

02/01/2013

Dear Captain,

We would appreciate your participation in an automation and centralization of the crew list report process. Attached screen shots of those sheets.

The report based on a structured Excel compatible with the FAL requirements and acceptable by the Israeli navy.

This form should be sent by mail (attachment) to a specific address.

The information will be received by the Israeli Port Community System(MAINSYS) transferred to all the relevant factors such as the Navy and the ship Agent.

Please follow the instructions:

- 1) Save the Excel form in the ship`s PC.
- 2) When time comes to report either the IMOT or 48 hours report, please open the excel form and apply the necessary data in the two working sheets (Ship and Visit info & Crew Info).Send the file as attachment by mail to the address "Crew_report@israports.co.il"
- 3) Since the data is being received by a computer, the following must be accurate (Therefore we recommend using "copy" and "paste" from this document):
 - i. The subject should be "[crewreport](#) ".
 - ii. The attached file name should stay "[crewreport.xls](#)".
 - iii. The address should be "Crew_report@israports.co.il".
- 4) Please pay special attention to fill correct Israeli ship agent code.
It is important to enable the system to send the report to the right agent.

Thank You,

Mainsys Team

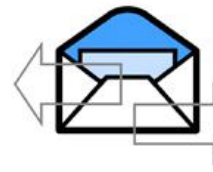


חברת נמלי ישראל

פיתוח ונכסים בע"מ



רשות הסכנות והנמלים



פרויקט תס"ק-ים

תהליכי סחר בקהילת הים