

Vessel Arrival Documentation Checklist — Bangladesh

Indicative pre-arrival document-status guide for Chattogram, Mongla and a confirmed Matarbari project, terminal, facility or vessel assignment.

1. Vessel and Call Particulars

- Vessel name, IMO, flag, call sign, dimensions, draft and current position.
- ETA/ETD and declared time basis.
- Cargo, quantity, operation, and berth, anchorage, or facility basis.
- Appointing principal, current agent status, paymaster and report recipients.

2. Common Vessel Documents

- Registry, class and statutory certificate status.
- Crew list, last/next ports and voyage particulars.
- Cargo or manifest and dangerous-goods status, if applicable.
- Security, health, waste, and pre-arrival forms requested for the call.

3. Appointment and Finance

- Agency appointment status and represented interest.
- PDA/prefund status and cost approver.
- Special attendance, service or supplier requirements.

Vessel Arrival Documentation Checklist — Bangladesh — Continued

Use this page for supporting status, secure routing and close-out.

4. Port-Specific Confirmation

- Chattogram: berth or anchorage position, draft, pilot or tug, and terminal or facility route.
- Mongla: river or outer-bar position, pilotage, jetty, mooring or anchorage, and inland route.
- Matarbari: only for a confirmed named assignment with receiving and local interface.
- Payra is outside CPA's published operating scope.

5. Secure Records

- Do not submit complete certificates, crew personal data, cargo values, bank records or private case evidence through an unconfirmed channel.
- CPA sends the vessel-specific pre-arrival list after appointment and location confirmation.

6. Reporting Return

- Opening readiness and missing-document list.
- Authority/facility status and next action.
- Movement, operation, exception and account close-out reporting.

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[Open the relevant CPA service page](#)

This checklist is an opening guide. Confirm the authority, carrier, facility, provider, and vessel requirements for the actual case.