

YACHTERS

Yacht's Electronic Registration System



TECHNICAL GUIDANCE OF YACHT REGISTRATION

Document Version 1.1

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Yacht's Electronic Registration System (YachtERS) is an electronic registration system for Yacht foreigners who will visit the territorial waters of the Republic of Indonesia.

YachtERS is an web-based application designed to help make it easier for foreign Yacht ship owners and entrepreneurs Yacht boats of Indonesia with online registration process which can be accessed with url <https://yachters-indonesia.id>

Yacht's Electronic Registration System (YachtERS) merupakan suatu sistem registrasi elektronik kapal wisata (Yacht) asing yang akan berkunjung ke wilayah perairan Negara Kesatuan Republik Indonesia.

YachtERS adalah aplikasi berbasis web yang dirancang untuk membantu mempermudah para pemilik kapal Yacht asing dan para pelaku usaha kapal Yacht Indonesia, dalam proses registrasi secara online dengan mengakses alamat domain internet : **<http://yachters-indonesia.id>**

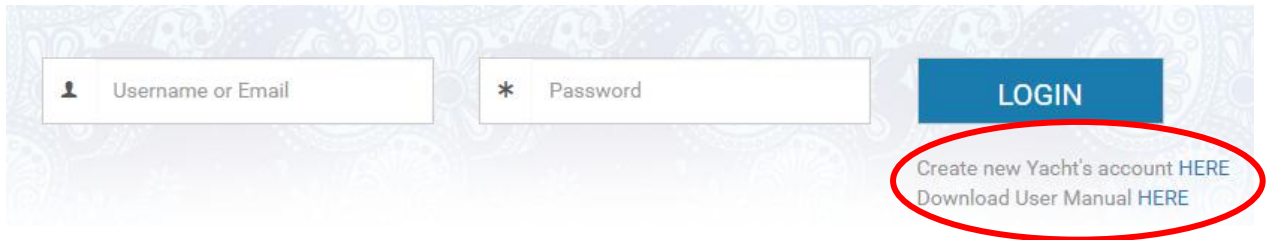


Picture 1. Home <https://yachters-indonesia.id>

What requirements or How to access **YachtERS**:

1. Internet access.
2. Click web browser internet (Firefox, Google Chrome, Internet Explorer, etc).
3. Type address in URL <https://yachters-indonesia.id> and push enter.

Account Registration YachtERS



Username or Email

* Password

LOGIN

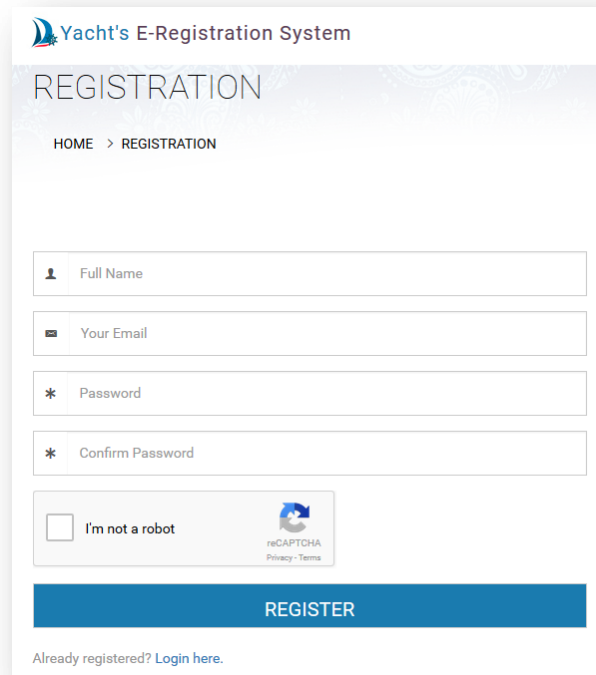
[Create new Yacht's account HERE](#)

[Download User Manual HERE](#)

