

Cruise Booking System Access Application Form

1. Port Authority of New South Wales (Port Authority) operates an electronic system for processing booking applications for slots at Sydney, Eden and Newcastle Harbour's cruise terminal berths and non-cruise terminal berths.
2. In order to access Port Authority's cruise booking system, the Applicant must complete this System Access Application Form and a Cruise Line Confirmation of Authorisation Form confirming agreement to the terms and conditions set out in the form.
3. "Applicant" means the entity who has lawful authority to:
 - a. act as a "Cruise Operator"¹ for the purposes of using the cruise booking system under the Cruise Booking Policy; and
 - b. act on behalf of each and every cruise ship and bind itself in relation to each and every cruise ship, for which the Applicant and its authorised users, make a slot booking application in the cruise booking system under the Cruise Booking Policy and in so doing become liable for all relevant fees and charges under the Cruise Booking Policy.
4. The Applicant is responsible for:
 - a. providing to Port Authority in the prescribed manner, the nominated company email address via which all booking correspondence, including booking confirmations will be communicated, together with the full name and company email address of all users who require access to the cruise booking system under the Applicant's account, who once accepted, will become an "authorised user"; and
 - b. all entries made by authorised users of the Applicant's account; and
 - c. any requests to Port Authority to authorise the addition or deletion of authorised users. If authorised users are to be deleted, Port Authority will confirm in writing that the authorised user's access to the cruise booking system under the Applicant's account has been cancelled. Requests to authorise the addition or deletion of authorised users are to be completed on this authorisation form and sent to cruisebookings@portauthoritiesw.com.au.
5. The Applicant must complete a System Access Application Form for any revisions to users requiring access to the cruise booking system under the Applicant's account. Port Authority may agree at its discretion to add new authorised users.
6. This form supersedes all previous System Access Application Forms submitted by the Applicant. The Applicant is responsible for ensuring **all users** it intends to be made an "authorised user" in the Cruise Booking System are listed on this form, including **existing authorised users**.² Port Authority is not responsible for cross referencing the information contained in this form with previous System Access Application Forms submitted by the Cruise Operator.

¹ Cruise Operator means the entity who has lawful authority from a cruise line and the applicant cruise ship in relation to all aspects of Port Authority's cruise booking system and who will become jointly liable for any relevant fees and charges by completing a confirmation of authorisation form to that effect.

² Users listed in this authorisation form will supersede all others previously authorised for the Cruise Operator.

7. The Applicant must list on a Cruise Line Confirmation of Authorisation form every cruise ship for which the Applicant is authorised to make a slot booking application.
8. Port Authority will treat as a bone fide entry, every slot booking application or cancellation made by any of the Applicant's users who have been authorised as described in point 4a above.
9. The Applicant and its nominated authorised users agree to comply with the Cruise Booking Policy and Cruise Booking Procedure.
10. The Applicant acknowledges and agrees that by making a slot booking application it becomes jointly and severally liable with the cruise line and the cruise ship to pay any fees incurred under the Cruise Booking Policy in relation to each of the cruise ships identified in the authorisation form.
11. Each authorised user will be given a user login and password. Authorised users must keep their individual usernames and passwords confidential and not permit any other person to use their login details to access the cruise booking system. There is no provision for a general or group login.

AGREEMENT

The Applicant agrees to the terms and conditions described from 1 to 11 (inclusive) of the authorisation form.

Applicant:	Name of Organisation ("cruise operator")
Officer Name:
Office held:
Signature:	Date:/...../.....

USER AUTHORISATION

The Applicant confirms the following users are authorised to access the Port Authority Cruise Booking System under the Applicant's account, using the Applicant's nominated email address:

Applicant's Nominated Email Address (cl 4a):		
Authorised Users	First Name and Surname	Company Email Address of User