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GENERAL CIRCULAR   _1st Feb 2019_

To: The Fleet

Subject: VOYAGE Numbering

As the Charterers wish to have the ability of reviewing the Commercial outcome of each voyage, please be informed that with effect from 1st January 2017, we will be sending you instructions for numbering the Voyage in the **Daily Noon Report**.

The Voyage Numbering will be based on the information provided below:

-   Start with the 'first 3/4 alphabets' of the vessel name (i.e. ATL; VIV; BIT; BIS; BBLU …).
    Voyage No: **BIT**_____   (should be in capital letters)

-   Followed by a 'numerical' of 3 digits (001; 002………)
    Voyage No: **BIT001**_____ (do not leave any space between the alphabets and the numerical)

-   Followed by an 'L1' for the commencement of the Loaded and 'B1' for Ballast passage.
    Voyage No: **BIT 001L1**_____ or MAR001B1_____

-   If there is more than one port of discharge then upon completion of operation and commencing the voyage to the second port of discharge , the Voyage No will change over to L2
    Voyage No: **BIT 001L2**_____

-   If during a loaded passage the vessel is instructed to STOP and await further voyage instructions, then upon the end of sea passage (EOSP), the Voyage No must change to:
    Voyage No: **BIT 001L1-1**_____

-   Once instructions are received for again proceeding with the Voyage , then at Start of Sea Voyage (SOSP), the Voyage No must change to:
    Voyage No. **BIT 001L1-2**_____

-   Similarly if during the Ballast passage the vessel is instructed to stop and drift , the Voyage No at EOSP will be:
    Voyage No: **BIT 001B1-1**_____

    And at the SOSP will be **BIT 001B1-2**_____

So in summary you can have a Voyage like the following example:

BIT001L1 (at the EOSP Load Port**)** ⟶ **BIT 001L1-1(**(at the EOSP for stopping to await orders) ⟶ **BIT001L1-2** (at the SOSP upon receiving orders to proceed) ⟶ **BIT 001L2** (at the SOSP departure First discharge port) OR **MAR002B1** (if there is only one port of discharge).

Another Voyage example:

BIT002B1 (at the SOSP after last discharge port) ⟶ **BIT002B1-1** (at the EOSP if asked to stop for awaiting loading orders**)** ⟶ **BIT002B1-2** (at the SOSP upon receiving orders to proceed**)** ⟶ **BIT003L1** (at the EOSP arrival load port)

A 'tool' has been incorporated into the PSM wherein anytime the Voyage No changes (from the information provided in the vessel's Noon report) the system will automatically trigger a Voyage Report as an e-mail attachment to the Charterers.

So it is of the utmost importance to follow certain basic discipline when filling in the Voyage No into the Daily Noon Report.

- DO NOT enter the word Voy. Or Voyage
- DO NOT leave any space between the alphabets & numerical
- ALWAYS use Capital Letters

Operations
Maritec Tanker Management Pvt Ltd.