



**Seychelles Port Authority**  
**Standard Operating Procedure**  
**“Procedures for Inbound Vessels to the Port of Victoria”**

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This SOP has been set for the purposes of providing transparent and adequate information for Port Users on the incoming traffic and services within the Harbour and the Port of Victoria. This SOP applies to all inbound Vessels. *A Vessel Master or Owner has the choice to use an appointed local Agent for the completion of the below procedures. If he/she chooses to use an agent he/she must do so 48 Hours prior to entry into the Harbour Limit. It is highly recommended that a Vessel Master or Owner appoints a local agent to complete the below procedures with ease.*

“Harbour” means the Harbour of Victoria and any bay, roadstead or place within three nautical miles from the baseline.

**It is illegal to disembark on any islands within the Seychelles without prior inbound vessel clearance from the Authorities. Any person who contravenes to this shall be prosecuted.**

**The onus is on the Master of the vessel/appointed local Agents to ensure compliance with these procedures. The Master must ensure that before leaving the last port of call he familiarizes himself/herself with the entry procedures of the Republic of Seychelles.**

**Steps to be completed**

<b>1. At 24nm – Contiguous Zone</b>	Obligation to Notify Seychelles Coast Guard of the intention to enter into the Seychelles’ Archipelagic Waters/and or Contiguous Zone. . Seychelles Coast Guard Call Centre +248 4290900
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	Obligation to <b>“shine” their AIS/VMS</b> upon entering the Seychelles’ Territorial Waters.
<b>2. At 12nm – Territorial Sea</b>	<p>Obligation to Notify the Seychelles Port Authority (SPA) of intention to enter the Harbour Area and Port of Victoria and confirms time of Arrival at Port at the North and South reporting points.</p> <p>North reporting point : Latitude 04°23’ South Longitude 055°29’ East  South reporting point : Latitude 04°40’ South Longitude 055°37’ East</p> <p>All communications are to be addressed to ‘Seychelles Port Authority Tower Control’ by VHF Ch12 (or CH16 if long range), or emailed to; <a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a>.</p> <p><b>Vessels without appointed local agents shall call the Seychelles Port Authority for inbound vessel clearance procedure.</b></p>
<b>3. 48 Hours prior to entry into the Harbour Limit</b>	<p><b>Documentation for Arrival</b></p> <p><b>General Declaration of Arrival</b> is located on the SPA website or can be collected directly at SPA headquarters at the reception. Completed forms with relevant documents must be submitted via emailed to; <a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a> or delivered directly to Port Control office.</p> <p>The Information Sheet must contain the details of vessel’s Estimated Time of Arrival (ETA), draft, Length Overall (LOA), cargo, dangerous goods, Official Number/IMO Number, and status of navigational equipment.</p> <p>The Authority will endeavour to confirm services, requested via SPA email <a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a> between 08h00 and 16h00.</p> <p>Before any services can be provided by the SPA, the vessel master/owner/agent must contact the below mentioned relevant agencies, complete the declaration forms and relevant documents required must be provided. This formality must be completed and submitted via email; <a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a>. All completed declaration forms must be submitted minimum 48 hours before.</p> <p>In addition to the information submitted, the following is to be provided by the vessel’s master/owner/agent to the Port Control; <a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a> and Security department; <a href="mailto:security@seyport.sc">security@seyport.sc</a> at least 24 hours prior to arrival (this is only applicable to all vessels conducting international voyages) .</p>

- ❖ Notification of crew changes expected
- ❖ Expected visitors / Service providers for repair works
- ❖ Stores /spares expected to be loaded to the vessel
- ❖ Any special security requirements

The following is a list of all documentation to be provided to the respective authorities in order to be issued with the declaration forms:

- **Public Health Authority**

[newport@health.gov.sc](mailto:newport@health.gov.sc)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Last 10 ports of call;
- 4) Certificate of Registry;
- 5) Ship Particulars sheet;
- 6) Nil List;
- 7) Maritime Declaration of Health;
- 8) Ship Sanitation Control Exemption Certificate;
- 9) Vaccination List; (Yellow Fever and Covid 19)
- 10) Completed Health Questionnaire (If any sick of dead crew/pax on board)
- 11) Clearance from last Port of call.

