



# ADVANCE NOTIFICATION/INWARD REPORT FOR YACHTS/SMALL CRAFT FORM C2-C

Official Use ONLY  
  
Rotation Number

## 1. REGISTRATION DETAILS

Craft name :		
Country of registration:	Port of registration:	Registration Number:
Call sign:	Name of person in charge:	Total number of persons on board:
Date of registration:	Sail Number:	Home Port:
MMSI :		

## 2. ADVANCE INFORMATION OF ARRIVAL *(To be filled by the Master)*

Estimated date of arrival:		Estimated time of arrival:
Port of arrival:	Port of departure:	Departure date:

## 3. ARRIVAL DETAILS *(This portion is to be completed by the clearing Officer)*

Port of arrival:	Date of arrival:	Time of arrival:
Port arrived from:	Estimated period of stay in Fiji:	

## 4. LIST OF PREVIOUS PORTS OF CALL AND DATE OF DEPARTURE *(Please list in sequence, latest ports first)*

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

## 5. FIREARMS *(Specify makes, models & serial numbers)*

Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## 6. CONTROLLED DRUGS/MEDICINES ON BOARD *(Name & Quantity)*

Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## 7. CURRENCY REPORT

Amount	Currency	Others

## 8. STORES ON BOARD

Beer:	Quantity: (Litres)
Wine:	Quantity: (Litres)
Spirits:	Quantity: (Litres)
Cigarettes/Tobacco:	Quantity:

## 9. NEXT OVERSEAS PORTS

	Next overseas Port	Expected date of departure
1.		
2.		
3.		

## 10. CRAFT STATUS *(Tick box that applies)*

Visiting Overseas Craft <input type="checkbox"/>	Returning Fiji registered craft: <input type="checkbox"/>	Returning permanently imported craft: <input type="checkbox"/>	Permanently importing craft to Fiji: <input type="checkbox"/>
	Built in Fiji: Yes <input type="checkbox"/> No <input type="checkbox"/>	Original import SAD number:	
	Duty Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please attach photo of Yacht

Please attach Passport Bio Data page of Master

*Note: It is mandatory to attached photos on the space provided.*

*Note: It is mandatory to attached photos on the space provided.*

Only if the photo cannot be attached on the space provided, than please send the photo as an attachment to this Inward Form.

## 11. CRAFT DETAILS

<b>Craft Type:</b> Yacht <input type="checkbox"/> Motor Launch <input type="checkbox"/> Other (Specify) <input type="checkbox"/>		<b>Design:</b>		<b>Hull Design:</b> Mono <input type="checkbox"/> Catamaran <input type="checkbox"/> Trimaran <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	
<b>Yacht Rig:</b> Cutter <input type="checkbox"/> Sloop <input type="checkbox"/> Ketch <input type="checkbox"/> Yawl <input type="checkbox"/> Schooner <input type="checkbox"/> Other (Specify) <input type="checkbox"/>			<b>Mast Construction:</b> Alloy <input type="checkbox"/> Timber <input type="checkbox"/> Composite <input type="checkbox"/> Other (Specify) <input type="checkbox"/>		
<b>Hull Construction:</b> Steel <input type="checkbox"/> Alloy <input type="checkbox"/> Ferro <input type="checkbox"/> Cement <input type="checkbox"/> Fiberglass <input type="checkbox"/> Composite <input type="checkbox"/> Other (Specify) <input type="checkbox"/>					
<b>Length:</b> Metres <input type="checkbox"/> Feet <input type="checkbox"/>		<b>Beam:</b> Metres <input type="checkbox"/> Feet <input type="checkbox"/>		<b>Draught:</b> Metres <input type="checkbox"/> Feet <input type="checkbox"/>	
<b>Gross Tonnage:</b>					
<b>Value of the Yacht:</b>  <i>(In US Currency)</i>					

## 12. COLOURS

Mast:	Deckhouse/Superstructure (Tops)
Hull (Above waterline):	Deckhouse/Superstructure (Side):
Hull (Below waterline):	Decks:
Dodgers/Sail covers:	Sails:

## 13. ENGINE

Make:	Model:
Power (HP/Kw):	Passage speed under motor:
Fuel capacity:	Fuel consumption rate:

## 14. ELECTRONICS

<b>SSB Radio</b>	Make:	Model:	Call sign:
<b>VHF Radio</b>	Make:	Model:	Call sign:
<b>HAM Radio</b>	Make:	Model:	Call sign:
<b>Cell phone</b>	Make:	Model:	Call sign:

## 15. RADIO SCHEDULES MAINTAINED

Frequencies:	Times:	Shore station:

## 16. LIST OF INTENDED PORTS/PLACES/ISLANDS TO VISIT WHILE IN FIJI

*(If you intend to sail within Fiji, please complete the following, as fully as possible)*

Name of islands	Approximate date	Approximate length of stay
1.		
2.		
3.		
4.		
5.		
6.		

