REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: INSPECTION OF THE GENERAL CONDITIONS OF THE SHIPS

CLUSTER: INSPECTION OF SHIPS AND PORT FACILITIES

DESCRIPTION: **R**esponsible for inspecting that the ships comply with current national and international regulations of the country in matters of safety of human life at sea, protection of the environment and navigability conditions such as the compartmentalized construction, stability and conditions of the machines.

PROCEDURE PROCESS: Notarized Special Power of Attorney, formal application and other documents requested shall be filled to the Directorate General of Ports and Ancillary Maritime Industries, Concessions Department, located at the headquarters of the Panama Maritime Authority in 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.

Authorization: _____

Date: 11/6/19

- ✓ 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.
- ➢ Detail 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. Certification of the Social Security as a registered employer in the system
7. List of names of the personnel with their copy of license or industrial diver's certification endorsed by international organizations in case of underwater activities.
8. Copy of history and certificates which evidence expertise and experience of technical personnel which shall supervise and execute these activities.
    1. List of workers who work in the company and the tasks performed by each of them.
    2. Copy of personal identity card or passport of company workers.
    3. Suitability of technical and professional staff dedicated to the inspection activity.
9. Explanatory note in case of not performing underwater activities.
10. Photographs and description of the security equipment and technicians available to provide the service (helmet, safety glasses, gloves, safety harness, vest, etc.).
11. Photographs of tools, equipment and work machineries.
12. Copy of maintenance record of equipment and work machinery.
13. If this service is done to anchored vessels, the personnel should be trained in safe boarding. (maritime training center recognized by the AMP).
14. Explanatory note in case the service is not provided to ships anchored in the anchorage.
15. Contingency and emergency plan of the company. 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; and all contact numbers of the Pollution Prevention and Control Department: (507) 501-5155/5406; Chiriquí: (507) 721-3744; and Colón: (507) 475 – 0000.

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IMPORTANT NOTE:

- The Company shall also file a compliance bond and a civil responsibility insurance, in compliance with Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority.
- The Company shall have a physical location duly marked and identified where its office headquarters are located. (Same may not be a family residence).
- 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 y concesiones@amp.gob.pa.
- Comply with the on-site technical evaluation made by the Port Safety and Hygiene Section. Same consists in the visit to the company and to the place where operations are carried out, to verify compliance with occupational safety standards.
- To keep the Port Safety and Hygiene Section informed of any incident or accident which occurs in the installations, at the following numbers: 501-5153 or 501-4244, and to the following e-mail: 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/. 1,000.00 annual per authorized company.

For additional information or consultation, contact the Department of Concessions at 501-5122 / 501-5123.

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