



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: TRANSPORT OF VALUABLE PROPERTIES

CLUSTER: TRANSPORTATION

DESCRIPTION: It is a complementary service of the financial sector, which allows banks and clients to move their monies and valuable properties, as well as the transfer of risks inherent to this type of activity, through specialized mechanisms which involve individuals, technological devices, and specific procedures which are duly coordinated with each other, for purposes of reducing possibility of losses, not only during rendering of the service, but also prior to and after thereof.

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.

Authorization: 

Date: 11/6/19

CONCESSIONS DEPARTMENT

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

- ✓ 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.
 - 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.
 - Full data of vessels which are to be used for rendering of the service.
 - ✓ Full name of vessel, owner, builder, navigation license number, IMO number (vessel identification number), call sign, gross tonnage, net tonnage, and dimensions)
 - 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. Photographs of all vehicles to be used, where their names and numbers appear.
 8. Copy of driver's license of all drivers which shall render the service.
 9. Copy of vehicle registration for all equipment.
 10. 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
 11. In the event of land equipment which is not owned by the company, file a contract agreement entered into by company and carrier.
 12. Photographs and description of safety equipment and of facilities which are available for rendering of the service (helmets, safety goggles, gloves, safety harnesses, vests, etc.).
 13. Emergency Plan. 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.

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14. Authorization to establish a private security service agency, to carry out protection, driving, fund transfer, as well as that of valuable property, wealth and jewelry, other properties and valuable objects (transportation of valuable properties) activities, issued by the Ministry of Public Security.

• **IMPORTANT NOTICE:**

- 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 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; and said statistics shall be sent to the following e-mails: amp.estadistica@amp.gob.pa y concesiones@amp.gob.pa.
- Comply with the on-site technical evaluation made by the Safety and Health Section. Same consists of visiting the company, and the site where it carries out its operations, in order to verify compliance with Occupational Health and Industrial Safety Rules and Regulations.
- 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 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)

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.

Authorization: 

Date: 

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