## 17. CREW DETAILS *(Person in charge first)*

A total of ..... crew and ..... Passengers are travelling on this yacht.

Names in block letters	For	Attach additional crew PDF list	Attach here
Surname:	Surname:		
First name (s): w	First name (s):		
Nationality:	Nationality:		
Date of birth:                      Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth:                      Gender: M <input type="checkbox"/> F <input type="checkbox"/>		
Passport number:	Passport number:		
Country of passport issue:	Country of passport issue:		
Primary overseas address:	Primary overseas address:		
Emergency Contact Name:	Emergency Contact Name:		
Contact details:	Contact details:		

Surname:	Surname:		
First name (s):	First name (s):		
Nationality:	Nationality:		
Date of birth:                      Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Date of birth:                      Gender: M <input type="checkbox"/> F <input type="checkbox"/>		
Passport number:	Passport number:		
Country of passport issue:	Country of passport issue:		
Primary overseas address:	Primary overseas address:		
Emergency Contact Name:	Emergency Contact Name:		
Contact details:	Contact details:		

## 18. OTHER EQUIPMENT

<b>Life raft</b>	Make:	Model:	Capacity:
<b>Dinghy/Tender</b>	Make:	Model:	Length:
	Type:	Capacity:	Color:
<b>Outboard motor:</b>	Make:	Model:	Power (HP/Kw)

ANY OTHER IDENTIFYING FEATURES

## MARITIME DECLARATION OF HEALTH

Sanitation Control or Certificate held \_\_\_\_\_

Issue Date \_\_\_\_\_

OR Sanitation Control Exemption Certificate held \_\_\_\_\_.

Expires \_\_\_\_\_

<b>HEALTH QUESTIONS</b>		<b>YES</b>	<b>NO</b>
1	Is there on board or has there been during the voyage any case of illness or shown symptoms of illness which you suspect to be of an infectious nature? If Yes, please provide details below;	<input type="checkbox"/>	<input type="checkbox"/>
2	Has there been on board during the voyage any case of fever, coughing, severe vomiting, rash, profuse diarrhea, plague, cholera, yellow fever, small pox? If Yes please provide particulars in the space provided below;	<input type="checkbox"/>	<input type="checkbox"/>
3	Has any person died on board during the voyage other than as a result of accident? If Yes, List particulars below;	<input type="checkbox"/>	<input type="checkbox"/>
4	Has plague occurred or been suspected among the rats or mice during the voyage or has there been an unusual rate of mortality among them?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there any sick person on board now? If Yes, Give particulars below;	<input type="checkbox"/>	<input type="checkbox"/>
6	During the last 50 days of your voyage did your vessel visit or call in to Vanuatu, the Solomon Islands, Papua New Guinea or any port or place in Australia north of the latitude of Brisbane, or the Panama Canal, the East Indies, Asia or any port or place in which malaria carrying mosquitoes are present? If Yes, please provide name of the port and the date visited below; (A copy of the 50 days movement of the yacht must be submitted)	<input type="checkbox"/>	<input type="checkbox"/>

**Note:**

- If more than 4 weeks have elapsed since the voyage began, it will suffice to give particulars for the latest 4 weeks
- \*Sanitation Certificates or exemptions to be produced on demand.

**It is illegal to discharge waste of any kind in the Fiji Waters.**

COMMODITY*	LOCATION	ORIGIN	SAFEGUARD
			Strictly for Vessel Use Only.  No crew is allowed to take ashore any food unless approval is given by Biosecurity Officer.

**SAFEGUARD NOTICE**

I agree to the following items being retained on board while the vessel is in Fiji waters unless prior approval for unloading, under the supervision of Biosecurity Officer is obtained.

\*Fruits, vegetables, meat, ships parts such as furnishing; all hay straw, rice hulls & motor ropes, ship garbage & dunnage or any plant & animal product.

