## Ships association requests in the Hellenic Maritime Single Window

Once you have successfully completed the registration process, you will have to associate with your ships of interest, which is mandatory for submitting notifications for these ships.

| ← → ♂ ☆ ▲ nms            | w.hcg.gr/en-GB                           |                  |                                     |                  |                                      |                         | \$ @ \$ \$ B []                           | Σε παύση          |
|--------------------------|--|------------------|-------------------------------------|------------------|--------------------------------------|-------------------------|---|-------------------|
| Hellenic Maritime S      | ingle Window                             |                  | Fr., 34 Apr 2020 09:07:58 Greece Lo | scal Time        | £6,2                                 | 4 Apr 2020 06-07:58 UTC |   | EN   EL           |
| •                        | Hellenic Maritime Single V               | Vindow           |                                     |                  |                                      |                         |   |                   |
| omswomswowy<br>User      | Approvals<br>View My Approvals           | *                | <sup>Dogu</sup><br>Ship Search      | 豪                | <sub>Ny Ships</sub><br>View My Ships | 泉                       | Voyages<br>View Your Voyages / New Voyage | 101               |
| Association Requests     |  | View Approvets O |                                     | View all Ships O | 4                                    | View My Szipi <b>O</b>  | Yew Voyages (                             | / Teche Voyenge Ο |
| и Al Shipe<br>и My Shipe | 8-2020 - Hellenic Meritime Single Window |                  |                                     |                  |                                      |                         |   |                   |
| 🗇 Voyages 🛛 🔿            |  |                  |                                     |                  |                                      |                         |   |                   |

## Select Ships and then All Ships.

| ritime Single V | Nindow          |                                   | Fri, 24 Apr 2020 09:06:40 G | reece Local Tim | ~       |   |           |   | Tri, 24 Apr 2 | 020 06:08:40 0 | nc                   |   |         |        |                          |
|-----------------|-----------------|-----------------------------------|-----------------------------|-----------------|---------|---|-----------|---|---------------|----------------|----------------------|---|---------|--------|--------------------------|
| Sh              | nips            |                                   |                             |                 |         |   |           |   |               |                |                      |   |         |        |                          |
| 8 9             | hips            |                                   |                             |                 |         |   |           |   |               |                |                      |   |         |        |                          |
|                 | New Ship        |                                   |                             |                 |         |   |           |   |               |                |                      |   |         | Search |                          |
|                 | Ship Name       | Ship Type                         | Ship Rag                    |                 | мо      | 4 | MMSI      | 2 | Call Sign     |                | Port Of Registry     |   | Company |        | Action                   |
|                 | ж               | Select a value 🔹 🔻                | Select a value              | •               |         | × |           | ж |               | ×              |                      | × |         | ж      |                          |
|                 | 15 TEMMOZ       | General cargo vestel (1.50)       | Turkey (TR)                 | 0               | 1372546 |   | 271044578 |   | TCA4048       |                | Istantici (TRIST)    |   |         |        | View     Add Association |
|                 | ZLADICS         | Dock; floating (1.78.2)           | Marta (MT)                  | 1               | 011927  |   | 258969000 |   | 9HA2974       |                | Valvetta (MTMLA)     |   |         |        | View     Add Association |
|                 | 38 SPIRIT       | Chemical tanker, coaster (1.53.2) | Maite (MT)                  | 9               | 0272565 |   | 248816000 |   | 9HA2525       |                | Valietta (MTMLA)     |   |         |        | Add Association          |
|                 | 38 VICTORY      | Tanker (1.53)                     | Maita (MT)                  | 9               | 257671  |   | 256120000 |   | 9HA3827       |                | Valietta (MTMLA)     |   |         |        | Add Association          |
|                 | 40 LET POREDY   | General cargo vessel († 50)       | fielue (82)                 | 3               | 0723456 |   | 317368000 |   | V3M25         |                | (Instan City (82828) |   |         |        | Hew Hew                  |
|                 | A RACER         | Bule carrier (1.52)               | Uberix (I.F)                | 0               | 056318  |   | 636017612 |   | DSLWS         |                | Monrovia (JAM(W)     |   |         |        | Add Association          |
|                 | A BRYLKHOVETSKY | General cargo vessel (1.50)       | Ruttian Federation (RU)     | 3               | 1863769 |   | 273378000 |   | UCWK          |                | Taganrog (RUTAG)     |   |         |        | + Add Association        |
|                 | A.M.K.MARIN     | Bulk zamar (1.52)                 | Beilze (BZ)                 | 7               | 7610103 |   | 312616000 |   | V3YO4         |                | Beilae City (B2B2E)  |   |         |        | Wew     Add Association  |
|                 | A OBELIX        | General cargo vester (1.50)       | Matte (MT)                  |                 | 1354674 |   | 255432000 |   | 9HA3911       |                | Valletta (MTMLA)     |   |         |        | @ Yiew                   |

