

Notice to the master.

1. During immigration and custom control ask all crew to stay in the cabins and do not walk around the vessel without urgent need.
2. It's strictly prohibited to leave the vessel without shore pass.
3. Every time check what you are signing, demand translation in English.
4. Complete all declarations correctly. Bunker, oil, fresh water, supplies, etc. quantity in your declaration must strictly correspond to the quantity in other declarations issued by draft survey, port and others. For example, quantity of IFO, DO, lubeoil, FW in initial draft survey report must be the same like in your arrival declaration and quantity of IFO, DO, lubeoil, FW in your sailing declaration must be the same like in final draft survey report and port declaration. This figures must be true and to represent the facts.
5. Before entering the city during immigration and custom control be polite and carry out demands of local officials.
6. Do not keep in the pockets money that is not declared on arrival or belongs to the other crew members.
7. In the city be careful and have respect for the Ukrainian laws and customs.
8. Do not undertake anything without your agent confirmation if you consider it's wrong or illegal.
9. Record all visitors come on board your ship. Put time on and off time. All visitors must leave the board of your vessel 2 hour prior departure formalities.
10. Shore passes must be returned upon sailing in good condition with photo and not broken.

AA/ After completion of loading operations

- i. Crew list - 6 originals.
- ii. Vessel's stability calculation with diagram - 1 original.
- iii. Receipt of sewage and/or garbage - 1 copy (given by barge captain).
- iv. Vessel's stowage plan - 3 originals.
- v. Draft survey report, if any - 1 copy.

BB/ Before sailing, during vessel's clearance

- i. Please collect all seamen's books and shore passes.
- ii. Ship's provision list - 2 original.
- iii. Ship's store list - 2 original.
- iv. Crew effects/ Crew money declaration - 1 original (original signatures only).
- v. List of medicines under control - 2 original.
- vi. Nil list - 2 original.
- vii. Ship's cash declaration - 1 original.

Please instruct all crew accordingly.