



## QUICK

### Accessing Coastal Trading Online

The following procedure is used to access Coastal Trading Online.

1. Log on to [www.infrastructure.gov.au](http://www.infrastructure.gov.au).
2. From the menu on the left-hand side of the screen, select **Maritime > Coastal Shipping**.

The Coastal Shipping screen will display.

3. Click on the Coastal Trading Online link.

**Note: This quick reference guide is available from this screen.**

The Coastal Trading Online Disclaimer screen will display.

#### To register as a new participant:

- i. From the menu on the left-hand side of the screen, click on the **Register Participant** link.

The Register Participant screen will display.

**Note: For more information, see Registering as a Participant.**

#### To Log In to Coastal Trading Online as an existing participant:

- i. Enter your User ID and Password.
- ii. Click on the **Login** button.

The Permit Details screen will display.

### Registering as a Participant

1. Ensure the Register Participant screen is displayed as described above.
2. Click on **Register Participant**.

The New Participant screen will display.

**Note: All yellow fields must be completed.**

**Note: Coastal Trading Online will now not accept duplicate entries for a single ABN. If an entry already exists you will be directed to speak to the existing Primary Contact to be added to the list of current participant contacts.**

3. In the **ABN** field, enter the participant's Australian Business Number (ABN).
4. In the **ACN** field, enter the participant's Australian Company Number (ACN).
5. In the **Participant** field, enter the participant's legal name.

## REFERENCE

### Registering as a Participant (cont'd)

6. In the **Operating Name** field, enter the participant's operating name.

The **Address Details** tab will display.

In the **Participant Physical Address** section:

7. In the **Line 1** field, enter the participant's address.
8. In the **Locality** field, enter the participant's home city.
9. In the **State** field, click on the **V** drop-box button and select the participant's home state from the drop-down list.
10. In the **Postcode** field, enter the participant's post code.
11. The entry in the **Country** field will default to **Australia**. Click on the **V** drop-box button and select the participant's home country if required.

In the **Participant Postal Address** section:

12. If the participant's postal address is the same as their physical address, select the **Same as Physical Address** check box.

The participant's postal address information will now be displayed.

**Note: If the postal address is different to the physical address, complete the details as required.**

13. Click on the **Contact Details** tab.
14. To add contact details for the participant, click on the **New Contact** button.
15. In the **Title** field, enter the contact's title.
16. In the **First Name** field, enter the first name of the participant's contact.
17. In the **Last Name** field, enter the last name of the participant's contact.
18. In the **Job Title** field, enter the contact's job title.
19. In the **Email** field, enter the contact's email address.

## GUIDE

### Registering as a Participant (cont'd)

20. In the **Phone** field, enter the contact's phone number, including the area code.
21. In the **Mobile** field, enter the contact's mobile phone number.
22. In the **Fax** field, enter the contact's fax number.
23. In the **24 Hour** field, enter the contact's emergency contact number.
24. If the contact is the primary contact for the participant, select the **Primary Contact** check box.
25. If a login to Coastal Trading Online is required, select the **Login Required?** check box. This will generate a Coastal Trading Online login for the contact.
26. If the contact's physical address is the same as the participant's physical address, select the **Same as Participant Physical Address** check box.

**Note: If the contact's physical address is different to the participant's, complete the details as required.**

27. If the contact's postal address is the same as the participant's postal address, select the **Same as Participant Postal Address** check box.
28. If the contact's postal address is the same as their own physical address, select the **Same as Physical Address** check box.

**Note: If the contact's postal address is different to the participant's postal address or their own physical address, complete the details as required.**

29. Once the contact's details are completed, click on the **Save** button.
30. To register the participant, click on the **Register** button.

The Registration Details screen will display and the participant's details will be listed.



# Coastal Trading Online

## Registering as a Participant (cont'd)

The new participant has now been registered in Coastal Trading Online (CTO).

31. To finish the registration process, click on the **Close** button

Upon approval of application for registration the new participant will receive their CTO user ID and password via email and can log in to CTO

## Applying for a New Permit

1. Select **> New Permit** from the **Permits section** in the menu on the left-hand side of the screen.

The Permit Details screen will display and the **Permit Details** tab will appear for you to complete.

2. In the **Permit Type** field, click on the **V** drop-box button and select the appropriate permit type.

**Note: If Continuing Voyage Permit is selected, amend the dates that appear to reflect the proposed duration of the permit. (The end date *must* be 3 months minus one day from the start date.)**

3. In the **Statement Supporting Public Interest** field, enter the public interest and suitability statement.

4. Read and select the **The information in...** check box to confirm that your statements are true.

**Tip: Do not attempt to save the permit at this stage.**

5. Click on the **Ship Details** tab.

6. In the **Name of** field, enter the name, or part of the name, of the ship to be used for the voyage.

7. Click on the **Populate List** button

A list of all ships matching your search criteria will appear.