Picture 2. Login Form

How to Create Account **YachtERS** :

1. Click **Create your new Yacht's account HERE** Link.
2. If you already have account then fill login form and click LOGIN button



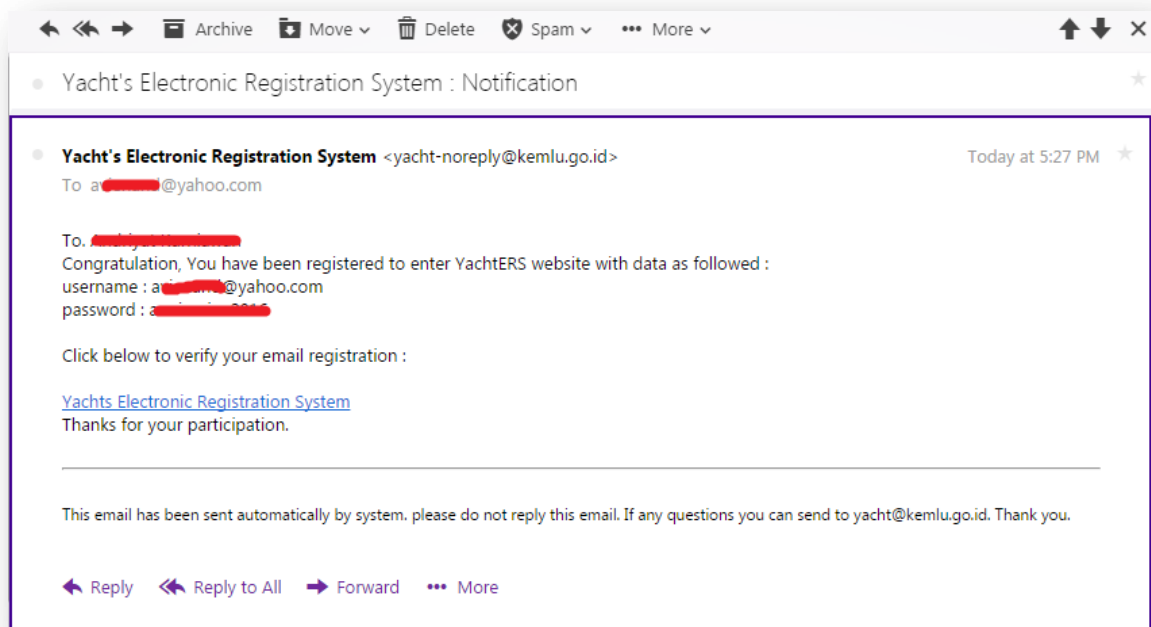
The screenshot shows the registration page of the Yacht's E-Registration System. At the top, there is a logo and the text "Yacht's E-Registration System". Below that, the word "REGISTRATION" is displayed in a large font. A breadcrumb trail shows "HOME > REGISTRATION". The form contains several input fields: "Full Name" with a person icon, "Your Email" with an envelope icon, "Password" with an asterisk, and "Confirm Password" with an asterisk. Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. At the bottom of the form is a blue "REGISTER" button. Below the button, there is a link: "Already registered? [Login here.](#)"

Picture 3. Registration Form

How to fill Registration Form :

1. Fill with your Full Name.
2. Fill with your Email Address (**Must Valid E-Mail**).
3. Fill Password.
4. Fill Confirm Password(Must be same with above Password).
5. Check Box Captcha (Im Not a Robot).
6. Click Register Button
7. If Succeed, you will get **“Success! Registration success. The Confirmation of registration will be send through email.”** Notification and Verification E-Mail will be send to your registered E-Mail.
8. Check Your Email Registration YachtERS.

Registration Verification Via E-Mail





Picture 4. Registration Verification E-mail

How to confirm Registered E-Mail:

1. Open your Registered E-Mail.
2. Click **Yacht's Electronic Registration System : Notification Subject**
3. Click **Yachts Electronic Registration System** to Verify account YachtERS.
4. If Succeed, you will redirected to <https://yachters-indonesia.id> and get **"Success! Your email registration has been verified! Please login."** Notification.
5. Continue to Login Form and Submit, you will be redirect to Yachter or Registered Profile.

