

No. 25016/42/2026-Imm
Government of India
(Bharat Sarkar)
Ministry of Home Affairs
Foreigners Division
(Immigration Section)

MDCN Stadium, New Delhi-110001
Dated, the 27th June, 2026

OFFICE MEMORANDUM

Subject:- Standardization of immigration processes at Seaport Immigration Posts (IPs) - reg.

In alignment with the vision of "One Nation: One Port process (ONOP)" initiative, a holistic study/examination of seaport immigration process has been undertaken by this Ministry with the objective of 'ease of process' and promotion of 'ease of doing businesses' for standardizing and streamlining the various processes at Immigration Posts (IPs) at seaports.

2. Accordingly, with the approval of the competent authority, it has been decided as follows:
- i) Boarding of vessels by the officials from the Immigration Post shall be on selective basis, based on standard risk assessment matrix.
 - ii) Immigration officers at seaport IPs shall henceforth collect only seven (07) documents as per list attached in Annexure 'A' for grant of immigration clearance to the vessels as against 22 to 29 documents presently being collected across different ports. Two (02) documents viz Stowaway Declaration and Diversion Letter shall be collected from the vessels, if applicable, as 'additional documents'. Template/ data fields of the documents have been standardized and finalized documents are enclosed as Annexure 'B'. In turn, MoPS&W will incorporate these template/data fields on Maritime Single Window(MSW) Portal.
 - iii) All the immigration processes for seaports shall be done digitally through Maritime Single Window (MSW) portal after integration of Bureau of Immigration's digital system with MSW Portal.
3. All concerned are requested to strictly comply with the above- mentioned instructions.


(Heera Lal Singh)
Under Secretary (Imm.)
Tel: 011-2307 7503

To

1. The Secretary, Ministry of Ports, Shipping and Waterways, New Delhi
2. The Commissioner, Bureau of Immigration, New Delhi
3. All FRROs through BOI
4. DDG (IVFRT), NIC, New Delhi

Copy to: 1. PSO to AS(F&UT) 2 PS to Director (Imm.)/PS to Dir.(Citizenship)/PS to DS(OCI&CC)

Annexure-ASummary of documents for immigration related processes
at Seaport IPs

Stage	Mandatory Documents	Additional Documents (if applicable)
Pre-Arrival (03)	1. Pre-arrival Report/ PANS	Stowaway Declaration
	2. Crew/ Passenger Manifest	
	3. Sailing NOC from the Last port	
Arrival (02)	4. Arrival report	Diversion Letter
	5. Crew/ Passenger Manifest	
Sailing (02)	6. Departure Crew List/ Passenger List	
	7. Departure Notice by Shipping Agent/ Master	

Pre-Arrival Notification of Security (PANS) for:

- a) Passenger ships including high speed passenger craft
- b) Cargo ships, including high-speed craft, of 500 GRT and upwards, and
- c) Mobile offshore drilling units.
- d) Pleasure Yachts
- e) Sailing Vessel

This form is to be submitted to the port authorities at least 96 hours prior to the arrival of the vessel. If the voyage of the vessel is shorter than 96 hours, the PANS may be submitted within 2 hours of departure from the last port.

1. Particulars of the ship and contact details		
1.1 IMO Number :		1.2 Name of the ship :
1.3 Port of registry :	1.4 Flag state :	1.5 Type of ship :
1.6 Call sign :	1.7 Inmarsat call Number :	1.8 Gross tonnage :
1.9 Name of company:		
1.10 Name and 24 hour contact details of Company Security Officer		
Name:		Tel No.
2. Port and port facility information		
2.1 Port of arrival and port facility where the ship is to berth, if known		
2.2 Expected date and time of arrival of the ship in port (paragraph B/4.39.3 of ISPS Code) :		

2.3 Primary purpose of call Cargo operation / Taking Bunkers / Taking Supplies / Repair / Changing Crew / Passengers (Embarking / disembarking) / Others
(Delete as appropriate)
If others, please specify purpose :

3. Information required by SOLAS regulation XI-2/9.2.1

3.1 The ship is provided (SOLAS REGULATION 9.2.1.1) with a valid

International Ship Security Certificate

YES NO

Interim International Ship Security Certificate

YES NO

3.1.1 Certificate Indicated in 3.1 has been issued by :

Name of issuing authority :

Date of expiry :

3.1.2 If the ship is not provided with a valid International Ship Security Certificate or valid Interim International Ship Security Certificate. Explain why?

