exactly because the needs and procedures of the Latin American countries had to be taken into account and because it was felt that some changes should be made in order to improve their structure.

In general, the original numerical order was retained; it was considered to be more logical than that used by the IMCO, since the crew list and passenger list are more important and more widely used documents than the ship's stores declaration and the crew's effects declaration, which are only required of some ships in certain cases.

The French, English and Portuguese translations were included on the back of all forms so that they might be universally accepted and so that documents in French or English which are presented at the ports of Ibero-American countries by vessels from outside the region might be accepted on a reciprocal basis, provided that they include the Spanish or Portuguese translation, as appropriate, on the back. This is a very practical and useful procedure which is applied by the ICAO, whose trilingual international traffic forms are printed in Spanish, French and English.

The main specific change is the replacement of the IMCO cargo declaration by the cargo manifest, which meets the requirements laid down in the annex to the Convention of Mar del Plata and which is identical to the cargo manifest of the

International Chamber of Shipping (ICS). The manifest serves a number of purposes, since it can be used by shipowners as well as by customs and port authorities. In this connection, it should be noted that in chapter II of the annex to the IMCO Convention, recommended practice 2.3.4 provides for the use of existing commercial documents, such as the ship's manifest or bill of lading, instead of a separate cargo manifest.

Another important change deals with the general declaration, which was expanded to include additional information that was felt to be necessary:

a) The nationality of the vessel, which is needed in order to monitor the cargo reserve provided for in the LAFTA Convention on Waterborne Transportation for foreign ships chartered by shipping companies of any one of the contracting parties;

b) A declaration of accuracy and truthfulness, which is required by law in some countries (e.g., the United States) for maritime traffic and which has been adapted from the general declaration form for the arrival and departure of aircraft that appears in annex 9 on facilitation of the ICAO Convention; and

c) An authorization to weigh anchor, which is in keeping with the intent of recommended practice 2.2.1 of the annex to the Convention of Mar del Plata and with the legal requirement in effect in the great majority of the countries of the Inter-American system, including the United States, by which harbour masters are responsible for monitoring international provisions concerning the safety of life at sea, the most important of which is the International Convention for the Safety of Life at Sea (SOLAS), which was signed in London on 17 June 1960.

The other four LAFTA/OAS model forms are virtually the same as the IMCO forms, except that, as already mentioned, the French, English and Portuguese translations are included on the back of these documents.

The IMCO model forms are as follows:

- IMCO FAL Model 1: General declaration
- IMCO FAL Model 2: Cargo manifest
- IMCO FAL Model 3: Ship's stores declaration
- IMCO FAL Model 4: Crew's effects declaration
- IMCO FAL Model 5: Crew list
- IMCO FAL Model 6: Passenger list.

As in the case of OAS/LAFTA, the IMCO did not prepare model forms for the health declaration or the mail list because standardized documents had already been established by the World Health Organization and the Universal Postal Union, respectively.

III. FULFILMENT OF LAFTA RESOLUTION 254 (IX)

Despite the length of time which has passed since its writing and the obvious advantages of simplifying and standardizing shipping documents LAFTA resolution 254 (IX) is applied in only four countries: Chile (by Supreme Decree 77, 11 February 1971), Argentina (an amendment to the Ocean and River Digest, 1972), Peru (by Supreme Decree 36-72-TC, 22 December 1972) and Ecuador (by Decree 167, 12 February 1974). Unfortunately, it appears that this LAFTA provision is not being faithfully and fully observed in some countries, where there are still vestiges of bureaucratic practices which were abolished upon the adoption of the basic standard forms, such as the requirement that a general cargo manifest be presented at the first port of call or the mandatory use of forms which, although they follow the format and design of the LAFTA/OAS model documents, must bear the seal of the country and can therefore not be used in the foreign ports of origin or destination of the cargo, thereby frustrating one of the main purposes of such standardization and resulting in the absurd situation where the manifest, which is sometimes dozens of pages in length, must be recopied.

In other countries (such as Colombia, judging by a report from the Flota Mercante Grancolombiana, the model forms established by resolution 254 (IX) are generally used, even though no regulations have been issued to that effect. However, the number of copies required varies from port to port; moreover, sometimes such documents are requested only at the time of the ship's arrival, whereas in other instances they are also demanded upon its departure. Other documents also continued to be required.

IV. MANUAL ON SHIPPING DOCUMENTATION

In order to provide information about the documents which may be required upon the arrival and departure of vessels with a view to standardizing such documentation in accordance with the Convention of Mar del Plata and LAFTA resolution 254 (IX), ECLAC undertook the task of publishing the "Manual de Documentación Naviera para los Puertos de América Latina" (E/CEPAL/1060, E/CEPAL/1060/Add.1 and E/CEPAL/1060/Add.2), which was prepared by the OAS/ECLA Transport Programme. The Manual fills the clear need for a publication which provides guidance on a subject about which reliable and systematic information was lacking. It also serves to promote the simplification and standardization of shipping documents as well as to decrease and, whenever possible, eliminate the consular formalities connected with the departure of ships.

The first part of the Manual, which was published in April 1979, covers the requirements to be met by merchant ships in the South American ports of Chile, Colombia, Ecuador, Peru and Venezuela and in the Central American ports of Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. The second part contains information pertaining to Argentina, Brazil, Paraguay and Uruguay, and was published in April 1980. The third and final part, which came out in September 1981, refers to the requirements concerning shipping documentation and consular formalities which must be met by vessels engaging in international traffic in the

/ports of

ports of Mexico, Panama and the Caribbean (the Netherlands Antilles, the Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, Suriname and Trinidad and Tobago).

Under the agreement between ECLAC and the Latin American Shipowners Association (ALAMAR), the latter organization is responsible for updating the above-mentioned information on legal provisions and regulations. This task involves the prompt distribution of any supplements and corrections to the original versions of the Manual, as necessary.

In addition to covering the documents which may be required upon the arrival and departure of vessels in accordance with the Convention of Mar del Plata and LAFTA resolution 254 (IX), the Manual also mentions the other forms which must be presented by ships at Latin American ports to maritime and customs authorities and to port services in accordance with other provisions or simply as a matter of routine.

V. CONSULAR INVOLVEMENT IN TRANSPORT AND TRADE

During the past 25 years, various governmental and private international agencies have been concerned with simplifying foreign trade and transport procedures and documentation and with reducing consular involvement in the clearance of vessels and the importation of merchandise.

The United Nations has been interested in this problem as part of its efforts to achieve a new international economic order and to improve conditions in the developing countries. Specific steps include the adoption of recommendations by the Economic and Social Council, the Economic Commissions for Europe and for Latin America and the Caribbean, and relevant specialized agencies, such as the General Agreement on Tariffs and Trade (GATT), the International Civil Aviation Organization (ICAO) and the International Maritime Organization (IMO). Such efforts have also been made by the Organization of American States (OAS), the Customs Co-operation Council, the International Organization for Standardization and especially by the former Latin American Free Trade Association (LAFTA), which considered the subject on 10 separate occasions between 1962 and 1972 at its various forums: the Advisory Commission on Transport, the group of experts on consular formalities the Transport and Communications Council, the Standing Executive Committee and the Conference of the Contracting Parties to the Treaty of Montevideo.

Major private bodies concerned with trade and shipping have also taken an active part in the area of facilitation, including the International Chamber of Commerce, the International Chamber of Shipping, the Baltic and International Maritime Conference (BIMCO), the International Cargo Handling Co-ordination Association (ICHCA), the International Association of Ports and Harbours (IAPH) and the Latin American Shipowners Association (ALAMAR).

/This worldwide

This worldwide campaign has already produced results, particularly with respect to the elimination of trade formalities, but much still remains to be done in relation to consular involvement in transport and, particularly, in ocean shipping, whereas air transport has already been freed from these bothersome hindrances.

Indeed, all the industrialized nations have already entirely eliminated consular requirements relating to trade and transport activities in compliance with GATT recommendations and the provisions of the IMO Convention on Facilitation of International Maritime Traffic and that of the ICAO concerning air traffic.

Identical or similar recommendations have been made at a regional level in Latin America, as have agreements such as those set forth in the Treaty of Montevideo of 1960. Article 49 of that Treaty, subparagraph b), states that the Contracting Parties should seek as soon as possible "to simplify and standardize procedures and formalities relating to reciprocal trade". Resolution 45 (II), which was adopted by the highest body of LAFTA at its second regular session (Mexico City, October 1962), requested the Advisory Commission on Transport, as one of its specific tasks, to study means of facilitating and simplifying the clearance of vessels and cargo among the LAFTA member countries and, especially, of immediately doing away with consular formalities and eliminating the corresponding charges.

For its part, a specific objective of the Inter-American Convention on Facilitation of International Waterborne Transportation (Convention of Mar del Plata) is to simplify the procedures and formalities involved in the entrance and clearance of vessels; its annex expressly stipulates that upon the arrival of a vessel, the authorities should not require that any document relating to the ship, its cargo, stores, passengers or crew "be legalized, verified, authenticated or previously dealt with by any of their representatives abroad".

Thus far, however, progress has been made in this area only with respect to air traffic; consular certification requirements persist with respect to ocean transport whose elimination would not cause any problems but would clearly benefit vessels, ship's personnel and consuls.

The ocean and air transport documents (various copies of each of which must be submitted) that have to be certified by the respective consul of ALADI member countries are shown in table 1. The differences that exist are not considered to be justified, since the authorities for which these documents are intended are virtually the same: customs, immigration, international police, health, etc.

As may be seen, there has been a considerable reduction in the formalities relating to cargo; however, such progress has sometimes been made at the cost of expeditious procedures for the ship, such as when a general invoice is required in the place of the certification of the cargo manifest, as has occurred recently.

It would be very interesting for the authorities concerned, as well as transport companies and users organizations in the region, to consider the advisability of reviewing the provisions which are in effect in this regard with

a view to complying with the recommendations and agreements relating to the elimination of consular formalities and, when necessary, their replacement by a fee to be paid at the customs facilities of destination, as is already done in some countries of the region.

Table 1
 CONSULAR FORMALITIES RELATING TO TRANSPORT AND TRADE
 (Number of documents)

Country	Documents to be submitted by the carrier		Documents to be submitted by the shipper			
			Consular invoice		Other documents	
	Ships	Aircraft	By sea	By air	By sea	By air
Argentina	None <u>a/</u>	None	No	No	1	1
Bolivia	1	None	Yes	No	2	1
Brazil	None <u>a/</u>	None	No	No	None	None
Colombia	4 <u>b/</u>	None	No <u>b/</u>	Yes	1 to 5	1 to 5
Chile	None	None	No	No	None	None
Ecuador	6	None	No	No	None	None
Mexico	3	None	No	No	2	None
Paraguay	4	1	Yes	Yes	3 to 6	2 to 3
Peru	1	1	No	No	1	1
Uruguay	6 <u>c/</u>	2	No	No	2 to 4	2 to 4
Venezuela	None	None	No	No	None	None

Source: Intervención consular en el transporte (ALALC/CAT/VII/dt.2, 26 July 1972), updated to include subsequent legal provisions: Law on Consular Fees No. 281, 20 April 1976, Ecuador; General Customs Law, Decree-Law 20166, 20 July 1974, Peru; Decree 123/75, 7 February 1975 and the decree of 4 March 1975, Uruguay; and resolution 2240, Ministry of Finance, 7 November 1974, Venezuela.

a/ Except for national ships, which must submit a crew roster.

b/ General Customs Regulation 341 of 30 March 1981 eliminated consular invoices and established that consular certification would be required only on those bills of lading that are issued for merchandise covered by import permits or registries which bear the cargo reserve seal.

c/ This requirement may be disregarded when a reciprocal arrangement obtains, in accordance with Law 11.924, 27 March 1953; this applies to regular passenger vessels flying the Argentine Flag, by decree 468, 25 July 1968.

Notes

1/ United States Pacific coast shipping industry, Merchant Marine on a Sea of Red Tape, San Francisco, California, 1 April 1959.

2/ Tomás Sepúlveda Whittle et al, Operación Antipapeleo Marítimo, Valparaíso, National Shipowners Association and Chilean Chamber of Shipping, October 1959.

3/ Third meeting of the OAS Permanent Technical Committee on Ports, resolution II, Washington D.C., August 1961.

Annex 1

INTER-AMERICAN CONVENTION ON FACILITATION OF INTERNATIONAL
WATERBORNE TRANSPORTATION
(CONVENTION OF MAR DEL PLATA)

Adopted and signed at the Second Inter-American
Port and Harbor Conference

(Mar del Plata, Argentina,
29 May-7 June 1963)

INTER-AMERICAN CONVENTION
ON
FACILITATION OF INTERNATIONAL WATERBORNE TRANSPORTATION
(CONVENTION OF MAR DEL PLATA)

The Contracting States, inspired by the Charter of Punta del Este and by the Declaration of San José on the Principles on the Development, Administration and Operation of Ports in the Americas, and with a view to facilitating international waterborne transportation in the Western Hemisphere by reducing to a minimum the formalities, documentary requirements and procedures for the entry and clearance of vessels and the treatment of their passengers, crews, cargo and baggage, have agreed as follows:

Article 1

Each Contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite waterborne transportation between the territories of the Contracting States, and to prevent unnecessary delays to vessels, passengers, crews, cargo and baggage in the administration of the laws relating to immigration, public health, customs, and other provisions relative to arrivals and departures of vessels.

Article 2

Each Contracting State undertakes, so far as it may find practicable, to establish appropriate procedures and legal provisions on immigration, public health, customs and other matters relative to arrivals and departures of vessels, in accordance with the standards and recommended practices which may be established from time to time, pursuant to this Convention. Nothing in this Convention shall be construed as preventing the establishment of customs-free ports or free zones.

Article 3

Each Contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in appropriate procedures and legal provisions in relation to the entry and clearance of vessels and the treatment of passengers, crews, cargo and baggage in all matters in which such uniformity will facilitate and improve international waterborne transportation.

Article 4

(a) To these ends, the Inter-American Port and Harbor Conference of the Organization of American States shall, from time to time, when necessary, adopt and amend inter-American standards and recommended practices dealing with all matters relating to formalities, requirements and procedures relevant to the efficient and economic entry and clearance of vessels, and the expeditious and appropriate treatment of their passengers, crews, cargo and baggage.

(b) A Group of Experts from the governments of the Contracting States, established within the Permanent Technical Committee on Ports, attached to the Inter-American Economic and Social Council, shall, from time to time, when necessary, study and propose standards and recommended practices through the Committee to the Inter-American Port and Harbor Conference.

Article 5

(a) The adoption by the Inter-American Port and Harbor Conference of the standards and recommended practices and amendments thereto, as provided in paragraph (a) of Article 4 hereof shall require the affirmative vote of two thirds of the accredited delegations of the Contracting States present at the Conference.

(b) The standards and recommended practices adopted, and any amendment thereto, shall enter into force three months after submission to the Contracting States, unless the date of the entry into force is extended by the Conference or unless, in the meantime, a majority of the Contracting States notify their disapproval to the General Secretariat of the Organization of American States.

(c) The standards and recommended practices, and amendments thereto, shall constitute an Annex to the present Convention upon their entry into force, subject to the provisions of Article 6.

(d) The General Secretariat shall notify each of the Contracting States of the date of entry into force of the standards and recommended practices and of any amendment thereto.

