REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: PRIVATE GUARD, SURVEILLANCE, AND SECURITY, WITHOUT CARRYING FIRE ARMS ON BOARD VESSELS IN PORT FACILITIES.
CLUSTER: SAFETY AND HYGIENE

DESCRIPTION: Perform security, surveillance, and guard duties without carrying fire arms, of merchandise, equipment, and/or individuals (passengers or crew) on board a vessel, when same is moored in a port facility, without interfering with the powers of main national security sectors (National Police, Fire Department, SENAN, SENAFRONT, Civil Protection, others).

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, provide the R.U.C.

Authorization: _____

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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.
- 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 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
8. Certificate that personnel carries out the duties and obligations as per the service, that they are individuals who are fit, and have an adequate profile and history in order to carry out the tasks on board a vessel.

    Courses and knowledge approved by: Awareness of protection for seamen – Res. A IMO 3.27 / XI-2 SOLAS 74: ISPS and IMO (list of Maritime Training Centers approved by the DGGM-PMA).
9. Photographs and description of all personal protection equipment (PPE), work equipment and machinery, handcuffs, police type equipment, among others.
10. 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; and all contact numbers of the Pollution Prevention and Control Department: (507) 501-5155/5406; Chiriquí: (507) 721-3744; and Colón: (507) 475 – 0000.
11. Authorization granted by the Ministry of Government and Justice, through the Ministry of Public Security, to establish and operate a Private Security Company, and security guards (Executive Decrees Nos. 21 and 22, dated January 31st, 1992). Said authorization by the Ministry of Public Security, is given through the Office of the Director of Government Agencies Security Matters

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(DIASP).

- **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 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 and concesiones@amp.gob.pa.
  - All private security companies that consider to render this service, shall be in communication on a daily basis with the Office of Agency Security and Maritime Protection, PMA (OSYPM), in order to file daily information regarding shifts, any developments, findings, or unusual activities registered during the service rendered in each port facility, by calling at 501-5247, or by e-mail at segyprotma@amp.gob.pa,(OSYPM-PMA).
  - Have drug tests made to service security guards every six months, at random, and without notice, at the cost of the security agency.
  - 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.
  - Shall be subject to all security and port protection requirements, as set forth by the Protection Management of each port facility.
  - 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.
  - Letter from vessel's representative that certifies that same is voluntarily hiring said services.
  - 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

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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.

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