



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

**SERVICE: TRANSPORT OF BALLAST WATER FROM SHIPS BY FLOATING EQUIPMENT**  
**CLUSTER: WASTE MANAGEMENT AND FUMIGATION**

**DESCRIPTION:** This is the floating equipment that collects and transports the water used to stabilize and maintain safe operational conditions on ships, complying with the International Convention for the Control and Management of Ballast Water and Sediments of Ships (BWM). English).

**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, fax, 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: 

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- 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.
  - Complete description of the treatment that will be given to such compounds.
    - ✓ Complete data of the ship (s) with which it is intended to provide the service:
    - ✓ Ship name, owner, constructor, navigation patent number, IMO number (ship identification number), call sign, gross tonnage, net tonnage and dimensions.
  - Value of the investment that the interested party makes or proposes to make.
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 the commercial license or operation notice issued by the Ministry of Commerce and Industries (MICI).
  6. Certification of the Social Security as a registered employer in the system
  7. Photographs and description of Personal Protective Equipment (PPE) available for the service: helmet with chin strap, safety glasses, overalls with reflective tapes with name and logo of the company, gloves, safety harness, life jacket , anti-slip and antistatic footwear (usually with protection for the toes). Subject to the evaluation of the file and on-site inspection.
  8. Photographs and technical specifications of industrial tools, equipment and work machinery.
  9. Copy of maintenance record (certified by the company that carries it out) of the tools, equipment and work machinery used by the company.
  10. 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.
  11. Photographs of the ship (s) to be used, where the name of the ship (s) is appreciated.
  12. Copy of navigation patent of the ship (s), the ships with non-Panamanian flag are useful for the procedure, but to navigate a commercial navigation permit is requested.
  13. Certificate of peace and save the ship (s), issued by the General Directorate of Merchant Marine of

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**CONCESSIONS DEPARTMENT**

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the Panama Maritime Authority.

14. Certificate of Aptitude, issued by the General Directorate of Merchant Marine in which it is indicated that it complies with the specifications and safety standards that are applicable to it and that is apt to provide the requested service.
15. National radio license, issued by the General Directorate of Merchant Marine of the Panama Maritime Authority.
16. Present an emergency plan for the company, based on a risk analysis for the activity it intends to carry out. Must include contact numbers of the Port Safety and 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.
17. Updated copy of the contingency plan of the company in case of events. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.( See: <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf>)
18. Prevention plan on ballast water management of the ship. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.
19. Ballast water management plan. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority.
20. If you do not provide the service through your own vessel, you must submit the charter contract

• **IMPORTANT NOTE:**

- You must also submit a compliance bond, a civil liability policy and pollution 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).
- In response to Resolution B.D. No. 013-2005 Of July 26, 2005, must make a payment of the inspection fee by the Department of Pollution Prevention and Control of when the Panama Maritime Authority requests it.
- The company must make a single fee inspection payment, as a fee set forth for each type of

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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 must present statistics of the activity for the first ten (10) days in 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).
- Comply with the field inspection by the Department of Port Pollution Prevention and Control.
- Carry out on-site technical evaluation 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.
- Keep the Port Safety and Hygiene Section informed of any incident or accident that occurs in the facilities, telephones 501-5153 or 501-4244 and shpdop@amp.gob.pa emails, in accordance with the Safety Regulation and Port Hygiene of the Panama Maritime Authority. **Title II:** Organization and faculties of Safety and Port Health, **Article 7:** The Port Safety and Hygiene Unit will investigate all accidents in ports, whether or not they cause injuries to workers, especially those of greater severity and frequency, giving immediate account to Operations Management. (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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