**Important Notes:**

1. All ships garbage must be kept in covered, leak proof containers inside ships railings.
2. It is illegal to discharge waste of any kind into Fiji Waters
3. \*Individual crew declarations [following page] must be completed by all crew members.



**21. ANIMAL BONDING**

I ..... master of the vessel ..... agree to bond to the Government of Fiji the sum of ONE THOUSAND AND FIVE HUNDRED DOLLARS AND NINETY EIGHT CENTS (\$1500.98) to be paid to the Biosecurity Authority of Fiji.

The bond is furnished as security due to the fact that this vessel is carrying on board the following animal[s];

**Description of animal**

BREED	SEX	AGE	COLOUR	ORIGIN	VACCINATION RECORDS HELD YS	VET CERT.

Note: Vaccination records [in particular, evidence of rabies status] to be produced upon request.

1. I understand my compliance requirements according to the Biosecurity Act 2014 and agree to abide by them.
2. I shall not allow the above animals[s] to leave the vessel but shall keep it on board in such secure manner as may be approved by a Biosecurity officer.
3. I shall not allow any other animals[s] to go or be taken on board this vessel or to come into contact with the above animals[s]
4. I understand that any contravention of the regulation may render the animals[s] liable to be seized and destroyed without prejudice to my further liability.
5. The bond will be released to me upon or following departure of the animal[s] from Fiji on board this vessel or by other means as agreed.

Attach Photo of animal[s]

SIGNED by the Master

.....  
In the presence

.....  
Biosecurity officer (Signature & stamp)



## FIJI GOVERNMENT REQUIREMENTS

### 1) Conditions of temporary entry under Code 228 (a), (b), and (c) of the Customs Tariff Act 1986:

Visiting yachts enter and remain temporarily in Fiji without payment of Customs charges provided:

- a. The yacht is on bona fide cruise or participating in a yacht race.
- b. The yacht is solely for personal use of the owner or master.
- c. The yacht shall remain in Fiji for a period not exceeding 54 months from its arrival provided the owner or master is still cruising.
- d. The owner shall retain his/her immigration status as a bona fide tourist whilst in Fiji; and
- e. The owner is permitted to travel in and out of Fiji to attend to essential services such as buying spares for the yacht, family commitments etc. whilst the yacht remains in Fiji for a maximum period not exceeding 54 months.

### 2) Designated Ports:

You must report your yacht inwards at a Customs Port upon arrival in Fiji and must clear outwards at a Customs Port before leaving Fiji. The Customs Ports are SUVA, LAUTOKA [Vuda Marina], SAVUSAVU, DENARAU, ROTUMA AND LEVUKA.

### 3) Liability to duty and/or forfeiture:

Your yacht will be liable to duty at full Tariff Rate and/or forfeiture if:

- a) It is in any way disposed of in Fiji (i.e. sold, abandoned<sup>1</sup> or given as gift);
- b) It is put to commercial use or for other consideration whilst in Fiji waters (i.e. taken for commercial charters, hired or leased cruises);
- c) The owner is associated with any entity in Fiji as an employee or employer either upon arrival or subsequently.
- d) You/The Owner enter(s) and reside(s) in Fiji either upon arrival or subsequently.
- e) The yacht is not exported permanently within 54 months of the date of the yacht's arrival in Fiji;
- f) Special approval will be given to owners who need medical attention or who need to purchase spare parts personally, from overseas. For these reasons yacht owners will need to make a request in writing to Customs at their port of location; (in such situations the yacht will not be subjected to duty).
- g) The owner of the yacht is a holder of a Fiji Immigration permit to enter and reside in Fiji either before arrival or subsequently.

### 4) Arms and ammunition to be surrendered:

On arrival all arms and ammunition must be declared and surrendered to the Customs Officer for safe keeping by Fiji Police. Arrangements to uplift any such arms or ammunition for departure may be arranged directly with the Police and collected before leaving Fiji. Please allow sufficient time for this process.

### 5) Live animals, reptiles and birds, fresh meat, fruits and vegetables:

- a) No live animals, reptiles or birds of any kind; or
- b) Fresh meat, fruits and vegetables on board the yacht may be landed or taken ashore.
- c) Some restrictions on whether such goods will be permitted to remain on board at a Customs Port may be enforced by Biosecurity Officers.

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<sup>1</sup> Abandoned does not mean vacating the yacht for short intervals if the owner or master has to fly overseas.

