

INWARD / OUTWARD CLEARANCE PROCEDURES FOR YACHTS IN HONG KONG – VIET NAM RACE 2008

A. Inward Clearance Procedures.

a. For yachts.

1. At least 10 days before leaving Hong Kong for the HK-VN Yacht Race, each yacht shall send the Vietnam Organizing Committee yacht particulars (yacht name, yacht nationality, call sign/IMO no, name of master, length, breadth, draft, GRT, NRT, deadweight, etc...), certificate of registry, passenger list, crew list for paperwork preparation.
2. When 10 NM away from the finish line in Nha Trang, the yacht shall inform the Organizing Committee (by VHF) of the ETA for a Formal Notice to the Harbour Master and the Port Immigration.
3. After passing by the finish line, the yacht will be led by an escort boat to Bao Dai Villas Jetty.
4. Upon arrival at Bao Dai jetty, one representative crew of the yacht will bring the following documents (please see Article C and Article D) and give them to the Vietnam Organizing Committee (Saigontourist) at Bao Dai Villas jetty for inward clearance. Any yacht activities shall be done after the entry formalities is cleared. Any movements of the yacht in Nha Trang shall be informed 12 hours prior departure to the Harbour Master or the Vietnam Organizing Committee for approval.
5. Any request of garbage removal, bunkering / fresh water supply or engine repair service shall be informed in advance to the Vietnam Organizing Committee in writing.
6. Any visitors (except crew and members of the Vietnam Organizing Committee) to the yacht must apply for a boarding permit granted by the Port Immigration.

b. For crew / passengers.

1. At least 10 days before leaving Hong Kong for the HK-VN Yacht Race, each yacht shall send the Vietnam Organizing Committee a crew list / passenger list with full name, sex, date of birth, nationality, passport number with expiry date, Vietnam visa number, occupation for paperwork preparation.
2. Upon arrival at Bao Dai jetty, one representative crew of the yacht will bring the following documents (please see Article C and Article D) and give them to the Vietnam Organizing Committee (Saigontourist) at Bao Dai Villas jetty for inward clearance.
3. After the entry-formalities is cleared, each crew / passenger will get a shore pass (granted by the port Immigration at US\$ 1/ pax/ port) to go ashore during their staying in Nha Trang. This shore pass shall be returned to the port Immigration before leaving Nha Trang.
4. A crew / passenger needs a Vietnam tourist visa when entering the country. The visa can be arranged at a Vietnam Embassy abroad, or upon arrival at Nha Trang on basis that the visa-upon-arrival request shall be informed the Vietnam Organizing Committee in advance (at least 07 working days) and the following documents shall be prepared :
 - List of crew or passengers who need a Vietnam visa upon arrival (05 copies).
 - A visa application form (with 01 passport photo glued on it) per each crew or passenger.
 - An Arrival – Departure card per each crew or passenger.
 - A valid passport per each crew or passenger.

5. A crew / passenger will be granted a Vietnam entry visa and pay the Vietnam Organizing Committee a visa fee of US\$ 25/ pax and a visa handling charge of US\$ 50/ time.
Note: Visa handling charge includes “ Visa approval letter” (will cover a group of less than 25 persons) and visa handling, not includes Visa fee US\$ 25/ person.
6. A crew / passenger is also requested to provide hotel name to the Port Immigration (thru the Vietnam Organizing Committee) for reference.

B. Outward Clearance Procedures.

On departure from Nha Trang, if there are any changes on crew / passengers, the new lists of them shall be prepared and submitted to the Vietnam Organizing Committee for outward clearance.

C. Documents to be rendered by the yacht to the entry-checking group.

Inward clearance.

No.	Description		No. of copies
1.	Last port clearance	Original	01
2.	Crew list	Form A	06
3.	Disembarking crew list (if any)	Form A1	06
4.	Embarking crew list (if any)	Form A2	06
5.	Passenger list (if any)	Form B	06
6.	Disembarking pax list (if any)	Form B1	06
7.	Embarking pax list (if any)	Form B2	06
8.	Declaration of crew's currency & personal effects	Form C	02
9.	Ship's store declaration	Form D	02
10.	Health Quarantine declaration	Form E	02
11.	Arrival-Departure card of each crew / passenger	Original	01

2. Outward clearance.

No.	Description		No. of copies
1.	Crew list	Form A	05
2.	Passenger list (if any)	Form B	05

D. Documents to be shown to by the yacht to the entry-checking group.

1. Ship's Certificate (original copy)
2. Certificate of Master (original copy)
3. Certificate of Registry (original copy)
4. Crews / passengers valid Passport (original copy)

Note: These documents will be returned to the yacht after the inward clearance is done.

Hochiminh city, 15 Sept., 2008.