Select the desired ship through IMO Number search. <u>The process described below should be repeated for each ship</u> <u>of interest separately.</u>

After performing the search, either

- a) You find the ship and <u>all its Primary Data which are correctly registered</u> (Name, IMO, Call Sign, MMSI, Flag).
- **b)** You find the ship and at <u>least one</u> of its Primary Data <u>is not</u> correctly registered.
- c) It is not possible to find the ship using IMO number as search criteria.

## Case (a): Ship with correct Primary Data.

| Hellenic Maritime Sing | je Window         |                             |     | Tri, 24 Apr 2020 09:09:32 | Greece Local | Time    |   |           |   | Fri, 34 Apr | 2020 06.09-33 | UTC              |   |         |        |                      | EN   I |
|------------------------|-------------------|-----------------------------|-----|---------------------------|--------------|---------|---|-----------|---|-------------|---------------|------------------|---|---------|--------|----------------------|--------|
|                        | Ships             |                             |     |                           |              |         |   |           |   |             |               |                  |   |         |        |                      |        |
| rimsw >                | Ships             |                             |     |                           |              |         |   |           |   |             |               |                  |   |         |        |                      |        |
| (provate)              | New Ship          |                             |     |                           |              |         |   |           |   |             |               |                  |   |         | Search |                      |        |
| sociation Requests     | Ship Name         | Ship Type                   | Shi | ip Nag                    |              | шо      | 4 | MMSI      | 4 | Call Sign   | 8             | Port Of Registry |   | Company |        | Action               |        |
| yages D                | 8                 | Select a value              |     | Select a value            | ,            | 9054674 | ж |           | ж |             | ×             |                  | ж |         | ж      |                      |        |
|                        | A OBELIK          | General cargo vessel (1.50) | Ma  | itio (MT)                 |              | 9354574 |   | 255432000 |   | 9HA3911     |               | Valletta (MTMLA) |   |         |        | Wew     Add Associat | tion)  |
|                        | Show 10 * entries |                             |     |                           |              |         |   |           |   |             |               |                  |   |         |        | Phinitica            | hec    |

On the right side of the screen you have two options:

- 1) View, where by selecting it you can see all the data of the ship and
- 2) Add Association, which is the one that you should select.

| lindow   | Fri, 24 Apr 2020 DR 10 11 Greece Local Time   | Fri, 34 Apr 2020 Ob:10:11 LTC  | EN EL  |
|--|---|--|--|
| Innow d Association Step Name ADDELS ADDELS ADDELS Conserver Conse |   | Proj a supportantia for an international for a support<br>Formation of the following of the f | Agen: Appointment<br>Crew Lat.<br>Crew Lat.<br>Crew Lat.<br>(In Management Centrolices of In case of A verse)<br>hy Management Centrolices or In case of A verse)                              |
|  | Indow d Association step tame Addess | Indow Init 24 April 2020 09 10 11 11 Genere 2 April 11 Genere 2 Ap   | Indow Hi, 34 Apr 2020 00:10:11 Genere Jackel Ture Hi, 24 Apr 2020 00:10:11 Genere Jackel Ture Hi, 24 Apr 2020 00:10:11 UTC<br>d Association  Stag tame A 005555 A00555 A005 A005 A005 A005 A00 |

