

TO WHOM IT MAY CONCERN

Dear Customers !

Act at Port of SSAB and Port of Raahe, Finland during Corona virus pandemic.

Our company has decided following restrictions for contacts (physical) between our personnel (agents) and vessels/crew.

- Agent not personally visiting on board upon arrival/departure in order to avoid risk of contamination (for sake of all persons health, shore and vessel).

Procedure Suggestion during Pandemic (documentation etc):**For Vessels coming with inward cargo:**

*Upon vessel's berthing, mailbox will be delivered to the quay, where vsl can leave inward cargo documents and other mail to be send.

*Notice of Readiness/Statement of Facts will be handled via e-mail.

*Possible parcels etc. for vessel will be left nearby gangway (or other sufficient place).

*Outgoing parcels vessel can also leave nearby gangway (or other sufficient place).

For Vessels sailing with cargo loaded on board:

*Upon vessel's berthing, mailbox will be delivered to the quay, where vsl can leave mail to be send.

*Notice of Readiness/Statement of Facts will be handled via e-mail.

*B/L's will be undersigned by Agent on behalf of Master/Owner, based on Authorization from Master/Owner (B/L's to be remarked as agreed with Master/Owner). Undersigned B/L's and Original Manifest to be delivered into the mailbox located on the quay (ie. Ship's Bags and Master's Copies of B/L's and Manifests).

*All other docs (like; draft survey report, possible certificates etc. will be sent by e-mail).

Other relevant instructions from Port Authorities :

*Ship's personnel should avoid leaving vessel and avoid any contact with shore personnel during port stay.

*Crew changes should be avoided as much as possible.

*Avoid inviting visitors etc. on board during port stay.

*Visiting doctor etc. should be avoided (excluded emergency cases).