- **Seychelles Revenue Commission (Customs)**

[customsboarding@src.gov.sc](mailto:customsboarding@src.gov.sc)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Last 10 ports of call;
- 4) Last Port clearance (Original);

- 5) Certificate of Registry;
- 6) Ship Particulars sheet;
- 7) Nil List;
- 8) Arms and ammunition/ Narcoticslist;
- 9) Clearance from last port of call;
- 10) Crew Effects Declarations;
- 11) Cargo Declarations;
- 12) Parcel List/Per Kind Favor Parcel;
- 13) Ship Store Declarations

▪ **Department of Immigration**

[port@immigration.gov.sc](mailto:port@immigration.gov.sc)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Passports copies;
- 4) Last 10 ports of call;
  
- 5) Ship Particulars sheet;

▪ **Seychelles Police Force**

[compol@police.gov.sc](mailto:compol@police.gov.sc);

[mferley@police.gov.sc](mailto:mferley@police.gov.sc);

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Last 10 ports of call;
- 4) Certificate of Registry;
- 5) Ship Particulars sheet;
- 6) Arms and Ammunition List;

If Vessel is calling to Port with armed personnel:

- 1) Security team list
- 2) License certificate of security personnel on-board
- 3) Name of Security firm of the Security team on-board

▪ **Seychelles Coast Guard Agency**

[mrcc@scg.spdf.sc](mailto:mrcc@scg.spdf.sc)

[Tel +2484290900](tel:+2484290900)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Last 10 ports of call;
- 4) Last Port Clearance;
- 5) Certificate of Registry;
- 6) Ship Particulars sheet;
- 7) Nil List;
- 8) Arms and ammunition/narcotics list;

▪ **Environment**

(Through the National Biosecurity Agency (NBA))

[RStravens@nba.gov.sc](mailto:RStravens@nba.gov.sc) Copied to: [asuzette@nba.gov.sc](mailto:asuzette@nba.gov.sc)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Nil List;
- 4) Last 10 ports of call;
- 5) Certificate of Registry;
- 6) Ship Particulars sheet;
- 7) Cargo Declaration;
- 8) Ship Store Declarations;
- 9) Crew Effects Declarations;
- 10) Live Plants & Live Animal Declarations;
- 11) Waste Management Plan;
- 12) Potentially infectious agents and/or other biological hazards.

▪ **Seychelles Fishing Authority**

[sasba@sfa.sc](mailto:sasba@sfa.sc)

[+248 2581607](tel:+2482581607)

- 1) Notification to the Seychelles Fishing Authority prior to calling Port Of Victoria, 24 hrs and 48hrs for licensed and non-licensed vessels respectively;
- 2) Crew List;
- 3) Last 10 ports of call;
- 4) Certificate of Registry;
- 5) Ship Particulars;
- 6) Cargo Declaration.

▪ **Seychelles Maritime Safety Authority**

*(SMSA Does not have any Arrival Declaration form)*

Submission by the Agent at : [director@smsa.sc](mailto:director@smsa.sc) copied to [smsa@smsa.sc](mailto:smsa@smsa.sc)

- 1) Crew List;
- 2) Pax list – if any on-board;
- 3) Last 10 ports of call;
- 4) Certificate of Registry;
- 5) Ship Particulars sheet;
- 6) Clearance from last Port of call;
- 7) Last Port State Control Inspection Report.

