**Maritime Declaration of Health (MDoH)**

Dear Captain,

Please note and follow up the procedures of the digital submission of the MDoH.

**Digital submission of MDoH**

As of September 1st 2021, you will be required to provide the Maritime Declaration of Health (MDoH) for Amsterdam, Rotterdam and the surrounding areas to your agent by uploading a completed digital form. The ship’s captain continues to bear responsibility for the correct and complete entry of the required data. Your agent will send the form on your behalf to the Harbour Master via Portbase’s Port Community System (PCS). The MDoH has to be sent no more than 24 hours before your vessel arrives at the Pilot Boarding Place, and no later than 6 hours before the Pilot Boarding Place ETA. Your agent will be issued a caution within PCS if the MDoH is submitted outside this time window. In exceptional cases, it may be possible to submit an MDoH outside this time window. However, if you do not present a satisfactory argument for deviating from this general rule, you risk the Harbour Master rejecting your submitted MDoH, meaning that you will be required to provide your agent with a new, recently completed document.

**Agent sends upload form to captain**

* We have developed a new upload form which your agent will send to you, accompanied by a
request to complete it specifying the most recent health situation on board your vessel. Other variants of this MDoH form will not be accepted.
* An MDoH that does not reflect the most recent situation on board the vessel – e.g. one where the captain’s date precedes the date of submission or that is not submitted by the agent between 24 and 6 hours before the vessel’s arrival at the Pilot Boarding Place – will not be accepted. The ‘captain’s date’ refers to the ‘Date’ entry field that follows on the captain’s statement “*I declare that the particulars and answers to the questions are true and correct to the best of my knowledge and belief”.*
* The new form is made available as an Excel document and closely resembles the familiar MDoH form as it is currently completed by the captain (in some cases as an ‘analogue’ hard copy). The point of departure in developing this new form is that it can also be used in other ports, both in digital form and hard copy, so you don’t have to constantly refer to two different forms. The form can be printed, signed, stamped and submitted in person per the familiar procedure, or scanned and emailed as a digital attachment. You are no longer required to sign, stamp and scan the completed form for the ports of Amsterdam, Rotterdam and the surrounding areas. The only thing you are required to do is email it to your agent on time.

**Specific instructions for completing the form:**

* Ports may only be specified by means of a UN/LOCODE code, e.g. ‘NLRTM’.
* Dates are all entered according to the European date format – i.e. DD-MM-YYYY.
* If you have answered all health-related questions with ‘No’, you are not required to fill in the fields ‘List ports of call …’ and ‘List crew members, passengers, ...’ for the ports of Amsterdam, Rotterdam and the surrounding areas.
* If you have answered one or more of the health-related questions 1, 2, 4, 5 or 6 with ‘Yes’, you are required to also fill in the ‘Attachment’ tab.
* You are not required to append a digital signature in the ‘Signature’ area to the completed form. Instead, you are required to declare that you have answered all questions truthfully and correctly by choosing ‘Yes’ in the field behind “*I declare that the particulars and answers to the questions are true and correct to the best of my knowledge and belief”* and you are required to enter the current date in the ‘Date’ field.
* In case the next port is still unknown, please use XZZNO (North Sea).
* General information regarding the completion of the MDoH can be found on the ‘General’ tab.

**Incoming movement from the hinterland**

Also for an incoming movement from Belgium or Germany the MDoH is mandatory.

**GGD measures**

The local Municipal Health Service (GGD) will be notified of any issues that are out of the ordinary. The GGD will get in touch with you or your agent if any further measures are required in this context. Whom the GGD will contact depends on the specific situation.

**Personal data and legislation**

Pursuant to local legislation, Portbase will automatically delete any personal data from the PCS immediately after it has been uploaded and submitted to the Harbour Master. The system used by the Harbour Master does not record any personal data – it only specifies whether the health situation on board a vessel was out of the ordinary in some way.

Yours faithfully,