



PANAMA MARITIME AUTHORITY  
DIRECTORATE GENERAL OF PORTS AND MARITIME ANCILLARY INDUSTRIES  
CONCESSIONS DEPARTMENT

F-16  
(DMA)  
V.06



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

**SERVICE: DISPATCH OF FUEL OIL**  
**CLUSTER: SUPPLY**

**DESCRIPTION:** Supply of fuel to smaller vessels in maritime facilities such as: marinas, docks, berths, boat depot.

**PROCEDURE PROCESS:** Notarized Special Power of Attorney, formal application and all other documents as requested, shall be filed with the Directorate General of Ports and Maritime Ancillary Industries, Concessions Department, located at the headquarters of the Panama Maritime Authority, Diablo Heights, Demetrio Porras Street.

**APPLICATION MUST BE FILED WITH THE FOLLOWING DOCUMENTS:**

**Note:** In case of being a natural person, the application may be submitted by the applicant itself, and if it is a legal entity, it will be presented by a suitable attorney.

1. Notarized Special Power of Attorney, which shall include: telephone number, address, and e-mail of holder of the Power of Attorney. Same must be signed by grantor of Power of Attorney and by holder of Power of Attorney, in compliance with requirements set forth under the Judicial Code of the Republic of Panama (Section 627).
2. Memorial addressed to the General Director of Ports and Auxiliary Maritime Industries (Article 9 of the Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority) requesting the Operation License and containing the following information:
  - General Data:
    - ✓ General Data of authorized representative: full name, I.D. card number, address, telephone numbers, P.O. Box, and e-mail.
    - ✓ General Data of company: Company name, address, telephone numbers, R.U.C. number duly registered at the Directorate General of Internal Revenue, P.O. Box, and e-mail.
  - Purpose of the operation's license.
  - Description of all activities to be carried out.

Authorization: 

Date: 10/6/19

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- Detail of all maritime and port areas where the service is to be rendered.
  - Value of the investment which interested party is engaging in or intends to engage in.
3. Simple copy of I.D. Card or passport of authorized representative and of holder of Special Power of Attorney.
  4. Original and current certificate issued by the Office of the Recorder of Deeds, which shows the following: authorized representative, directors, officers, and corporate authorized capital stock.
  5. Copy of commercial license issued by the Ministry of Commerce and Industries (MICI).
  6. Certificate issued by the Social Security, certifying that employer is registered in the system.
  7. Copy of the concession contract signed by the Concessions Department.
  8. Copy of history and certificates which evidence expertise and experience of technical personnel which shall supervise and execute these activities.
    1. List of all personnel and their positions.
    2. Copy of personal identification card number or of passport.
    3. Suitability of company technical personnel and professionals.
  9. Contingency Plan in the event of spillage, pursuant minimum requirements as set forth by the Port Pollution Prevention and Control Department  
(please see <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf>).
  10. Copy of Contract Agreement entered into by a User of the Fuel Oil Free Zone and the company.
  11. Safety Certificate issued by the National Fire Safety, Prevention and Research Office of the Fire Department of Panama; application of norms, codes and guides of the NFPA (National Fire Protection Association).
  12. List of station's contingency materials and equipment.
  13. Technical Card of manufacturer of fuel oil tanks.
  14. Copy of Resolution which approves the environmental impact study or environmental conformity and management plan, issued by the Ministry of the Environment of Panama, same which identifies this activity or operation. (Exempted here from are all authorizations which certify that said studies are not required)
  15. Copy of the environmental impact study or environmental conformity and management plan, issued by the Ministry of the Environment of Panama, for this activity or operation. (If applies previous

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point )

16. Photographs and description of safety equipment and of installations which are available for rendering of the service (helmets, safety goggles, gloves, safety harnesses, vests, etc.).
17. Company Emergency Plan. Must include contact numbers of the Port Safety and Hygiene Section: 501-5153 or 501-4244, and the following e-mail: [shpdop@amp.gob.pa](mailto:shpdop@amp.gob.pa); and all contact numbers of the Pollution Prevention and Control Department: (507) 501-5155/5406; Chiriquí: (507) 721-3744; and Colón: (507) 475 – 0000.

• **IMPORTANT NOTICE:**

- The Company shall also file a compliance bond and a civil responsibility insurance, pollution policy and / or oil spill in compliance with Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority.
- The company must make a single fee inspection payment, as a fee set forth for each type of maritime ancillary service, in compliance with Resolution No. 011-2019 dated March 27th, 2019 issued by the Board of Directors of the Panama Maritime Authority, and published in the Official Gazette No. 28763-A, dated April 29th, 2019.
- The Company shall file activity statistics within the first ten (10) days on a monthly basis, in accordance with Chapter V, Article 19, paragraph 10 of the Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority; said statistics shall be sent to the following e-mails: [amp.estadistica@amp.gob.pa](mailto:amp.estadistica@amp.gob.pa) y [concesiones@amp.gob.pa](mailto:concesiones@amp.gob.pa).
- The Company shall have a physical location duly marked and identified where its office headquarters are located. (Same may not be a family residence).
- Comply with the on-site technical evaluation made by the Pollution Prevention and Control Department. Same consists of visiting the site where the company is located, in order to evaluate minimum contingency equipment available to give a first response regarding a pollution incident involving fuel oil, as provided for in its contingency plan.
- Comply with the on-site technical evaluation made by the Safety and Health Section. Same consists of visiting the company, and the site where it carries out its operations, in order to verify compliance with Occupational Health and Industrial Safety Rules and Regulations.
- To keep the Port Safety and Hygiene Section informed of any incident or accident which

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occurs in the installations, at the following numbers: 501-5153 or 501-4244, and to the following e-mail: [shpdop@amp.gob.pa](mailto:shpdop@amp.gob.pa), pursuant the Port Safety and Hygiene Rules and Regulations, Panama Maritime Authority. **Title II:** Organization and powers of Port Safety and Health, **Section 7:** The Port Safety and Health personnel shall investigate all accidents which occur in all ports, whether they cause injuries to workers or not, especially those which are more serious and more frequent, and the Office of the Director of Operations must be informed thereof. (be taken to mean Port Operations Department, telephone 501-5148, email operaport@amp.gob.pa)

**RATE:** B/. 0.0133 Per dispatched gallon.

**For any additional information or questions, please contact the Concessions Department at the following telephone numbers: 501-5122 / 501-5123.**

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