

· 国际船舶代理与无船承运业务丛书 ·

国际船舶代理 与无船承运业务 实务英语

ENGLISH FOR
INTERNATIONAL SHIPPING AGENCY
AND NVOCC BUSINESS

中国船舶代理及无船承运人协会 © 编



中国海商出版社

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序

国际船舶代理行业在国际海运辅助业中占有不可或缺的位置,是承办各类航行国际航线船舶在我国港口水域的各项代理业务,并寓管理于服务的专业性涉外行业。随着我国改革开放进一步深化,国际船舶代理企业数量不断增加,到2008年10月,取得经营资质的企业已有1700余家。

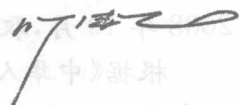
根据《中华人民共和国国际海运条例》的规定,无船承运业务是指以承运人身份接受托运人的货载,签发自己的提单或者其他运输单证,向托运人收取运费,通过国际船舶运输经营者完成国际海上货物运输,承担承运人责任的国际海上运输经营活动。随着国际海运运输格局的变革,特别是为门到门全程物流提供服务的需求增加,无船承运人已正式成为国际多式联运经营人,截至2008年10月,获得无船承运人资质的企业已有3400余家。

国际船舶代理及无船承运业务的从业人员必须具有较高的综合业务素质,除具备一定的专业知识和外语水平外,还要熟知我国口岸有关法律法规及相关部门的规章制度、工作程序,并与广大货主,金融、保险行业,以及各运输部门建立广泛的业务联系。随着国际船舶代理及无船承运业务的发展,从业人员队伍也日益扩大。为促进国际船舶代理及无船承运行业健康有序地发展,不断提高从业人员的业务水平,保证我协会组织的业务培训工作更加系统和具有针对性,根据广大会员的要求,在交通运输部水运司领导的支持下,我协会邀请业内专家,特别是大连海事大学的老师参与,将多年从事理论教学和业务实践的宝贵资料整理汇总,重新编写了业务教材。同时,为方便从事国际海运相关业务人员

查阅有关国际海运法律法规,以及口岸相关部门的规章制度等,特将相关法律法规文件进行整理,作为业务培训教材一并出版。

本套培训教材的内容和编排都较以前的教学资料更为科学和实用,这也是我协会为会员、为行业多办实事的举措之一。希望广大会员对我协会的各项工 作给予更多的关心和支持。

中国船舶代理及无船承运人协会会长



2009年4月

前 言

改革开放以来,随着国民经济持续飞跃发展,我国从航运大国向航运强国转变的进程加快了步伐。作为国际海运业重要组成部分的国际船舶代理业,以及日益被业界重视的无船承运业,近年来无论是在企业获得从业资格的数量上,还是服务内涵质量的提升上,都有了长足的发展。国际船舶代理和无船承运业务涉及国际贸易、国际运输、现代物流、信息技术、金融保险、商贸法律等知识,且企业竞争日益加剧,因此对从业人员的基本素质和业务经验积累等要求越来越高。

为适应国际船舶代理和无船承运业迫切需要加强业务培训的需求,中国船舶代理及无船承运人协会在交通运输部水运司的支持下,在历年为会员单位组织业务培训工作的基础上,于2006年组织形成了“国际船舶代理与无船承运业务丛书”编写委员会,邀水运司及协会领导等做编写委员会领导成员,聘请大连海事大学的教授,以及具有国际船舶代理和无船承运多年工作经验的企业领导、专家参与组稿编写,并请国际航运专业英语资深专家张常临负责英语教材的审校。历经近两年的辛勤努力,集各方面专家、教授,以及上级主管部门和协会等各方面的建议、意见,编写人员对丛书内容、结构、篇幅等,作了反复研究、考证、删改和补充,于2008年底完成了“国际船舶代理与无船承运业务丛书”的编写,这是集体智慧的结晶。

