

# **Guidelines for Completion of the Reporting Forms to be submitted by Fishing Vessels and Vessels Intending to Transport Fish and Fish Products**

## **1. General**

The information collected by the reporting forms, Appendix A to the Arrival Declaration Form and Appendix A to the Departure Declaration Form, is in conformity with international obligations by Republic of Trinidad and Tobago as a Port and Flag State to record and report on fish and fish products entering and leaving the jurisdictional waters of Trinidad and Tobago.

Appendix A to the Arrival Declaration Form follows Annex A of the Port State Measures Agreement (PSMA), which requires information to be provided by fishing vessels requesting port entry, at least 72 hours in advance of arrival at the intended port.

Appendix A to the Departure Declaration Form supplements information to be collected upon inspection of the fishing vessel at port by fisheries personnel. This form is to be submitted at least 24 hours before departure of the vessel.

These guidelines are intended to help masters/skippers/captains/agents of fishing vessels to complete Appendix A, whether the vessel is local or foreign flagged. Wherever possible, the metric system should be used (metre, kilogram, metric ton). When this is not possible, units of measurement should be clearly identified.

## **2. Definitions**

‘exportation’ means any movement of fish and fish products from the territory of Trinidad and Tobago and includes fish and fish products harvested by local fishing vessels and those processed in Trinidad and Tobago (regardless if the source of the unprocessed fish and fish products material is of local or foreign origin);

‘fish and fish products’ means any aquatic species (including marine mammals and plants) and all parts, products and by-products thereof;

‘fishing authorisation’ means an entitlement issued by the flag State of the vessel to engage in fishing activities during a specified period, in a given area or for a given fishery;

‘fishing vessel’ means any vessel of any size used for, equipped for use for, or intended for use for the purposes of fishing or fishing-related activities, including support vessels, fish-processing vessels, vessels engaged in trans-shipment and carrier vessels equipped for the transportation of fish products, except container vessels;

‘importation’ means the introduction of fish and fish products into the territory of Trinidad and Tobago including for transshipment purposes at (air)ports in the territory of Trinidad and Tobago. Importation does not include offload of fish harvested by local fishing vessels in a local port;

‘landing’ means the initial movement of fish and fish products in its harvested or processed form from a vessel to dockside in a port or free trade zone where the catch is certified by an authority of the Port State as landed. The offload or transfer in port of fish from a vessel to a container is a landing and includes offload of fish and fish products from local and foreign fishing vessels;

‘re-exportation’ means any movement of fish and fish products from the territory of the Trinidad and Tobago which had been previously imported into the territory but not altered or processed;

‘transshipment’ means the unloading of all or any fish and fish products, not previously landed, on board a fishing vessel to another fishing vessel, at port or at sea; and  
‘transshipment licence’ means the authorization issued by the flag State of the vessel to transfer fish and fish products from that vessel to another vessel;

### **3. Instructions to Complete Appendix A to the Arrival Declaration Form**

**1. Intended port of call**

Name of the port the vessel wants to enter.

**2. Port State**

Name of the State/Country which has jurisdiction over the intended port of call.

**3. Estimated date and time of arrival at port**

Date format DDMMYYYY; time format: 24 hour clock.

**4. Purpose(s)**

Indicate specific reason(s) the vessel wants to enter port in relation to movement/offload of fish and fish products from the vessel; e.g. or landing, import and transshipment of fish and fish products. Terms are defined in sections 2 “Definitions” “Fishing” as a purpose can ONLY be used if the intention is for the vessel to harvest fish from the territorial waters of Trinidad and Tobago).

**5. Port and date of last port call**

Name of the port last visited by the vessel (date format: DDMMYYYY).

**6. Name of the vessel**

Name of the vessel as registered in relevant documents of the flag State.

**7. Flag State**

Name of State/Country in which the vessel is registered.

**8. Type of vessel**

ISSCFV codes, also known as FAO vessel type codes (e.g., LL= longliner; FO = fish carriers).

**9. International radio call sign**

Individual radio call sign of the vessel which was assigned by the competent authority in its flag State.

**10. Vessel contact information**

Vessel communication contacts (or vessel’s agent), INMARSAT, fax, e-mail, mobile phone (essential for response by port State authorities to vessel’s request).

**11. Vessel owner(s)**

Name of individual(s) or company(ies) that own the vessel.

**12. Certificate of Registry ID**

Numeric or alphanumeric identification of the vessel’s registry as issued by the flag State.

**13. IMO ship ID, if available**

International Maritime Organization/Lloyd’s Register identification number for vessels (seven-numeral format e.g., 1234567).

14. External ID (ID issued by flag State), if available

This identification has many names, including hull number, side number and port register number. It may be numeric or alphanumeric (e.g., PE-345-C, G 99, 123456).

15. Applicable RFMO ID

Identification or number by which the vessel is registered/authorized by a relevant Regional Fishery Management Organization (RFMO).

16. VMS

Answer “No” if the vessel has no vessel monitoring system (VMS) equipment installed; “Yes: National” if VMS equipment is installed on board under the vessel’s flag State requirements; and/or “Yes: RFMOs” if VMS equipment is installed on board under RFMO requirements.

