Hello [Agent/Port Contact],

We’re planning to call at **[Port Name]** on **[ETA]** with **[Vessel Name]** and would like to confirm the following for compliance with NORMAM-401/DPC:

1. Is in-water hull cleaning permitted at your port?
	1. If yes, what are the local approval procedures and minimum lead time for requests?
2. Are there approved contractors we must use, or can we arrange our own?
3. Is residue capture required, and if so, what are the accepted methods?
4. Is there a designated area for cleaning within port limits?

Please advise at your earliest convenience so we can ensure full compliance before arrival.

Thank you,
 [Name]
 [Position]
 [Company]
 [Contact Details]