本套丛书针对国际船舶代理和无船承运业务特点,汇总了在实际工作中必须掌握的业务程序和操作要领,作为从业人员在工作中学习、提高,以及参加培训、考试的必备教材,

能够起到提纲挈领的作用。

针对当前国际海运运输格局不断发展变化,有关国际海运法律法规及口岸各部门的规章制度不断调整、修改、完善的情况,本套丛书作为从事国际海运工作的相关单位,包括交通运输主管部门、各级院校,以及其他相关行业人员研究、了解我国国际船舶代理和无船承运业发展情况的工具书,起到了帮助参考作用。

编写过程中,本套丛书引进了美国对无船承运业管理的经验,以及对从业者的规范要求等方面内容,符合当前国际多式联运门到门全程物流发展的趋势,能够促进我国海运业和国际接轨。

本套丛书不仅具有较高的理论性,更侧重于较强的实用性和可操作性,同时可作为国际船舶代理和无船承运业者参加相关从业资格考试的权威教材,起到了理论学习和实践工作相结合的作用。

在编写过程中,我们受到了业内专家、学者,以及各级政府交通主管部门的关注和帮助,特别是中国海关出版社给予了大力支持,使本套丛书得以在我国改革开放三十周年之际出版面世,在此,谨申谢忱。

全套丛书共有三个分册:(1)《国际船舶代理与无船承运业务实务》;(2)《国际船舶代理与无船承运业务实务英语》;(3)《国际航运法律法规文件汇编》。其中:

《国际船舶代理与无船承运业务实务英语》由大连海事大学外国语学院谭万成教授主编;宫学军、马志波、尚晓华、王海燕老师参加编写;审校:张常临。

作者

2009年4月

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Unit 1 Scope of Shipping Agency Services

Text

A shipping agency is highly proficient in providing a wide range of services all over the world. Shipping agents have been engaged in port formalities, cargo work, bunkering, ship repair, and other forms of support.

1. Agency appointment and acceptance

A shipping agent is a person or company authorized to do some acts in the name of the principal. In general, a shipping company or shipowner offers the appointment in writing. The principal or shipowner sends the agency a letter of authorization (by telegraph, telex, fax, EDI, email or other means). The shipping agency reviews the authorization and conducts a negotiation with the principal. Then, an agency agreement may be drawn up and signed after negotiation. The agency agreement specifies the scope of authorization, obligations of parties concerned, duration of the agreement, settlements of disbursements accounts, and other details. Usually, the shipping agency company confirms the acceptance of the authority to act for the principal in writing.

2. Shipping agency services

The shipping agency offers a variety of services. The services include, but are not limited to:

Entering and leaving port. Customs declarations and relevant inspections at port, requiring tug and pilot, berthing, arranging sea rescue and handling maritime affairs.

Cargo work: Arranging cargo loading and discharging; shipping

space inspection, tally, trans-shipment, stock and transport; cargo inquiry, compensation claim, handling of over-discharged cargo; issuing bills of lading on behalf of the carrier, collecting freight and settling payment for carrier, signing demurrage/dispatch agreements on behalf of the carrier and making settlements accordingly; booking shipping space for shipper and drafting relevant shipping documentation; conducting ship chartering, ship's sale and purchase, ship delivery, and signing charter party.

Supply: Fuel, fresh water, foodstuff, stores and spare parts.

Other related services: Arranging ship's checking and repair, hold fumigation, hold cleaning; consultation and information services; crew exchange/repatriation, national border exit/entry procedures, medical service, traveling service, mail service and other tasks entrusted by the shipping company and ship master.

The shipping agency represents the principal to deal with matters concerned with harbor and other authorities, maintains due contact with them and provides the shipping company with all necessary information in connection with the agency agreement.

Shipping agents attend to the procedures for vessel's entry into and departure from local ports, arrangement for pilotage, ship's berthing, Customs declaration formalities for inward and outward shipments, loading and discharging operations. They report to the shipping company or shipowner regularly on the vessel's arrival, movements and other important occurrences concerning the vessel, cargo, passengers and crew.

On behalf of the ships, agents will handle various kinds of formalities for the vessels engaged in the international transportation. The entry and departure formalities carried out by the agents are actually the handling of the documents or certificates required by Quarantine officers, Customs officers, Immigration officers and Harbor Master.