Registration Form YachtERS

Please enter your Email and Password

	Username or Email
	Password

LOGIN

Picture 5. Login Form

How to **LOGIN** :

1. fill Username or Registered E-Mail
2. fill Password
3. Click **LOGIN** Button

Fill or Renew Yachter Data or E-mail Owner Profile

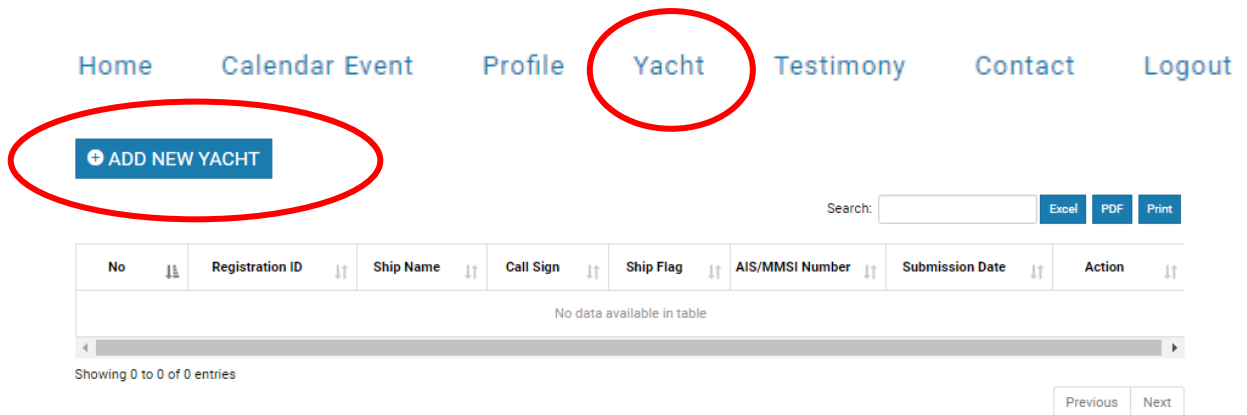
The screenshot shows a web form titled "PROFILE" with the following fields and elements:

- Your Photo***: A placeholder box with a "Choose" button below it. Below the button is the text "Choose photo color (.jpg, .png, max 2 Mb)".
- Fullname***: A text input field.
- Alias (if any)**: A text input field.
- Gender***: A dropdown menu with the text "-- Choose One --".
- Place, Date of Birth***: Two input fields. The first is labeled "Place of birth" and the second is labeled "dd-mm-yyyy".
- Occupation***: A text input field.
- Below the "Occupation*" field, there is a note: "*) Required".
- A checkbox with the text "I hereby confirm that the above information is true." is checked.
- A blue "SUBMIT" button is at the bottom.

Picture 6. Profile Data Form

Tata cara melengkapi Formulir data **Profile** adalah sebagai berikut:

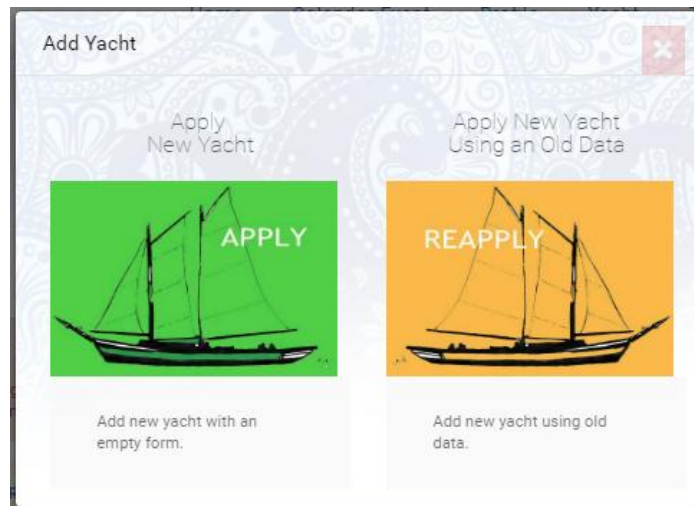
1. Click **Choose** Link to Upload your photo
2. Fill **Fullname***
3. Fill **Alias (if any)**
4. complete your form...
5. Check "I hereby confirm that the above information is true." **Box**.
6. IF Completed, Click **SUBMIT Button**.
7. If Succeed, you will get "**Success! Insert personal data successfully.**" Notification
8. If Any Changes after renew your datas, Click **SAVE Link**.



