REQUIREMENTS TO APPLYING FOR AN OPERATION LICENCE

SERVICE: SHIPPING AGENCY
CLUSTER: SHIPPING AGENCY

DESCRIPTION: Representative to provide services to the ship, cargo, passengers or crew.

PROCEDURE PROCESS: notarized special power of attorney request for memorial and formal application and all other documents as requested must be presented to the Department of Concessions, at 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, Building No. 3, P.O. Box 0843-00533, Phone 501-5123.

WHEN SUBMITTING THE APPLICATION MUST CONTAIN, THE DOCUMENTS DETAILED BELOW:

Note: in case of being a natural person, the application shall be submitted by the applicant itself, and if it is a legal entity, it will be presented by a suitable attorney. If the application is presented by personnel not involved in the process, they must have the permits established in Article 70 of Law 38 of July 31, 2000 (which approves the Organic Statute of the Attorney General's Office, regulates the general administrative procedure and dictates special provisions).

1. Notarized special power of attorney, which must 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 under the Judicial Code of the Republic of Panama (Article 627).
2. Memorial addressed to the Director General of Ports and Ancillary Maritime Industries (Article 9 of resolution J.D. No. 011-2019), requesting the operating license and containing the following information:
   - ✓ General data of legal 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

Authorization: _____

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duly registered at the Income Revenue Direction, P.O. Box, and e-mail.

- Purpose of the operation license.
- Descriptions of all activities to develop.
- Detail maritime and port areas where the service is intended to be provide.
  - ✓ Area A: All maritime port facilities and anchorage areas located in the Province of Panama and Colon.
  - ✓ Area B: The rest of the territory of the Republic of Panama.
- Value of the investment and breakdown in which the interested party will invest. (Investment chronogram)

3. Simple copy of I.D. card or passport of legal representative and of holder of legal power of attorney.
4. Certificate of Legal Entity, issued by the Public Registry, stating: legal representative, directors, dignitaries and authorized capital of the company.
5. Submit evidence of pre-registration of the company issued by the Ministry of Commerce and Industries (MICI).
6. Certificate by the Social Security, certifying that employer is registered in the system.
7. Pictures and current description of the Personal Protection Equipment (PPE) available for the service: helmet with chin strap, safety glasses, overalls with reflective bands with the company's name and logo, gloves, safety harness, life jacket, non-slip and antistatic footwear (usually with toe protection). Subject to file evaluation and on-site inspection.
8. Present copies of staff background certificates that certify that accredit the expertise and experience of the technical personnel that will supervise and execute the activities:
   - List of staff and position job.
   - Copy of personal I.D card or passport, of all personnel.
   - Suitability of the technical personnel and professionals of the company.

Note: The course certificates submitted must be from a training center recognized by the AMP. If these courses are not offered within a recognized training center, the company must submit the certificate of the accredited instructor demonstrating experience, facilitator courses, training in the course to be taught.

9. Develop an emergency and evacuation plan for the company, including office and operational areas:
   - The emergency plan should contain at least the following aspects:
     - Possible emergency scenarios that may occur in the facility according to the service requested by the company.

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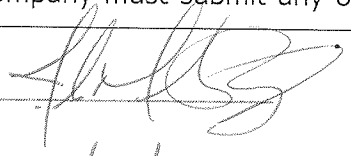
- Analysis of threats and vulnerabilities.
- Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
- Formation of emergency brigades.
- Establish responsibilities of the people in charge of responding to emergency situations.
- Operational procedures for each possible emergency scenario.
- Directory with the telephone numbers of emergency response institutions, in addition to the company personnel participating in the response group. It should include the contact numbers of the Port Safety and Hygiene Unit: 501-5153 or 501-4244, e-mail shpdop@amp.gob.pa; and the contact numbers of the Pollution Prevention and Control Department: Panama: (507) 501-5155/5406, Chiriqui: (507) 721-3744, Colon: (507) 475-0000, 24/7 phones: Panama: (507) 6880-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222.
- Evacuation map.

10. If this service is performed to ship anchored in the anchorage, the personnel must be trained in safe boarding. (Maritime Training Centre recognised by the AMP)

IMPORTANT NOTES:

- The company must effectuate a single fee inspection payment from the Department of Concessions, as a fee set for each type of maritime ancillary service, in accordance with article 10 of resolution J.D. No. 011-2019 of March 27, 2019, published in Official Gazette No. 28763-A of April 29, 2019.
- The company must make payment of the certification of good standing issued by the Finance Directorate of the Panama Maritime Authority, in accordance with resolution J.D. N°.088-2020 of November 26, 2020.
- The company must have a physical location duly marked and identified where its main office is located. The same must not be a family address.
- The company must comply with an on-site technical evaluation by the Port Safety and Hygiene Unit. This consists of a visit to the company and to the site where operations are carried out, to verify compliance with industrial occupational safety standards.
- The company must submit any other documentation required by the Port Safety and Hygiene

Authorization: 

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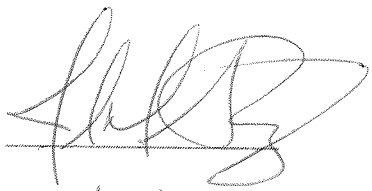
Department.

- Once the resolution, which authorizes the operation license, has been notified, the company (applicant) must submit to the Directorate General of Ports and Maritime Ancillary Industries the following policies and bonds, in accordance with the provisions of chapter VI of resolution J.D. No. 011-2019:
  - ✓ Performance bond.
  - ✓ Civil liability policy.
- The company must be keep the Port Safety and Hygiene Unit 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, according to the Port Safety and Hygiene Unit regulations of the Panama Maritime Authority.
- The company must present statistics of the activities 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 must be sent to the following e-mails: amp.estadistica@amp.gob.pa and concesiones@amp.gob.pa.

Rate: B/. 200.00 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: 

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