	<ul style="list-style-type: none"> <li>▪ <b><u>Seychelles Port Authority</u></b></li> </ul> <p><a href="mailto:enquiries@seyport.sc">enquiries@seyport.sc</a></p> <p>In addition to all declaration forms as above mentioned:</p> <ol style="list-style-type: none"> <li>1) Crew List;</li> <li>2) Pax list – if any on-board;</li> <li>3) Last 10 ports of call;</li> <li>4) Certificate of Registry;</li> <li>5) Ship Particulars sheet;</li> <li>6) Arms and ammunition list;</li> <li>7) Clearance from last port of call;</li> </ol> <p><b>Vessel Defect Reporting and Port Impacts</b></p> <p>All vessel Masters must declare any defects prior to arrival to their agents or if no agents to SPA or SMSA. Masters must also ensure that all critical navigation equipment and machinery (propulsion/steering/generators) are in good working order. Failure of other machinery such as cranes for containers must be reported to the Shipping Agents who shall then inform the Terminal Operator, SPA and SMSA who will advise on the action to take. Vessels that experience equipment failure and have a detrimental impact on Port operations may be subject to additional Port fees in the event of significant Port emergencies.</p> <p><b><i><u>NB:</u> - Vessels unable to have communicated all relevant documents prior to arrival at port for Port Clearance due to technical difficulties will be asked to moor at Anchorage Station for submission of documents on board vessel prior to being issued clearance by all relevant agencies and the Seychelles Port Authority. Vessels without appointed local agents – communication difficulties – from last port of call can communicate to Seychelles Port Authority for inbound vessel clearance.</i></b></p>
<p><b>4. Anchorage Station</b></p>	<p>Vessels are not to anchor inside Harbour limits, except in case of emergency OR if permission is granted by the SPA.</p>

Through the Office of the Harbour Master, the Vessel will be guided to an Anchorage Station prior to Port Clearance for berthing.

Vessel Owners/Masters shall inform and receive approval from the Office of the Harbour Master where the vessel is going to berth or lay during her stay in Seychelles. Notification and approval shall be sought and received prior to any change/shift in berth/lay.

The SPA has allocated both anchorage points number 1 and 2 featured on Admiralty chart 742 as IMDG and quarantined vessel anchorage area. The coordinates for the two points are as follows:

Anchorage Point No1. 04°33.006'S 055°29.005'E

Anchorage Point no.2 04°33.006'S 055°30.025'E

*At the Anchorage Station, all relevant agencies shall therefore board the vessel for inspection. SPA will inform all relevant agencies on the boarding time for all Vessels without an appointed local agent.*