In the field Category of the drop-down list, select your type of relation with the ship (Agent, Captain, etc). From the right side of the screen (button "Browse"), attach the documents required, depending on your relation type with the ship and select Submit to submit a request for association to the system administrator.

| enic Maritime Single Windo | w                                 |                                |           | Fri, 24 Apr 2020        | 00:11:57 | Greece Local Time       |             |               |   | Fri, 244         | Apr 2020 0 | 5:11:57 UTC      |   |            |                   |          |
|----------------------------|-----------------------------------|--------------------------------|-----------|-------------------------|----------|-------------------------|-------------|---------------|---|------------------|------------|------------------|---|------------|-------------------|----------|
| Assoc                      | iation Request                    | 5                              |           |                         |          |                         |             |               |   |                  |            |                  |   |            |                   |          |
| anuba                      | rour message submitted succ       | essfuny to NSW at UTC: 4/24/20 | 0 5 0 9 4 | 3 AAL Server Local Time | - 424200 | 0.8.09.43 AM and will b | e processed | alapoistring> |   |                  |            |                  |   |            |                   |          |
| Associat                   | ion Requests                      |                                |           |                         |          |                         |             |               |   |                  |            |                  |   |            |                   |          |
| Stow                       | 10 T entries                      |                                |           |                         |          |                         |             |               |   |                  |            |                  |   |            | Search:           |          |
| Shi                        | p Name                            | Ship Type                      |           | IMO                     |          | MMSI                    |             | Call Sign     |   | Date Added       | 28         | Date Updated     | 1 | Category : | Status            | = Action |
| 1                          | *                                 | Select a value                 | •         |                         | ж        |                         | ж           |               | × |                  | ×          |                  | ж | Select a v | Select a value    | *        |
| - 40                       | BELIK.                            | General cargo vessal (1.50)    |           | 9354674                 |          | 256432000               |             | 9443911       |   | 24/04/2020 08:09 |            |                  |   | Agent      | Wisibing Approvel | ( We     |
| AO                         | IBELIK.                           | General cargo vessel († 50)    |           | 9354674                 |          | 256432000               |             | 9HA3971       |   | 22/11/2019 15:35 |            | 26/11/2019 13:04 |   | Operator   | Rejected          | ( We     |
| TES                        | T SHIP SAFESBANET 197             | General cargo vestel (1.50)    |           | 9999999                 |          | 999999999               |             | SSIVTEST      |   | 22/11/2019 12:04 |            | 22/11/2019 12:04 |   | Agent      | Approved          | ( We     |
| Show                       | ing 3 to 3 of 9 entries (filtered | from 5,884 total entries)      |           |                         |          |                         |             |               |   |                  |            |                  |   |            | Preve             | 1 1      |

Now you are transferred on the "Association Requests" page, where you are informed about the progress of your request. When the Administrator approves the request, the Status will change from Waiting Approval to Approved

and you will receive an e-mail message in the e-mail account entered during the registration process, informing you that you have been successfully associated with the requested ship. You can now Submit Notifications for this ship.

Case (b): Ship without correct Primary Data.

If you find the desired ship using IMO number as search criteria, but some of its Primary Data (Name, Call Sign, MMSI, Flag) is not correct, first you have to <u>follow the steps described in case (a) above, in order to associate with the ship</u>.

When the Status of the request is changed to Approved, on the main menu on the left side of the screen, you select Ship and then My Ships.

| Search:   |
|---|
| any I Action  |
| ×   |
| 57 (@ View [@ Edit ]@Edit Primary Data<br>— Remove Association] |
| Presinan 🚺 hierr  |
|   |

On the right side of the screen, four options are available for the specific ship:

- 1) View, where you can see all the details of the ship
- 2) Edit, where you can edit the non Primary Data of the Ship
- 3) Edit Ship Primary Data
- 4) Remove Association, where you can remove your association with the ship.

