



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: TRANSPORTATION OF PASSENGERS**

**CLUSTER: TRANSPORTATION**

**DESCRIPTION:** Option 1: Passenger transport for recreation or tourism in ships with a capacity of 30 or more passengers.

Option 2: Passenger transport for recreation or tourism in ships with capacity for less than 30 passengers.

Option 3: A vessel which provides a public service and which has previously been qualified as such by the Panama Maritime Authority.

**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:

Authorization: 

Date: 10/6/19

CONCESSIONS DEPARTMENT

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

- ✓ 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.
  - Purpose of the operation's license, specifying one of the options:
    - ✓ Transportation of passengers for recreational or tourist purposes on board vessels with a capacity of thirty (30) or more passengers.
    - ✓ Transportation of passengers for recreational or tourist purposes on board vessels with a capacity of less than thirty (30) passengers.
  - 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 vessels to be used, where their names appear.
  8. Copy of vessel navigation license, issued by the Directorate General of Merchant Marine, Panama Maritime Authority.
  9. Certificate of Good Standing, issued by the Directorate General of Merchant Marine, Panama Maritime Authority.
  10. National Radio License issued by the Directorate General of Merchant Marine, Panama Maritime Authority (if applies).
  11. Certificate of Fitness issued by the Directorate General of Merchant Marine, Panama Maritime

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Authority, stating that the vessel is in compliance with safety specifications and standards which apply thereto, and that it is fit to render the requested service.

12. Regarding operations to be carried out in functioning waters of the Panama Canal, provider of services shall present evidence that it requested the authorization for use of the waters and banks of the Panama Canal.
13. 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 personal identity card or passport, of all personnel.
  3. Suitability of the technical staff and professionals of the company.
14. 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.).
15. Company Contingency and 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](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.
16. In the event that the service is not rendered with its own vessel, must file a charter contract agreement.

• **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

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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](mailto:amp.estadistica@amp.gob.pa) y [concesiones@amp.gob.pa](mailto: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](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 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](mailto:operaport@amp.gob.pa) )

**RATE:**

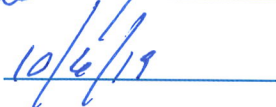
- Passenger transport for recreation or tourism in ships with a capacity of 30 or more passengers.  
B/. 300.00 annual per ship.
- Passenger transport for recreation or tourism in ships with capacity for less than 30 passengers.  
B/. 200.00 annual per boat.
- A vessel which provides a public service and which has previously been qualified as such by the Panama Maritime Authority.  
B/.100.00 annual per ship.

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

Authorization:



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