Inner Anchorage Position: Depth 3-6 Meters

NEXT TO ROMAINVILLE ISLAND

POSN LAT LONG

13 04°37.14'S 055°28.61'E

14 04°37.1'S 055°28.9'E

15 04°37.4'S 055°28.9'E

16 04°37.68'S 055°28.5'E

Outer Anchorage Position: Depth 11-20 Meters

NEXT TO STE ANNE ISLAND

POSN LAT LONG

8 04°34'S 055°33'E

9 04°35.2'S 055°29.2'E

10 04°35.47'S 055°28.88'E

11 04°35.49'S 055°29.41'E

12 04°35.75'S 055°28.93'E

17 04°33'S 055°34'E

Inner Islands Anchorage

NEXT TO PRASLIN/ LA DIGUE/ ANSE POSSESSION



	<p style="text-align: center;">LAT    LONG</p> <p>PRASLIN    04°21.12'S    055°46.7'E</p> <p>ANSE POSSESSION    04°18.33'S    055°43.86'E</p> <p>LA DIGUE    04°20.5'S    055°49.28'E</p> <p><i><b>NB :- Coast Guard carries out Port Patrol Daily.</b></i></p>
<p><b>5. Pilot Station</b></p>	<p>Pilotage is <b>compulsory for all vessels in excess of 150GT.</b></p> <p>The pilot service is available on a 24 hour per day basis. Pilotage exempt Masters (issued with a certificate of exemption) or vessels exempted under the law (vessels less than 150 GT, military vessels less than 300 GT and pleasure vessels less than 300 GT) may at any time request the services of a Pilot.</p> <p>Every Vessel exceeding 150 GT entering Port Victoria shall use Tug Services.</p> <p>Pilots board approximately 3.0nm off port. The pilot ladder is required to be rigged as directed by the SPA VHF Radio or the Pilot vessel.</p> <p>Masters of all vessels are required to partake in an Information Exchange with the Pilot as part of the passage plan, in line with the best practices of Bridge Resource Management principles. This exchange must take place before pilotage commences and on completion the Master is required to sign the Pilot/Master Information Exchange Form.</p>
<p><b>6. Berthing at Quay</b></p>	<p>Berths are assigned in daily port planning meeting based on the overall operations and requirements based on berthing priority policy of SPA as per the following points.</p> <p>(a) SPA will endeavour to grant requests for a specific berth, although this is not assured. It should be noted that:</p> <ul style="list-style-type: none"> <li>❖ Mahe Quay is the primary berth for any vessel engaging in discharging and / or loading fish, any oil products, container, dry bulk cargoes and / or transhipment operations.</li> <li>❖ Fishing Port is the primary berth for any vessel engaging in discharging of fish to the Indian Ocean Tuna (IOT) company or any transhipment operations.</li> <li>❖ EU Quay Zone 14 is the primary berth for any vessel engaging in landing of fish and transhipment or net repair operations.</li> <li>❖ All stevedoring operations are allowed on all three above-mentioned ports.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Ile du Port Handling Services Quay is the primary berth for any vessel engaging in transshipment and landing for Fishing Vessels.</li> </ul> <p>(b) Prior to granting a request for pilotage, SPA will seek assurance that cargo transfer operations are ready to proceed in all respects at the highest safe rate. (Refer to defect reporting and port impact declaration in Step 3)</p> <p><b>Inbound Vessels</b></p> <p>All requests for amendments/cancellations/delays for movement are prescribed in the Harbour Act</p> <p>(c) The vessel may lose its turn on the planning schedule for the following reasons:</p> <ul style="list-style-type: none"> <li>i. When information or advice is not received in the requisite time or is incorrect.</li> <li>ii. When any legislative requirement is not met.</li> <li>iii. When the vessel is not ready in all respects, including deficiencies in machinery, equipment and / or manning.</li> <li>iv. When the vessel is not able to be at the pilot boarding ground at the confirmed time.</li> </ul> <p><b>Berth</b></p> <p>A vessel may be ordered to vacate a berth at own cost for the following reasons:</p> <ul style="list-style-type: none"> <li>i. If cargo transfer stops and/or breaks down and another vessel can make more efficient use of the berth.</li> <li>ii. When there has been a significant change to the schedule at any time whilst alongside the berth.</li> <li>iii. When the vessel is not included in a guaranteed berth agreement and is occupying a guaranteed berth within the specified time slot or permanent allocation, it will be expected to vacate the berth in order to accommodate a vessel that is guaranteed the berth.</li> <li>iv. In the event of an emergency or other national priority.</li> </ul>
<p><b>7. Surrender of Original Certificate of Registry</b></p>	<p>Vessel Owner/Master shall surrender Original Certificate of Registry until all formalities and Port Dues payments are effected. This applies to Vessels without an appointed local agent only.</p>

### Additional Information

- **Maximum Vessel Size and Draft restrictions**

Berth	Length Overall (LOA) (metres)	Draft (metres)	Beam (metres)	Under Keel Clearance metres (UKC)
Mahe Quay North	210 m (Standard for channel)	9.5 m	34m	5m
Mahe Quay South	210m	11.5m	34m	5m
Fishing Port	B1 - 55 m B2 – 115m B3 – 115m B4 – 105m	5.5m 7.5m 7.5m 7.5m	9m 20m 20m 17m	
Bunker Pier (BP)	75m	7.5m	17m	
EU Quay Zone 14	115m	7.5m	17m	
IPHS Quay	455m	8.5 m		
Tuna Buoys	115m	11.5m	20m	
English River Buoy	140m	11.5m	34m	

- Port and Harbour Dues are applicable, under the Harbour (Port and Harbour dues) Regulations.
- All laws of the Republic of Seychelles are applicable.

**The mooring timing and passage in Seychelles waters of any vessel shall be subject to the general and particular control of the Harbour Master (Regulation 38 of the Harbour Regulations).**

**This SOP has been finalised and vetted by the Seychelles Port Authority and the office of the Harbour Master and should be construed as orders and directions given by the Harbour Master. Any person who fails to comply with the procedure will be in direct contravention to an order given by the Harbour Master, and shall be guilty of an offence and liable upon conviction.**