Article 6

(a) Any State which finds it impracticable to comply with any inter-American standard or to bring its own regulations or practices into full accord with any such standard after amendment of the latter, or which deems it necessary to adopt regulations or practices differing from those established by an inter-American standard, shall give immediate notification to the General Secretariat of the Organization of American States of the differences between its own regulations or practices and those established by the inter-American standard.

(b) In the case of amendments to inter-American standards, any Contracting State which does not make the appropriate amendments to its own regulations or practices shall give notice to the General Secretariat within sixty days of the adoption of the amendment to the inter-American standard, or indicate the action which it proposes to take.

(c) In any such case, the General Secretariat shall notify all other States of the difference which exists between one or more features of an inter-American standard and the corresponding national practice of that State.

Article 7

The present Convention shall be open for signature or adherence by the member states of the Organization of American States or any other state to which an invitation to sign or adhere has been transmitted at the direction of the Council of the Organization of American States.

Article 8

(a) The original instrument, the English, French, Portuguese, and Spanish texts of which are equally authentic, shall be deposited with the General Secretariat of the Organization of American States, which shall transmit certified copies to each of the governments of the signatory States for ratification.

(b) The present Convention shall be subject to ratification by the signatory States in accordance with their respective constitutional procedures. The instruments of ratification and instruments of adherence shall be deposited with the General Secretariat of the Organization of American States, which shall notify each of the governments of the signatory States and each of the governments of the adhering States of the said deposit.

Article 9

The present Convention shall come into force on the thirtieth day following the date of deposit of the eleventh instrument of ratification or adherence with the General Secretariat of the Organization of American States. For each State ratifying or adhering to the Convention after the deposit of the eleventh instrument of ratification or adherence, the Convention shall enter into force on the thirtieth day after deposit by such State of its instrument of ratification or adherence.

Article 10

The task of providing continuity in the implementation of this Convention, including periodic review of the standards and recommended practices, shall be entrusted to the Permanent Technical Committee on Ports. On its own initiative, or at the suggestion of a Contracting State, the Committee shall direct the Group of Experts to which reference is made in paragraph (b) of Article 4 hereof to study the desirability and feasibility of any proposed amendment to the Annex referred to in paragraph (c) of Article 5 and make recommendations thereon. Should the consideration and study of any amendments to this Convention be of interest to the Inter-American Travel Congresses or the Pan American Highway Congresses, they shall be consulted.

Article 11

The adoption of any amendment to this Convention shall require the affirmative vote in an Inter-American Port and Harbor Conference of two thirds of the accredited delegations of the Contracting States present and shall then come into force in respect of States which have ratified such amendment in accordance with their respective constitutional procedures 30 days after there has been deposited in the General Secretariat of the Organization of American States the number of ratifications specified for this purpose by the Conference.

Article 12

(a) The present Convention may be denounced by any Contracting State at any time after the expiration of four years from the date on which the Convention comes into force for that State.

(b) Denunciation shall be effected by a notification in writing addressed to the General Secretariat of the Organization of American States which shall notify all the other Contracting States of any denunciation received and of the date of its receipt.

(c) A denunciation shall take effect one year, or such longer period as may be specified in the notification, after its receipt by the General Secretariat of the Organization.

IN WITNESS WHEREOF the undersigned Plenipotentiaries, being duly authorized by their respective governments for that purpose, have signed the present Convention. Done at Mar del Plata, the seventh day of June of nineteen hundred and sixty-three.

RESERVATIONS AND STATEMENTS

Reservation made by the Delegation of Chile

While signing the present Convention, Chile reserves the right to apply a more favorable treatment with respect to international maritime transportation regulations and procedures in virtue of existing bilateral or multilateral agreements.

Statement made by the Delegation of Chile

On signing the Inter-American Convention on the Facilitation of International Waterborne Transportation (Convention of Mar del Plata), the Delegation of Chile declares that it believes that this Convention in no way affects other conventions on international waterborne transportation, which remain in full force and will continue to be applied.

Mar del Plata, Argentina
June 7, 1963

(signed)



ANDRES AVENDANO FUENZALIDA
Delegate of Chile

Annex 2

TO THE INTER-AMERICAN CONVENTION ON FACILITATION
OF INTERNATIONAL WATERBORNE TRANSPORTATION

(CONVENTION OF MAR DEL PLATA)

Adopted at the First Special Inter-American
Port and Harbor Conference,
Washington D.C., 19-20 April 1966

ANNEX
TO THE INTER-AMERICAN CONVENTION ON FACILITATION
OF INTERNATIONAL WATERBORNE TRANSPORTATION 1/

(CONVENTION OF MAR DEL PLATA)

Standards and Recommended Practices as contained in this Annex shall be defined as follows:

Standards. Any specification, uniform compliance with which is recognized as practicable and as necessary to facilitate international waterborne transportation.

Recommended practice. Any specification, the uniform observance of which is recognized as desirable to facilitate international waterborne transportation.

Chapter I

DEFINITIONS AND GENERAL PROVISIONS

A. Definitions

For the purpose of the provisions of this Annex, the following meanings shall be attributed to the terms listed:

Cargo. Any goods, wares, merchandise, and articles of every kind whatsoever carried on a ship, other than mail, ship's stores, ship's spare parts, ship's equipment, crew's effects, and passengers' accompanied baggage.

Crew's effects. Clothing, personal effects, and any other articles, which may include currency, belonging to the crew member and carried on the ship.

Crew member. Any person actually employed for duties on board during a voyage in the working or service of a ship.

Mail. Dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

Passengers' accompanied baggage. Articles, which may include currency, carried for a passenger on the same ship, either in his cabin or elsewhere, so long as they are not carried under a contract of carriage or other similar agreement.

1. Adopted by resolution approved by the First Special Inter-American Port and Harbor Conference, April 19, 1966.

Public authorities. The agencies and/or officials in a contracting state responsible for the application and enforcement of the laws and regulations of that state which relate to any aspect of these Standards and Recommended Practices.

Seafarer. Any person who works on board a ship as a regular occupation and who is accredited as such by competent authority.

Shipowner. Any person, corporation, or other legal entity that is the owner, operator, or agent of a ship, or any person who lawfully represents such owner, operator, or agent.

Ship's stores. Goods for use in the ship, including fuel and lubricants and other consumable goods, and goods carried for sale to passengers and crew.

Ship's equipment. Articles, other than ship's stores or ship's spare parts, on board a ship for use thereon in connection with a voyage that are removable but not of consumable nature, including accessories such as life boats, lifesaving equipment, furniture, ship's apparel, and similar items.

Ship's spare parts. Articles or materials to be used to repair or replace parts or fixed equipment of the ship.

B. General Provisions

The provisions of this Annex apply to all categories of vessel operation except where a particular provision specifically refers to one type of operation without mentioning others.

The provisions of this Annex recognize the principle of equality between all forms of transportation with regard to measures for facilitation and further recognize that such measures may differ according to particular requirements of international waterborne transportation.

The provisions of this Annex shall not prevent public authorities from taking such appropriate measures, including calling for further information, as may be necessary in cases of suspected fraud or to deal with special problems constituting a grave danger to public order (order public), public security, or public health, or to prevent the introduction or spread of diseases or pests affecting animals or plants.

1.1 Standard. Public authorities shall in all cases require only essential information to be furnished, and shall keep the number of items to a minimum.

Where a specific list of particulars is set out in this Annex, public authorities shall not require to be furnished such of those particulars as they consider not essential.

1.2 Recommended practice. Notwithstanding the fact that documents for certain purposes may be separately prescribed and required in this Annex, public authorities, bearing in mind the interests of those who are required to complete the documents as well as the purposes for which they are to be used, should provide for any two or more such documents to be combined into one in any case in which this is practicable and in which an appreciable degree of facilitation would result.

1.3 Standard. None of the provisions contained in this Annex shall prevent a contracting state from adopting standards or recommended practices of a more favorable character for purposes of facilitation of international waterborne transportation.

Chapter II

ENTRANCE AND CLEARANCE OF THE SHIP

This section contains the provisions concerning the formalities required of shipowners, or persons appointed on their behalf, by the public authorities on the entrance and clearance of a ship and shall not be read so as to preclude a requirement for the presentation for inspection by the appropriate authorities of certificates and other papers carried by the ship pertaining to its registry, certificate of seaworthiness, measurement, safety, manning, and other related matters.

A. General

2.1 Standard. In cases of entrance and departure of ships, public authorities shall not require for their retention any basic documents other than the following:

- General Declaration
- Cargo Manifest
- Ship's Stores Declaration
- Crew's Effects Declaration
- Crew List
- Passenger List
- The document required under the Universal Postal Convention for mail
- Maritime Declaration of Health

B. Contents and Purpose of Documents

2.2 Standard. The General Declaration shall be the basic document on entrance and clearance, providing information required by public authorities relating to the ship.

2.2.1 Recommended practice. The same form of General Declaration, duly authorized, should be accepted for both the entrance and the clearance of a ship.

2.2.2 Recommended practice. In the General Declaration the public authorities should not require more than the following information:

- Name and description of ship
- Nationality of ship
- Particulars regarding registry
- Particulars regarding tonnage measurement
- Name of master
- Name and address of ship's agent
- Brief description of the cargo indicating whether or not any of it is dangerous
- Number of crew
- Number of passengers
- Brief particulars of voyage
- Date and time of arrival, or date of departure
- Port of arrival or departure
- Position of the ship in the port

2.2.3 Standard. Public authorities shall accept a General Declaration dated and signed by the master or the ship's agent, or some other person duly authorized by one of them.

2.3 Standard. The Cargo Manifest shall be the basic document on entrance or clearance providing information required by public authorities relating to the cargo. Particulars of any dangerous cargo shall also be required to be furnished.

2.3.1 Recommended practice. In the Cargo Manifest public authorities should not require more than the following information:

a) On Entrance:

- Name and nationality of the ship
- Name of master
- Port of loading
- Port of discharge
- Marks and numbers, number and kind of packages; weight and/or measurement, and description of the goods as shown by the bill of lading specifying if they are explosive, flammable, or poisonous, as required in Standard 2.3
- Name of consignee of the goods
- Bill of lading number
- Ports at which the cargo remaining on board will be discharged
- Original ports of shipment in respect of goods shipped on through bills of lading

b) On Clearance:

Name and nationality of the ship

Name of Master

Port of destination

In respect of goods loaded at the port in question: marks and numbers; number and kind of packages; weight and/or measurement and description of the goods as shown by the bill of lading specifying if they are explosive, flammable, or poisonous as required in Standard 2.3, bill of lading numbers.

2.3.2. Recommended practice. In respect of cargo remaining on board, public authorities should require only the minimum essential details, to be furnished on arrival.

2.3.3 Standard. Public authorities shall accept a Cargo Manifest dated and signed by the master or the ship's agent, or some other person duly authorized by one of them.

2.3.4 Recommended practice. In case of justified necessity, public authorities should accept in place of the Cargo Manifest a copy of the ship's manifest, provided it contains all the information required in accordance with Recommended Practice 2.3.1 and is dated and signed in accordance with Standard 2.3.3.

As an alternative, public authorities may accept a copy of the bill of lading dated and signed in accordance with standard 2.3.3 or certified as a true copy if the nature and quantity of cargo make this practicable and provided that any information in accordance with Recommended practice 2.3.1 which does not appear in such document is also furnished elsewhere and duly certified.

2.4 Standard. The Ship's Stores Declaration shall be the basic document on entrance and clearance providing information required by public authorities relating to ship's stores.

2.4.1 Standard. Public authorities shall accept a Ship's Stores Declaration dated and signed by the master or by some other qualified and duly authorized ship's officer.

2.5 Standard. The Crew's Effects Declaration shall be the basic document providing information required by public authorities relating to crew's effects. It shall not be required on clearance of the ship.

2.5.1 Standard. Public authorities shall accept a Crew's Effects Declaration dated and signed by the master or by some other ship's officer duly authorized by the Master. The public authorities may also require each crew member to place his signature, or, if he is unable to do so, his mark, against the declaration relating to his effects.

2.5.2 Recommended practice. Public authorities should normally require particulars of only those crews' effects which are negotiable, dutiable, or subject to prohibitions or restrictions.

2.6 Standard. The Crew List shall be the basic document providing public authorities with information relating to the number and composition of the crew on the entrance or clearance of a ship.

2.6.1 Recommended practice. In the Crew List, public authorities should not require more than the following information:

- Name and nationality of the ship
- Family name and given names
- Sex
- Nationality
- Rank or rating
- Date and place of birth
- Nature and number of identity document
- Port and date of arrival
- Arriving from

2.6.2 Standard. Public authorities shall accept a Crew List dated and signed by the master or by some other ship's officer duly authorized by the master.

2.7 Standard. The Passenger List shall be the basic document providing public authorities with information relating to passengers on the entrance or clearance of a ship. This document shall not be required when that ship is not carrying passengers.

2.7.1 Recommended practice. Public authorities may grant exemption from the requirement of presentation of Passenger Lists on short-water routes or combined ship-railway services between neighboring countries.

2.7.2 Recommended practice. Public authorities should not require embarkation or disembarkation cards in addition to passenger lists. However, where public authorities have special problems constituting a grave danger to public health, a person on an international voyage may on arrival be required to give a destination address in writing.

2.7.3 Recommended practice. In the Passenger List, public authorities should not require more than the following information:

- Name and nationality of the ship
- Port and date of arrival
- Family and given names
- Nationality
- Date of birth
- Place of birth
- Port of embarkation
- Port of disembarkation

2.7.4 Recommended practice. A list compiled by the shipping company for its own use may be accepted in place of the Passenger List provided it contains the information required in Recommended practice 2.7.3 and is dated and signed in accordance with Standard 2.7.5.

2.7.5 Standard. Public authorities shall accept a Passenger List dated and signed by the master, the ship's agent, or some other person duly authorized by one of them.

2.8 Standard. Public authorities shall not require on entrance or clearance of the ship any written declaration respecting mail other than that prescribed in the Universal Postal Convention.

2.9 Standard. The Maritime Declaration of Health shall be the basic document providing information required by port health authorities relating to the state of health on board a ship during the voyage and on arrival at a port.

C. Formalities on Entrance

2.10 Standard. In respect of a ship's entrance in port, public authorities shall not require more than:

- 5 copies of the General Declaration
- 4 copies of the Cargo Manifest
- 4 copies of the Ship's Stores Declaration
- 2 copies of the Crew's Effects Declaration
- 4 copies of the Crew List
- 4 copies of the Passenger List
- 1 copy of the Maritime Declaration of Health

D. Formalities on Clearance

2.11 Standard. In respect of a ship's clearance from port, public authorities shall not require more than:

- 5 copies of the General Declaration
- 4 copies of the Cargo Manifest
- 3 copies of the Ship's Stores Declaration
- 4 copies of the Crew List
- 4 copies of the Passenger List

2.11.1 Standard. A new Cargo Manifest shall not be required on clearance from a port in respect of cargo which had been the subject of a declaration on entrance in that port and which has remained on board.

2.11.2 Recommended practice. A separate Ship's Stores Declaration should not be required on clearance in respect of ship's stores which have been the subject of a declaration on entrance, nor in respect of stores shipped in the port and covered by another Customs document presented in that port.

2.11.3 Standard. Where public authorities require information about the crew of a ship on its clearance, a copy of the Crew List, presented on entrance, shall be accepted on clearance if signed again and endorsed to indicate any change in the number or composition of the crew or to indicate that no such change has occurred.

