

**Annotations to the Check-in data form**

1	<b>Reservation No.</b>	Reservation number issued by the Scandlines booking office
2	<b>Carrier/Consignor</b>	Name of the shipper
3	<b>Freight accountable</b>	Who is going to pay for the transport?
4	<b>Type and Total length (m)</b>	Vehicle type and Total length in meters
5	<b>Account No.</b>	Account number by the ferry line
6	<b>Reference No. Project No.</b>	Do we have a special reference number or project number?
7	<b>Port of Departure / Port of Destination</b>	Your Port of departure and destination.
8	<b>Registration No. / Nationality</b>	Vehicle registration number and Nationality
9	<b>Trailer No. / Nationality</b>	Trailer registration number and Nationality
10	<b>Number of passengers</b>	Number of passengers in the vehicle
11	<b>Total weight (kg)</b>	Total weight in kg of the vehicle
12	<b>Total cargo weight (kg)</b>	Total weight in kg of the complete cargo
13	<b>Total width (m)</b>	Total width in meters
14	<b>Consignment (kind of goods)</b>	Ex. parcels, tank, drums.
15	<b>Check-In time</b>	Please insert here the Check-In time
16	<b>Dangerous Goods (Yes / No)</b>	Do you have dangerous goods classified according to ADR or IMDG on the vehicle? (See note)
16a	<b>Date of Departure</b>	* Date of Departure (desired) ** Date of Departure (real) (DD/MM)
16b	<b>Time of departure</b>	* Time of Departure (desired) ** Time of Departure (real) (HH/MM)
17	<b>Signature and Name</b>	Signature and name (name in block letters please)
18	<b>Vehicle type</b>	Is the vehicle an open unit or closed with solid walls?
19	<b>Pos</b>	Position number
20	<b>UN-Number</b>	UN-number from the ADR or the IMDG Code
21	<b>Class</b>	Class from the ADR or the IMDG Code
22	<b>PG</b>	Packing group from the ADR or the IMDG Code
23	<b>Flp</b>	Flash point acc. IMDG Code (See note)
24	<b>Kind + Number of packages</b>	Kind + Number of packages of the dangerous goods (for example 5 drums or 3 boxes)
25	<b>Weight (kg)</b>	Gross weight in kilo of the dangerous goods. For class 1 use net weight.
26	<b>LQ/EQ</b>	If applicable use <b>X</b> for Limited Quantities/ Excepted Quantities
27	<b>MP</b>	If applicable use <b>X</b> for Marine Pollutant
28	<b>Proper shipping name (PSN)</b>	Proper shipping name (Correct technical name in accordance with ADR or IMDG Code.)

**Note:**

Most of the dangerous goods information should be extracted from the transport document; the only additional requirement according the IMDG Code is the "Marine Pollutant" information.

If liquid dangerous goods to be transported having a flashpoint of 60°C or below (closed cup (c.c.)), the flashpoint range in accordance with the relevant packing group may be indicated. For substances to be transported under UN No 1133, 1139, 1169, 1197, 1210, 1263, 1266, 1286, 1287, 1306, 1866, 1993 or 1999 it shall be indicated if the flashpoint is below 23°C.

When dangerous goods are transported in accordance with paragraphs 1.1.3.1 (b) – (f) or 1.1.3.2 (a) – (c) or (e) or 1.1.3.4.1 of ADR, unless exempted by the IMDG Code, the consignor or his representative shall inform the master that these paragraphs are used.