



**REGULATIONS FOR THE CIRCULATION, MOORING AND BERTHING OF
VESSELS WITHIN TOGOLESE TERRITORIAL WATERS**

MAP OF THE BERTHING AND WAITING ZONES



COORDINATES OF ZONES

| BERTHING ZONE (Dedicated area for ops) | | WAITING ZONE (Dedicated area for vessels going to jetty) | |
|--------------------------------------------------|-----------------------------|--------------------------------------------------------------------|-----------------------------|
| 1 | 06° 05.000N 001° 13.000E | 5 | 06° 08.000N 001° 25.000E |
| 2 | 05° 56.000N 001° 13.000E | 6 | 06° 03.00E 001° 27.000E |
| 3 | 06° 01.000N 001° 21.000E | 7 | 06° 04.000N 001° 30.000E |
| 4 | 06° 07.000N 001° 18.000E | 8 | 06° 09.000N 001° 29.000E |

AKROPOLIS MARITIME AGENCY FULL
STYLE/CONTACT NUMBERS

| | |
|--------------------------|--------------------------------------------------------------------------------------------------|
| COMPANY: | AKROPOLIS MARITIME AGENCY AVEPOZO NEAR MAWUVI COMPLEX SCHOOL LOME- TOGO |
| Tel. No: | (+228) 96486481, (+228) 96352736 |
| Mobile: | |
| Website: | www.akropolismaritimeagency.com |
| E-Mail Addresses: | info@akropolismaritimeagency.com |
| DIRECTORS : | (+228) 96486481, (+228) 96352736. |

We strongly recommend that you thoroughly read through this very important bulletin. Your impending call at Togo refers: while looking forward to receiving you, please find herewith

Lomé-Togo pre-Arrival Information:

1. It is customary you report your arrival to the port control after End of sea passage on Channel 10/14, except we specifically ask you not to do so, if we foresee any security risk. At the same time open up communication with us on VHF Channel 10 for further instructions. Furthermore, upon arrival and tendering NOR, you are to wait for discharge/loading program which will be advised by receivers/suppliers. You will be promptly notified as soon as they decide.
2. Kindly urgently forward to us by fax or e-mail the following documents to enable us process your berthing clearance: - (a).Crew list, (b).Stowage Plan, (c).Sip's Particulars, (d).Port of Call list, (e). Nil List, (f).Bonded stores, (g).Clearance from the Last Port of Call (Original Copy), (h).Vaccination List, (I) Narcotics list or Medicine list, (j) On/Off Signers, list if any, (k) Cargo manifest, (L) Cargo discharge plan.
3. Agent together with Customs, Immigration and port Health Officials will board your vessel where alongside at the Lome Port-Oil jetty (Oil Berth).
4. Our company policy is not to give gratifications to authorities and masters should comply. Where difficulties are experienced, our boarding officer will assist as much as possible.
5. Ship's mail will be sent directly to your owners via recognized courier service.
6. While at the anchorage, please do not allow any personnel onboard your vessel without clearing on your office of his identity.
7. All ship Chandler services are to be channeled through us. Dealing directly with persons not expressly recommended by us will be at your entire risk and responsibility.
8. Kindly note that port state Surveyors may wish to pay your vessel an official routine visit whilst alongside. You are advised to please give them your maximum cooperation and minimize as much as possible their waiting time.
9. For offshore operations, vessels must contact the Togo navy for green-light.
10. All vessels calling at Lome anchorage are subjected to an anchorage tax of **Euro 2,724.49** or CFA equivalent for indivisible stay of 14 days including agency fee.