E. Measures to Facilitate Port Traffic Movement

2.12 Recommended practice. Public authorities should, with the cooperation of shipowners, or users of port services, take appropriate measures so that the time of stay of the ship in the port will be kept to a minimum and should take measures to permit satisfactory movement of traffic; they should frequently review all procedures in connection with the entrance and clearance of ships and related arrangements for loading and unloading, as well as the supplying of the ships; and they should make arrangements so that ships may be entered and cleared and perform all loading and unloading operations, insofar as practicable, at the ship working area.

Public authorities should limit as strictly as possible the number of persons who are to act officially on board the ships. They should likewise prohibit access to the ships by persons not connected with the activities of entrance, loading, unloading, or clearance.

F. Consecutive Calls at Two or more Ports in the Same State

2.13 Recommended practice. Taking into account the procedures carried out on the entrance of a ship at the first port of call in the territory of a state, the formalities and documents required by the public authorities at any subsequent port of call in that country, visited without intermediate call at a port in another country, should be kept to a minimum.

Public authorities may, however, require that formalities be fulfilled and documentation presented again, where the immediately preceding port of call in the territory of the same State enjoys preferential customs treatment.

G. Completion of Documents

2.14 Recommended practice. Public authorities should as far as possible accept the documents provided for in this Annex, except as regards Standard 3.7, in which the required information is furnished thereon in English, French, Portuguese, or Spanish, provided that they may require a written translation into the official language of the country.

2.15 Standard. The documents that are referred to in Chapter II shall be accepted when either typewritten or handwritten legibly in ink or indelible pencil. Corrections or additions shall also be accepted in either form provided they are duly initialed or signed.

2.16 Recommended practice. 1/ Public authorities of the country of any intended port of arrival, discharge, or transit should not require any document relating to the ship, its cargo, stores, passengers, or crew, as mentioned in this chapter, to be legalized, verified, authenticated, or previously dealt with by any of their representatives abroad. This should not be deemed to preclude a requirement for the presentation of a passport or other identity document of a passenger or crew member for visa or similar purposes.

Chapter III

ARRIVAL AND DEPARTURE OF PERSONS

This section contains the provisions concerning the formalities required by public authorities from passengers and crew on entrance or clearance of a ship.

A. Requirements and Procedures

3.1 Standard. A valid passport shall be the basic document providing public authorities with information relating to the individual passenger on his arrival or departure.

3.1.1. Recommended practice. Contracting states should as far as possible agree, by bilateral or multilateral agreements, to accept official documents of identity in lieu of passports.

3.2 Recommended practice. Public authorities should make arrangements whereby passports, or official documents of identity accepted in their place, from ship's passengers need be inspected by the immigration authorities only once at the time of arrival and once at the time of departure. In addition, these passports or official documents of identity may be required to be produced for the purpose of verification or identification in connection with customs and other formalities on arrival and departure.

3.3 Recommended practice. After individual presentation of passports or official documents of identity accepted in their place, public authorities should hand back such documents immediately after examination, rather than withhold them for the purpose of obtaining additional control, unless there is some obstacle to the admission of a passenger to the territory.

3.4 Recommended practice. Public authorities should not require from embarking or disembarking passengers, or from shipowners on their behalf, any information in writing supplementary to or repeating that already presented in their passports or official documents of identity, other than as necessary to complete any documents provided for in this Annex.

1. "Standard" was changed to "recommended practice" by decision taken in plenary session held April 19, 1966, of the First Special Inter-American Port and Harbor Conference.

3.5 Recommended practice. Public authorities which require written supplementary information other than as necessary to complete any documents provided for in this Annex, from embarking or disembarking passengers, should limit requirements for further identification of passenger to the items set forth in Recommended practice 3.6 (Embarkation/Disembarkation Card). Public authorities should accept the Embarkation/Disembarkation Card when completed by the passenger and should not require that it be completed or checked by the shipowner. Legible handwritten script should be accepted on the card, except where the form specifies block lettering. One copy only of the Embarkation/Disembarkation Card, which may include one or more simultaneously prepared carbon copies, should be required from each passenger.

3.6 Recommended practice. In the Embarkation/Disembarkation Card public authorities should not require more than the following information:

- Family and given names
- Nationality
- Number of passport or other official document of identity
- Date of birth
- Place of birth
- Occupation
- Port of embarkation/disembarkation
- Sex
- Permanent address
- Destination address
- Signature

3.7 Standard. In cases where evidence of protection against cholera, yellow fever, or small-pox is required from persons on board a ship, public authorities shall accept the International Certificate of Vaccination or Re-vaccination in the forms provided in the International Sanitary Regulations.

3.8 Recommended practice. Medical examinations of persons on board or of persons disembarking from ships should normally be limited to those persons arriving from a local area infected with one of the quarantinable diseases within the incubation period of the disease concerned (as stated in the International Sanitary Regulations). Additional medical examination may, however, be required in accordance with International Sanitary Regulations.

3.9 Recommended practice. Public authorities should normally perform customs inspection of inbound passengers' accompanied baggage on a sampling or selective basis. Written declarations in respect of passengers' accompanied baggage should be dispensed with as far as possible.

3.9.1. Recommended practice. Public authorities should waive inspection of accompanied baggage of departing passengers.

3.9.2 Recommended practice. Where inspection of accompanied baggage of departing passengers cannot be waived completely, such inspection should normally be performed on a sampling or selective basis.

3.10 Standard. A valid seafarer's identity document or a passport shall be the basic document providing public authorities with information relating to the individual member of the crew on arrival or departure of a ship.

3.10.1 Standard. In the seafarer's identity document, public authorities shall not require more than the following information:

- Family name
- Given names
- Date and place of birth
- Nationality
- Physical characteristics
- Photograph (authenticated)
- Signature and fingerprint
- Date of expiry of the document
- Issuing public authority

3.10.2 Standard. When it is necessary for a seafarer to enter or leave a country as a passenger by any means of transportation for the purpose of:

- a. joining his ship or transferring to another ship,
- b. passing in transit to join his ship in another country, or for repatriation, or for any other purpose approved by the authorities of the country concerned,

public authorities shall accept from that seafarer in place of a passport the valid seafarer's identity document, when this document guarantees the readmission of the bearer to the country which issued the document.

3.10.3 Recommended practice. Public authorities should not normally require presentation of individual identity documents or of information supplementing the seafarer's identity document in respect of members of the crew other than that given in the Crew List.

B. Measures to Facilitate Clearance of Passengers, Crew, and Baggage

3.11 Recommended practice. Public authorities should, with the cooperation of shipowners and port administrations, take appropriate measures to the end that satisfactory port traffic flow arrangements may be provided so that passengers, crew, and baggage can be cleared rapidly even on holidays; should provide adequate personnel; and should ensure that adequate installations are provided, particular attention being paid to baggage loading, unloading, and conveyance arrangements (including the use of mechanized systems), and to points where passenger delays are frequently found to occur.

Arrangements should be made so that, when necessary, passengers and crew can proceed under shelter from the ship to the point where the passenger and crew check is to be made.

3.11.1 Recommended practice. Public authorities should:

- a. In cooperation with shipowners and port administrations introduce suitable arrangements, such as:
 - i. An individual and continuous method of processing passengers and baggage.
 - ii. A system which would permit passengers readily to identify and obtain their checked baggage as soon as it is placed in an area where it may be claimed.
- b. Ensure that port administration take all necessary measures so that:
 - i. Easy and speedy access, for arriving and departing passengers and baggage, to and from local transport, is provided.
 - ii. If crews are required to report to premises for governmental purposes, those premises should be readily accessible, and as close to one another as practicable.

3.12 Recommended practice. Public authorities should require that shipowners ensure that ship's personnel take all appropriate measures which will help to expedite arrival procedures for passengers and crew. These measures may include:

- a. furnishing officials of public authorities concerned with an advance message giving the best estimated time of arrival (docking or anchoring), followed by information as to any change in time (and stating the itinerary of the voyage where this may affect inspection requirements);
- b. having ship's documents ready for prompt review;
- c. providing for ladders or other means of boarding to be rigged while the ship is enroute to berth or anchorage;
- d. providing for prompt, orderly assembling and presentation of persons on board, with necessary documents, for inspection, with attention to arrangements for relieving crew members for this purpose from essential duties in engine rooms and elsewhere.

3.13 Standard. Public authorities shall, without unreasonable delay, accept passengers and crew for examination as to their admissibility into the state when such examination is required.

3.14 Recommended practice. Public authorities should invite shipowners to take all reasonable precautions to the end that passengers hold any control documents required by Contracting Governments.

C. Completion of documents

3.15 Recommended practice. The practice of entering names on passenger and crew documents should be to put the family name or family names first. Where both paternal and maternal family names are used, the paternal family name should be placed first. Where married females both the husband's and the wife's paternal family names are used, the husband's paternal family name should be placed first.

Chapter IV

ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

A. General

4.1 Recommended practice. Public authorities should, with the cooperation of shipowners, and other users of port services, take appropriate measures to the end that satisfactory port traffic flow arrangements are provided so that handling and clearance procedures for cargo will be smooth and uncomplicated. These arrangements should cover all phases from the time the ship arrives at the dock for unloading, customs clearance, warehousing (when required), and reforwarding (when required). There should be convenient and direct access between the cargo warehouse and the customs area, both of which should be located close to the dock area, and mechanical conveyance systems should be available, where possible.

B. Documentary requirements

4.2. Standard. Public authorities which require the bill of lading to be presented for inspection in connection with the clearance of cargo shall not require the consignor or operator to place special information for customs or other governmental purposes on the bill of lading.

4.3. Recommended practice. Where the public authorities require documents such as commercial invoices, declaration forms, import licenses, and the like, they should not make it the obligation of the operator to ensure that these documentary requirements are met, nor should the operator be held responsible, fined, or penalized for inaccuracies or omissions of facts from such documents, unless he is, or is acting for, the importer or exporter.

C. Procedures concerning the clearance of particular articles

4.4 Standard. Public authorities shall grant preferential treatment to the clearance of spare parts, fuel, and any other articles not available to the shipowner in the port and that are necessary for the operation or security of the ship.

4.5 Recommended practice. Public authorities should give preferential treatment to the clearance of terminal and water equipment needed for immediate use by the shipowner.

4.6 Recommended practice. Unaccompanied baggage by water should be considered as baggage and not as cargo for the purpose of clearance through customs controls. (It is the intent of this provision that the same customs concessions be granted as for accompanied baggage, subject to compliance with the regulations of the contracting state concerned.)

D. Cargo and other articles not unladen at intended destination

4.7 Recommended practice. When cargo or unaccompanied baggage do not arrive at their intended destination, the shipowner, without prejudice to his civil liability, should, in the country of intended destination, be exempt from penalties, fines, customs duties, and taxes if it is shown by the shipowner to the satisfaction of the public authorities concerned that the goods in question were not actually laden at the point of origin or were sent to another point of destination because of error, emergency, or inaccessible stowage or were destroyed by accident.

4.8 Recommended practice. When cargo or unaccompanied baggage are not unladen at their intended destination, because of error, emergency, or inaccessible stowage, and the public authorities at the place of intended unloading are satisfied that no unloading has taken place, they should accept a notation on either the Manifest or the General Declaration by the shipowner that the articles in question have not been unladen and the reasons therefor, and should not require the shipowner to prepare new documentation.

4.9 Standard. When by error, or for other valid reason, any cargo is discharged at a port other than the port of intended destination, public authorities shall facilitate reforwarding to its intended destination.

Chapter V

PUBLIC HEALTH AND SANITARY MEASURES FOR ANIMALS AND PLANTS

By a decision of 25 May 1951, the Assembly of the World Health Organization adopted International Sanitary Regulations which, together with subsequent amendments thereto, are in force between those states which have accepted them.

A. General

5.1 Recommended practice. Public authorities of a State not party to the International Sanitary Regulations of the World Health Organization should endeavor to apply the relevant provisions of the regulations to international shipping.

5.2 Recommended practice. Contracting states having certain interests in common owing to their health, geographical, social or economic conditions should conclude special arrangements pursuant to Article 10⁴ of the International Sanitary Regulations when such arrangements will facilitate the application of those Regulations.

B. Documents

5.3. Recommended practice. Where Sanitary Certificates or similar documents are required in respect of shipments of certain animals, plants, or products thereof the requirements should be simple and widely publicized and Contracting States should cooperate with a view to standardizing such requirements.

C. Formalities

5.4 Standard. Public authorities shall, whenever practicable, authorize granting of pratique by radio to a ship when, on the basis of information received from it prior to its arrival, the health authority for the intended port of arrival is of the opinion that its arrival will not result in the introduction or spread of a quarantinable disease. Health authorities should as far as practicable be allowed to join a ship prior to entry of the ship into the port.

5.4.1. Recommended practice. Public authorities should require that ships report promptly by radio any illness on board to health authorities for the port for which the ship is destined, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for health procedures on arrival.

5.5 Standard. Public authorities in cooperation with shipowners and all other agencies concerned shall take appropriate measures in an endeavor to ensure that, before embarkation: a) passengers and crew shall obtain any vaccinations or revaccinations in accordance with the requirements of the States concerned, and b) proper certificates are obtained and such certificates are completely and properly executed.

5.6 Standard. Public authorities shall ensure that sanitary measures and health formalities are initiated forthwith, completed without delay and applied without discrimination.

D. Facilities

5.7 Recommended practice. Public authorities should provide facilities for the completion of International Certificates of Vaccination or Revaccination as well as facilities for vaccination, at as many ports as feasible.

5.8 Recommended practice. Public authorities should have available at as many ports in a State as feasible adequate facilities for the administration of public health, animal, and agricultural quarantine measures.

5.9 Recommended practice. There should be maintained at as many ports in a state as feasible such medical facilities as may be reasonable and practicable for the emergency treatment of crews and passengers.

5.10 Standard. A ship which is not infected or suspected of being infected with a quarantinable disease, shall not on account of any other epidemic disease be prevented by the health authorities for a port from discharging or loading cargo or stores, or taking on fuel or water.

Chapter VI

MISCELLANEOUS PROVISIONS

A. Bonds and other forms of security

6.1 Recommended practice. Where public authorities require bonds or other forms of security from shipowners to cover liabilities under the port and customs services, immigration, public health, agricultural quarantine, or similar laws or regulations of a state, they should permit the use of adequate and reasonable bonds for each case. Whenever possible they should accept a single comprehensive bond.

B. Errors in documentation and penalties therefor

6.2 Standard. Public authorities shall, without delaying the ship, allow corrections of errors in a document provided for in this Annex, which they are satisfied are inadvertent, not of a serious nature, not due to recurrent carelessness, and not made with intent to violate laws or regulations on the condition that these errors are discovered before the document is fully checked and the corrections can be effected without delay.

6.3 Standard. If errors are found in documents provided for in this Annex signed by or on behalf of a shipowner or Master, no penalty or fine shall be imposed until an opportunity has been given to establish to the authorities that the errors were inadvertent, not due to recurrent carelessness, and not made with intent to violate laws or regulations.

C. Services at Ports

6.4 Standard. The normal services of public authorities shall be provided at ports without charge during their regular working hours.

6.5 Standard. Public authorities shall establish regular working hours for their services at ports consistent with the usual periods of substantial work load.

6.5.1 Recommended practice. When the services of public authorities are provided outside the regular working hours referred to in Standard 6.4 and Standard 6.5, they should be provided on terms which shall be moderate and not exceed the true cost.

6.6 Standard. Where the volume of traffic at a port warrants, public authorities shall ensure that services are provided for the accomplishment of the formalities in respect of cargo and baggage, regardless of value or type.