Picture 7. Yacht Registered Lists

How to register Yacht/Ship :

1. Click Yacht Menu.
2. Click ADD NEW YACHT.
3. If you first time registered, you will be redirect to Ship Information Form, else You will be get popup.



4. Click Apply (Green Ship) to apply new ship / data.
5. Click ReApply (Yellow Ship) to use exiting ship / data (Save as new Submission).

Formulir Yacht Ship Information

Ship Information Routes Captain and Crews Goods Documents

Clear Form

Ship Information

*NOTE: or or field cannot be empty(*)
fill with 0 or - if you don't have it*

Yacht Photo*

Choose

Photo Color(.jpg,.png, max 2 Mb)

Ship Owner*

Fill with Ship Owner Name

Picture 7a. Ship Information Form

How to fill **Ship Information** Form:

1. Click **Choose** to upload Yacht Photo
2. Fill **Ship Owner***
3. Fill **Ship Name*** , ... etc until complete
5. Click **Routes →**

Ship Routes Form

The screenshot shows a navigation bar with five icons: Ship Information, Routes (highlighted), Captain and Crews, Goods, and Documents. Below the navigation bar is a 'Clear Form' button. The 'Ship Routes' section is circled in red and contains the following fields:

- Port of Origin* (dropdown menu)
- Entry Port* (dropdown menu)
- Estimate Date of Arrival* (text input field with value 31-12-1999)
- Exit Port* (dropdown menu)
- Estimate Date of Departure* (text input field with value 31-12-1999)
- Routes / Destination Port(point to point)* (text input field)

Picture 7b. Ship Routes Form

Tata cara melengkapi Formulir **Ship Routes** adalah sebagai berikut:

1. Choose Port of Origin*
2. Choose **Entry Port*** in Indonesia.
3. Fill Routes/Destination (Point to Point)*
4. Choose **Exit Port*** in Indonesia.
5. Choose **Purpose*** , ...etc until complete.
6. Click [Captain and Crews →](#)

Captain and Crews Form

Ship Information Routes **Captain and Crews** Goods Documents

Clear Form

Captain and Crews

Captain Photo*

Choose

Choose photo color (jpg, png, max 2 Mb) and A "Full Face" photo in which the captain is facing the camera directly. The captain should not be looking down or to either side, and the face should cover about 50 percent of the area of the photo. The head of the captain, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom, and from hairline side-to-side. It is preferable that the ears be exposed.

Captain Name* Lars Oudrup

Email* django37@live.dk

Picture 7c. Captain and Crews Form

How to fill **Captain and Crews** form:

1. ReFill Captain data (If any changes).
2. Fill Crew manifest if any

Detail of Crews / Passengers

Crew Male

Crew/Passenger Name Nationality

Place of Birth Date of Birth

Place of Sign On Date of Sign On

Passport Number Date of Issue

Expiry Date On Board

Visa On Arrival + Add To List

Name	Sex	Place & Date of Birth	Nationality	Passport No	Issued Date	Expiry Date	Visa Type	Position	Place & Date of Sign On	Status
------	-----	-----------------------	-------------	-------------	-------------	-------------	-----------	----------	-------------------------	--------

