



# Chittagong Dry Dock Limited

Bangladesh Navy  
East Patenga, Chattogram, Bangladesh  
Mobile: +8801769744417  
Fax: +880-31-2501123, E-mail: cddlberthing@gmail.com



## **BERTHING REQUEST FORM**

### **1. Shipping Agent's Details**

Name of the Agency	
Name of the Owner	
NID NO	
Address	
E-mail	
Contact No	

### **2. Vessel Details**

Name of the Vessel		Length (LOA)	
Port Of Registration		Breadth	
IMO NO		Draught	
GRT		ETA	
SDWT		ETD	
Last Port of Call		Next Port of Call	

### **3. Vessel Owner/Master's Details**

Name	
Nationality	
Passport No	
License No/CDC	
E-mail Id	
Contact No	

### **4. Cargo Details**

Type of Cargo	
Cargo Consignment (in tons)	
Estimated Unloading per 24 hrs	
Duration of Unloading (in days)	
Customs Clearance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under process <input type="checkbox"/> Not required

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## **BERTHING REQUEST FORM**



### 5. Services Required from CDDL

<b>Berthing (Compulsory)</b>	Yes	<b>Security Service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Landing (Compulsory)</b>	Yes	<b>Fire Protection arrangement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Weighbridge (Compulsory for Scrap &amp; Stone)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Firemain line connection</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Space Rent (For Wood , Log )</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Shore Electricity Supply</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Jetty Crane Service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Fresh Water Supply</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fork Lift Service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other Service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 6. Required Ancillary Services (NOC required From Shipping Agent)

<b>** Truck/Trailer Entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Agency Employee Entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>** Provisioning</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* C&amp;F/Importer Entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>** Supply of Ships spares</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Berth Operator Entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>** Garbage disposal</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Transport Employee Entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>** Bunkering</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Crew sign in/off</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>*** Hot work on board</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Surveyor entry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>*** Repair Work Facilities</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* Foreigner In/Out</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vehicles Rental Service</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other Service (To be mentioned)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NB:**      \* Nominal List to be attached with Photocopy of NID/Passports (where applicable).  
              \*\*CDDL must be intimated for designated services to be delivered to ship from outside  
              \*\*\* Not permitted to conduct without written permission of CDDL. Violation of such activities will result an irrevocable penalty.

#### **Terms and Conditions:**

1. All dues is to be paid according to CDDL tariff before leaving CDDL jetty.
2. CDDL is to be notified 24 hours prior departure of the vessel.
3. Nominal List of Crew/Foreigner/C&F/Shipping agents/Berth operators/Importers with nationality and NID/Passport number (where applicable) is to be submitted to the CDDL security department 24 hrs prior entry.
4. Minimum 75% of estimated Total Tariff must be paid through pay order in favour of “**Chittagong Dry Dock Limited**” prior arrival of the vessel.
5. Vessel staying alongside CDDL jetty must comply all existing national and international law, convention including UNCLOS, IRPCS, MARPOL, SOLAS, FSS, ISPS, IMDG etc.
6. CDDL reserve the right to cancel/postpone the allotment of berth at any moment without any compensation.
7. **Embarkation/Disembarkation of contraband items and illegal drugs is strictly prohibited.**

#### **Special Instruction for Scrap Vessel availing berth in CDDL Jetty:**

1. To prevent damage, vessel's alongside Jetty area to be covered with steel plate with appropriate thickness before the commencement of unloading.
2. Utmost precautions to be taken to prevent any falling of scraps and to minimize dust in the CDDL area.
3. All scraps and dust to be cleaned completely by vessel authority/Shipping agent before departure of CDDL jetty.
4. CDDL will have right to charge additional fees for non compliance and violation of existing national and international law, standard operating procedure of unloading and transportation of scraps.
5. CDDL reserve the exclusive right to claim compensation/demurrage for structural damage due to unloading and transportation of scraps.

**I understand that berths are subject to availability and have accepted the tariff, terms and conditions of Chittagong Dry Dock Limited. I declare the compliance of national and international laws, convention. I also declare confirmation of issuance of customs clearance for unloading cargo and there is no contraband items/prohibited drugs to be embarked/disembarked at CDDL jetty.**

Agency Stamp & Date

Agent's signature

**FOR CDDL USE ONLY**

Forwarded through  
Email/Post/courier/in person  
Date and Time.....

**FOR CDDL USE ONLY**

Application number.....  
Received by .....