Generally, shipping agents can canvass cargo for the ship, collect freight and settle payments on behalf of the principal. They can

sign bills of lading subject to the authorization, and forward all shipping documents to shipowners after ship's sailing.

/// New Words and Expressions ///

authorize	['ɔ:θəraiz]	v.	授权
bunkering	['bʌŋkəriŋ]	n. & v.	加油
carrier	['kæriə]	n.	承运人
demurrage	[di'mʌrɪdʒ]	n.	滞期费
dispatch	[dis'pætʃ]	n.	速遣费
maritime	['mæritaim]	adj.	海事的
pilot	['paɪlət]	n.	引航员
pilotage	['paɪlətɪdʒ]	n.	引航, 引航费
principal	['prɪnsəp(ə)l]	n.	委托人
shipper	['ʃɪpə]	n.	托运人
tally	['tæli]	v. & n.	理货
tug	[tʌg]	n.	拖轮
agency agreement			代理协议
agency appointment			代理委任
bill of lading			提单
booking shipping space			订舱
canvass cargo			揽货
cargo work			货运; 装卸货
charter party			租约; 租船合同
crew exchange/repatriation			船员调换/遣返
Customs declaration			报关
Customs officer			海关官员
disbursements accounts			费用账户; 港口使费账单
draw up			起草; 制定
EDI (electronic data interchange)			电子数据交换
entering and leaving port			进出港
entry and departure formalities			进出港手续

hold fumigation	熏舱
Immigration officer	移民局官员
letter of authorization	授权书
making settlements	结算
port formalities	港口手续
Quarantine officer	检疫官员
sea rescue	海上救助
ship delivery	交船
shipping agency	船务代理公司
shipping agent	船务代理人
shipowner	船东
stores and spare parts	物料和备件
trans-shipment	联运中转

Notes

1. Shipping agency and shipping agent 船务代理公司和船务代理人

船务代理指接受船舶经营人的委托，代办与船舶有关的一切业务的人。船务代理业务范围很广，根据国际航运的习惯做法，主要包括船舶进出港业务、货运业务、船舶供应和船舶服务方面等业务[如办理船员调换、遣返 (crew exchange/repatriation)、出入境手续等]。船方的委托 (appointment) 和代理人的接受 (acceptance) 以每船一次为限者，称为航次代理；船方和代理人之间签订有长期代理协议者，称为长期代理。

2. Entering and leaving port 船舶进出港

Customs declarations and relevant inspections at port, requiring tug and pilot, berthing, arranging sea rescue and handling maritime affairs.

办理船舶进出港口的海关申报和相关检查手续，联系安排拖轮，引航员，靠泊，联系海上救助，洽办船舶海事处理。

3. Cargo work 货运工作

Cargo work: Arranging cargo loading and discharging, shipping space inspection, tally, trans-shipment, stock and transport; cargo

inquiry, compensation claim, handling of over-discharged cargo; issuing bills of lading on behalf of the carrier, collecting freight and settling payment for carrier, signing demurrage/dispatch agreements on behalf of the carrier and making settlements accordingly; booking shipping space for shipper and drafting relevant shipping documents; conducting ship chartering, ship's sale and purchase, ship delivery, and signing charter party.

联系安排货物装卸, 货舱检查, 理货, 联运中转, 仓储和运输, 货物查询, 理赔, 处理溢卸货物; 代签提单, 代收运费并代承运人结算付款, 代签滞期/速遣协议并办理相应结算; 代托运人订舱, 制作相关货运单证; 办理租船, 船舶买卖, 船舶交接工作和代签租船合同。

4. Supply 船舶供应

Supply: Fuel, fresh water, foodstuff, stores and spare parts.

供应船舶燃料、淡水、伙食、物料和备件。

5. Other related services 其他相关服务

Other related services: Arranging ship's checking and repair, hold fumigation, hold cleaning; consultation and information services; crew exchange/repatriation, national border exit/entry procedures, medical service, traveling service, mail service and other tasks entrusted by the shipping company and master.

