REQUIREMENTS TO APPLYING FOR AN OPERATION LICENCE

SERVICE: SUPPLY OF RECYCLED FUEL THROUGH FLOATING EQUIPMENT FOR EXCLUSIVE DISPATCH TO DOMESTIC SHIPS.
CLUSTER: SUPPLY

DESCRIPTION: Sell or supply exclusively to domestic ships recycled fuel for their operations through floating equipment.

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 the legal representative: full name, I.D. card number, address, telephone

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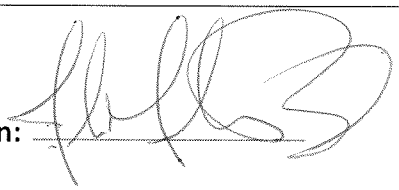
numbers, P.O. Box, and e-mail.

- ✓ General data of company: company name, address, telephone numbers, R.U.C. number duly registered at the Income Revenue Direction, P.O. Box, and e-mail.

- ➢ Purpose of the operation license.
- ➢ Description 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.
- ➢ Details of the ship to be used for the provision of the service:
  - ✓ Full name of the ship, owner, builder, navigation license number, IMO number (ship identification number), call sign, gross tonnage, net tonnage and dimensions).
- ➢ 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.

Authorization: 

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- Suitability of the technical personnel and professionals of the company.
- Certificate of training of personnel in handling hazardous materials.

Note: 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. The following information should be carried for the ships to be used:
   - Pictures of all ship to be used, where their names appear.
   - Documents issued by the Directorate General of Merchant Marine:
     - ✓ Copy of the navigation patent of the ship, the ships with a non-Panamanian flag is useful for the procedure but to navigate, a commercial navigation permit is requested.
     - ✓ Certificate of good standing debt, issued by the Directorate General of Merchant Marine of the Panama Maritime Authority.
     - ✓ Radio station license, issued by the Directorate General of Merchant Marine of the Panama Maritime Authority.
     - ✓ Certificate of Fitness issued by the Directorate General of Merchant Marine of the Panama Maritime Authority, stating that the ship is in compliance with the specifications and safety standards that are applicable, and that is able to provide the requested service.
   - Current pictures of the ship's rescue and fire control teams.
10. Develop an emergency and evacuation plan and contingency 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.
      - ✓ 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.

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- ✓ 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.

➢ Updated copy of the company's spill contingency plan in case of events. This plan must be technically evaluated and approved by the Panama Maritime Authority's Pollution Prevention and Control Department (See https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf).

11. Emergency plan " Shipboard Oil Pollution Emergency Plan" (S.O.P.E.P.) (Must include a minimum pollution prevention kit) applies to all oil tankers of 150 gross tonnage or more and all non-oil tankers of 400 gross tonnage or more, must be approved by the Administration).
12. Garbage management plan (applies to ships of 400 gross tonnages or more and any ship authorized to carry 15 persons or more).
13. Submit a copy of the ASI - ANNUAL SAFETY INSPECTION Report, this document will be requested only for those ships under Panamanian flag.
14. In order to provide this service, ships must be equipped with the Automatic Identification System (AIS).
15. Copy of the contract of operation-administration of Free Zone granted by the National Secretary of Energy.
16. Copy of the maintenance record of working equipment and machinery.
17. Certified and updated information of the verification and inspection, pressure and vacuum control (hydrostatic test), according to the requirements of the specification under which the hose was manufactured.
18. In the case of operations to be carried out within the waters of the Panama Canal, the service provider

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must provide proof that it is requesting authorization for the use of the waters and banks of the Panama Canal.

19. In case of not providing the service by means of your own ship, you must present the charter contract.

FOR THE TECHNICAL INSPECTION THE USER MUST HAVE THE FOLLOWING ON BOARD:

- Oil Record Book (PART I and II).
- International Pollution Prevention Certificate for Hydrocarbons (IIOPP), foul water and Atmospheric Emissions (HAPP).
- Contingency equipment according to or similar to the list described in the SOPEP.
- Updated list of external and internal contacts in case of emergency.
- In the case of tankers smaller than 150 GRT, a contingency plan must be submitted to attend in case of a spill.

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 maintain a contractual relationship with an oil company.
- The company must comply with the on-site technical evaluation of the Pollution Prevention and Control Department. This consists of a visit to the site where the company is located to evaluate the minimum contingency equipment to give a first response to an oil pollution event within its contingency plan. In addition, the maintenance plans of each terminal will be verified.

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- 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.
  - ✓ Pollution and/or oil spill policy.
- The company must submit any other documentation required by the Port Safety and Hygiene Department.
- The company must keep informed the Port Safety and Hygiene Unit 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 activity the first ten (10) days in a monthly periodicity obeying the chapter V, article 19, numeral 10 of the resolution J.D. No. 011-2019 of March 27, 2019; these statistics must be reported to the following emails: amp.estadistica@amp.gob.pa , concesiones@amp.gob.pa and contaminacion@amp.gob.pa.

TARIFA: B/. 1,000.00 per year 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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