**6) Currency:**

The owner /master shall declare upon arrival any currency or negotiable bearer instruments with a combined value of FJD\$10,000 or more or its equivalent in foreign currency, in his or her possession or carried on board the yacht.

**7) No Duty-Free stores for yachts:**

- a) No high dutiable goods such as liquor, beer, tobacco and cigarettes or any other bonded or drawback goods may be shipped duty free as stores for yachts.
- b) All adult crew members and adult passengers will be allowed the normal duty-free passenger landing allowances upon arrival under Code 218 but any excess stores shall be subject to normal import duty or detention by Customs.

**8) All crew members and passengers require entry permits from an Immigration officer before they disembark in Fiji, and this duty is also done by a Customs Officer on behalf of Immigration Dept. For all your Immigration requirements, a Customs Officer will facilitate you.**

**9) The owner/master of the yacht shall provide the Customs Officer with a manifest list of all persons on board who will also need to see every person on board, sight their passports and correctly completed passenger arrival cards.**

**10) In addition, the Customs Officer may require the production of onward tickets or security bonds from any person aboard.**

**11) No less than 48hrs prior to this vessel departing from an authorized point in Fiji, advice of this fact via email must be made to [yachtsreport@frcs.org.fj](mailto:yachtsreport@frcs.org.fj) outlining planned departure point and requesting Customs departure clearance.**

**Note** that prior to clearance being given, checks will be made with other Border Agencies to confirm departure clearance can be given. If the 48-hour notice isn't met, or if outstanding charges or fees are owing, this will affect the ability to give clearance at the requested time.

**12) Please ask the attending Government Officer[s] if you do not understand the ANA, as failure to comply with any of the conditions may render you liable to penalties under the respective government laws.**

**This advance notice of arrival report must be completed in its entirety no less than 48 hours prior to ETA into Fiji.**

**Non-compliance with this may see clearances delayed, withheld or refused.**

**23. THIS SECTION IS TO BE COMPLETED AND WITNESSED BY A FIJI GOVERNMENT REPRESENTATIVE AT TIME OF BOARDING.**

**This advance notice of arrival contains information that is legislatively required by the Border Agencies of Fiji.**

The master of the vessel that this document relates to is responsible for ensuring all required information is supplied and is correct.

Insufficient or inaccurate information being provided by the Master may result in this vessel, crew and/or passengers not being cleared for entry into the Islands of Fiji.

The requirement to complete this document correctly is legislated for under the following enactments, many of which contain instant fine or penalty provisions for non-compliance.

- Biosecurity Act 2014
- Customs Act & Regulations of 1986
- Financial Transactions Reporting Act 2004 & Regulations 2007
- Quarantine Act CAP 112, Quarantine (Amendments) Regulations 2010
- Food Safety Act & Regulations 2012.
- Immigration Act 2003.

If circumstances and/or the content of this document have changed between submitting this document and your actual arrival, you must inform the boarding Agencies immediately.

I .....Master/Owner of the craft ..... being the person in charge declare that:

1. All particulars stated in this Advance Notification/Inward Report are true and correct.
2. This yacht will not be hired or otherwise reimbursed for carrying goods or passengers while in Fiji waters without express permission of the Fiji Government.
3. I have in my possession funds totaling Fiji \$. ..... (Note: Item # 6 of Page 9 - Border Currency Report to be completed)
4. I am financially liable for all crew members who arrived into Fiji on this vessel until they depart from Fiji by whatever means. Furthermore, I will notify Fiji Immigration of any crew changes prior to the departure of this vessel.
5. While in Fiji territorial waters I will ensure that all persons on this craft will comply with all provisions of the above listed Acts and Regulations including the Fisheries Act [1942] and the Endangered and Protected Species Act [2002].

Signature ..... Date: .....

Declared before ..... (Officers name) this ..... day of .....20....

Signature / Stamp of Officer

**Submit via email**

**Download & Save**

*For any issues please email: [yachtsreport@frcs.org.fj](mailto:yachtsreport@frcs.org.fj)*

## 24. INFORMATION RELATED TO FEES & CHARGES

Note: All fees and charges unless expressly advised are to be collected by Marina or Port Owners or Ships Agents.