Please be guided accordingly

LOME PORT–Oil JETTY INFORMATION

| OIL BERTH | Depth | Draft | | DWT | | LOA | | Cargo Grade | Size of Hose | Rate M3/Hours | Availability |
|-----------|---------|---------|-----------|-----------|-----------|----------|----------|--------------|--------------|---------------|----------------|
| | 14 mtrs | Max | Actual | Max | Actual | Max | Actual | | | | |
| | 14 mtrs | 14 mtrs | 14 mtrs | 86,500 MT | 85,500 MT | 250 mtrs | 185 mtrs | | | | |
| | | | Even keel | | | | | JETA1 | 10" | 1276 | Daylight Hours |
| | | | | | | | | MOGAS 91 | 14" | 4137 | |
| | | | | | | | | MOGAS 95 | 14" | 817 | |
| | | | | | | | | GASOIL | 14" | 2502 | |
| | | | | | | | | Fuel Oil 180 | 18" | 2502 | |
| | | | | | | | | Fuel Oil 380 | 18" | 2502 | |

Please note following:

- A. Only crew Seaman’s Book should be declared on the Crew list, indicating Names, Ranks, Nationality, Date of Birth & Place of Birth, Seaman Book No. and Date signed onboard.
- B. Master should ensure that he affixes ship’s stamp with date on crew Seaman Books when any crew member comes onboard and same for disembarking crew, together with Master’s signature. Also all crew onboard should sign the Holder’s space on the Seaman’s Book. Same should be done on the ship’s article.
- C. All narcotics onboard should be declared and kept in Master’s safe. Expired narcotics should not be declared.

Documents required by Port Authorities / Officials for inward clearance (only if vessel is calling at berth):

1. Crew list [all crew on list should have a valid Seaman’s Book duly signed by Master]not passports, please update old /new information in all seamen’s books
2. [Sign On Sign Off] [6 Copies]
3. Declaration of health list [3 Copies]
4. Vaccination list and valid yellow Cards [3 Copies]
5. Narcotics list [pls declare all drugs containing any kind of narcotics]*[3 Copies]
6. Arms and ammunition list* [3 Copies]
7. Dangerous cargo list [3 Copies]
8. Stores/ provisions list [3 Copies]
9. Bonded stores list [3 Copies]
10. Personal effect list [3 Copies]
11. Last port Clearance [3 Copies]
12. Passenger list [3 Copies]
13. Animal list* [3 Copies]
14. Mail list *[3 Copies]
15. Stowaway list* [3 Copies]
16. Ship Particulars [3 Copies]

17. List of Port of Call [4 Copies]
18. Cargo manifest and bill of lading [3 Copies]
19. Kroo boy list *[3 Copies] - This is no longer in use but the same Togo authorities still demand for it. It used to be applicable in the past when laborers were hired from neighboring countries along the coast to perform certain tasks onboard a vessel. Prepare a list headed KROO BOY LIST and state nit thereunder.

*Items market with asterisks should be issued and marked nil if the items are not onboard.

Kindly ensure that all medicines/drugs are kept under lock and key. They keys should be kept and presented

SECURITY

Togo Port are level 1 ISPS code compliant. On berthing, Port Facility Security personnel will board your good vessel and exchange questions and answers with Master as well as present a form for Master to complete. Your co-operation is highly required. While at offshore however, we advise you to stay within the security field which has been delineated at lome anchorage. (As **per attached AREAS DEDECATED FOR STS OPS AND BERTHING VESSELS.**) Thanks in advance for your kind co-operation.

AKROPOLIS MARITIME AGENCY

SHIPS PRE- ARRIVAL INFORMATION-FOR OFFSHORE LOME

Your impending call at Togo refers: While looking forward to receiving you, please find herewith **pre-arrival information for** Lome anchorage for your guidance and compliance.

1. All vessels calling lome port or Lome anchorage are expected to have a radio with DSC(Digital Selective Calling)
2. You and/or your Agents are expected to send a “**Pre-arrival &departure Notice**” to theTogolese Navy and this in the very least, two hours prior to arrival and/or to departure.
3. In its quest to keep the Lome anchorage safe and free from sea pirates, the Authorities have made it mandatory for vessels calling Lome anchorage to have **Port of Lome based Agents (Local Agents)**.
 - Local Agents are expected to duly and timely notify Navy and Port Authorities ofarrival and departure of vessel.
 - Local ports Agents are expected to notify navy and Port Authorities for clearance for STS operations. Vessels without Local port Agents are not allowed to carry out STS operations at offshore Lome.
 - Vessels calling Lome anchorage are expected to order for goods and services exclusively via their Local Agents.
 - Vessels at Lome anchorage are requested to avoid dealing directly with local service launch boats without the consent of their Agents or dealing directly with local

fishermen.

