



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: SUPPLIER OF TRANSFER EQUIPMENT FOR SHIP TO SHIP TRANSFER OPERATIONS
CLUSTER: SUPPLY

DESCRIPTION: It is the supply of all inputs which a vessel may require, for carrying out of iots operations of transfer ship to ship.

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 duly registered at the Directorate General of Internal Revenue, P.O. Box, and e-mail.
 - Purpose of the operation's license.

Authorization:  _____

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- Description of all activities to be carried out.
 - Port facilities 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. Comply with on-site technical evaluation made by the Port Pollution Prevention and Control Department, and subject to specific, additional inspections when so required. (Cost of the inspection: B/.100; Legal basis: J.D. No. 13, dated July 26th, 2005).
 9. File specifications and certificate of Main and secondary fenders: (certified and updated information on fender verification and inspection (pressure testing certificate), same which shall comply with: international standards, pursuant Ship to ship transfer Guidelines).
 10. File specifications and certificate of hoses: certified and updated information on verification and inspection, pressure and vacuum control, (certificate of hydrostatic testing), evaluation of temporary and permanent enlargement, and electric continuity testing, and all other requirements set forth in the Ship to ship transfer Guidelines.
 11. File basket inspection Certificate, to be used for ship to ship transfer of personnel.
 12. File certificate and description of maritime transportation to be used for transporting and provision of equipment for the transfer, fitness certificate of vessels (for transshipment operation for transportation and maneuvering), issued by the Directorate General of Merchant Marine.
 13. Company 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; 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. Guarantee that all complementary equipment, such as connectors, slings, ropes, hoses, fenders, and all others required for these operations, are in compliance with Ship to ship transfer Guidelines.
15. Copy of registration of work equipment and machinery maintenance.
16. Photographs of all safety equipment and facilities they have available for rendering of the service, (helmets, safety goggles, safety harness, vests, etc.).
17. Photographs of work tools, equipment, and machinery.
18. Company emergency plan.

• **IMPORTANT NOTICE:**

- The Company shall also file a compliance bond and a civil responsibility insurance, and a pollution and/or oil spillage 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.
- Hose testings should be made within a period of no longer than 12 months, and those of fenders shall be made at intervals as specified by manufacturer. Company shall engage to keep detailed registry of the history of each piece of equipment, and same shall include the following information: details of each job, inspection dates, evaluation, and maintenance.
- Provider of said equipment shall verify that the vessel's gantry is certified to carry out the maneuver of transfer by personnel, as well as the personnel which operate same, in order to make use of the basket. Personnel must be trained and qualified therefore.
- In the event that a Mooring Master is required, shall file certification which enables same to perform this activity.
- Comply with on-site technical evaluation made by the Port Pollution Prevention and Control Department. Same consists on visiting the site where the company is located and of site where operations are carried out, in order to verify compliance with Occupational, Industrial Safety.

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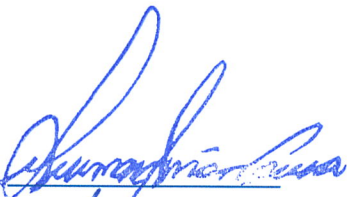
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- The Company shall file activity statistics within the first ten (10) days on a monthly basis, in accordance with Chapter V, Article 19, paragraph 10 of the Resolution No. 011-2019 issued by the Board of Directors of the Panama Maritime Authority; said statistics shall be sent to the following e-mails: amp.estadistica@amp.gob.pa and concesiones@amp.gob.pa.
- To keep the Port Safety and Hygiene Section, informed of any incident and/or accident, 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)

RATE: B/. 1000.00 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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