



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

**SERVICE: TRANSFER OF PRODUCTS FROM AN ISOTANK OR FLEXITANK (RIGID OR FLEXIBLE) FROM ONE CONTAINER TO ANOTHER, IN PORT FACILITIES.**

**ANNEX: II MARPOL CONVENTION 73/78**

**CLUSTER: SUPPLY**

**DESCRIPTION:** It is the service of transferring of products such as: (juices, wines, food quality products, compressed gases, chemical products, etc.), through tank containers, isotanks, and/or flexitanks, when said transfer is made through pumping, hose, or gravity in port facilities.

**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

Authorization:

Date:

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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 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 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.
  8. Company Contingency and emergency plan. Must include contact numbers of the Port Safety and Health 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 Port 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 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

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**CONCESSIONS DEPARTMENT**

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

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) and [concesiones@amp.gob.pa](mailto:concesiones@amp.gob.pa).

- Must file a quarterly report of waste generated by cleaning of temporary tanks by a company duly certified by the Panama Maritime Authority, to the Concessions Department.
- Comply with the on-site technical evaluation made by the Port Safety and Hygiene Section. Same consists of visiting the site where the company is located and where it carries out its operations, in order to verify compliance with occupational industrial 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](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 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](mailto:operaport@amp.gob.pa))

**RATE:** B/. 1,000.00 annual per authorized company.

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

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