联系安排船舶检查和修理, 熏舱, 扫舱, 咨询和信息服务; 办理船员调换或遣返, 办理出入境手续, 就医, 旅游, 代转邮件及船务公司和船长委托的其他服务项目。

Exercises

1. Answer the following questions according to the text.

- (1) What is a shipping agent?
- (2) How is a shipping agency appointed?
- (3) What services does the shipping agency offer?
- (4) How can a shipping agent help in port formalities?

(5) How can a shipping agent help in terms of cargo work?

2. Multiple choice questions (choose the one answer which is correct in each question).

(1) A shipping agent is authorized to act on behalf of ().

- A. shipper
B. port authority
C. shipowner
D. immigration officer

(2) What kind of services may not be offered by shipping agents? ()

- A. Entering and leaving port formalities.
B. Cargo work.
C. Bunkering.
D. Maritime administration.

(3) () specifies the scope of authorization and duration of the agency service.

- A. Agency agreement
B. Bills of lading
C. Shipping documents
D. Customs declaration

(4) Shipping agents can sign bills of lading ().

- A. on behalf of shipper
B. subject to the authorization of the principal
C. instead of master
D. on behalf of themselves

(5) According to the text, which of the following is not true? ()

A. The shipping agency represents port authorities to deal with ship-related matters.

B. Generally, shipping agents can canvass cargo for the ship.

C. Shipping agents can make arrangements for pilotage and berth.

D. Shipping agents also provide consultation and information services.

3. Decide whether the following statements are true or false.

(1) A shipping agency can provide a wide range of services.

(2) Shipping agents cannot collect freight and settle payment for the carrier.

(3) Generally, shipping agents can canvass cargo for the ship.

(4) A shipping agent is authorized to act on behalf of the principal.

(5) Shipping agents do not have the authorization to sign bills of lading.

4. Multiple choice questions (choose at least two answers which are correct in each question).

(1) What kinds of services have shipping agents been engaged in? ()

- A. Entering and leaving port.
- B. Cargo handling.
- C. Supplying stores, fuel and fresh water.
- D. Other ship-related services.

(2) What kinds of ship-related services can a shipping agent offer? ()

- A. Crew exchange/repatriation.
- B. Medical service.
- C. Traveling service.
- D. Mail service.

(3) What can a shipping agent help the ship to replenish? ()

- A. Fuel.
- B. Fresh water.
- C. Foodstuff.
- D. Stores and spare parts.

(4) What kinds of formalities will shipping agents handle for the vessels? ()

- A. Entry formalities.
- B. Immigration formalities.
- C. Quarantine formalities.
- D. Departure formalities.

(5) Generally, subject to the authorization, shipping agents ().

- A. cannot canvass cargo for the ship
- B. can collect freight
- C. can settle payment
- D. can sign bills of lading

5. Translate the following terms into Chinese.

- (1) shipping agency (2) agency appointment

- (3) booking shipping space (4) canvass cargo
 (5) crew exchange/repatriation (6) Customs declarations
 (7) disbursements accounts (8) entry and departure formalities
 (9) making settlements (10) shipping agents

6. Translate the following terms into English.

- (1) 代理协议 (2) 提单
 (3) 租约 (4) 装卸货
 (5) 熏舱 (6) 海上救助
 (7) 船东 (8) 物料和备件
 (9) 海关官员 (10) 授权书

/// **Keys to Unit 1** ///

1. Answer the following questions according to the text.

(1) A shipping agent is a person or company authorized to do some acts in the name of a shipping company or shipowner.

(2) In general, a shipping company or shipowner offers the appointment in writing.

(3) The shipping agency offers a variety of services, such as port formalities, cargo work, bunkering, ship repair, and other forms of support.

(4) Shipping agents attend to the procedures for vessel's entry into and departure from local ports, customs declaration formalities for inward and outward shipments.

(5) They can canvass cargo for the ship, arrange cargo loading and discharging, collect freight and settle payment, etc.

2. Multiple choice questions (choose the one answer which is correct in each question).

- (1) C (2) D (3) A (4) B (5) A

3. Decide whether the following statements are true or false.

- (1) T (2) F (3) T (4) T (5) F