- It is strictly forbidden for vessels at Lome anchorage to engage in any form of trading (buying & selling) of petroleum products than carry out standard STS operations.
4. A security field has been delineated at Lome anchorage and recommended for all STS operations (Attached). This area is further secured by way of frequent/regular Navy Patrols.
 5. Please note that free pratique is not granted at anchorage LOME. For this reason, arrival time can be used as free pratique time.
 6. Radio Communications Channels
 - Lome-Port has a VHF-station working on channels 16, 14, 12 day and night. A radiohoming transmitter is working on 379 kHz.
 - Signal “LME” Pos.: 06⁰ 10’N and 01⁰ 16,3’ East.
 - Lome has a Radio Coast Station; working frequencies are 500 and 472 kHz.
 - Call signal “5VA”.
 - VHF-Radiotelephone on channel 16
 - Medium-wave telephone on 2182kHz. When requested.
 - Togo Navy has VHF-station/telephone and fax numbers/INMARSAT/e-mail address.

MEASURES ADOPTED BY TOGOLESE NAVY TO STEM THE INCREASING NUMBER OF FALSE ALARMS OF PIRACY ATTACKS AT OFFSHORE LOME

Dear Managing Director/Sir,

There has not been a single act of piracy nor even a confirmed attempted act of piracy within Togolese territorial waters for more than one year today. In this same period nonetheless, there has been an increase in number of FALSE ALARMS raised by vessels approaching the roads of Togolese territorial waters or vessels to the INTERNATIONAL MARITIME BUREAU (IMB) without a word or prior contact with the Navy Operations Center.

Even when the falseness of the reported alarm is ascertained and the untruthfulness of the reported piracy attack confirmed, the Masters/Captains of the vessels that initially raised the false alarm, invariably fail to transmit same to the IMB. In this regard and in country with existing rules and regulations governing vessels approaching or circulating within Togolese territorial water or vessels at anchorage and as reiterated at the recent sensitization meeting with stakeholders-Agents & Maritime Security Services providers at the Navy Base, the following measures.

Which must be notified to the Captains of Ship Owners shall apply:

1. The Lome anchorage area is also an area in which fishing canoes operate both at night and during the day. Fishing canoes are required to remain at a distance of at least 300 yards away from ships anchorage.
2. In case of very strong suspicions of imminent piracy attack, the Marine Operations Centre (MOC) in priority has to be alerted immediately and preferably on working channels (channels 16 and 10), by telephone, fax or inmarsat.
3. All vessels arriving within Togolese Waters must be equipped with data recording devices

RADAR, AIS, VOICE and VIDEO VDR (Voyage Dater Recorder),in perfect working conditions. Data thus recorded must be preserved after any incident and placed at the disposal of the commission of inquiry.

4. Vessels that transmit false alerts are under obligation to immediately and on the spot retract by sending a counter message of withdrawal to IMB.
5. Anybody found contravening any of these dispositions will be severely sanctioned as will be determined on a case basis by the competent authorities.

Accept the expression of my highest considerations, whilst counting on your strict compliance.

**AKROPOLIS MARITIME AGENCY FULL
STYLE/CONTACT NUMBERS**

| | |
|--------------------------|-------------------------------------------------------------------------------------------|
| COMPANY: | AKROPOLIS MARITIME AGENCY AVEPOZO NEAR MAWUVI COMPLEX SCHOOL LOME- TOGO. |
| Tel. No: | (+228) 96486481, (+228) 96352736 |
| Mobile: | |
| Website: | www.akropolismaritimeagency.com |
| E-Mail Addresses: | info@akropolismaritimeagency.com |
| DIRECTORS: | (+228) 96486481, (+228) 96352736. |

SHIPPING AGENT, BUNKER SUPPLY, SHIP SUPPLY SERVICES, CREW CHANGE / SHIP
MAINTENANCE, SHIP SPARES AND REPAIRS, IMPORT AND EXPORT, GENERAL MARITIME SERVICES.

RCCM: TG-LFW-01-2023-B12-00089