6.7 Recommended practice. Contracting States should endeavor to make arrangements whereby one state will permit another state certain facilities before or during the voyage to examine ships, passengers, crew, baggage, cargo, and documentation for customs, immigration, public health, and plant and animal quarantine purposes when such action will facilitate clearance upon arrival in the latter state.

RESERVATION OF ARGENTINA

The Delegation of Argentina wishes to state for the record its government express reservation with respect to the following clauses: 2.2.3, 2.7.5, 2.10, 2.11, 2.15, 3.10.2, 6.2 and 6.3. With regard to the last two clauses mentioned, it wishes that it be recorded that, in accordance with the immigration laws in force in Argentina, failure to comply with these standards may be penalized by fines by the Dirección Nacional de Inmigración (National Immigration Administration).

Annex 3

LAFTA RESOLUTION 254 (IX), LAFTA/OAS MODEL FORMS
1 TO 6 AND LAFTA RESOLUTION 266 (X)

LAFTA 254 (IX)

Resolution 254 (IX)
December 11, 1969

Standard documents for reception and
clearance of ships

THE CONFERENCE OF THE CONTRACTING PARTIES, at its Ninth Regular Session,

HAVING SEEN the final report of the second meeting of the Council of Transportation and Communications, of September 19, 1969.

CONSIDERING that the Treaty of Montevideo stipulates in Article 49 b) that for better implementation of the provisions of the treaty the Contracting Parties shall endeavor as soon as possible to simplify and standardize proceedings and formalities relating to reciprocal trade;

That the LAFTA Convention on Waterborne Transportation, signed September 30, 1966, provides in Article 22 that the Contracting Parties shall take appropriate measures to simplify and standardize, as soon as possible, the documents and procedures for reception and clearance of ships or vessels, passengers and cargo; and

That the LAFTA study group on simplification of shipping documents (May 1968) prepared standardized basic forms for reception and clearance of vessels, which were submitted to the third Inter-American Port and Harbor Conference (Viña del Mar, Chile, November 1968), which by Resolution II adopted them, with slight modifications to reconcile them with the model forms of the Inter-Governmental Maritime Consultative Organization (IMCO),

RESOLVES:

FIRST. To adopt standard basic documents for reception and clearance of merchant ships in the ports of their respective jurisdictions, limited as a maximum to the following documents:

- i) Vessel's report;
- ii) Cargo manifest;
- iii) Crew list;
- iv) Passenger list;
- v) Ship's store declaration (sea and ship's stores list);
- vi) Crew's effects declaration;
- vii) Maritime health declaration; and
- viii) Mail list.

The countries whose laws so establish may also require documents on consular clearance and the spare parts list in the declaration of ship's supplies.

SECOND. Required documents shall be adjusted in content and format to the characteristics of the attached model forms, with respect to documents i) to vi) of the preceding paragraph. For document vii), the maritime health declaration established in the International Sanitary Regulations of the World Health Organization shall be employed, and for document viii), the form required by the postal services pursuant to the Universal Postal Convention.

The standard size for these forms shall be A4 of the International Organization of Standards (210 mm by 297 mm), except for form ii), which shall be of double office size (approximately 446 mm by 345 mm), and for the latter form, size A3 of the International Organization for Standardization (420 mm by 297 mm) is acceptable.

THIRD. A minimum number of copies consistent with the requirements of the service shall be required, which shall, in no case, be more than the following copies:

Document	Reception	Clearance
Vessel's report	5	5
Cargo manifest	4	4
Crew list	4	4 (*)
Passenger list	5	4
Ship's stores list	4	-
Crew's effects declaration	2	-
Maritime health declaration	1	-
Mail list	1 (**)	

(*) Only if changes have been made in the port.

(**) In addition to the copy for the post office.

FOURTH. The documents that extrarregional vessels submit for reception and clearance shall be accepted when they are consistent with the model forms attached and are issued in English or French, provided they contain on the back the translation into Spanish or Portuguese, as appropriate.

FIFTH. The Conference of the Contracting Parties shall review at its tenth regular session the results obtained in implementing this resolution. To that end, the Committee shall submit to it a report prepared with the assistance of the competent agencies of the Association and shall make whatever recommendations it deems pertinent.

ARMADOR

DECLARACION GENERAL

Llegada

Salida

1. Clase y nombre del buque		2. Pto. de llegada/salida	3. Fecha y hora llegada/sal.
4. Nacionalidad del buque: a) Según bandera	b) Sg.CTA (a)	5. Nombre del capitán	6. Pto.procedencia/destino
7. Puerto matrícula y numeral		8. Agente y su dirección	
9. Tonelaje reg.bruto	10. Tonelaje reg.neto		
11. Sitio de atraque o amarre		lla. Calado: a la entrada al zarpe	
12. Breves detalles del viaje (b)			
13. Breve descripción de la carga, con indicación de la peligrosa (c)			
14. Nº. trip. (incl.captán)	15. Nº de pasajeros	16. OBSERVACIONES DEL CAPITAN	
Documentos adjuntos y nº de ejemplares			
17. Manifiesto carga	18. Manif.carga peligrosa	25. Declaro que esta declaración general y los documentos adjuntos son completos, exactos y verdaderos, según mi leal saber y entender. 26. Fecha y firma del capitán u otra persona autorizada	
19. Rol de tripulación (d)	20. Lista de pasajeros		
21. Lista rancho/tienda (e)	22. Decl.efectos trip. (e)		
23. Decl.marit.sanidad (e)	24. Guía de correos (e)		
27. OBSERVACIONES DE LAS AUTORIDADES			
28. <u>AUTORIZACION DE ZARPE</u>			
29. Autorizado para zarpar con destino a		30. Fecha, firma y sello de la Autoridad Marítima	

<u>TRANSLATION</u>	<u>TRADUCTION</u>	<u>TRADUCAO</u>
GENERAL DECLARATION Shipping Line	DECLARATION GÉNÉRALE Armateur	DECLARACAO GERAL Armador
1. Name and description of ship	genre et nom du navire	classe e nome da embarcacao
2. Port of arrival/departure	port d' arrivée/départ	pôrto de chegada/saida.
3. Date time of arrival/departure	date et heure d' arrivée/départ	data e hora da chegada/data de partida
4. Nationality of ship:	nationalité du navire:	nacionalidade da embarcacao
a) as per flag	a) d' après le pavillon	a) segundo bandeira
b) according to C.W.T. (a)	b) d' après C.T.A. (a)	b) segundo Convenio Transp. por Agua ALALC(a)
5. Name of master	nom du capitaine	nome do capitao
6. Port arrived from/port of destination	port de provenance/destination	pôrto anterior/seguinte
7. Certificate of registry (port N ^o)	port d' immatriculation et numéro	pôrto de matrícula e número
8. Name and address of ship's agent	nom et adresse de l' agent	agente e seu endereço
9. Gross register tons	tonnage enregist. brut	tonelagem registro bruto
10. Net register tons	tonnage enregist. net	tonelagem registro líquido
11. Position of ship in port (berth or station)	endroit d' accôtage ou amarrage	local de atracacao ou amarracao
12. Brief particulars of voyage (b)	description sommaire du voyage (b)	breve descricao da viagem (b)
13. Brief description of the cargo, indicating the dangerous cargo (c)	description sommaire du chargement; indiquer le chargement dangereux (c)	breve descricao da carga; com indicacao da perigosa (c)
14. Number of crew (incl. master)	nombre des membres de l' équipage (incl. capitaine)	No. de tripulantes (incl. capitão)
15. Number of passengers	nombre de passagers	No. de passageiros
16. Master's remarks	observations du capitaine	observacoes do capitao
17. Cargo manifest	manifeste de chargement	manifesto de carga
18. Dangerous cargo manifest	manifeste du charg. dangereux	manifesto de carga perigosa
19. Crew list (d)	rôle d' équipage (d)	lista da tripulacao (d)
20. Passenger list	liste de passagers	lista de passageiros
21. Ship's stores declaration (e)	liste de rations/magasins de bord (e)	lista de provisoes (e)
22. Crew's effects declaration (e)	décl. effets de l' équipage (e)	declaracao de efeitos de tripulantes (e)
23. Maritime declaration of health (e)	décl. maritime de santé (e)	declaracao maritima de saúde (e)
24. Mail list (e)	guide du courrier (e)	manifesto de correio (e)
25. I declare that this general declaration and the attached documents are complete, exact and true to the best of my knowledge.	je soussigné, déclare que la présente déclaration générale ainsi que tous les formulaires annexés sont complets, exacts et véridiques à ma connaissance.	Eu certifico que esta declaracao geral e os documentos anexos estão certos e completos de acôrdo com meu conhecimento.
26. Date and signature of master or other authorized person	date et signature du capitaine ou d' une personne autorisée	data e assinatura do capitao ou outra pessoa autorizada
27. Remarks of the authorities	observations des autorités	observacoes das autoridades
28. Sailing permit	autorisation de départ	autorizacao de partida
29. Authorized for sail to	autorisé pour départ	autorizacao de saida do cais
30. Signature and seal of captain of port	signature et cachet du capitaine du port	assinatura e carimbo do capitao do porto

NOTAS	NOTES	NOTES	NOTAS
(a) Exigible sólo en los países de la ALALC a los buques extranjeros arrendados por empresas navieras nacionales de una de las Partes Contratantes del Convenio de Transporte por Agua de la ALALC (CTA), según su artículo 12.			
(a) Requested only at LAFTA countries for foreign ships chartered to a national shipping line of one of the Contracting Parties to the LAFTA Convention on Waterborne Transportation (C.W.T.) under its article 12.			
(a) Exigible seulement dans les pays de l'ALALC pour les navires étrangers affrétés pour une compagnie de navigation d'une des Parties Contractantes de la Convention de Transport para Eau de l'ALALC (C.T.A.), d' après son article 12.			
(a) Sòmente para embarcacoes estrangeiras afretadas por armadores nacionais de uma das Partes Contratantes de Convênio de Transporte por Agua da ALALC, de acôrdo com seu artigo 12).			
(b) Breves detalles del viaje, incluyendo los puertos inicial y final, así como el puerto previo de recalada y el de destino.			
(b) Brief particulars of voyage, including initial and final ports and the previous and next ports of call.			
(b) Description sommaire du voyage, en indiquant les ports initial et final, ainsi que le prochain et le dernier ports d'arrivée.			
(b) Breve descricao da viagem, incluindo-se os portos de início e fim de viagem, assim como o de escala anterior e seguinte.			
(c) Tonelaje aproximado de: carga general; carga a granel y combustibles líquidos, indicando la carga peligrosa.			
(c) Approximate tonnage of general cargo; bulk cargo and flammable liquids, indicating the dangerous cargo.			
(c) Tonnages approximatifs du chargement général; chargement en tas et combustibles liquides, indiquant le chargement dangereux.			
(c) Tonelagem aproximada de carga geral, carga a granel e combustíveis líquidos, indicando a carga perigosa.			
(d) Exigible sólo a la llegada a menos que haya habido cambios en el rol.			
(d) Required upon entrance only, unless there were changes in the crew list while in port.			
(d) Exigible seulement à l'arrivée, à moins qu'il ait eu des changements dans le rôle.			
(d) Exigível sòmente na chegada, a menos que se verifique modificacoes na lista.			
(e) Exigible sólo a la llegada/Required on entrance only./Exigible seulement à l'arrivée./Exigível sòmente na chegada.			

MANIFIESTO DE CARGA(*)

Armador y Agente

Llegada Salida

Pág. No.

1. Clase y nombre del buque		2. Puerto de emisión		2a. Viaje No.			
3. Nacionalidad		4. Nombre del capitán		5. Puerto de embarque/puerto de descarga			
6. Destino final		14. Fecha zarpe del puerto embarque					
1. Embarcados (a)	7. Consignatario (b)	8. Conocimiento No. (c)	9. Marcas y números	10. No. y clase de bultos y descripción de las mercaderías	11. Peso br. en kilos	12. Volumen en m ³	13. PARA USO OFICIAL, O DEL ARMADOR

TRANSLATION	TRADUCTION	TRADUÇÃO	
<u>Cargo Manifest</u>	<u>Manifest de marchandises</u>	<u>Manifesto de carga</u>	
1. Type and name of ship	genre e nom du navire	clase e nome da embarcação	
2. Port of issue	port d'émission	porto de emissão	
2a. Voyage No.	voyage No.	viagem No.	
3. Nationality of ship	nationalité du navire	nacionalidade da embarcação	
4. Name of master	nom du capitaine	nome do capitão	
5. Port of loading/port of discharge	port de chargement/port de décharge- ment	pôrto de embarque/pôrto de descarga	
6. Shipper (a)	chargeur (a)	embarcador (a)	
7. Consignee (b)	consignataire (b)	consignatário (b)	
8. Bill of lading (c)	connaissance (c)	conhecimento (c)	
9. Marks and numbers	marques et numéros	marcas e números	
10. Number and kind of packages; description of goods	nombre et genre de colis et nature de la marchandise	número e classe dos volumes e descri- ção das mercadorias	
11. Gross weight, in kg.	poids brut en kg.	pêso bruto em kg.	
12. Measurement in cubic meters	volume en m ³	volumes em m ³	
13. Final destination	dernière destination	pôrto fim de viagem	
14. Date of sailing port of loading	date de départ du port de chargement	data de partida de pôrto de embarque	
15. For official or shipowner's use (d)	usage officiel ou de l'armateur (d)	para uso oficial ou do armador (d)	
16. Date of issue	date de émission	data de emissão	
17. Signature of master, or other authorized person	signature du capitaine ou d'une personne autorisée	assinatura do capitão u outra pessoa autorizada	
NOTAS	NOTES	NOTES	NOTAS
(a) Solamente cuando las autoridades lo requieran	Only when the authorities require it	Seulement quand les autorités le demandent	Sòmente quando as autoridades o solicitam
(b) Cuando corresponda, indicar nombre y dirección de notificación	When appropriate, indicate name and address for notification	Le cas échéant, indiquer nom et adresse de la notification	Quando fôr o caso, indicar o nome e endereço de notificação
(c) Indicar abreviadamente los puertos originales de embarque de las mercaderías amparadas por conocimientos de embarque directos (carga de trasbordo)	State original ports of loading of goods shipped on through bills of lading (transshipped cargo)	Indiquer en abrégé les ports l'origine d'embarquement des marchandises protégés par les connaissements d'embarquement directs (transbordement)	Indicar abreviadamente os portos originaes de embarque das mercadorias amparadas por conhecimentos directos (carga com transbordo)
(d) Destinado a uso oficial (Aduana/Autoridad o Administración portuaria) o a datos del armador en el manifiesto de fletes (tarifa, flete pagado, flete por pagar, etc.)	Intended for official use (Customhouse/Port Authority) or for internal data of the shipowner in the freight manifest (freight rate, prepaid freight charge, freight charge to be paid, etc.)	Destiné aux autorités (douane/Autorité ou Administration du port) ou à des renseignements de l'armateur dans le manifest de frêts (tarif, frêt payé, frêt à payer, etc.)	Destinado a uso oficial (Aduana/Autoridade ou Administração Portuária) ou a dados do armador no manifesto de fretes (tarifa, frete pago, frete a pagar, etc.)
(*) Se hará un manifiesto separado en este formulario para las cargas peligrosas (explosivas, inflamables y venenosas)	A separate manifest shall be furnished in this form for dangerous cargo (explosive, flammable, poisonous)	On fera un manifeste séparé pour los chargements dangereux (explosifs, inflammables et véneneux)	Deverá fornecer-se separadamente um manifesto para cargas perigosas (explosivos, inflamáveis e venenosas)

