**Model letter to accompany the model form for receivers**

**Request for submission of HNS contributing cargo reports**

**for the calendar year <<year>>**

Dear <<name>>,

<<State>> is in the process of <<acceding to/ratifying>> the Protocol of 2010 to the International Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea, 1996 (the 2010 HNS Convention).

This Convention aims at ensuring adequate, prompt and effective compensation for damage to persons and property, costs of clean up and reinstatement measures and economic losses resulting from the maritime transport of hazardous and noxious substances.

States Parties’ expression of consent to be bound by this Convention must be accompanied by the submission of information on the total quantity of contributing cargo received in bulk after sea transport during the preceding calendar year. To facilitate the fulfilment of this obligation, the <<regulation/law/decree>> has been adopted (<<reference>>) with effect from <<date>>.

Upon the Convention’s entry into force, contributions will be levied on persons in States Parties who have received contributing cargo after sea transport in quantities above thresholds laid down in the Convention. The levies will be in proportion to the quantities of HNS received in a calendar year and the amount to pay to victims.

As a receiver of hazardous and noxious substances in <<State>>, you are requested to report the total quantities of bulk HNS received directly after transport by sea for the calendar year <<year>>, if:

1. the total amount of substances covered under the General Account received exceeds <<20 000>>\* tonnes;
2. the total amount of persistent oil received exceeds 150 000 tonnes;
3. the total amount of non-persistent oil received exceeds <<20 000>>\* tonnes;
4. the total amount of LPG received exceeds <<20 000>>\* tonnes; or
5. any amount of LNG is received.

A Contributing Cargo Reporting Form is available online at the HNS Convention website ([www.hnsconvention.org](http://www.hnsconvention.org)) to report your bulk HNS imports. The form should be filled out electronically, printed and then signed by a company representative before it is sent to the <<designated authority>>. More specific instructions are available on the form, including the definition of HNS liable for contributions.\*\*

**The deadline for submission is <<insert date>>.**

[Also enclosed is an information note prepared by the <<designated authority>>, which provides more information about the reporting process.]

[Failure to comply with the reporting requirements could lead to <<describe sanctions>>, as per <<regulation/decree>>.]

I trust that all the information above will help to ensure that your report is completed in a timely and accurate manner. Should you require any additional details, please contact us.

Respectfully,