From the above you select Edit Ship Primary Data.

| nic Maritime Single Window  | Fri, 24 Apr 2020 09:15:04 Greece Local Time                                      | Fri, 24 Apr 2020 06/15/34 UTC  |   |
|---|--|--|---|
| Edit Ship Primary Data  |  |  |   |
| Provideme<br>Tati Shiri Suresuluat for MS<br>Call Bgs<br>Shirtest<br>Shirtest<br>Shirtest<br>Shirtest<br>Shirtest | MMBS<br>00000000<br>MMO<br>01077000<br>Shrip Type<br>General cargo vessel (1.50) | Brown: Jung & Irrai Front Front      Press Astach bis certificate of registry<br>pertificate of registry press astach as<br>includes the MMM number. | of the ship, in case that MAO is not limited in the<br>args of an additional certificate of the ship, which |
|   |  |  | Cancel Sub-   |

After entering the correct data, you should attach the corresponding documents in order to be approved by the system administrator. When the process is complete, you will receive an e-mail message in the e-mail account entered during the registration process, informing you that the ship's details have been modified, so you can Submit Notification for this ship.

Case (c): Ship not found in the database.

If it is not possible to find the ship using the IMO number as search criteria, the specific ship is not yet registered in the NSW database and you will need to register it. It is pointed out that in case the ship does not have an IMO number, you should contact the National Competent Authority 24/7 (tel. 213 137 1625).

| allowing the other of the | Finale Mindaw         | Tri 24 Apr 2020 09:15:50 Greene Lon | of Time     |                           | Dis 3     | Arr 2020/06-15-50 UTC  |         |         | EN     |
|---------------------------|-----------------------|-------------------------------------|-------------|---------------------------|-----------|------------------------|---------|---------|--------|
| steriic Manume 3          | single window         |                                     | AND STRIPS. |                           | 1058      | 1991 4944 94072.28 974 |         |         |        |
|                           | Ships                 |                                     |             |                           |           |                        |         |         |        |
| а <b>н</b> (              | Ships                 |                                     |             |                           |           |                        |         |         |        |
| alti i                    | New Ship              |                                     |             |                           |           |                        |         | Search: |        |
| Association Requests      | Ship Name - Ship Type | Ship Flag                           | IMO         | = MMSI                    | Call Sign | E Port Of Registry     | Company | Action  |        |
| e ŝ.                      | M Select a varue *    | Select a value                      | 4589612     | ×                         | ×         | ×                      | ж       | ×       |        |
|                           |                       |                                     |             | No matching records found |           |                        |         |         |        |
|                           | Show 10 • entries     |                                     |             |                           |           |                        |         | Proyou  | a Next |
|                           | Show 10 • entries     |                                     |             | No matching records found |           |                        |         | 20      |        |

## Select New Ship.

| nic Maritime Single Window                       | Frs. 24 Apr 2020 09.2 | 1:52 Greece Local Time | Fri, 24 Apr 2020 06:21:52 UTC  | EN   E   |
|--|-----------------------|------------------------|--|--|
| Add Ship   |                       |                        |  |  |
| 2 Bhip Name                                      |                       | Inmartat Call Number   |  |  |
|  |                       |                        | Browce Drag & Drag Mana Same   |  |
| Snip Type<br>Select Snip Type                    |                       | 0                      |  |  |
| 2<br>3<br>1MD                                    |                       | Gross Tonnage          | Attachments<br>No attachments registered yet   |  |
| REMS1  |                       | Net Toonage            | Please attach the certificate of registry<br>certificate of registry, please attach a c<br>includes the MMSI member. | of the ship. In case that MMSI is not listed in the<br>opy of an additional certificate of the ship, which |
| Call Sign  |                       | Company Name           |  |  |
| Szip Flag  |                       | CompanyIMO             |  |  |
| Select Ship Reg                                  | *                     |                        |  |  |
| Port Of Registry<br>Certificate of Registry Port | •                     | Notes                  |  |  |
| Registry Date                                    |                       |                        |  |  |
| Registry Number                                  |                       |                        |  |  |
| · · · · · · · · · · · · · · · · · · ·            |                       |                        |  |  |
|  |                       |                        |  | Cancel Surner  |

Enter the ship's data in accordance with its certificate of registry, which you must attach. In case the ship's MMSI is not listed on it, attach an additional ship's certificate which includes the MMSI and select Submit. When the process is complete, you will receive an e-mail message, informing you that the ship has been registered. Then, follow the steps described in case (a) in order to associate with the ship.