



Impact of EU Directive 2010/65: Changes to ships' reporting requirements on current Customs ship reporting procedures

Customs Information Paper 10(2016)	
Who should read:	Shipping lines, ships agents and anyone engaged in submitting ships' inward reports and outward clearance reports
What is it about:	Introduction of new ship reporting requirements as a result of EU legislation
When effective:	From commencement of National Maritime Single Window (NMSW) pilot on 28 January 2016
Extant until/ Expires	Notice 69 is updated to reflect changes to ships' reporting procedures

1. Introduction.

The Department for Transport (DFT) has been leading the UK's cross-Government initiative to implement EU Directive 2010/65 (afterwards referred to as 'the Directive'). The Directive introduces changes to the current maritime reporting process. It requires certain ships' report information to be captured electronically and in advance. DFT has been working with the Home Office to deliver an electronic National Maritime Single Window (NMSW) to capture this data. The NMSW was launched as a 'pilot' project on 28 January 2016. See <https://www.gov.uk/government/publications/uk-national-maritime-single-window-launch-of-pilot> for further information including guidelines for use during the pilot.

The purpose of this CIP is to advise you of the launch of the 'pilot' and explain the impact of the new arrangements on existing Customs ships' reporting requirements.

2. Changes to the Current Ship Reporting Requirements

Vessels Required to Report

The Directive does not introduce any changes to vessels required to report therefore the requirements set out in [Notice 69](#) sections 2.2 and 3.1 remain extant.

Current Reporting Arrangements

Currently, HMRC requires an inward ship's report to be submitted within 3 hours of the vessel's arrival. This includes IMO FAL forms 1, 3-6, and for non-inventory linked locations paper cargo manifests, being faxed, e-mailed or posted to the National Clearance Hub (NCH) in Manchester within this timeframe. Where Port Inventory Systems are in place the paper cargo manifest is replaced by an electronic cargo manifest captured on the Port's Inventory System.

Outward clearance is required in the form of the cargo declaration and appropriate IMO FAL forms being submitted to the NCH prior to a vessel's departure.

Changes introduced as a result of the Directive

The following changes to the ship reporting process have been introduced as a result of the Directive:

- Timing for Reporting

The Directive introduces new timescales for relevant reports to be submitted to the NMSW as follows:

Arrival

At least **24 hours in advance** of arrival at the UK port, or

At the latest, **at the time the ship leaves the previous port**, if the voyage time is less than 24 hours; or

If the port of call is not known or it is changed during the voyage, **as soon as the information is available**.

Departure

For ships departing the UK, the report is to be submitted to the NMSW **prior to departure** as now.

- Information to be transmitted via the NMSW

For Customs purposes the following arrangements have been agreed.

Only the IMO FAL forms 1 (General Declaration), 5 (Crew list) and 6 (Passenger list) are to be submitted via the NMSW in accordance with the timescales shown above.

Please note the NMSW does not have the capability to return the IMO FAL forms via the portal. Therefore if, having submitted your Outward Clearance report via the NMSW, you require a customs endorsed copy of your IMO FAL

Form 1 you should send a further copy of the form via existing fax and e-mail arrangements to enable a copy to be returned to you.

Given the limited benefits associated with receiving advance reporting of IMO FAL forms 3 (Ship Stores) and 4 (Crews Effects) alternative arrangements have been agreed (see below) and as a result IMO FAL forms 3 and 4 are not to be submitted via the NMSW.

Additionally, the existing arrangements for submitting the Cargo Declaration will remain in place. However, where a bulk item of cargo is being carried, this should still be declared in the relevant box on the IMO FAL form 1 and submitted via the NMSW.

New customs arrangements for IMO FAL forms 3 and 4

IMO FAL Form 3

As a result of a recent review, customs arrangements for controlling ships' stores are changing as a result of the introduction of the NMSW. Under the new arrangements vessels required to report surplus stores will no longer be required to complete an IMO FAL Form 3. Instead ships masters will be required to keep an up to date detailed Stores Account that includes the following information:

- Accurate descriptions of the goods
- Accurate quantities
- Physical location on board the ship.

A copy of this information is to be made available to HMRC or Border Force Officers on arrival at the berth immediately on request.

An updated version of Notice 69A will be published shortly.

Any firearms being carried as ships' stores should also be recorded in the 'Remarks' box of the IMO FAL form 1 that is submitted to the NMSW.

IMO FAL form 4

The IMO FAL form 4 is required for individual crew members to declare certain personal effects for Customs purposes. Each member of the crew is only required to complete, and sign, the form in respect of any personal effects they have in excess of their travellers allowance or which are prohibited or restricted.

It has been agreed that instead of submitting the IMO FAL form 4 to the NMSW an up to date copy of the FAL form 4, signed by all crew members, must be retained on board the vessel and made available for inspection when requested by Border Authorities.

Any firearms being held by individual crew members should also be recorded in the 'Remarks' box of the IMO FAL form 1 that is submitted to the NMSW.

NMSW Pilot Arrangements

The NMSW pilot was launched by DFT on 28 January. For the duration of the pilot (until at least summer 2016) the existing ship reporting arrangements as detailed in [Notice 69](#) will remain available.

Please note, you must either comply fully with existing arrangements or fully with the new NMSW requirements. You cannot mix both arrangements e.g. submit the IMO FAL forms 1, 5 and 6 to the NCH within 3 hours of arrival, as per current arrangements, and keep ships' stores inventory records and the IMO FAL form 4 on board in line with new NMSW arrangements.

3. Contacts.

For further information regarding customs ships' reporting requirements contact:

Phyl Rawlings, Excise & Customs Law team Tel No: 03000 593174

e-mail: enquiries.excise&customslawteam@hmrc.gsi.gov.uk

If you have any comments or feedback on the NMSW please send them to DFT at the following e-mail address: NMSW@dft.gsi.gov.uk

Issued on the [Date – Day Month Year, e.g., 1 January 2016] by Customs Directorate, HMRC.

Your Charter explains what you can expect from us and what we expect from you.
For more information go to: [Your Charter](#)