3.1.2.1 Does the ship have an approved ship security plan on board?

YES NO

3.2 Current security level (SOLAS regulation XI-2/9.2.1.2) :

3.2.1 Location of ship at the report is made (paragraph B/4.39.2 of ISPS code) :

Latitude : Longitude : or Port :

3.3 List the last 10 calls in chronological order with most recent call first, at port facilities at which the ship conducted ship/port interface together with the security level at which the ship operated (SOLAS regulation XI-2/9.2.1.3) :

No.	Date		Port, Country, Port Facility and UNLOCODE	Security Level
	From	To		
1				
2				
3				
4				
5				
6				
7				

(Handwritten signature)

8			
9			
10			

3.3.1 Did the ship, during the period specified in 3.3, take any special or additional security measures, beyond those specified in the approved ship security plan?

YES NO

3.3.2 If your answer to 3.3.1 is YES, for each of such occasions please indicated the special or additional security measures which were taken by ship (SOLAS XI-2/9.2.1.4)

No.	Date		Port, Country, Port Facility and UNLOCODE	Special or additional measure
	From	To		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3.4 List the ship to ship activities in chronological order with the most recent ship-to-ship activity first, which have been carried out during the period specified in 3.3 :

No.	Date		Port, Country, Port Facility and UNLOCODE	Ship-to-ship Activity
	From	To		

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3.4.1 Have the ship security procedures, specified in the approved ship security plan, been maintained during each of the ship-to-ship activities specified in 3.4 (SOLAS regulation XI-2/9.2.1.5)?

YES NO

3.4.2 If the answer to 3.4.1 is NO, Identify the ship to ship activities for which the ship security procedures were not maintained and indicate, for each, the security measures which were applied in lieu.

No.	Date		Port, Country, Port Facility and UNLOCODE	Special or additional measure
	From	To		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3.5 Provide a general description of cargo aboard the ship (SOLAS regulation XI-2/9.2.1.6 and paragraph B/4.39.5 of ISPS Code):

3.5.1 Is the ship carrying any dangerous substances as cargo?

YES NO

2.5.2 If the answer to 3.5.1 is YES, provide details or attach a copy of the Dangerous Goods Manifest (IMO FAL FORM 7)

3.6 A copy of the ship's Crew List (IMO Form 5 is attached)

(SOLAS regulation XI-2/9.2.1.6 and paragraph B/4.39.4 of ISPS Code)

3.7 A copy of the ship's Passenger List (IMO FAL Form 6 is attached)

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Pre-Arrival Notification of Security (PANS) for yachts:
 This form is to be submitted to the submitted at least 96 hours prior to the arrival of the vessel.

1. Particulars of the yacht and contact details				
			1.1 Name of the Yacht	
1.2 Port of registry:	1.3 Flag State:			
1.4 Call Sign	1.5 MMSI No.	1.6 Gross Tonnage		
1.7 Name of Owner:				
1.10 24 X 7 hour contact details of owner				
NAME.....		Tel. No.....		
2. Port and Port Facility Information				
2.1 Port of arrival and port facility where the ship is to berth, if known				
2.2 Expected date and time of arrival of the ship in port				
2.3 Primary purpose of call:				
Please specify purpose:.....				
3.2.1 Location of ship at the report is made				
Latitude..... Longitude..... or Port				
3.3. List the last 5 calls in chronological order with the most recent call first, at port facilities at which the ship conducted ship/port interface together with the security level at which the ship operated				
No.	DATE		Port Country	Security Level
	FROM	TO		
1				
2				
3				
4				
5				
3.6	A copy of the yacht's Crew & Passenger List			
4	Other Security related information			
4.1	Is there any security related matter you wish to report?			
	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.1	If the answer to 4.1 is Yes, provided details			

(SOLAS regulation XI-2/9.2.1.6 and paragraph B/4.39.4 of ISPS Code)

4. Other security related information

4.1 Is there any security related matter you wish to report?

YES

NO

4.1.1 If the answer to 4.1 is YES, provide details:

5. Agent of ship at the intended port of arrival

5.1 Name and 24-hour contact, details of agent in intended port of call.

Name :

Tel No:

Fax No:

6. Identification of the person providing the information

6.1 Name :

6.2 Title or position :

6.3 Signature: _____

This report is dated at (Place) :

