



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

F-16
(DMA)
V.06



AUTORIDAD MARITIMA DE
PANAMA

REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: PILOTAGE
CLUSTER: MARITIME AND PORT OPERATIONS

DESCRIPTION: Assistance to the captain of a vessel in the docking, undocking and maneuvers within the port or marine enclosures.

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, provide the R.U.C. number duly registered at the Directorate General of Internal Revenue, P.O. Box, and e-mail.

Authorization: 

Date: 19/6/19

CONCESSIONS DEPARTMENT

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

- Purpose of the operation's license.
 - Description of all activities to be carried out.
 - 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. List of practitioners who will perform the operations. Each copy of the following documents must be added: identity card, suitability, certificate that accredits it as practical and the pilot's license granted by the Directorate of Seafarers of the Maritime Authority of Panama.
 8. Certificate of aptitude issued by the Directorate of Seafarers of the Maritime Authority of Panama, in the event that you apply for a new port facility.
 9. Manual of Internal Procedures (Pilotage)
 10. 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.).
- **IMPORTANT NOTE:**
 - The Company shall also file a compliance bond and a civil liability policy 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

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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 and concesiones@amp.gob.pa.

- Note of approval of each one of the practical ones, in which they indicate that they agree to offer their services within the applicant company.
- Keep the Port Safety and Health Section informed of any incident or accident which may occur in the installations, by calling the following telephone numbers, 501-5153 o 501-4244, and to the following email: shpdop@amp.gob.pa, in compliance of the Port Safety and Hygiene Rules and Regulations of the Panama Maritime Authority, **Title II:** Organization and powers of Port Safety and Hygiene, **Section 7:** The Port Safety and Hygiene unit shall investigate all accidents in ports, whether cause injuries to employees or not, especially those which are more severe and frequent, informing immediately the Office of the Director of Operations. (be taken to mean Port Operations Department, telephone 501-5148, email operaport@amp.gob.pa)

RATE: B/. 10,000.00 annual per authorized company.

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

Authorization:  _____

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