17. Vessel dimensions

Indication of the length, beam and draft of the vessel, preferably by using the metric system; if this is not possible, then the measure unit should be clearly identified.

18. Master

Name and nationality of vessel’s master/skipper/captain (or the person on board who has legal responsibility).

19. Relevant fishing authorization(s)

• Identifier

Numeric or alphanumeric identification of the fishing licence/permit/authorization.

• Issued by

Name of the relevant authority/agency/government department from flag State, coastal State or RFMO issuing the fishing licence/permit/authorization.

• Validity

Date by which the fishing licence/permit/authorization will expire (date format: DDMMYYYY).

• Fishing area(s)

Relevant geographical/statistical area where the vessel is authorized to operate (e.g., FAO 77, NAFO 3M, ICES IIb).

• Species

Aquatic Sciences and Fisheries Information System (ASFIS) 3-alpha codes, also known as FAO species codes (e.g. YFT = Yellowfin Tuna, WAH = Wahoo).

• Gear

International Standard Statistical Classification of Fishing Gear (ISSCFG) code (also known as FAO gear codes) for the gear authorized/licensed to be used by the vessel (e.g., FBO = Pots, LL = Longlines).

20. Trans-shipment authorization(s)

• Identifier

Numeric or alphanumeric identification of the trans-shipment licence/permit/authorization.

• Issued by

Name of the relevant authority/agency/government department from flag State, coastal State or RFMO issuing the trans-shipment licence/permit/authorization.

• Validity

Date by which the trans-shipment licence/permit/authorization will expire (date format: DDMMYYYY).

21. Trans-shipment information concerning donor vessels

This section of the form should be filled in when the vessel requesting entry into port intends to load catch from donor vessel(s) during trans-shipment operations.

- Date  
Date of trans-shipment (date format: DDMMYYYY).
- Location  
Location of trans-shipment activity.
- Name  
Name of the donor vessel.
- Flag State  
Name of State/Country in which the donor vessel is registered.
- ID number  
Identification of the donor vessel (IRCS or IMO number).
- Species  
ASFIS 3-alpha codes (also known as FAO species codes) for the species offloaded by the donor vessel.
- Product form  
Condition of the catch as offloaded from the donor vessel, either processed or not (e.g., whole frozen; headed and gutted, tail off refrigerated).
- Catch area  
Relevant geographical/statistical area where the catch was taken by the donor vessel (e.g., US GOA 630, CCAMLR 48.6).
- Quantity  
Quantity of offloaded catch from the donor vessel, in metric tons (MT) or kilograms (kg). If other units are used, they should be clearly identified.

#### 22. Total catch on board

- Species  
ASFIS 3-alpha codes for all species caught and kept on board.
- Product form  
Condition of the catch kept on board, processed or not (e.g., skinless, boneless fillets frozen; head off, split salted; whole refrigerated in seawater).
- Catch area  
Relevant geographical/statistical area where catch was taken.
- Quantity  
Quantity of catch kept on vessel, in MT or kg. If other units are used, they should be clearly identified.

#### 23. Catch to be offloaded

- Quantity  
Quantity of catch to be offloaded by vessel, if any. **It relates to each species under No. 22 above.**

Rows can be added to accommodate the information to be submitted as required.

### 4. Instructions to Complete Appendix A to the Departure Declaration Form

#### 1. Estimated date and time of arrival from port

Date format DDMMYYYY; time format: 24 hour clock.

#### 2. Purpose(s)

Indicate specific reason(s) the vessel wants to leave port e.g. fishing, and movement/offload of fish and fish products from the vessel, including export, re-export and transshipment. Terms are defined in sections 2 “Definitions”.

#### 3. Next port of call

Name of the port the vessel wishes to enter next.

4. Name of the vessel

Name of the vessel as registered in relevant documents of the flag State.

5. Flag State

Name of State/Country in which the vessel is registered.

6. Type of vessel

ISSCFV codes, also known as FAO vessel type codes (e.g., LL= longliner; FO = fish carriers).

7. International radio call sign

Individual radio call sign of the vessel which was assigned by the competent authority in its flag State.

8. Vessel contact information

Vessel communication contacts (or vessel's agent), INMARSAT, fax, e-mail, mobile phone (essential for response by port State authorities to vessel's request).

9. Vessel owner(s)

Name of individual(s) or company(ies) that own the vessel.

10. Certificate of Registry ID

Numeric or alphanumeric identification of the vessel's registry as issued by the flag State.

11. IMO ship ID, if available

International Maritime Organization/Lloyd's Register identification number for vessels (seven-numeral format e.g., 1234567).

12. External ID (ID issued by flag State), if available

This identification has many names, including hull number, side number and port register number. It may be numeric or alphanumeric (e.g., PE-345-C, G 99, 123456).

13. Applicable RFMO ID

Identification or number by which the vessel is registered/authorized by a relevant Regional Fishery Management Organization (RFMO).