On (Date and time) :



ARRIVAL REPORT OF THE VESSEL AT _____ SEAPORT

To,

The Immigration In-Charge

Seaport Immigration

_____ Seaport

Sir,

Name of the Vessel and Call Sign	_____
Port of Registry & Flag	_____
Name of the Master	_____
Nationality of the Master	_____
Port from which the Voyage Commenced	_____
Previous Port	_____
Next Port	_____
Final Port	_____
Date of Arrival at Port	_____
Name of the Shipping Company/Line	_____
Agent at the Seaport	_____
Crew Capacity (as per Safety Certificate)	_____
Arrival Time (Hrs)	_____
Arrival Date	_____
Berth	_____

Cargo Details:

Type of Cargo	_____
Operation (Loading/Unloading/Both)	_____

Stowaway, if any on board: _____ (Yes/No)

Crew & Supernumerary Details:

Category	Crew	Supernumerary
Indians	_____	_____
Pakistani	_____	_____
Chinese	_____	_____
Others	_____	_____
Total	_____	_____

Passenger Details (if applicable):

Total Passengers on Board (Indian+ Foreigner)	—
With Valid Visa	—
Without Visa	—
Transit Passengers	—
Disembarking - Permanent	—
Disembarking - Overland	—
Embarking Passengers-Overland Joining	—
Fresh Embarkations	—

I hereby undertake that vessel shall not permit any unauthorized persons onboard, except shipping Company employees, loaders and surveyors. I further declare that the above-furnished information is true and correct to the best of my knowledge and belief.

Sign & Stamp
Master of the Vessel

Sign & Stamp
Shipping Agent
Vessel

DEPARTURE REPORT / NOTICE OF VESSEL FROM SEAPORT

To,

The Immigration In-Charge

Seaport Immigration

_____ Seaport

Sir,

MV/MT _____ FLAG _____ berthed at _____.

It is intimated that the captioned vessel will be sailing to _____ at
_____ Hrs on _____.
Kindly issue the necessary sailing clearance.

We, the authorized shipping agent of the captioned vessel at _____
Seaport, hereby undertake that all the crew members _____ would be sailing
out of _____ Seaport on vessel MV _____ on _____ and
deserters, if any, would be immediately reported to the Immigration authorities
before sailing. We, as shipping agents, further undertake to incur all expenses
towards maintenance and repatriation of the crew, if they fail to sail with the
vessel.

We also undertake to surrender the concerned NOC to the issuing authority in
case anything adverse is reported against the vessel or crew.

Signature & Seal

Shipping Agent

UNDERTAKING REGARDING STOWAWAY(S)
(Applicable in case of STOWAWAY(S) PRESENT ON BOARD)

To
The Immigration In-Charge,
Seaport Immigration
(Name of Port)

I, Master of vessel (IMO No. _____) declare that I have _____ (No. of Stowaway) onboard, details of which are furnished below:

Stowaway Details

Number of Stowaways: _____
Name (if known): _____
Gender: _____
Nationality & Passport No. (if available): _____

And that;

The stowaway(s) will be kept under strict surveillance and custody and will not be allowed to disembark without permission. All expenses, including food, accommodation, medical care, and repatriation, will be borne by the shipping company/agent, who also assumes full responsibility for repatriation. All directions of the authorities will be strictly complied with, and the Government of India will be indemnified against any liability. It is further declared that no additional stowaways are present onboard.

DECLARATION: I hereby declare that the above information is true and correct and is being submitted

Name of Master: _____
Signature: _____

Name of Shipping Agent: _____
Shipping Agency Name: _____
Signature: _____

Date: _____
Place: _____



DIVERSION LETTER

To,
The Immigration In-Charge
Seaport Immigration
(Name of Seaport)

Subject: Diversion of Vessel – Intimation

I, the Master of M.V./M.T. _____ (IMO No.: _____) hereby submit that the vessel's last port of call was _____. The vessel was issued No Objection Certificate (NOC) for sailing clearance vide No. _____ dated _____, wherein the next port of call was declared as _____.

However, due to operational requirements and as per the directions of the Owner/Principal/Charterers, the vessel has been diverted and is proceeding to _____ for the purpose of discharging/loading cargo/other operations.

This is for your information and necessary action.

Signature & Seal
Master of the Vessel

Signature & Seal
Shipping Agent

