



Filing of Notice of Arrival (NOA) Base Port of Surigao and Private Ports

SERVICE TITLE : NOTICE OF ARRIVAL (NOA)

Shall be filed within a reasonable time before submission of ABA

SERVICE DESCRIPTION :

Notice of Arrival (NOA) is intended to inform the Authority that a vessel is arriving, indicated therein are vessels particulars, purpose of call and other information are stated in the NOA to serve as guide for PPA personnel in berth allocation and other actions to be taken. In case of advance notices other than NOA form such as telefax or e-mail, the Shipping Agent (SA) shall fill up and submit the NOA form upon ship's arrival.

WHO MUST AVAIL THE SERVICES :

Vessel or Shipping Lines Representative

REQUIREMENTS

: Duly accomplished Application for Berth/ Anchorage

SCHEDULE OF AVAILABILITY

OF THE SERVICES

: 24 hours a day / 7 days a week

HOW TO AVAIL THE SERVICE

A - FOR BASEPORT

| STEP | Applicant/Customer | Office/Section Activity | Responsible Officer | Place/Venue | Duration of Activity | Forms | Fees |
|------|---|---|--|---|----------------------|--------------------------------|------|
| | | | | | (ESTIMATES) | | |
| 1 | * Proceeds to Marine Section and submits in duplicate duly accomplished Notice of Arrival (NOA) | * HM/HOO receives NOA and checks to see to it that all necessary data are stated in the NOA. If in order, stamps "Received", retains original copy and gives duplicate copy to customer | Harbor Master/ Harbor Operations Officer | | 1 minute | ABA | None |
| | * In case of maiden voyage, submits the following documents: | * Checks if debtor code exists. If none, uses 1 as debtor code and requires customer to accomplish the Customer Registration Form (CRF) as basis for MISD to create a new debtor code /customer record. | Harbor Master | Marine Section G/F PMO Admin Building | 2 minutes | VIS, MCI, ISSC, ITC, RCF | |
| | 1. Vessel Information Sheet (VIS) - 2 copies | | | | | | |
| | 2. MARINA Certificate of Inspection (MCI) for Domestic Vessel - 1 copy | * Generates Ships Call Number (SCN) based on the | | | 2 minutes | NOA | |
| | 3. International Tonnage Certificate (ITC) for foreign Vessel - 1 copy | * Files the NOA, VIS, MCI, ITC, ISSC and ships particular in a separate folder | | | 1 minute | NOA, VIS, ISS C, MCI, ITC | |
| | 4. International Ship's Safety Certificate (ISSC) | | | | | | |
| | 5. Ship's particular (coming from vessel) | | | | | | |
| | | | | | | | |

B – FOR PRIVATE PORT

REQUIREMENTS :

**Duly accomplished of Notice of Arrival (NOA) /
Application for Berth (ABA)**

SCHEDULE OF AVAILABILITY OF THE

SERVICES : 24 hours a day / 7 days a week

HOW TO AVAIL THE SERVICE

| STEP | Applicant/Customer | Office/Section Activity | Responsible Officer | Place/Venue | Duration of Activity | Forms | Fees |
|------|--|---|--|---|----------------------|------------------------|------|
| | | | | | (ESTIMATES) | | |
| 1 | * Proceeds to Marine Section and submits in duplicate duly accomplished Notice of Arrival. | * HM/HOO receives NOA and checks to see to it that all necessary data are stated in the NOA. If in order, stamps "Received", retains original copy and gives duplicate copy to customer | Harbor Master/ Harbor Operations Officer | Marine Section G/F PMO Admin Building | 1 minute | NOA | None |
| | * In case of maiden voyage, submits the following documents: | | | | 2 minutes | VIS, MCI,, ITC, RCF | |
| | 1. Vessel Information Sheet (VIS) - 2 copies | | | | 2 minutes | NOA | |
| | 2. MARINA Certificate of Inspection (MCI) for Domestic Vessel - 1 copy | | | | 1 minute | NOA,VIS,MCI , ITC | |
| | 3. International Tonnage Certificate (ITC) for foreign Vessel - 1 copy | | | | | | |
| | 4. International Ship's Safety Certificate (ISSC) | | | | | | |
| | 5. Ship's particular (coming from vessel) | | | | | | |
| 2 | * Submits Application for Berth/Anchorage (ABA) | HM/HOO checks and evaluates the submitted documents and generates SCN | Harbor Operations Officer | Marine Section G/F PMO Admin Building | 2 minutes | ABA | None |
| | | Approves the ABA upon the recommendation of the Terminal Supervisor - Private Ports | Harbor Master/ Harbor Operations Officer | | 2 minutes | ABA | |
| | | Logs the ABA data in the Registry Vessel Entrance / Clearance (RVEC) | Harbor Operations Officer | | 2 minutes | RVEC | |
| | | Distributes copies of the approved ABA (3 copies - 1 for SA, Harbor Pilot, MS) | Harbor Master/ Harbor Operations Officer | | 2 minutes | ABA | |
| | | Files the NOA ,VIS, MCI and ITC in separate folders | Harbor Operations Officer | | 2 minutes | ABA | |