8. Click on **Select ship** next to the ship to be used.

The ship's details will now appear in the

**Please Provide The Following Details**

**About the Ship** section in the bottom of the screen.

## Applying for a New Permit (cont'd)

**Note: If the ship is not in the system and you wish to add it, click on the**

**New Ship** button and enter all of the ship's details.

9. In the **Last Foreign Port** field, click on the **...** button and select the last foreign port the ship was in.

10. In the **Next Foreign Port** field, click on the **...** button and select the next foreign port the ship is going to.

11. In the **ISCC Expiry Date** field, enter the ISCC expiry date in the format dd mmm yyyy.

12. In the **Date Left Last Foreign Port** field, enter the date the ship left its last foreign port.

13. In the **Estimated Date of Arrival at First Foreign Port after Expiry of Permit** field, enter the date the ship is expected to arrive at its next foreign port.

14. Read and select the **Confirmation vessel will leave Australian waters...** check box to confirm.

15. To continue, click on the **Save** button.

16. Click on the **Voyage & Cargo Details** tab.

17. To enter voyage details, click on the **Add Voyage** button.

18. In the **Port Name** field, click on the **...** button and select the loading port for the voyage.

19. In the **Port of Discharge (POD) Port Name** field, click on the **...** button and select the port from which the cargo is to be discharged.

20. In the **Port of Loading (POL) Date** field, enter the loading date.

21. In the **Estimated Sailing Date** field, enter the date the ship will commence its voyage.

22. Click on the **Save Voyage** button.

The voyage has now been saved.

23. To add cargo for the voyage, click on the **Add Cargo** link.

## Applying for a New Permit (cont'd)

24. In the **Cargo Group** field, click on the **V** drop-box button and select the type of cargo being taken on the voyage.

25. In the **Actual Cargo Description** field, enter a description of the cargo.

**Note: The cargo description will appear on the face of the permit.**

26. Enter the estimated values for **MT, PAX, TEU** and **BB** as required. Which of these fields need to be populated will depend upon the cargo group that was selected.

27. In the **Loading Port** field, click on the **...** button and select the loading port for the voyage.

28. In the **Discharge Port** field, click on the **...** button and select the port from which the cargo is to be discharged.

29. Click on the **Save Cargo** button.

30. Click on the **Participant** tab.

This tab is used to ensure that the correct participant is being used for the permit.

31. Click on the **Payment Details** tab.

32. In the **Card Holder Name** field, enter the name of the person responsible for the payment.

33. In the **Payment Method** field, click on the **V** drop-box button and select **your credit-card type**

34. Click on the **Save** button.

Your application package has been saved.

To attach supporting documentation

35. Click on the **Attachments** tab.

36. Click on the **Add** button.

37. In the **Attachment Type** field, click on the **V** drop-box button and select the relevant attachment type.

38. In the **Upload** field, click on the **Browse** button.

39. In the dialog box that displays, navigate to the appropriate attachment in your files and click on the **Open** button to select it.



# Coastal Trading Online

## Applying for a New Permit (cont'd)

40. In the **Notes** field, enter any particulars in regard to this attachment.
41. To save the attachment, click on the **OK** button.

Repeat steps **36 - 41** for all attachments.

42. Once all attachments have been added, click on the **Save** button.
43. Click on the **Permit Details** tab and take note of the **Permit ID** number that has now been assigned.
44. Once the application is complete, click on the **Submit** button.

**Note: The permit should not be submitted until it is complete.**

The permit has now been submitted for approval.

45. Click on the **Close** button.

In the dialog box that is displayed, click on the **OK** button.

## Finding a Permit Application

1. Select > **Find Permit Application** from the **Permits** section in the menu on the left-hand side of the screen.

The Find Permit Application screen will display.

You can search for an existing permit application from the Find Permit Application screen using the following criteria:

- Permit Number
- Existing Permit Type
- Date Submitted
- Permit Status
- Legal Name
- IMO No
- Ship Name
- Ship Type

2. Search for the permit using the appropriate criteria.
3. Click on the **Search** button.

A list of all permits matching your search criteria will display.

4. Click on the **Permit No** hyperlink next to the appropriate permit.

## Finding a Permit Application (cont'd)

The Permit Details screen will display and the details for the selected licence will appear.

5. View the permit details as required.
6. To track exactly what has happened to the permit application, click on the **History** tab.
7. Click on the **Close** button.

In the dialog box that is displayed, click on the **OK** button.

## Applying for a New Licence

1. Select > **New Licence** from the **Licences** section in the menu on the left-hand side of the screen.

The Licence Details screen will display and the **Licence Details** tab will appear.

2. Read and select the **Authority to Apply** check box.
3. Read and select the appropriate **Divulgence of Contact Details to Applicants** radio button.
4. In the **Licence Expiry** field, click on the **V** drop-box button and select the appropriate licence expiry date.
5. Read and select the appropriate **Licensed Operator Checklist** radio button.
6. Read and select the **I acknowledge these requirements** check box.
7. Click on the **Ship Details** tab.

**Note: Do not save at this point.**

8. In the **Ship Name** field, enter the operational name of the ship that the licence applies to.
9. In the **Ship Owner Name** field, enter the name of the ship's owner.
10. In the **Year Ship Built** field, enter the year the ship was built.
11. In the **IMO No** field, enter the participant's International Maritime Organisation Number.
12. In the **Ship Type** field, click on the **V** drop-box button and select the appropriate ship type.