14. VMS

Answer "No" if the vessel has no vessel monitoring system (VMS) equipment installed; "Yes: National" if VMS equipment is installed on board under the vessel's flag State requirements; and/or "Yes: RFMOs" if VMS equipment is installed on board under RFMO requirements.

15. Vessel dimensions

Indication of the length, beam and draft of the vessel, preferably by using the metric system; if this is not possible, then the measure unit should be clearly identified.

16. Master

Name and nationality of vessel's master/skipper/captain (or the person on board who has legal responsibility).

17. Relevant fishing authorization(s)

• Identifier

Numeric or alphanumeric identification of the fishing licence/permit/authorization.

- Issued by  
Name of the relevant authority/agency/government department from flag State, coastal State or RFMO issuing the fishing licence/permit/authorization.

- Validity  
Date by which the fishing licence/permit/authorization will expire (date format: DDMMYYYY).

- Fishing area(s)  
Relevant geographical/statistical area where the vessel is authorized to operate (e.g., FAO 77, NAFO 3M, ICES IIb).

- Species  
Aquatic Sciences and Fisheries Information System (ASFIS) 3-alpha codes, also known as FAO species codes (e.g. YFT = Yellowfin Tuna, WAH = Wahoo)

- Gear  
International Standard Statistical Classification of Fishing Gear (ISSCFG) code (also known as FAO gear codes) for the gear authorized/licensed to be used by the vessel (e.g., FBO = Pots, LL = Longlines).

#### 18. Trans-shipment authorization(s)

- Identifier  
Numeric or alphanumeric identification of the trans-shipment licence/permit/authorization.

- Issued by  
Name of the relevant authority/agency/government department from flag State, coastal State or RFMO issuing the trans-shipment licence/permit/authorization.

- Validity  
Date by which the trans-shipment licence/permit/authorization will expire (date format: DDMMYYYY).

#### 19. Information concerning donor vessels

This section of the form should be filled in if some or all of the cargo being declared for departure was transhipped from another vessel.

- Date  
Date of trans-shipment (date format: DDMMYYYY).

- Location  
Location of trans-shipment activity.

- Name  
Name of the donor vessel.

- Flag State  
Name of State/Country in which the donor vessel is registered.

- ID number  
Identification of the donor vessel (IRCS or IMO number).

- Species  
ASFIS 3-alpha codes (also known as FAO species codes) for the species offloaded by the donor vessel.

- Product form  
Condition of the catch as offloaded from the donor vessel, either processed or not (e.g., whole frozen; headed and gutted, tail off refrigerated).

- Catch area  
Relevant geographical/statistical area where the catch was taken by the donor vessel (e.g., US GOA 630, CCAMLR 48.6).

- Quantity  
Quantity of offloaded catch from the donor vessel, in metric tons (MT) or kilograms (kg). If other units are used, they should be clearly identified.

20. Information if cargo is being exported and/or re-exported:

a. Information on offloading fishing vessel

• Name

Name of the vessel which directly harvested the fish and fish products.

• Flag State

Name of State/Country in which the vessel is registered.

• ID number

Identification of the vessel (IRCS or IMO number).

• Vessel owner(s)

Name of individual(s) or company(ies) that own the vessel.

• Species

ASFIS 3-alpha codes (also known as FAO species codes) for the species offloaded by the vessel.

• Product form

Condition of the catch as offloaded from the vessel, either processed or not (e.g., whole frozen; headed and gutted, tail off refrigerated).

• Catch area

Relevant geographical/statistical area where the catch was harvested by the vessel (e.g., US GOA 630, CCAMLR 48.6).

• Quantity

Quantity of offloaded catch from the vessel, in metric tons (MT) or kilograms (kg). If other units are used, they should be clearly identified.

b. Information on Exporter or Broker.

• Name

Name of person or company who would have prepared relevant documentation and obtained authorization to export the cargo of fish and fish products.

• Address

Address of person or for registered company.

• Licence No.

No of the Trade Export Licence issued by the ministry with responsibility for trade.

• Statistical Doc. No

The number issued (ICCAT No. ###-##) on the Statistical Document in accordance with the Statistical Document Programmes of the International Commission for the Conservation of Atlantic Tunas (ICCAT).

• Species

ASFIS 3-alpha codes (also known as FAO species codes) for the species offloaded by the vessel.

• Product form

Condition of the catch as offloaded from the vessel, either processed or not (e.g., whole frozen; headed and gutted, tail off refrigerated).

• Quantity

Quantity of offloaded catch from the vessel, in metric tons (MT) or kilograms (kg). If other units are used, they should be clearly identified.

• End market

The final destination of the cargo.

21. Total catch on board

• Species

ASFIS 3-alpha codes for all species caught and kept on board.

• Product form

Condition of the catch kept on board, processed or not (e.g., skinless, boneless fillets frozen; head off, split

salted; whole refrigerated in seawater).

- Catch area

Relevant geographical/statistical area where catch was taken.

- Quantity

Quantity of catch kept on vessel, in MT or kg. If other units are used, they should be clearly identified.

- End market

The final destination of the cargo.

Rows can be added to accommodate the information to be submitted as required.