



To  
All Steamer Agents

NO.ITRA/SHP/583  
Dt. 18-02-2026

Sir,

Sub: Compliance with Statutory Documentation & Pre-Arrival Intimation for Vessels  
Calling at the Port – Reg.  
Ref:- DG Shpg Lr No.FR.NO.25-18/25/2025-NT-DGS(comp no.36424) dt.16-12-25  
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In the interest of maritime safety, port security, environmental protection and compliance with statutory requirements, all Steamer Agents are hereby directed to ensure strict adherence to the following instructions in respect of vessels calling at the Port:

1. Submission of Certificates

All Steamer Agents shall ensure that complete, valid and genuine statutory certificates of vessels, namely:

- Certificate of Registry
- Certificate of Class
- P&I Insurance Certificate (with validity)
- Other mandatory statutory certificates issued under applicable Conventions are submitted to the Port well before arrival for verification.

2. Accuracy & Declaration

The above certificates shall be genuine, valid on the date of arrival and consistent with vessel particulars declared in the Pre-Arrival Notification (PAN). Any change of flag, class, ownership, management or vessel name within the last three (03) months shall be specifically declared.

Submission of invalid, incomplete or fraudulent documents, or delay in submission, will result in denial of port entry/berthing and reporting to DG Shipping for further action.

This circular is issued in the interest of safety, security and statutory compliance. Strict compliance is mandatory with immediate effect.

TRAFFIC MANAGER

- 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/- Jt. Director i/c (R&P) for necessary action to place the circular in Port Website.~~
- C/- Dy. Conservator for necessary action information.
- 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.