TRANSLATION	TRADUCTION	TRADUÇÃO
<u>Crew list</u>	<u>Role d'equipage</u>	<u>Lista de tripulantes</u>
1. Type and name of ship	genre et nom du navire	classe e nome da embarcação
2. Port of arrival/departure	date arrivée/départ	pôrto de chegada/saída
3. Date of arrival/departure	date arrivée/départ	data de chegada/saída
4. Nationality of ship	nationalité du navire	nacionalidade da embarcação
5. Port arrived from	port de provenance	pôrto de procedência
5a. Voyage No.	voyage No.	viagem No.
6. Number	numéro	número
7. Family name, given names and sex (a)	nom et prénoms et sexe (a)	sobrenome e nome e sexo (a)
8. Rank or rating	rang ou ordre	cargo ou ocupação
9. Nationality	nationalité	nacionalidade
10. Date and place of birth	date et lieu de naissance	data e lugar de nascimento
11. Nature and No. of identity document (b)	genre et No. de document de identité (b)	classe e No. de documento de identidade (b)
12. Date and signature by master or authorized officer	date et signature du capitaine ou officiel autorisé	data e assinatura do capitão ou oficial autorizado

NOTAS

NOTE

NOTE

NOTA

(a) Indicar sexo sólo en caso femenino : (f)

Indicate only in case of female sex : (f)

Indiquer seulement en cas de sexe féminin : (f)

Indicar somente em caso de sexo feminino : (f)

(b) Indicar el documento de identidad :

Indicate nature of identity document :

Indiquer le document d'identité :

Indicar o documento de identidade :

CI=Cédula de identidad

IC=Identity card

CI=Carte d'identité

CI=Cédula de Identidade

LE=Libreta de embarco

SP=Seaman's passport

CE=Carte d'embarquement

CM=Caderneta de marítimo

PE=Permiso de embarco

SEM=Seaman's embarkation permit

PE=Permis d'embarquement

AE=Autorização de embarque

P=Pasaporte

P=Passport

P=Passport

P=Passaporte

(*) Exigible sólo a la llegada, a menos que haya habido cambios en el rol

Required upon entrance only, unless there were changes in the crew list while in port

Exigible seulement à l'arrivée, à moins qu'il y ait eu des changements dans le rôle

Exigível somente na chegada, a menos que se verifique modificações na lista

LISTA DE PASAJEROS (*)

Armedor y Agente

		Llegada	Salida	Pag. Nº	
1. Clase y nombre del buque		2. Puerto llegada/Salida		3. Fecha llegada/Salida	
4. Nacionalidad del buque		4. Puerto de destino del buque		4b. Viaje Nº	
5. Apellidos, nombres y sexo (a)	6. Nacionalidad	7. Fecha y lugar de nacimiento (b)	8. Puerto de embarco	9. Puerto de desembarco	
10. Fecha y firma del capitán o persona autorizada					

TRANSLATION

TRADUCTION

TRADUÇÃO

Passenger list

Manifeste de passagers

Lista de passageiros

1. Type and name of ship	gente et nom du navire	classe e nome da embarcacao
2. Port of arrival/departure	port d'arrivée/départ	pôrto de chegada/saída
3. Date of arrival/departure	date arrivée/départ	data de chegada/saída
4. Nationality of ship	nationalité du navire	nacionalidade da embarcação
4a. Port of destination of ship	port de destination du navire	pôrto seguinte da embarcação
4b. Voyage No.	voyage No.	viagem No.
5. No., family name, given names and sex (a)	No., nom et prénoms et sexe (a)	No., sobrenome e nome e sexo (a)
6. Nationality	nationalité	nacionalidade
7. Date and place of birth	date et lieu de naissance	data e lugar de nascimento
8. Port of embarkation	port d'embarquement	pôrto de embarque
9. Port of disembarkation	port de débarquement	pôrto de desembarque
10. Date and signature by master or authorized person	date et signature du capitame ou d'une personne autorisée	data e assinatura do capitão u outra pessoa autorizada

NOTAS

NOTES

NOTES

NOTAS

(a) Indicar sexo sólo en caso femenino: (f)	Indicate only in case of female sex: (f)	Indiquer seulement en cas de sexe féminin: (f)	Indicar sómente em caso de sexo femenino: (f)
(b) En los países en que se exija, indicar en la línea siguiente a la de fecha y lugar de nacimiento, la clase y número de documento de identidad.	In the countries where it is required, indicate on the line below date and place of birth, the type and number of identity document.	Dans les pays où cela est exigé, indiquer dans la ligne qui suit celle de la date et lieu de naissance, le genre et le numéro du document d'identité.	Nos países em que seja exigido o documento de identidade, a classe e o número do mesmo devem constar na linha seguinte a que consigna o lugar e a data de nascimento.
(*) No se presentará este documento cuando el buque no transporte pasajeros	This document is not to be presented when the vessels not carrying passengers	Quand le navire ne transporte pas des passagers, ce document ne sera pas présenté	Este documento não será apresentado quando a embarcação não transportar passageiros

TRANSLATION	TRADUCTION	TRADUÇÃO
<u>Ship's Stores Declaration</u> (Store List/Bazaar List)	<u>Déclaration de provisions de bord</u> (Liste de provisions/magasins)	<u>Lista de provisões</u> (Lista de provisões/bazar)
1. Type and name of ship	genre et nom du navire	classe e nome da embarcação
2. Port of arrival/departure	port d'arrivée/départ	pôrto de chegada/saída
3. Date of arrival/departure	date d'arrivée/départ	data de chegada/saída
4. Nationality of ship	nationalité du navire	nacionalidade da embarcação
5. Port arrived from/port of destination	port de provenance/port de destination	pôrto anterior/seguinte
6. Number of persons on board	nombre de personnes à bord	No. de pessoas a bordo
7. Approximate period of stay	permanence approximative	dias de estadia aprox.
8. Name of article	nom de la marchandise	nome de artigos
9. Quantity	quantité	quantidade
10. For official use	usage officiel	para uso oficial
11. Date and signature by master or authorized officer	date et signature du capitaine ou d'une personne autorisée	data e assinatura do capitão ou oficial autorizado
(*) Cuando el buque lleve tienda o bazar, se suministrará separadamente la lista de rancho y la de tienda	When there is a bazaar on board, a separate List of ship's stores must be presented, one for goods for use in the ship and another for merchandise carried for sale to passengers and crew	Quando a embarcação disponha de loja ou bazar, deverá fornecer separadamente a lista de provisões e a lista da loja

DECLARACION DE EFECTOS DE LA TRIPULACION (*)

Armador y Agente

Clase y nombre del buque		2. Efectos personales			pag. No.
3. Nacionalidad del buque					
4. No.	5. Apellidos y nombres	6. Grado o plaza			7. Firmas
8. Fecha y firma del capitán u oficial autorizado					

TRANSLATION	TRADUCTION	TRADUÇÃO
-------------	------------	----------

<u>Crew's Effects Declaration</u>	<u>Declaration d'effets de l'équipage</u>	<u>Declaração de artigos de tripulação</u>
-----------------------------------	---	--

- | | | |
|---|---|--|
| 1. Type and name of ship | genre et nom du navire | classe e nome da embarcação |
| 2. Personal effects | effets personnels | effeitos pessoais |
| 3. Nationality of ship | nationalité du navire | nacionalidade da embarcação |
| 4. Number | numéro | número |
| 5. Family name, given names | nom et prénoms | sobrenome e nome |
| 6. Rank or rating | rang ou ordre | cargo ou ocupação |
| 7. Signature | signature | assinatura |
| 8. Date and signature by master or authorized officer | date et signature du capitaine ou officier autorisé | data e assinatura do capitão ou oficial autorizado |

Úse declararán solamente los vinos, licores, cigarrillos, cigarrillos y demás efectos personales que la tripulación tenga a bordo en su poder que puedan ser negociables, imponibles o sujetos a restricciones por su naturaleza o cantidad.

Only wines, liquors, cigarettes, cigars and any other personal effects the crew may have on board in their possession, which either by their nature or quantity could be negotiable or subject to duties or restrictions, shall be declared.

On déclarera seulement les vins, cigarettes, cigars et d'autres effets personnels que l'équipage ait a bord et que par sa nature ou quantité puissent être négociables ou bien sujets à taxes ou restrictions.

Serão declarados somente os vinhos, licores, cigarros, fumos e demais efeitos pessoais que a tripulação tenha a bordo em seu poder que possam ser negociáveis, imponíveis ou sujeitos a restrições por sua natureza ou quantidade.

LAFTA 266 (X)

Resolution 266 (X)
December 4, 1979

Implementation of Resolution 254 (IX)
of the Conference and explanation of
the cargo manifest

The CONFERENCE of the CONTRACTING PARTIES, at its tenth regular session,

HAVING SEEN Resolution 254 (IX), which adopted the standard basic documents for entrance and clearance of merchant ships, whose fifth article provides that this Conference shall review the results obtained in its implementation.

CONSIDERING that, according to the reports gathered at the sixth meeting of the Advisory Committee on Transportation (14-17 September, 1970), Resolution 254 (IX) is still not being implemented in practice, although there would be no objections to implementing it and some LAFTA countries are taking the required administrative steps to do so; and that, in accordance with the information supplied at this Conference, only one contracting party has issued a decree on this matter;

That, in reporting to the Conference on this subject (LAFTA/C.X/dc 4), the Permanent Executive Committee requests the governments of the contracting parties to take the necessary steps to implement Resolution 254 (IX); and

That, when the Conference proposed a slight change in the format of LAFTA/OAS form 2, cargo manifest, attached to the resolution in reference, it was clear that an explanation on the matter was required.

RESOLVES:

FIRST. To recommend to the governments of the contracting parties that have not yet done so that they take such steps as required to expedite implementation of Resolution 254 (IX).

SECOND. To explain that note (d) on the back of LAFTA/OAS form 2, cargo manifest, attached to that resolution, refers to column 15, which is intended both for official use and use by the shipowner as well as for any comments that might be needed to be stamped after issuance of the manifest and to establish that, if necessary, the space now used for column 15 might be divided by introducing a column 15 (a), observations.

Annex 4

CONVENTION ON FACILITATION OF INTERNATIONAL MARITIME
TRAFFIC, 1965

Adopted and signed at the International Conference on
Facilitation of Maritime Travel and Transport,
convened by the Inter-Governmental Maritime
Consultative Organization

(London, 29 March to 9 April 1965)

**CONVENTION ON FACILITATION OF
INTERNATIONAL MARITIME TRAFFIC**

The Contracting Governments:

Desiring to facilitate maritime traffic by simplifying and reducing to a minimum the formalities, documentary requirements and procedures on the arrival, stay and departure of ships engaged in international voyages;

Have agreed as follows:

Article I

The Contracting Governments undertake to adopt, in accordance with the provisions of the present Convention and its Annex, all appropriate measures to facilitate and expedite international maritime traffic and to prevent unnecessary delays to ships and to persons and property on board.

Article II

(1) The Contracting Governments undertake to co-operate, in accordance with the provisions of the present Convention, in the formulation and application of measures for the facilitation of the arrival, stay and departure of ships. Such measures shall be, to the fullest extent practicable, not less favourable than measures applied in respect of other means of international transport; however, these measures may differ according to particular requirements.

(2) The measures for the facilitation of international maritime traffic provided for under the present Convention and its Annex apply equally to the ships of coastal and non-coastal States the Governments of which are Parties to the present Convention.

(3) The provisions of the present Convention do not apply to warships or pleasure yachts.

Article III

The Contracting Governments undertake to co-operate in securing the highest practicable degree of uniformity in formalities, documentary requirements and procedures in all matters in which such uniformity will facilitate and improve international maritime traffic and keep to a minimum any alterations in formalities, documentary requirements and procedures necessary to meet special requirements of a domestic nature.

Article IV

With a view to achieving the ends set forth in the preceding Articles of the present Convention, the Contracting Governments undertake to co-operate with each other or through the Inter-Governmental Maritime Consultative Organization (hereinafter called the "Organization") in matters relating to formalities, documentary requirements and procedures, as well as their application to international maritime traffic.

Article V

- (1) Nothing in the present Convention or its Annex shall be interpreted as preventing the application of any wider facilities which a Contracting Government grants or may grant in future in respect of international maritime traffic under its national laws or the provisions of any other international agreement.
- (2) Nothing in the present Convention or its Annex shall be interpreted as precluding a Contracting Government from applying temporary measures considered by that Government to be necessary to preserve public morality, order and security or to prevent the introduction or spread of diseases or pests affecting public health, animals or plants.
- (3) All matters that are not expressly provided for in the present Convention remain subject to the legislation of the Contracting Governments.

Article VI

For the purposes of the present Convention and its Annex:

- (a) "Standards" are those measures the uniform application of which by Contracting Governments in accordance with the Convention is necessary and practicable in order to facilitate international maritime traffic;
- (b) "Recommended Practices" are those measures the application of which by Contracting Governments is desirable in order to facilitate international maritime traffic.

Article VII

- (1) The Annex to the present Convention may be amended by the Contracting Governments, either at the proposal of one of them or by a conference convened for that purpose.
- (2) Any Contracting Government may propose an amendment to the Annex by forwarding a draft amendment to the Secretary-General of the Organization (hereinafter called the "Secretary-General"):
 - (a) Upon the express request of a Contracting Government, the Secretary-General shall communicate any such proposal directly to all Contracting Governments for their consideration and

acceptance. If he receives no such express request, the Secretary-General may proceed to such consultations as he deems advisable before communicating the proposal to the Contracting Governments;

- (b) Each Contracting Government shall notify the Secretary-General within one year from the receipt of any such communication whether or not it accepts the proposal;
- (c) Any such notification shall be made in writing to the Secretary-General who shall inform all Contracting Governments of its receipt;
- (d) Any amendment to the Annex under this paragraph shall enter into force six months after the date on which the amendment is accepted by a majority of the Contracting Governments;
- (e) The Secretary-General shall inform all Contracting Governments of any amendment which enters into force under this paragraph, together with the date on which such amendment shall enter into force.

(3) A conference of the Contracting Governments to consider amendments to the Annex shall be convened by the Secretary-General upon the request of at least one-third of these Governments. Every amendment adopted by such conference by a two-thirds majority of the Contracting Governments present and voting shall enter into force six months after the date on which the Secretary-General notifies the Contracting Governments of the amendment adopted.

(4) The Secretary-General shall notify promptly all signatory Governments of the adoption and entry into force of any amendment under this Article.

Article VIII*

(1) Any Contracting Government that finds it impracticable to comply with any Standard by bringing its own formalities, documentary requirements or procedures into full accord with it or which deems it necessary for special reasons to adopt formalities, documentary requirements or procedures differing from that Standard, shall so inform the Secretary-General and notify him of the differences between its own practice and such Standard. Such notification shall be made as soon as possible after entry into force of the present Convention for the Government concerned, or after the adoption of such differing formalities, documentary requirements or procedures.

(2) Notification by a Contracting Government of any such difference in the case of an amendment to a Standard or of a newly adopted Standard shall be made to the Secretary-General as soon as possible after the entry into force of such amended or newly adopted Standard, or after the

* *Editor's Note:* The text of notifications received from Contracting Governments in compliance with this Article is reproduced in a special publication entitled "Convention on Facilitation of International Maritime Traffic, 1965 - Supplement on the Annex" - Notifications by Contracting Governments under Article VIII of the Convention (Sales No. 76.09.B).

adoption of such differing formalities, documentary requirements or procedures and may include an indication of the action proposed to bring the formalities, documentary requirements or procedures into full accord with the amended or newly adopted Standard.