### FIJI REVENUE & CUSTOMS SERVICE

#### Customs Special Attendance Fee

Customs normal working hours are from Mon-Thursday (0800 - 1300 and 1400 - 1630 hours) Friday (0800 - 1300 and 1400 - 1600 hours) and any clearance done outside these working hours are subject to the following:

<input type="checkbox"/>	Any Clearance done between 1630hrs and 2000hrs (Monday - Friday)	- \$26.00/HR include meal & transport if applicable
<input type="checkbox"/>	Any Clearance done between 2000hrs and 0800hrs (Monday - Friday)	- \$26.00/HR include meal & transport if applicable
<input type="checkbox"/>	Any Clearance done between 1300hrs and 1400hrs (Monday - Friday)	- \$26.00 include meal & transport if applicable
<input type="checkbox"/>	Any Clearance done on Weekends and Public Holidays	- \$111.00 include meal & transport if applicable

### MINISTRY OF HEALTH AND MEDICAL SERVICES

#### Fees Schedule for Yachts

Note: Refer page 5 item # 6 for list of High Risk ports.

#### 1. VESSEL IS FROM A CLEAR PORT AND IS BEING CLEARED IN A DESIGNATED PORT OF ENTRY

Clearance of yachts	\$ 111.00
Issuance of Pratique	\$ 50.00
VAT	\$ 22.50
<b>Total</b>	<b>\$ 183.50</b>

#### 2. VESSEL IS FROM A CLEAR PORT AND IS BEING CLEARED IN AN UNDESIGNATED PORT OF ENTRY

Clearance of yachts (Super Yachts are classified and treated like other yachts)	\$ 106.00
Issuance of Pratique	\$ 50.00
Clearance in an undesignated port	\$ 1,000.00
VAT	\$ 172.50
<b>Total</b>	<b>\$ 1322.50</b>

#### 3. VESSEL IS FROM A HIGH RISK PORT AND IS BEING CLEARED IN A DESIGNATED PORT OF ENTRY

Clearance of yachts (Super Yachts are classified and treated like other yachts)	\$ 106.00
Issuance of Pratique	\$ 50.00
Fumigation Services (Volume of area sprayed < 114m3) - Anti malarial spray	\$ 80.00
VAT	\$ 34.50
<b>Total</b>	<b>\$ 264.50</b>

**4. VESSEL IS FROM A HIGH RISK PORT AND IS BEING CLEARED IN AN UNDESIGNATED PORT OF ENTRY**

Clearance of yachts (Super Yachts are classified and treated like other yachts)	\$ 106.00
Issuance of Pratique	\$ 50.00
Clearance in an undesignated port	\$ 1,000.00
Fumigation Services (Volume of area sprayed < 114m3)- Anti malarial spray	\$ 80.00
VAT	\$ 110.70
<b>Total</b>	<b>\$ 1340.70</b>

NOTE: FEES MAY CHANGE WITH THE INCLUSION OF OVERTIME ALLOWANCES, MEAL AND TRANSPORTATION COSTS FOR STAFFS (Non-Official Hours)

**BIOSECURITY AUTHORITY OF FIJI**

**CATEGORY 4: CONVEYANCE CLEARANCE OF VESSELS**

- C4-3- boarding and clearance of super yachts during normal working hours - per vessel- **FJD\$ 193.12.**
- C4-4 boarding and clearance of super yachts after hours- per vessel- **FJD\$487.60.**
- C4-5 boarding and clearance of yachts during normal working hours - per vessel-**FJD\$ 89.70.**
- C4-6 boarding and clearance of yachts after hours - per vessel- **FJD\$ 182.39.**

**CATERGORY 1: IMPORTS RISK ANALYSIS**

C1-18- Refundable bond for animals quarantined on board vessels. -**FJD\$1,500.98** (per clearance)

C1-22-Monitoring and inspection of bonded animals on board vessels - **FJD\$28.75** (per inspection)

For payment of bond refund:

\*A written notice of request for payment of refund is to be submitted to the Authority ONE (1) week before departure to allow for processing.

**CATERGORY 2: IMPORTS**

- C2-19 -Inspection of foreign garbage and supervision of incineration during normal working hours -**FJD\$112.13** (per clearance)
- C2-20- Inspection of foreign garbage and supervision of incineration after hours - **FJD\$174.92** (per clearance)

[Working Hours: Monday- Friday: 0800hrs-1700hrs]

[After hours: Monday to Friday-1700-0800hrs; Weekends and Public Holiday.]