

**SHIPPING NOTICE**

Annex "A"

Date: \_\_\_\_\_

**THE COMMISSIONER**

Bureau of Immigration  
Magallanes Drive, Intramuros  
Manila 1002

**Thru: Acting Chief, Bay Service Section**

*(Attn: Bay Service Section  
Immigration District or Field Office – if outside Manila)*

Subject: **NOTICE OF ARRIVAL FOR VESSEL** \_\_\_\_\_  
VOYAGE NO: n/a

Sir:

Please be advised that the above-named vessel owned by \_\_\_\_\_  
is scheduled to arrive at the

PORT OF \_\_\_\_\_ from a foreign port, the particulars of which are as follows:

ESTIMATED DATE & TIME OF ARRIVAL	:	_____
TYPE OF VESSEL	:	_____
FLAG & PORT OF REGISTRY OF VESSEL	:	_____
PURPOSE OF CALL	:	_____
LAST PORT OF CALL	:	_____
NEXT FOREIGN PORT OF CALL	:	_____
ESTIMATED DATE & TIME OF DEPARTURE	:	_____
NUMBER & NATIONALITIES OF PASSENGERS	:	_____
NUMBER & NATIONALITIES OF CREW	:	_____
CREW CHANGE (SIGN ON/SIGN OFF)	:	_____
PASSENGERS ON BOARD: _____	LANDING: _____	TRANSITING: _____
STOWAWAYS: _____	WORKAWAYS: _____	FOR HOSPITALIZATION: _____

REMARKS: \_\_\_\_\_

OTHER PHILIPPINE PORTS IN ITINERARY OF VESSEL BEFORE GOING TO FOREIGN PORT:

<u>PORT(S)</u>	<u>ETA</u>	<u>ETD</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Should there be any correction/amendment on any of the above details, a timely notice shall be sent to your office and to the Immigration District Office/Field Office concerned.

Very truly yours,

\_\_\_\_\_  
Print Name and Signature  
Designation

Attach following documents:

- Arrival crew list & passenger list
- Voyage memo/port of calls
- FSP-issued visaed crew list

Berthing Pier: \_\_\_\_\_  
Contact Details of Agent: \_\_\_\_\_