(3) Contracting Governments are urged to bring their formalities, documentary requirements and procedures into accord with the Recommended Practices insofar as practicable. As soon as any Contracting Government brings its own formalities, documentary requirements and procedures into accord with any Recommended Practice, it shall notify the Secretary-General thereof.

(4) The Secretary-General shall inform the Contracting Governments of any notification made to him in accordance with the preceding paragraphs of this Article.

Article IX

The Secretary-General shall convene a conference of the Contracting Governments for revision or amendment of the present Convention at the request of not less than one-third of the Contracting Governments. Any revision or amendments shall be adopted by a two-thirds majority vote of the Conference and then certified and communicated by the Secretary-General to all Contracting Governments for their acceptance. One year after the acceptance of the revision or amendments by two-thirds of the Contracting Governments, each revision or amendment shall enter into force for all Contracting Governments except those which, before its entry into force, make a declaration that they do not accept the revision or amendment. The Conference may by a two-thirds majority vote determine at the time of its adoption that a revision or amendment is of such a nature that any Contracting Government which has made such a declaration and which does not accept the revision or amendment within a period of one year after the revision or amendment enters into force shall, upon the expiration of this period, cease to be a party to the Convention.

Article X

(1) The present Convention shall remain open for signature for six months from this day's date and shall thereafter remain open for accession.

(2) The Governments of States Members of the United Nations, or of any of the specialized agencies, or the International Atomic Energy Agency, or Parties to the Statute of the International Court of Justice may become Parties to the present Convention by:

- (a) signature without reservation as to acceptance;
- (b) signature with reservation as to acceptance followed by acceptance; or
- (c) accession.

Acceptance or accession shall be effected by the deposit of an instrument with the Secretary-General.

(3) The Government of any State not entitled to become a Party under paragraph 2 of this Article may apply through the Secretary-General to become a Party and shall be admitted as a Party in accordance with paragraph 2, provided that its application has been approved by two-thirds of the Members of the Organization other than Associate Members.

Article XI

The present Convention shall enter into force sixty days after the date upon which the Governments of at least ten States have either signed it without reservation as to acceptance or have deposited instruments of acceptance or accession. It shall enter into force for a Government which subsequently accepts it or accedes to it sixty days after the deposit of the instrument of acceptance or accession.

Article XII

Three years after entry into force of the present Convention with respect to a Contracting Government, such Government may denounce it by notification in writing addressed to the Secretary-General who shall notify all Contracting Governments of the content and date of receipt of any such notification. Such denunciation shall take effect one year, or such longer period as may be specified in the notification, after its receipt by the Secretary-General.

Article XIII

- (1)
 - (a) The United Nations in cases where they are the administering authority for a territory, or any Contracting Government responsible for the international relations of a territory, shall as soon as possible consult with such territory in an endeavour to extend the present Convention to that territory, and may at any time by notification in writing given to the Secretary-General declare that the Convention shall extend to such territory.
 - (b) The present Convention shall from the date of the receipt of the notification or from such other date as may be specified in the notification extend to the territory named therein.
 - (c) The provisions of Article VIII of the present Convention shall apply to any territory to which the Convention is extended in accordance with the present Article; for this purpose, the expression "its own formalities, documentary requirements or procedures" shall include those in force in that territory.
 - (d) The present Convention shall cease to extend to any territory one year after the receipt by the Secretary-General of a notification to this effect, or on such later date as may be specified therein.
- (2) The Secretary-General shall inform all the Contracting Governments of the extension of the present Convention to any territory under paragraph 1 of this Article, stating in each case the date from which the Convention has been so extended.

Article XIV

The Secretary-General shall inform all signatory Governments, all Contracting Governments and all Members of the Organization of:

- (a) the signatures affixed to the present Convention and the dates thereof;
- (b) the deposit of instruments of acceptance and accession together with the dates of their deposit;
- (c) the date on which the Convention enters into force in accordance with Article XI;
- (d) any notification received in accordance with Articles XII and XIII and the date thereof;
- (e) the convening of any conference under Articles VII or IX.

Article XV

The present Convention and its Annex shall be deposited with the Secretary-General who shall transmit certified copies thereof to signatory Governments and to acceding Governments. As soon as the present Convention enters into force, it shall be registered by the Secretary-General in accordance with Article 102 of the Charter of the United Nations.

Article XVI

The present Convention and its Annex shall be established in the English and French languages, both texts being equally authentic. Official translations shall be prepared in the Russian and Spanish languages and shall be deposited with the signed originals.

IN WITNESS WHEREOF the undersigned being duly authorized by their respective Governments for that purpose have signed the present Convention.*

DONE at London this ninth day of April 1965.

* Signatures omitted.

ANNEX

SECTION I -- DEFINITIONS AND GENERAL PROVISIONS

A. DEFINITIONS

For the purpose of the provisions of this Annex, the following meanings shall be attributed to the terms listed:

Cargo. Any goods, wares, merchandise, and articles of every kind whatsoever carried on a ship, other than mail, ship's stores, ship's spare parts, ship's equipment, crew's effects and passengers' accompanied baggage.

Crew's effects. Clothing, items in everyday use and any other articles, which may include currency, belonging to the crew and carried on the ship.

Crew member. Any person actually employed for duties on board during a voyage in the working or service of a ship and included in the crew list.

Cruise ship. A ship on an international voyage carrying passengers participating in a group programme and accommodated aboard, for the purpose of making scheduled temporary tourist visits at one or more different ports, and which during the voyage does not normally:

- (a) embark or disembark any other passengers;
- (b) load or discharge any cargo.

Mail. Dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

Passenger in transit. A passenger who arrives by ship from a foreign country for the purpose of continuing his journey by ship or some other means of transport to a foreign country.

Passengers' accompanied baggage. Property, which may include currency, carried for a passenger on the same ship as the passenger, whether in his personal possession or not, so long as it is not carried under a contract of carriage or other similar agreement.

Public authorities. The agencies or officials in a State responsible for the application and enforcement of the laws and regulations of that State which relate to any aspect of the Standards and Recommended Practices contained in this Annex.

Shipowner. One who owns or operates a ship, whether a person, a corporation or other legal entity, and any person acting on behalf of the owner or operator.

Ship's equipment. Articles, other than ship's spare parts, on board a ship for use thereon, which are removable but not of a consumable nature, including accessories such as lifeboats, life-saving devices, furniture, ship's apparel and similar items.

Ship's spare parts. Articles of a repair or replacement nature for incorporation in the ship in which they are carried.

Ship's stores. Goods for use in the ship, including consumable goods, goods carried for sale to passengers and crew members, fuel and lubricants, but excluding ship's equipment and ship's spare parts.

Shore leave. Permission for a crew member to be ashore during the ship's stay in port within such geographical or time limits, if any, as may be decided by the public authorities.

Time of arrival. Time when a ship first comes to rest, whether at anchor or at a dock, in a port.

B. GENERAL PROVISIONS

In conjunction with paragraph 2 of Article V of the Convention, the provisions of this Annex shall not preclude public authorities from taking such appropriate measures, including calling for further information, as may be necessary in cases of suspected fraud or to deal with special problems constituting a grave danger to public order (*ordre public*), public security or public health, or to prevent the introduction or spread of diseases or pests affecting animals or plants.

1.1 *Standard.* Public authorities shall in all cases require only essential information to be furnished, and shall keep the number of items to a minimum.

Where a specific list of particulars is set out in the Annex, public authorities shall not require to be furnished such of those particulars as they consider not essential.

1.2 *Recommended Practice.* Notwithstanding the fact that documents for certain purposes may be separately prescribed and required in this Annex, public authorities, bearing in mind the interests of those who are required to complete the documents as well as the purposes for which they are to be used, should provide for any two or more such documents to be combined into one in any case in which this is practicable and in which an appreciable degree of facilitation would result.

SECTION 2 - ARRIVAL, STAY AND DEPARTURE OF THE SHIP

This section contains the provisions concerning the formalities required of shipowners by the public authorities on the arrival, stay and departure of the ship and shall not be read so as to preclude a requirement for the presentation for inspection by the appropriate authorities of certificates and other papers carried by the ship pertaining to its registry, measurement, safety, manning and other related matters.

A. GENERAL

2.1 *Standard.* Public authorities shall not require for their retention, on arrival or departure of ships to which the Convention applies, any documents other than those covered by the present section.

The documents in question are:

- General Declaration
- Cargo Declaration
- Ship's Stores Declaration
- Crew's Effects Declaration
- Crew List
- Passenger List
- The document required under the Universal Postal Convention for mail
- Maritime Declaration of Health.

B. CONTENTS AND PURPOSE OF DOCUMENTS

2.2 *Standard.* The General Declaration shall be the basic document on arrival and departure providing information required by public authorities relating to the ship.

2.2.1 *Recommended Practice.* The same form of General Declaration should be accepted for both the arrival and the departure of a ship.

2.2.2 *Recommended Practice.* In the General Declaration public authorities should not require more than the following information:

- Name and description of the ship
- Nationality of ship
- Particulars regarding registry
- Particulars regarding tonnage
- Name of master
- Name and address of ship's agent
- Brief description of the cargo
- Number of crew
- Number of passengers
- Brief particulars of voyage
- Date and time of arrival, or date of departure
- Port of arrival or departure
- Position of the ship in the port.

2.2.3 *Standard.* Public authorities shall accept a General Declaration dated and signed by the master, the ship's agent or some other person duly authorized by the master.

2.3 *Standard.* The Cargo Declaration shall be the basic document on arrival and departure providing information required by public authorities relating to the cargo. However, particulars of any dangerous cargo may also be required to be furnished separately.

2.3.1 *Recommended Practice.* In the Cargo Declaration public authorities should not require more than the following information:

(a) on arrival

- Name and nationality of the ship
- Name of master
- Port arrived from
- Port where report is made
- Marks and numbers; number and kind of packages; quantity and description of the goods
- Bill of lading numbers for cargo to be discharged at the port in question
- Ports at which cargo remaining on board will be discharged
- Original ports of shipment in respect of goods shipped on through bills of lading

(b) on departure

- Name and nationality of the ship
- Name of master
- Port of destination
- In respect of goods loaded at the port in question: marks and numbers; number and kind of packages; quantity and description of the goods
- Bill of lading numbers for cargo loaded at the port in question.

2.3.2 *Standard.* In respect of cargo remaining on board, public authorities should require only brief details of the minimum essential items of information to be furnished.

2.3.3 *Standard.* Public authorities shall accept a Cargo Declaration dated and signed by the master, the ship's agent or some other person duly authorized by the master.

2.3.4 *Recommended Practice.* Public authorities should accept in place of the Cargo Declaration a copy of the ship's manifest provided it contains all the information required in accordance with Recommended Practices 2.3.1 and 2.3.2 and is dated and signed in accordance with Standard 2.3.3.

As an alternative, public authorities may accept a copy of the bill of lading signed in accordance with Standard 2.3.3 or certified as a true copy, if the nature and quantity of cargo make this practicable and provided that any information in accordance with Recommended Practices 2.3.1 and 2.3.2 which does not appear in such documents is also furnished elsewhere and duly certified.

2.3.5 *Recommended Practice.* Public authorities should allow unmanifested parcels in possession of the master to be omitted from the Cargo Declaration provided that particulars of these parcels are furnished separately.

2.4 *Standard.* The Ship's Stores Declaration shall be the basic document on arrival and departure providing information required by public authorities relating to ship's stores.

2.4.1 *Standard.* Public authorities shall accept a Ship's Stores Declaration dated and signed by the master or by some other ship's officer duly authorized by the master and having personal knowledge of the facts regarding the ship's stores.

2.5 *Standard.* The Crew's Effects Declaration shall be the basic document providing information required by public authorities relating to crew's effects. It shall not be required on departure.

2.5.1 *Standard.* Public authorities shall accept a Crew's Effects Declaration dated and signed by the master or by some other ship's officer duly authorized by the master. The public authorities may also require each crew member to place his signature, or, if he is unable to do so, his mark, against the declaration relating to his effects.

2.5.2 *Recommended Practice.* Public authorities should normally require particulars of only those crew's effects which are dutiable or subject to prohibitions or restrictions.

2.6 *Standard.* The Crew List shall be the basic document providing public authorities with information relating to the number and composition of the crew on the arrival and departure of a ship.

2.6.1 *Recommended Practice.* In the Crew List, public authorities should not require more than the following information:

- Name and nationality of the ship
- Family name
- Given names
- Nationality
- Rank or rating
- Date and place of birth
- Nature and number of identity document
- Port and date of arrival
- Arriving from.

2.6.2 *Standard.* Public authorities shall accept a Crew List dated and signed by the master or by some other ship's officer duly authorized by the master.

2.7 *Standard.* The Passenger List shall be the basic document providing public authorities with information relating to passengers on the arrival and departure of a ship.

2.7.1 *Recommended Practice.* Public authorities should not require Passenger Lists on short sea routes or combined ship/railway services between neighbouring countries.

2.7.2 *Recommended Practice.* Public authorities should not require Embarkation or Disembarkation Cards in addition to Passenger Lists in respect of passengers whose names appear on those Lists. However, where public authorities have special problems constituting a grave danger to public health a person on an international voyage may on arrival be required to give a destination address in writing.

2.7.3 Recommended Practice. In the Passenger List public authorities should not require more than the following information:

- Name and nationality of the ship
- Family name
- Given names
- Nationality
- Date of birth
- Place of birth
- Port of embarkation
- Port of disembarkation
- Port and date of arrival of the ship.

2.7.4 Recommended Practice. A list compiled by shipping companies for their own use should be accepted in place of the Passenger List, provided it contains at least the information required in accordance with Recommended Practice 2.7.3 and is dated and signed in accordance with Standard 2.7.5.

2.7.5 Standard. Public authorities shall accept a Passenger List dated and signed by the master, the ship's agent or some other person duly authorized by the master.

2.7.6 Standard. Public authorities should ensure that shipowners notify them on arrival of the presence of any stowaway discovered on board.

2.8 Standard. Public authorities shall not require on arrival or departure of the ship any written declaration in respect of mail other than that prescribed in the Universal Postal Convention.

2.9 Standard. The Maritime Declaration of Health shall be the basic document providing information required by Port Health authorities relating to the state of health on board a ship during the voyage and on arrival at a port.

C. DOCUMENTS ON ARRIVAL

2.10 Standard. In respect of a ship's arrival in port, public authorities shall not require more than:

- 5 copies of the General Declaration
- 4 copies of the Cargo Declaration
- 4 copies of the Ship's Stores Declaration
- 2 copies of the Crew's Effects Declaration
- 4 copies of the Crew List
- 4 copies of the Passenger List
- 1 copy of the Maritime Declaration of Health.

D. DOCUMENTS ON DEPARTURE

2.11 *Standard.* In respect of a ship's departure from port, public authorities shall not require more than:

- 5 copies of the General Declaration
- 4 copies of the Cargo Declaration
- 3 copies of the Ship's Stores Declaration
- 2 copies of the Crew List
- 2 copies of the Passenger List.

2.11.1 *Standard.* A new Cargo Declaration should not be required on departure from a port in respect of cargo which has been the subject of a declaration on arrival in that port and which has remained on board.