3. *Fill Name Crew Until Visa Type then Click Add To List...*

4. Click **Goods →**

Goods Form

Ship Information Routes Captain and Crews **Goods** Documents

Clear Form

Goods

Importer Name* --Please Choose--

Are you bringing into the territory of the Republic of Indonesia:

Foods : fresh, dried , preserved , cooked or uncooked Yes No

Wood , plants , parts of plants , traditional medicine (herbal) , grains Yes No

Animals , parts of animals and animal products , including eggs , biological materials , specimens , birds , insects , pet foods Yes No

Picture 7d. Goods/Items Form

How to fill **Goods** Form adalah sebagai berikut:

1. Fill Importer name(if any), **Supplies, Weapons, Medicines, Other Goods, dan Load Goods***, choose Yes if any, No If not
2. Click **Documents →**

File or Documents

Ship Information Routes Captain and Crews Goods Documents

Clear Form

Documents

Registration Certificate* (jpg, png, pdf, max 2 Mb)

Maritime Declaration of Health Please click [HERE](#) to download
NOTE : print and fill out this MDH Form, and use it when necessary at entry port.

International Animal and Plant Quarantine Certificate (jpg, png, pdf, max 2 Mb)

Ship Sanitation Control Certificate (SSC) File Allowed (jpg, png, pdf, max 2 Mb)

Picture 7e. Files or Documents

How to fill Documents Form :

1. Click **Choose** to upload **Registration Certificate***
2. Click **HERE** to Download **Maritime Declaration of Health File*** and fill it.
3. Click **Choose** to upload **International Animal and Plant Quarantine Certificate* (if any)**. , ...etc until complete
4. Check **“I hereby confirm that the above information is true.”** **Box**.
5. Click **Register Button** .
6. If Succeed, you will get **“Success! Input Yacht Successfully.”** Notification.
7. If any changes before Register Button, please click every tabs below




Ship Information Routes Captain and Crews Goods Documents

Clear Form

Print Vessel Declaration, Edit or Delete Data

[+ ADD NEW YACHT](#)

Search: [Excel](#) [PDF](#) [Print](#)

No	Registration ID	Ship Name	Call Sign	Ship Flag	AIS/MMSI Number	Submission Date	Action
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	2017-03-29 09:07:41	  




Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[PRINT VESSEL DECLARATION](#)

Picture 8. Registered yacht Lists with Action

How to Print **Vessel Declaration Copy** adalah sebagai berikut:

1. Click  to print **Vessel Declaration (Blue Color Box)**
2. Click  if you want to make any changes in your data.
3. click  if you want delete your data.

REPUBLIC INDONESIA KEMENTERIAN KEUANGAN DIREKTORAT JENDERAL BEA DAN CUKAI PEMBERITAHUAN IMPOR SEMENTARA KAPAL WISATA ASING (VESSEL DECLARATION)		
Nama Importir(1).....	DIISI OLEH PEJABAT BEA DAN CUKAI	
	IMPOR	
Jenis, No Identitas, & Alamat Importir(2).....	Nomor Pendaftaran(32).....	Tanggal Pendaftaran(33).....
	Ship Certificate/Particular :(34).....	
Nama Kapten Kapal(3).....	Surat Kuasa kepada Importir dalam hal Importir bukan Kapten atau Pemilik Kapal :(34).....	
Alamat Email&No Telepon Kapten(4).....	Kantor Pabean Pemasukan(35).....	Kurs(36).....
	Alamat e-mail Kantor Pabean Tempat Pemasukan(37).....	
Tujuan Mengunjungi Indonesia(5).....	Tanggal Penandatanganan Persetujuan(38).....	
Pelabuhan Terakhir sebelum Indonesia	Persetujuan Pejabat Bea dan Cukai	

Picture 9. Vessel Declaration Copy

Please Give this copy to CIQP Officer when enter entry port or when necessary