



## **Departure Procedures**

- Agent shall submit a Notification of departure form (annex 5) to the PFSO at least four (4) hours prior to departure of a vessel.
- Prior to receiving clearances from the Immigration (if required) and Customs Departments, the master or agent shall provide the PFSO with a copy of the crew list/ manifest and confirm the vessel's readiness to depart. On departure the vessel shall remain in radio communication from this time until at least ten nautical miles from berth.
- In the case where a pilot is required, the pilot should contact the PFSO/ Harbour Master on their readiness on Channel 16.
- The agent remains the agent for a vessel until it has left the Turks and Caicos Territory waters or has notify the Director of Ports in writing that he wishes to no longer be the agent for the vessel prior to departure.



**PORTS AUTHORITY OF THE TURKS AND CAICOS ISLANDS**  
**NOTICE OF DEPARTURE OF A VESSEL**

To: \_\_\_\_\_ Agent/Owner: \_\_\_\_\_

<b>1.</b>	<b>Name of vessel</b>	
<b>2.</b>	<b>Flag</b>	
<b>3.</b>	<b>Port of Registry:</b>	
<b>4.</b>	<b>Tonnage:</b>	<b>GRT:</b>
<b>5.</b>	<b>Date/Time:</b>	
<b>6.</b>	<b>Port at which voyage commenced:</b>	
<b>7.</b>	<b>Last port of call:</b>	
<b>8.</b>	<b>Next port of call:</b>	
<b>9.</b>	<b>Cargo discharged, B/L tons</b>	<b>Cu. Ft.</b>
<b>10.</b>	<b>No. of mail bags:</b>	
<b>11.</b>	<b>Cargo loaded B/L tons</b>	<b>Cu. Ft.</b>
<b>12.</b>	<b>Date/ time sailed:</b>	
<b>13.</b>	<b>Draft forward:</b>	
<b>14.</b>	<b>Draft Aft:</b>	



Remarks:.....  
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