



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: REPAIR AND MAINTENANCE, REMODELING OR RESTRUCTURING OF PORT FACILITIES

CLUSTER: CONSTRUCTION, REPAIR AND MAINTENANCE OF SHIPS AND PORT FACILITIES

DESCRIPTION: is responsible for covering the interventions of transformation, repair, reconstruction, reconditioning, general reviews, maintenance programs of port facilities.

PROCEDURE PROCESS: Notarized Special Power of Attorney, formal application and other documents requested shall be filed 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.

Authorization: 

Date: 11/6/19

CONCESSIONS DEPARTMENT

Balboa, Ancón. Diablo Heights, Bldg. Nº3. P.O. Box 0843-00533, Phone 501-5122.

- 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 the 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. Copy of history and certificates that certify the expertise and experience of the technical personnel that will supervise and execute these activities.
 1. General list of personnel and the position they perform.
 2. Copy of personal identity card
 3. Suitability of the welders, divers, technical personnel and professionals of the company.
 8. 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.).
 9. Photographs of tools, equipment and work machinery.
 10. List of names of the personnel with their copy of license or certification of course of advanced diver in case of carrying out underwater activities.
 11. 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.
 12. . If you do not carry out welding work, you must present a clarification note that you do not perform the work before the Panama Maritime Authority.
- **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.

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- 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 and concesiones@amp.gob.pa.
- Comply with the on-site technical evaluation made by the Port Safety and Hygiene Section. Which 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 Hygiene, **Section 7:** The Port Safety and Hygiene 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.

Authorization: _____



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