



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: MARITIME ENGINEERING**  
**CLUSTER: MARITIME AND PORT OPERATIONS**

**DESCRIPTION:** This service is responsible for the work and studies on the sea floor (study of soil, driving of piles and construction of infrastructures).

**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.
    - ✓ 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.

Authorization:  \_\_\_\_\_

Date: 11/6/19

CONCESSIONS DEPARTMENT

Balboa, Ancón. Diablo Heights, Bldg. N°3. P.O. Box 0843-00533, Phone 501-5122.

- Description of all activities to be carried out.
  - Detail of all maritime and port areas where the service is to be rendered.
  - Complete data of the ship (s) with which it is intended to provide the service:
    - ✓ Name of the ship, owner, constructor, navigation patent number, IMO number (ship identification number), call sign (Radio Certificate), gross tonnage, net tonnage and dimensions, general cargo.
  - 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 valid certificate, issued by the Public Registry, stating: legal representative, directors, dignitaries and authorized capital of the company.
  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. Photographs (s) ship (s) to use, where the name (s) to appreciate it (s).
  8. If applicable, a copy of the navigation patent (s) of the ship (s), the ships with a non-Panamanian flag are useful for the procedure, but to navigate, a commercial navigation permit is requested.
  9. If applicable, provide Certificate of peace and save the ship (s), issued by the General Directorate of Merchant Marine of the Panama Maritime Authority.
  10. If applicable, provide a radio license, issued by the General Directorate of Merchant Marine of the Maritime Authority of Panama.
  11. Copy of background and certificates that certify the expertise and experience of the technical staff that will supervise and execute these activities.
    1. List of staff and position held.
    2. Copy of valid personal identification card.
    3. Suitability of the technical staff and professionals of the company
  12. Photographs of tools, equipment and work machineries. Also copy of maintenance record of equipment and work machinery.
  13. Photographs and description of the security equipment and facilities that are available for the provision of the service (helmet, safety glasses, gloves, safety harness, vest, etc.).
  14. Copy of maintenance record of equipment and work machinery.
  15. Company contingency and emergency plan. Must include contact numbers of the Port Safety and

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Health Section: 501-5153 or 501-4244, and the following e-mails: [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.

16. Suitability of specialized personnel (divers, welders, hydrographers, electro-mechanics, oceanographers, among others).
17. Explanatory note of the work area at the time of the operation (anchoring, anchoring or dock).
18. In the case of operations that have to be carried out within the waters of the operation of the Panama Canal, the service provider must provide proof that he requests the authorization of use of waters and riverside of the Panama Canal.
19. Submit a Letter of Notarized Commitment signed by the legal representative, where the applicant agrees to comply with all environmental and legal requirements necessary for a minimum impact on the environment.

• **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 statistics of the activity during the first ten 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 reported to the following e-mails: [amp.estadistica@amp.gob.pa](mailto:amp.estadistica@amp.gob.pa) and [concesiones@amp.gob.pa](mailto:concesiones@amp.gob.pa).
- Submit an Environmental Impact Study approved to carry out works.
- If you do not provide the service through your own vessel, you must submit the charter contract.
- As you estimate the case and the characteristics of the work to be done in marine areas,

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including those underwater works: the company must signal the area in question using navigation aids that comply with the guidelines and recommendations stipulated by the "International Association of Maritime Signaling" "(AISM / IALA), positioning and any change or movement made by the company must be sent in writing to the Maritime Signaling Section and additionally send a georeferenced map in digital format" dwg "or" dxf "where the positions of current navigational aids.

- Explanatory note in case no hot work and / or submarines are carried out.
- 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 Health 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](mailto:shpdop@amp.gob.pa), pursuant the Port Safety and Health 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](mailto: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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