Dear Sir/Madam,

You have elected to use the Online Declaration Form to pay your inland port dues in the Port of Rotterdam area. Very many thanks for this!

Please find enclosed the Inland Port Tariffs Online Declaration Instruction Manual. This manual describes how you should register and how to login for Online Declaration. You will also find information about the start screen and toolbar, and about changing your password and your details. There is also a description of how to make, change and send your declaration and how this is processed by the Port Authority.

In fact, with the Online Declaration Form you make your declaration as you always have done: the same details are important. However, the advantage is that your details always appear complete in the declaration.

Kind regards,

Port of Rotterdam Authority
Port Tariffs Department
1. Registering for use
You can register to use the Online Declaration via [www.binnenhavengeld.portbase.com](http://www.binnenhavengeld.portbase.com). Click on the 'Request user name' button on the start screen.

Enter your details in the following screen, indicating any different invoice address.
If you would like to declare for additional parties you can also do this on this screen. Click on the option 'I would like to declare for additional parties'. You can then enter these parties' details.
After you have entered all details, click on the ‘Request login details’ button. You will receive an e-mail once this has been processed by the Port Authority. Click on the link in this e-mail to set your Online Declaration password.

After this you can use the Online Declaration Form.

2 Check your invoice data

You will see your invoice details

Captain’s details

<table>
<thead>
<tr>
<th>Address</th>
<th>House number</th>
<th>House number suffix</th>
<th>PO Box</th>
<th>Town/City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6622</td>
<td></td>
<td>3802 AP</td>
<td>ROTTERDAM</td>
</tr>
</tbody>
</table>

Should data be changed?

Then click on Edit account and enter the sections to be changed with the correct data and send the form by clicking on Change data.
3. Entering the declaration

3.1. Declaring for yourself only
You start to complete your declaration by selecting the correct vessel. This vessel can be found in the list by searching on ENI number or vessel name.

Select ship

<table>
<thead>
<tr>
<th>ENI number</th>
<th>Ship name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01234567</td>
<td>TESTSHIP</td>
</tr>
<tr>
<td>0132208</td>
<td>ALF</td>
</tr>
<tr>
<td>01826014</td>
<td>HERKULES II</td>
</tr>
<tr>
<td>01826085</td>
<td>GILBERGE</td>
</tr>
<tr>
<td>01821868</td>
<td>STENTOR</td>
</tr>
</tbody>
</table>

Results 1 to 5 of 6716

After selecting the right ship, the ship data will appear and the environmental category in which the ship is divided will also be visible. By pressing the cursor on Cat. to stand, an explanation of the environmental categories becomes visible.

Ship details

<table>
<thead>
<tr>
<th>ENI number</th>
<th>Ship name</th>
<th>Ship type</th>
<th>Cat.</th>
<th>Tonnage</th>
<th>Surface</th>
<th>Length</th>
<th>Width</th>
<th>Draught</th>
</tr>
</thead>
<tbody>
<tr>
<td>01234567</td>
<td>TESTSHIP</td>
<td>Other vessels</td>
<td>C.3</td>
<td>6500</td>
<td>1650</td>
<td>110</td>
<td>15</td>
<td>5</td>
</tr>
</tbody>
</table>

After selecting the correct vessel, select the required subscription: 7 days, 14 days, a month (depending on the type of ship), a calendar quarter or a calendar year). Enter the start date and click on the 'Add' button.
Then add or delete additional lines as necessary.

If a date cannot be selected, please contact Port Tariffs Department, Tel. +31 10 252 1523.

Once your declaration is ready, you can select a payment method (manually following receipt of the invoice or one-off authorisation or, if you select annual subscription, by direct debit in 6 payments).

You will receive an administration discount of 2% by one-off authorisation or debit in 6 payments.

You should agree to the General Terms and Conditions before sending the declaration by clicking the 'Send' button.

Send report

Payment method Manual Once-only direct debit authorisation

Approved General conditions

Send

After declaration has been sent, you will receive an e-mail confirmation of your declaration.

3.2 Declaring for other parties too
Start by selecting the party for which you wish declare.

After you have found the correct party, the accompanying invoice details will appear.

See point 2.1 for the next step in the declaration

4. Forgotten password

On the Login screen, please click "Forgotten password"
Enter your e-mail address (= user name) and click on Confirm.

You will receive an e-mail immediately with a link to change your password.