2.11.2 *Recommended Practice.* A separate Ship's Stores Declaration on departure should not be required in respect of ship's stores which have been the subject of a declaration on arrival, nor in respect of stores shipped in the port and covered by another customs document presented in that port.

2.11.3 *Standard.* Where public authorities require information about the crew of a ship on its departure, a copy of the Crew List, presented on arrival, shall be accepted on departure if signed again and endorsed to indicate any change in the number or composition of the crew or to indicate that no such change has occurred.

*E. MEASURES TO FACILITATE CLEARANCE OF CARGO,
PASSENGERS, CREW AND BAGGAGE*

2.12 *Recommended Practice.* Public authorities should, with the co-operation of shipowners and port administrations, take appropriate measures to the end that port time may be kept to a minimum and should provide satisfactory port traffic flow arrangements, should frequently review all procedures in connexion with the arrival and departure of ships including arrangements for embarkation and disembarkation, loading and unloading, servicing and the like. They should also make arrangements whereby cargo ships and their loads can be entered and cleared, in so far as may be practicable, at the ship working area.

2.12.1 *Recommended Practice.* Public authorities should, with the co-operation of shipowners and port administrations, take appropriate measures to the end that satisfactory port traffic flow arrangements are provided so that handling and clearance procedures for cargo will be smooth and uncomplicated. These arrangements should cover all phases from the time the ship arrives at the dock for unloading and customs clearance and for warehousing and re-forwarding of the cargo if required. There should be convenient and direct access between the cargo warehouse and the customs area, both of which should be located close to the dock area, and mechanical conveyance systems should be available, where possible.

2.12.2 *Recommended Practice.* Public authorities should encourage owners and/or operators of cargo docks and warehouses to provide special storage facilities for cargo subject to high risk of theft, and to protect those areas in which cargo is to be stored, either temporarily or for long terms, prior to onward shipment or local delivery against access by unauthorized persons.

2.12.3 *Standard.* Public authorities shall, subject to compliance with their respective regulations, permit the temporary import of containers and pallets without payment of customs duties and other taxes and charges and shall facilitate their use in maritime traffic.

2.12.4 *Recommended Practice.* Public authorities should provide in their regulations, referred to in Standard 2.12.3, for the acceptance of a simple declaration to the effect that containers and pallets temporarily imported will be re-exported within the time limit set by the State concerned.

2.12.5 *Recommended Practice.* Public authorities should permit containers and pallets entering the territory of a State under the provisions of Standard 2.12.3 to depart the limits of the port of arrival for clearance of imported cargo and/or loading of export cargo under simplified control procedures and with a minimum of documentation.

F. CONSECUTIVE CALLS AT TWO OR MORE PORTS IN THE SAME STATE

2.13 *Recommended Practice.* Taking into account the procedures carried out on the arrival of a ship at the first port of call in the territory of a State, the formalities and documents required by the public authorities at any subsequent port of call in that country visited without intermediate call at a port in another country should be kept to a minimum.

G. COMPLETION OF DOCUMENTS

2.14 *Recommended Practice.* Public authorities should as far as possible accept the documents provided for in this Annex except as regards Standard 3.7 irrespective of the language in which the required information is furnished thereon, provided that they may require a written or oral translation into one of the official languages of their country or of the Organization when they deem it necessary.

2.15 *Standard.* Typewriting shall not be required in completing documents provided for in this Section. Entries handwritten in ink or indelible pencil shall be accepted when legible. Documents produced by electronic and other automatic data processing techniques, in legible and understandable form, shall be accepted.

2.16 *Standard.* Public authorities of the country of any intended port of arrival, discharge, or transit shall not require any document relating to the ship, its cargo, stores, passengers or crew, as mentioned in this Section, to be legalized, verified, authenticated, or previously dealt with by any of their representatives abroad. This shall not be deemed to preclude a requirement for the presentation of a passport or other identity document of a passenger or crew member for visa or similar purposes.

H. SPECIAL MEASURES OF FACILITATION FOR SHIPS CALLING AT PORTS IN ORDER TO PUT ASHORE SICK OR INJURED CREW MEMBERS, PASSENGERS OR OTHER PERSONS FOR EMERGENCY MEDICAL TREATMENT

2.17 *Standard.* Public authorities shall seek the co-operation of shipowners to ensure that, when ships intend to call at ports for the sole purpose of putting ashore sick or injured crew members, passengers or other persons for emergency medical treatment, the master shall give the public authorities as much notice as possible of that intention, with the fullest possible details of the sickness or injury and of the identity and status of the persons.

2.18 *Standard.* Public authorities shall by radio whenever possible, but in any case by the fastest channels available, inform the master, before the arrival of the ship, of the documentation and the procedures necessary to put the sick or injured persons ashore expeditiously and to clear the ship without delay.

2.19 *Standard.* With regard to ships calling at ports for this purpose and intending to leave again immediately, public authorities shall give priority in berthing if the state of the sick person or the sea conditions do not allow a safe disembarkation in the roads or harbour approaches.

2.20 *Standard.* With regard to ships calling at ports for this purpose and intending to leave again immediately, public authorities shall not normally require the documents mentioned in Standard 2.1 with the exception of the Maritime Declaration of Health and, if it is indispensable, the General Declaration.

2.21 *Standard.* Where public authorities require the General Declaration, this document shall not contain more information than that mentioned in Recommended Practice 2.2.2 and, wherever possible, shall contain less.

2.22 *Standard.* Where the public authorities apply control measures related to the arrival of a ship prior to sick or injured persons being put ashore, emergency medical treatment and measures for the protection of public health shall take precedence over these control measures.

2.23 *Standard.* Where guarantees or undertakings are required in respect of costs of treatment or eventual removal or repatriation of the persons concerned, emergency medical treatment shall not be withheld or delayed while these guarantees or undertakings are being obtained.

2.24 *Standard.* Emergency medical treatment and measures for the protection of public health shall take precedence over any control measures which public authorities may apply to sick or injured persons being put ashore.

SECTION 3 -- ARRIVAL AND DEPARTURE OF PERSONS

This section contains the provisions concerning the formalities required by public authorities from crew and passengers on the arrival or departure of a ship.

A. ARRIVAL AND DEPARTURE REQUIREMENTS AND PROCEDURES

3.1 *Standard.* A valid passport shall be the basic document providing public authorities with information relating to the individual passenger on arrival or departure of a ship.

3.1.1 *Recommended Practice.* Contracting Governments should as far as possible agree, by bilateral or multilateral agreements, to accept official documents of identity in lieu of passports.

3.2 *Recommended Practice.* Public authorities should make arrangements whereby passports, or official documents of identity accepted in their place, from ship's passengers need be inspected by the immigration authorities only once at the time of arrival and once at the time of departure. In addition these passports or official documents of identity may be required to be produced for the purpose of verification or identification in connexion with customs and other formalities on arrival and departure.

3.3 *Recommended Practice.* After individual presentation of passports or official documents of identity accepted in their place, public authorities should hand back such documents immediately after examination rather than withholding them for the purpose of obtaining additional control, unless there is some obstacle to the admission of a passenger to the territory.

3.4 *Recommended Practice.* Public authorities should not require from embarking or disembarking passengers, or from shipowners on their behalf, any information in writing supplementary to or repeating that already presented in their passports or official documents of identity, other than as necessary to complete any documents provided for in this Annex.

3.5 *Recommended Practice.* Public authorities which require written supplementary information other than as necessary to complete any documents provided for in this Annex, from embarking or disembarking passengers, should limit requirements for further identification of passengers to the items set forth in Recommended Practice 3.6 (Embarkation/Disembarkation Card). Public authorities should accept the Embarkation/Disembarkation Card when completed by the passenger and should not require that it be completed or checked by the shipowner. Legible handwritten script should be accepted on the card, except where the form specifies block lettering. One copy only of the Embarkation/Disembarkation Card, which may include one or more simultaneously prepared carbon copies, should be required from each passenger.

3.6 Recommended Practice. In the Embarkation/Disembarkation Card public authorities should not require more than the following information:

- Family name
- Given names
- Nationality
- Number of passport or other official identity document
- Date of birth
- Place of birth
- Occupation
- Port of Embarkation/Disembarkation
- Sex
- Destination address
- Signature.

3.7 Standard. In cases where evidence of protection against cholera, yellow fever or smallpox is required from persons on board a ship, public authorities shall accept the International Certificate of Vaccination or Re-Vaccination in the forms provided for in the International Health Regulations.

3.8 Recommended Practice. Medical examination of persons on board or of persons disembarking from ships should normally be limited to those persons arriving from an area infected with one of the quarantinable diseases within the incubation period of the disease concerned (as stated in the International Health Regulations). Additional medical examination may, however, be required in accordance with the International Health Regulations.

3.9 Recommended Practice. Public authorities should normally perform customs inspection of inbound passengers' accompanied baggage on a sampling or selective basis. Written declarations in respect of passengers' accompanied baggage should be dispensed with as far as possible.

3.9.1 Recommended Practice. Public authorities should, wherever possible, waive inspection of accompanied baggage of departing passengers.

3.9.2 Recommended Practice. Where inspection of accompanied baggage of departing passengers cannot be waived completely, such inspection should normally be performed on a sampling or selective basis.

3.10 Standard. A valid seafarer's identity document or a passport shall be the basic document providing public authorities with information relating to the individual member of the crew on arrival or departure of a ship.

3.10.1 Standard. In the seafarer's identity document, public authorities shall not require more than the following information:

- Family name
- Given names
- Date and place of birth
- Nationality
- Physical characteristics
- Photograph (authenticated)
- Signature
- Date of expiry (if any)
- Issuing public authority.

3.10.2 *Standard.* When it is necessary for a seafarer to enter or leave a country as a passenger by any means of transportation for the purpose of

- (a) joining his ship or transferring to another ship,
- (b) passing in transit to join his ship in another country, or for repatriation, or for any other purpose approved by the authorities of the country concerned,

public authorities shall accept from that seafarer in place of a passport the valid seafarer's identity document, when this document guarantees the readmission of the bearer to the country which issued the document.

3.10.3 *Recommended Practice.* Public authorities should not normally require presentation of individual identity documents or of information supplementing the seafarer's identity document in respect of members of the crew other than that given in the Crew List.

B. MEASURES TO FACILITATE CLEARANCE OF CARGO, PASSENGERS, CREW AND BAGGAGE

3.11 *Recommended Practice.* Public authorities should, with the co-operation of shipowners and port administrations, take appropriate measures to the end that satisfactory port traffic flow arrangements may be provided so that passengers, crew and baggage can be cleared rapidly, should provide adequate personnel, and should ensure that adequate installations are provided, particular attention being paid to baggage loading, unloading and conveyance arrangements (including the use of mechanized systems) and to points where passenger delays are frequently found to occur. Arrangements should be made, when necessary, for passage under shelter between the ship and the point where the passenger and crew check is to be made.

3.11.1 *Recommended Practice.* Public authorities should:

- (a) in co-operation with shipowners and port administrations introduce suitable arrangements, such as:
 - (i) an individual and continuous method of processing passengers and baggage;
 - (ii) a system which would permit passengers readily to identify and obtain their checked baggage as soon as it is placed in an area where it may be claimed;
- (b) ensure that port administrations take all necessary measures so that:
 - (i) easy and speedy access for passengers and their baggage, to and from local transport, is provided;
 - (ii) if crews are required to report to premises for governmental purposes, those premises should be readily accessible, and as close to one another as practicable.

3.12 *Standard.* Public authorities should require that shipowners ensure that ship's personnel take all appropriate measures which will help expedite arrival procedures for passengers and crew. These measures may include:

- (a) furnishing public authorities concerned with an advance message giving the best estimated time of arrival, followed by information as to any change in time, and stating the itinerary of the voyage where this may affect inspection requirements;
- (b) having ship's documents ready for prompt review;
- (c) providing for ladders or other means of boarding to be rigged while the ship is *en route* to berth or anchorage;
- (d) providing for prompt, orderly assembling and presentation of persons on board, with necessary documents, for inspection, with attention to arrangements for relieving crew members for this purpose from essential duties in engine rooms and elsewhere.

3.13 *Recommended Practice.* The practice of entering names on passenger and crew documents should be to put the family name or names first. Where both paternal and maternal family names are used, the paternal family name should be placed first. Where for married women both the husband's and wife's paternal family names are used, the husband's paternal family name should be placed first.

3.14 *Standard.* Public authorities shall, without unreasonable delay, accept passengers and crew for examination as to their admission into the State when such examination is required.

3.15 *Standard.* Public authorities shall not impose any penalty upon shipowners in the event that any control document in possession of a passenger is found by public authorities to be inadequate, or if, for that reason, the passenger is found to be inadmissible to the State.

3.15.1 *Standard.* Public authorities should invite shipowners to take all reasonable precautions to the end that passengers hold any control documents required by Contracting Governments.

3.15.2 *Recommended Practice.* For use at marine terminals and on board ships in order to facilitate and expedite international maritime traffic, public authorities should implement, or where the matter does not come within their jurisdiction, recommend to the responsible parties in their country to implement, standardized international signs and symbols developed or accepted by the Organization in co-operation with other appropriate international organizations and which, to the greatest extent practicable, are common to all modes of transport.

C. FACILITATION FOR SHIPS ENGAGED ON CRUISES AND FOR CRUISE PASSENGERS

3.16.1 *Standard.* Public authorities shall authorize granting of pratique by radio to a cruise ship when, on the basis of information received from it prior to its arrival, the health authority for the intended port of arrival is of the opinion that its arrival will not result in the introduction or spread of a quarantinable disease.

3.16.2 *Standard.* For cruise ships, the General Declaration, the Passenger List and the Crew List shall be required only at the first port of arrival and final port of departure in a country, provided that there has been no change in the circumstances of the voyage.

3.16.3 *Standard.* For cruise ships, the Ship's Stores Declaration and the Crew's Effects Declaration shall be required only at the first port of arrival in a country.

3.16.4 *Standard.* Passports or other official documents of identity shall at all times remain in the possession of cruise passengers.

3.16.5 *Recommended Practice.* If a cruise ship stays at a port for less than 72 hours, it should not be necessary for cruise passengers to have visas, except in special circumstances determined by the public authorities concerned.

Note: It is the intention of this Recommended Practice that each Contracting State may issue to such passengers or accept from them upon arrival, some form indicating that they have permission to enter the territory.

3.16.6 *Standard.* Cruise passengers shall not be unduly delayed by the control measures exercised by public authorities.

3.16.7 *Standard.* In general, except for the purpose of establishing identity, cruise passengers shall not be subject to personal examination by immigration officials.

3.16.8 *Standard.* If a cruise ship calls consecutively at more than one port in the same country, passengers shall, in general, be examined by public authorities at the first port of arrival and at the final port of departure only.

3.16.9 *Recommended Practice.* To facilitate their prompt disembarkation, the inward control of passengers on a cruise ship, where practicable, should be carried out on board before arrival at the place of disembarkation.

3.16.10 *Recommended Practice.* Cruise passengers who disembark at one port and rejoin the same ship at another port in the same country should enjoy the same facilities as passengers who disembark and rejoin a cruise ship at the same port.

3.16.11 *Recommended Practice.* The Maritime Declaration of Health should be the only health control necessary for cruise passengers.

3.16.12 *Standard.* Duty-free ship's stores shall be allowed aboard ship for cruise passengers during the ship's stay in port.

3.16.13 *Standard.* Cruise passengers shall not be required to give a written Customs Declaration.