## Applying for a New Licence (cont'd)

13. In the **Ship Flag** field, click on the **...** button and select the ship's home country.
14. In the **Port of Registry** field, enter the name of the port the ship is registered to.
15. Click on **Save**.  
The details have now been saved.
16. If you selected the **Yes, add me to the Licensed Operator Checklist** radio button in **step 5**, click on the **Cargo & Port Details** tab.
17. To create a new cargo record, click on the **Add new record link**.
18. In the **Cargo Group** field, click on the **V** drop-box button and select the type of cargo to be carried by the ship.
19. Enter the minimum and maximum values for **MT**, **TEU**, **BB** and **PAX**.
20. In the **Cargo Restriction** field, enter any restrictions you want noted.
21. To save the cargo details, click on **Insert**.
22. In the **Please specify all areas of operation you may consider for the vessel** section, select all of the applicable check boxes.
23. Click on the **Participant** tab.  
This tab is used to ensure that the correct participant is being used.
24. Click on the **Payment Details** tab.
25. In the **Card Holder Name** field, enter the name of the person responsible for the payment.
26. In the **Payment Method** field, click on the **V** drop-box button and select **your credit-card type**.
27. Click on the **Save** button.  
Your application package has been saved.  
To attach supporting documentation
28. Click on the **Attachments** tab.
29. Click on the **Add** button.



# Coastal Trading Online

## Applying for a New Licence (cont'd)

30. In the **Attachment Type** field, click on the **V** drop-box button and select the relevant attachment type.
  31. In the **Upload** field, click on the **Browse** button
  32. In the dialog box that displays, navigate to the appropriate attachment in your files and click on the **Open** button to select it.
  33. In the **Notes** field, enter any particulars in regard to this attachment.
  34. To save the attachment, click on **Save**.
- Repeat steps 29 - 34 for all attachments.
35. Once all attachments have been added, click on the **Save** button.
  36. Once the application is complete, click on the **Submit** button.

The licence application has now been sent for approval.

37. Click on the **Close** button.

In the dialog box that is displayed, click on the **OK** button.

## Finding a Licence Application

1. Select > **Find Licence Application** from the **Licences** section in the menu on the left-hand side of the screen.

The Find Licence Application screen will display.

You can search for an existing licence application using the following criteria:

- Licence Status
- Licence Number
- Date Submitted
- Legal Name
- Ship Name
- IMO No
- Ship Type
- Ship Flag

2. Search for the licence using the appropriate criteria.

3. Click on the **Search** button.

A list of all licences matching your search criteria will display.

## Finding a Licence Application (cont'd)

4. Click on the **Licence No** hyperlink next to the appropriate licence.

The Licence Details screen will display and the details for the selected licence will appear.

5. View the licence details as required.

6. To track exactly what has happened to the licence application, click on the **History** tab.

7. Click on the **Close** button.

In the dialog box that is displayed, click on the **OK** button.

## Entering the SoCAC

It is a condition of issue of all permits that applicants must complete a Statement of Cargo Actually Carried (SoCAC) within 14 days of each sailing date. This is done in Coastal Trading Online.

1. Select > **Find SoCAC** from the **Permits** section in the menu on the left-hand side of the screen.

The Find SoCAC screen will display.

2. In the **Permit Number** field, enter the number of the permit the SoCAC is being completed for.
3. Click on the **Search** button.

A list of all voyage legs within the permits matching your search criteria will display.

4. Click on the **Permit Number** hyperlink next to the appropriate permit.

The SoCAC Details screen will display.

5. In the **Ship Actually Used** field, enter the name of the vessel used to carry the cargo.

6. To make changes to the voyage details, click on the **Edit** link in the **Actual Voyage(s) Details** section.

7. Amend the voyage details as required and click on the **Update** button.

8. To make changes to the cargo details, click on the **Edit** link in the **Actual Cargo Details** section.

9. Amend the cargo details as required and click on the **Update** button.

## Entering the SoCAC (cont'd)

10. Once all changes have been made, click on the **Save** button.

11. To submit the SoCAC, click on the **Submit** button.

## Making Payments

Payment for all Coastal Trading Permit and Licence application fees is by Credit Card. Customers are required to complete, sign and submit a Direct Debit Request (DDR) Form.

**By signing the DDR, you authorise the Department to arrange for funds to be debited from your nominated Credit Card when you apply for a permit**

The completed and signed original DDR Form should be forwarded to:

### Deputy Manager

**Transport Security Coordination Centre  
GPO Box 594**

**CANBERRA ACT 2601**

Each time you submit an application for a Permit or Licence, filling in the required details on the **Payment Details** tab serves as a request to charge the 'fee' to the credit card account you nominated in the DDR. More than one individual may be nominated for transactions on the one card but all of them must have their details listed on the original DDR .

Credit card payments will be processed via an EFTPOS payment facility within in the Coordination Centre. Once the payment is complete an automated email and tax invoice will be sent to the nominated contact within the application.

Payment in full will be deducted on the due date displayed on your invoice.