Completion instructions for excel templates of Crew List (FAL5), (Crew & Crew_Dep) of HNMSW (Hellenic National Maritime Single Window)

- **Crew_Family_name (mandatory):** Filled with capital letters. Special characters (!@$%^&*()»'./,) are not allowed.

    i. In case that Family Name has more than one distinct words, e.g. «AUGUSTO DA SILVA», it should be filled as follows: AUGUSTO [space] DA [space] SILVA (**NO** space after this word).

    ii. In case that Family Name contains apostrophe ('), it should be replaced with space. For example, the name AUGUSTO'S should be filled as follows: AUGUSTO [space] S (AUGUSTO S).

    iii. In case that a passenger has only Name (and not a Family Name (Asian Countries, e.g. Pakistan)) his name should be repeated at both columns (Passengers_Family_name) & (Passengers_Given_name).

- **Crew _Given_name (mandatory):** Filled with capital letters. Special characters (!@$%^&*()»'./,) are not allowed.

    i. In case that Name has more than one distinct words, e.g. «ANDREY DEMYAN», it should be filled as follows: ANDREY [space] DEMYAN (**NO** space after this word).

    ii. In case that Family Name contains apostrophe ('), it should be replaced with space. For example, the name «ANDREY DEMYAN'S», should be filled as follows: ANDREY [space] DEMYAN [space] S (ANDREY DEMYAN S).

- **Crew_Gender (mandatory):** Select a value from the dropdown list.
- **Crew_Duty_of_crew (mandatory):** Select a value from the dropdown list.
- **Crew_Nationality (mandatory):** Select a value from the dropdown list.
- **Crew_Date_of_birth (mandatory):** The accepted format is DD/MM/YYYY (e.g. 01/01/2025).
- **Crew_Place_of_birth:** Filled with capital letters (free text) e.g. PIRAEUS.
- **Crew_Country_of_birth:** Select a value from the dropdown list.
- **Crew_Nature_of_identity_document (mandatory):** Select a value from the dropdown list.
- **Crew_Number_of_identity_document (mandatory):** Filled with capital letters (without space in between e.g. JR5897) Special characters (!@$%^&*()»'./,) are not allowed.
  EXCEPTION: When a crew member holds an identity card issued by the Greek authorities, greek letters are also allowed (for example Ξ123456, without any spaces between the characters).
- **Crew_Issuing_State_of_Identity_Document:** Select a value from the dropdown list.
- **Crew_Expiry_Date_of_Identity_Document:** The accepted format is DD/MM/YYYY (e.g. 01/01/2025).
- **Crew_Visa_Residence_Permit_number:** Filled with capital letters (without any spaces or special characters, e.g. GRC1234 and **NOT** GRC-1234).

Completion instructions for excel templates for Passenger List (FAL6), (Passengers & Passengers_Dep) of HNSW (Hellenic National Single Window)

- **Passengers_Family_name (mandatory):** Filled with capital letters, special characters (!@$%^&*()»'./,) are not allowed.

  i. In case that Family Name has more than one distinct words, e.g. «AUGUSTO DA SILVA», it should be filled as follows: AUGUSTO [space] DA [space] SILVA (**NO** space after this word).

  ii. In case that Family Name contains apostrophe ('), it should be replaced with space. For example, the name AUGUSTO'S, should be filled as follows: AUGUSTO [space] S (AUGUSTO S).

  iii. In case that a passenger has only Name (and not a Family Name (Asian Countries, e.g. Pakistan)) his name should be repeated at both columns (Passengers_Family_name) & (Passengers_Given_name).

- **Passengers_Given_name (mandatory):** Filled with capital letters. Special characters (!@$%^&*()»'./,) are not allowed.

  i. In case that Name has more than one distinct words, e.g. «ANDREY DEMYAN», it should be filled as follows: ANDREY [space] DEMYAN (**NO** space after this word).

  ii. In case that Name contains apostrophe ('), it should be replaced with space. For example, the name «ANDREY DEMYAN'S», should be filled as follows: ANDREY [space] DEMYAN [space] S (ANDREY DEMYAN S).

- **Passengers_Gender (mandatory):** Select a value from the dropdown list.
- **Passengers_Nationality (mandatory):** Select a value from the dropdown list.
- **Passengers_Date_of_birth (mandatory):** The accepted format is DD/MM/YYYY (e.g. 01/01/2025).
- **Passengers_Place_of_birth:** Filled with capital letters (free text) e.g. PIRAEUS.
- **Passengers_Country_of_birth:** Select a value from the dropdown list.
- **Passengers_Nature_of_identity_document (mandatory):** Select a value from the dropdown list.
- **Passengers_Number_of_identity_document (mandatory):** Filled with capital letters (without space in between e.g. JR5897) Special characters (!@$%^&*()»'./,) are not allowed.
  EXCEPTION: When a passenger holds an identity card issued by the Greek authorities, greek letters are also allowed (for example Ξ123456, without any spaces between the characters).
- **Passengers_Issuing_State_of_Identity_Document:** Select a value from the dropdown list.
- **Passengers_Expiry_Date_of_Identity_Document:** The accepted format is DD/MM/YYYY (e.g. 01/01/2025).
- **Passengers_Port_of_embarkation (mandatory):** Filled Embarkation Port (LOCODE) with capital letters.
- **Passengers_Port_of_disembarkation:** Filled Disembarkation Port (LOCODE) with capital letters.
- **Passengers_Transit: :** Select a value from the dropdown list.
- **Passengers_Visa_Residence_Permit_number:** Filled with capital letters (without any spaces or special characters, e.g. GRC1234 and **NOT** GRC-1234).