3.16.14 *Recommended Practice.* Cruise passengers should not be subject to any currency control.

3.16.15 *Standard.* Embarkation/Disembarkation Cards shall not be necessary for cruise passengers.

3.16.16 *Recommended Practice.* Except where passenger control is based solely on the Passenger List the public authorities should not insist on the completion of the following details on the Passenger List:

- Nationality (column 6)
- Date and place of birth (column 7)
- Port of embarkation (column 8)
- Port of disembarkation (column 9)

***D. SPECIAL MEASURES OF FACILITATION FOR PASSENGERS
IN TRANSIT***

3.17.1 *Standard.* A passenger in transit who remains on board the ship on which he arrived and departs with it shall not normally be subjected to routine control by public authorities.

3.17.2 *Recommended Practice.* A passenger in transit should be allowed to retain his passport or other identity document.

3.17.3 *Recommended Practice.* A passenger in transit should not be required to complete a Disembarkation/Embarkation Card.

3.17.4 *Recommended Practice.* A passenger in transit who is continuing his journey from the same port in the same ship should normally be granted temporary permission to go ashore during the ship's stay in port if he so wishes.

3.17.5 *Recommended Practice.* A passenger in transit who is continuing his journey from the same port in the same ship should not be required to have a visa, except in special circumstances determined by the public authorities concerned.

3.17.6 *Recommended Practice.* A passenger in transit who is continuing his journey from the same port in the same ship should not normally be required to give a written Customs Declaration.

3.17.7 *Recommended Practice.* A passenger in transit who leaves the ship at one port and embarks in the same ship at a different port in the same country should enjoy the same facilities as a passenger who arrives and departs in the same ship at the same port.

***E. MEASURES OF FACILITATION FOR SHIPS ENGAGED
IN SCIENTIFIC SERVICES***

3.18 *Recommended Practice.* A ship engaged in scientific services carries personnel who are necessarily engaged on the ship for such scientific purposes of the voyage. If so identified, such personnel should be granted facilities at least as favourable as those granted to the crew members of that ship.

**F. FURTHER MEASURES OF FACILITATION FOR FOREIGNERS
BELONGING TO THE CREWS OF SHIPS ENGAGED IN
INTERNATIONAL VOYAGES - SHORE LEAVE**

3.19 *Standard.* Foreign crew members shall be allowed ashore by the public authorities while the ship on which they arrive is in port, provided that the formalities on arrival of the ship have been fulfilled and the public authorities have no reason to refuse permission to come ashore for reasons of public health, public safety or public order.

3.19.1 *Standard.* Crew members shall not be required to hold a visa for the purpose of shore leave.

3.19.2 *Recommended Practice.* Crew members before going on or returning from shore leave should not normally be subjected to personal checks.

3.19.3 *Standard.* Crew members shall not be required to have a special permit, e.g. a shore leave pass, for the purpose of shore leave.

3.19.4 *Recommended Practice.* If crew members are required to carry documents of identity with them when they are on shore leave, these documents should be limited to those mentioned in Standard 3.10.

**SECTION 4 - PUBLIC HEALTH AND QUARANTINE INCLUDING
SANITARY MEASURES FOR ANIMALS AND PLANTS**

4.1 *Standard.* Public authorities of a State not Party to the International Health Regulations should endeavour to apply the relevant provisions of these Regulations to international shipping.

4.2 *Recommended Practice.* Contracting Governments having certain interests in common owing to their health, geographical, social or economic conditions should conclude special arrangements pursuant to Article 98 of the International Health Regulations when such arrangements will facilitate the application of those Regulations.

4.3 *Recommended Practice.* Where Sanitary Certificates or similar documents are required in respect of shipments of certain animals, plants or products thereof, such certificates and documents should be simple and widely publicized and Contracting Governments should co-operate with a view to standardizing such requirements.

4.4 *Recommended Practice.* Public authorities should whenever practicable authorize granting of pratique by radio to a ship when, on the basis of information received from it prior to its arrival, the health authority for the intended port of arrival is of the opinion that its arrival will not result in the introduction or spread of a quarantinable disease. Health authorities should as far as practicable be allowed to join a ship prior to entry of the ship into port.

4.4.1 *Standard.* Public authorities should seek the co-operation of shipowners to ensure compliance with any requirement that illness on a ship is to be reported promptly by radio to health authorities for the port for which the ship is destined, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for health procedures on arrival.

4.5 *Standard.* Public authorities shall make arrangements to enable all travel agencies and others concerned to make available to passengers, sufficiently in advance of departure, lists of the vaccinations required by the public authorities of the countries concerned, as well as vaccination certificate forms conforming to the International Health Regulations. Public authorities shall take all possible measures to have vaccinators use the International Certificates of Vaccination or Re-Vaccination, in order to assure uniform acceptance.

4.6 *Recommended Practice.* Public authorities should provide facilities for the completion of International Certificates of Vaccination or Re-Vaccination as well as facilities for vaccination, at as many ports as feasible.

4.7 *Standard.* Public authorities shall ensure that sanitary measures and health formalities are initiated forthwith, completed without delay, and applied without discrimination.

4.8 *Recommended Practice.* Public authorities should maintain at as many ports as feasible adequate facilities for the administration of public health, animal and agricultural quarantine measures.

4.9 *Standard.* There should be maintained readily available at as many ports in a State as feasible such medical facilities as may be reasonable and practicable for the emergency treatment of crews and passengers.

4.10 *Standard.* Except in the case of an emergency constituting a grave danger to public health, a ship which is not infected or suspected of being infected with a quarantinable disease, shall not on account of any other epidemic disease be prevented by the health authorities for a port from discharging or loading cargo or stores or taking on fuel or water.

4.11 *Recommended Practice.* Shipments of animals, animal raw materials, crude animal products, animal foodstuffs and quarantinable plant products should be permitted in specified circumstances when accompanied by a quarantine certificate in the form agreed by the States concerned.

SECTION 5—MISCELLANEOUS PROVISIONS

A. BONDS AND OTHER FORMS OF SECURITY

5.1 *Recommended Practice.* Where public authorities require bonds or other forms of security from shipowners to cover liabilities under the customs, immigration, public health, agricultural quarantine or similar laws and regulations of a State, they should permit the use of a single comprehensive bond or other form of security wherever possible.

B. ERRORS IN DOCUMENTATION AND PENALTIES THEREFOR

5.2 *Standard.* Public authorities shall, without delaying the ship, allow corrections of errors in a document provided for in this Annex, which they are satisfied are inadvertent, not of a serious nature, not due to recurrent carelessness and not made with intent to violate laws or regulations, on the condition that these errors are discovered before the document is fully checked and the corrections can be effected without delay.

5.3 *Standard.* If errors are found in documents provided for in this Annex, signed by or on behalf of a shipowner or master, no penalties shall be imposed until an opportunity has been given to satisfy the public authorities that the errors were inadvertent, not of a serious nature, not due to recurrent carelessness and not made with intent to violate laws or regulations.

C. SERVICES AT PORTS

5.4 *Recommended Practice.* The normal services of public authorities at a port should be provided without charge during regular working hours. Public authorities should endeavour to establish regular working hours for their services at ports consistent with the usual periods of substantial work load.

5.4.1 *Standard.* Contracting Governments should adopt all practicable measures to organize the normal services of public authorities at ports in order to avoid unnecessary delay of ships after their arrival or when ready to depart and reduce the time for completion of formalities to a minimum, provided that sufficient notice of estimated time of arrival or departure shall be given to the public authorities.

5.4.2 *Standard.* No charge shall be made by a health authority for any medical examination, or any supplementary examination, whether bacteriological or otherwise, carried out at any time of the day or night, if such examination is required to ascertain the health of the person examined, nor for visit to and inspection of a ship for quarantine purposes except inspection of a ship for the issue of a Deratting or Deratting Exemption Certificate, nor shall a charge be made for any vaccination of a person arriving by ship nor for a certificate thereof. However, where measures other than these are necessary in respect of a ship or its passengers or crew and charges are made for them by a health authority, such charges shall be made in accordance with a single tariff which shall be uniform to the territory concerned and they shall be levied without distinction as to the nationality, domicile or residence of any person concerned or as to the nationality, flag, registry or ownership of the ship.

5.4.3 *Recommended Practice.* When the services of public authorities are provided outside the regular working hours referred to in Recommended Practice 5.4, they should be provided on terms which shall be moderate and not exceed the actual cost of the services rendered.

5.5 *Standard.* Where the volume of traffic at a port warrants, public authorities shall ensure that services are provided for the accomplishment of the formalities in respect of cargo and baggage, regardless of value or type.

5.6 *Recommended Practice.* Contracting Governments should endeavour to make arrangements whereby one Government will permit another Government certain facilities before or during the voyage to examine ships, passengers, crew, baggage, cargo and documentation for customs, immigration, public health, plant and animal quarantine purposes when such action will facilitate clearance upon arrival in the latter State.

D. CARGO NOT DISCHARGED AT THE PORT OF INTENDED DESTINATION

5.7 *Standard.* Where any cargo listed on the Cargo Declaration is not discharged at the port of intended destination, public authorities shall permit amendment of the Cargo Declaration and shall not impose penalties if satisfied that the cargo was not in fact loaded on the ship, or, if loaded, was landed at another port.

5.8 *Standard.* When by error, or for other valid reason, any cargo is discharged at a port other than the port of intended destination, public authorities shall facilitate reforwarding to its intended destination. This provision does not apply to dangerous, prohibited or restricted cargo.

E. LIMITATION OF SHIPOWNER'S RESPONSIBILITIES

5.9 *Standard.* Public authorities shall not require a shipowner to place special information for use of such authorities on a bill of lading or a copy thereof, unless the shipowner is, or is acting for, the importer or exporter.

5.10 *Standard.* Public authorities shall not hold the shipowner responsible for the presentation or accuracy of documents which are required of the importer or exporter in connexion with the clearance of cargo, unless the shipowner is, or is acting for, the importer or exporter.

F. NATURAL DISASTER RELIEF WORK

5.11 *Standard.* Public authorities shall facilitate the arrival and departure of vessels engaged in natural disaster relief work.

5.12 *Standard.* Public authorities shall to the greatest extent possible facilitate the entry and clearance of persons and cargo arriving in vessels referred to in Standard 5.11.

RESOLUTIONS ADOPTED BY THE CONFERENCE

Resolution 1

**Encouragement of acceptances of and accessions to
the Convention**

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

RECOGNIZING that uniform simplification and reduction of formalities, documentary requirements and procedures on the arrival, stay and departure of ships engaged in international voyages is highly desirable for the facilitation of maritime traffic;

RESOLVES

(1) that the States represented at the Conference are invited to accept the Convention on Facilitation of International Maritime Traffic as soon as possible;

(2) that the Inter-Governmental Maritime Consultative Organization should invite the attention of its Members and of the Members of the United Nations or of any of the specialized agencies, or Members of the International Atomic Energy Agency, or Parties to the Statute of the International Court of Justice, which are not Members of the Organization and which have not become Parties to the Convention, to the desirability of their co-operation in these international measures of facilitation and invite them to become Parties to the Convention;

(3) that to the extent to which it is able the Organization should upon request furnish information and advice to the Governments which have not become Parties to the Convention with a view to facilitating their acceptance of, or accession to, the Convention.

Resolution 2

Acceptance of Standards

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

RECOGNIZING that the provisions of the Annex to the Convention on Facilitation of International Maritime Traffic are, when practicable, to be adopted by the Contracting Governments;

HAVING DRAFTED the Standards which form part of Annex B in such a way as to facilitate incorporation into national legislation;

RESOLVES

to invite the attention of Contracting Governments and Members of the Inter-Governmental Maritime Consultative Organization to the desirability of accepting the Standards whenever practicable and bringing their own formalities, documentary requirements and procedures into full accord with them.

Resolution 3

The creation of national and regional committees

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

RECOGNIZING the value of existing national and regional committees for the encouragement of measures of facilitation which will advance the purposes of the Convention on Facilitation of International Maritime Traffic;

RESOLVES

(1) to invite Contracting Governments to create national and regional committees where such committees do not already exist in order to encourage the recommendation of measures of facilitation, their adoption and their implementation in the States concerned;

(2) further to invite such Governments to notify the Secretary-General of the Inter-Governmental Maritime Consultative Organization of the existence or of the creation of any such committees.

Resolution 4

Establishment of an ad hoc Working Group

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

EXPRESSES appreciation to the Inter-Governmental Maritime Consultative Organization for convening the International Conference on Facilitation of Maritime Travel and Transport and for preparing a draft of the Convention and its Annex;

TAKING INTO ACCOUNT that the purposes of the Organization as expressed in Article 1 of its Convention are, among others, to "provide machinery for co-operation among Governments in the field of governmental regulations and practices relating to technical matters of all kinds affecting shipping engaged in international trade, and to encourage the removal of discriminatory action and unnecessary restrictions by Governments affecting shipping engaged in international trade so as to promote the availability of shipping services to the commerce of the world without discrimination";

TAKING INTO ACCOUNT the Convention on the Inter-Governmental Maritime Consultative Organization under which its Assembly may establish any subsidiary bodies it may consider necessary;

RECALLING the Resolutions A.29(II) and A.63(III) of the Organization's Assembly relating to facilitation of travel and transport;

REQUESTS the Organization to consider the possibility of establishing from time to time an ad hoc Working Group with consultative and advisory functions composed of experts of the Governments Parties to the Convention on Facilitation of International Maritime Traffic to assist the Secretary-General in carrying out the task devolving on him under the Convention, and, in particular, to examine in cases when need may be, the amendments proposed by the Contracting Governments to the Annex to the Convention. Observers from inter-governmental and from non-governmental organizations having consultative status with the Organization may be invited to participate in the work of the ad hoc Working Group.

Resolution 5

Future work on Facilitation

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

TAKING INTO ACCOUNT the Convention on Facilitation of International Maritime Traffic and its Annex;

CONSIDERING the need to adopt additional measures in certain fields with a view to the inclusion of appropriate provisions in the Annex;

RESOLVES

to invite the Secretary-General of the Inter-Governmental Maritime Consultative Organization to take appropriate measures through the proposed ad hoc Working Group of Experts of the Governments Parties to the Convention:

(1) to accelerate the establishment of standardized forms of documents referred to in the Annex;

(2) to consider special facilities for ships engaged on cruises in view of the world-wide development of cruising;

(3) to consider the special measures of facilitation that should apply to passengers in transit and to draw up provisions to facilitate formalities concerning transit passengers;

(4) to consider the measures of facilitation which might be desirable in connexion with the operation of ships in scientific services;

(5) to consider special problems that exist with regard to matters associated with animal and plant quarantine and, recognizing the utility of international co-operation for the purpose of preventing the spread of pests and diseases of animals and plants, to formulate uniform provisions on the facilitation aspects of these problems.

Resolution 6

Facilitation of International Travel and Tourism

The International Conference on Facilitation of Maritime Travel and Transport, 1965:

RECOGNIZING that the recommendations relating to facilitation, adopted at the United Nations Conference on International Travel and Tourism held in Rome in 1963, are applicable to all means of transport;

CONSIDERING that the application of those recommendations may greatly benefit maritime travel and transport;

INVITES the attention of the States represented at the Conference to the recommendations contained in the Final Report of the United Nations Conference on International Travel and Tourism, concerning facilitation of governmental formalities for international travel;

FURTHER INVITES them to consider ways in which particular recommendations may be applied in furthering the objectives of facilitation and the purposes of this Conference.