

VISAKHAPATNAM PORT AUTHORITY  
TRAFFIC DEPARTMENT

To  
All Port Users

No. ITRA/SHP/CIR/MSW  
Dt : 19-12-2024

CIRCULAR NO – 1759

- Sub : Implementation of Maritime Single Window Under FAL Convention- Reg.  
Ref : 1) Directorate General of Shipping, Mumbai Letter No. E.No. 25-63011/7/2023 –  
NT– DGS, CF No: 23946, dt: 08.01.2024.  
2. This office Circular No 1717, dated 14.06.2024.

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In continuation to this office circular under reference 2<sup>nd</sup> cited, it is once again informed that the International Maritime Organisation has issued guidelines for the establishment of the Maritime Single Window system under Facilitation of International Maritime Traffic (FAL Convention).

As per the Convention, all ships in bound to Indian Ports are required to submit 7 forms electronically by the Master of the vessel or by the Authorized Agent. The list of declaration for ship arrival is as under.

1. General Declaration (FAL Form 1)
2. Cargo Declaration (FAL Form 2)
3. Ship Stores Declaration (FAL Form 3)
4. General Declaration (FAL Form 4)
5. Crew List ( FAL Form 5)
6. Passenger List (FAL Form 6)
7. Dangerous Goods Manifest (FAL Form 7)

The Directorate General of Shipping (DGS) will be the regulatory authority and the custodian of the entire data collected under MSW. DGS would further share the relevant data to the relevant authority as and when required. The website will authenticate the data received from the Master/Agent with no intervention from the DGS.

Any issue in uploading forms or using Maritime Single Window to be informed with details to the Nautical Surveyor-cum-DDG (Tech) at Email ID: [n.mukesh@gov.in](mailto:n.mukesh@gov.in).

Hence the Port Users are once again requested to take note of the above contents and comply with the requirement as stated above

  
TRAFFIC MANAGER (i/c)

C/- P.S to Chairperson for favor of information of Chairperson.

C/- P.S to Dy. Chairperson for favor of information of Dy. Chairperson.

C/- Secretary for information.

C/- Dy. Conservator for information please.

C/-Jt. Director (R&P) for information and request to place the circular in Port Website.

C/- President, Visakhapatnam Steam Ship Agents Association for information please.

C/- President, Visakhapatnam Stevedores Association, for information please.

C/- President, Visakhapatnam Customs Brokers Association for information please.