



PANAMA MARITIME AUTHORITY  
GENERAL DIRECTORATE OF PORTS AND MARITIME ANCILLARY INDUSTRIES  
CONCESSIONS DEPARTAMENTO  
REQUIREMENTS TO APPLY FOR OPERATING LICENSE

F-16  
(DMA)  
V.07



**SERVICE: TRANSPORTATION AND FUEL SUPPLY**  
**CLUSTER: SUPPLY**

**DESCRIPTION:** Supply of fuel to vessels through barges or oil tankers.

**PROCEDURE:** 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 IT MUST CONTAIN THE DOCUMENTS DETAILED BELOW:**

**Nota:** 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 the legal representative: full name, identity card number, address, telephone numbers, post office box and e-mail.

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✓ General data of the company: company name, address, telephone numbers, R.U.C. number, duly registered in the General Directorate of Revenues, post office box and e-mail.

➤ Object of the operation license.

➤ Description of the activities to be developed.

➤ 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.

Detail areas of operations where the service is intended to be provided.

➤ Complete data of the vessel to be used for the provision of the service:

✓ Full name of the vessel, owner, builder, navigation license number, IMO number, call sign, gross tonnage, net tonnage and dimensions).

➤ Value of the investment.

➤ The Company must have a properly marked and identified physical location where its main offices are located.

✓ The signage and identification shall be by means of a sign in which the full name of the Company can be seen and it shall not be a sheet of paper.

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 a copy of the notice of operation 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 provision of the service: helmet with chinstrap, safety glasses, overall with reflective tapes with company name and logo, gloves, safety harness, life vest, anti-slip and anti-static footwear (safety toe caps), among others, subject to the evaluation of the file and on-site inspection.

8. Current pictures of industrial tools, equipment and work machinery.

➤ Copy of the maintenance record of working equipment and machinery.

9. Submit a copy of all documentation accrediting the expertise and experience of the professionals who will participate in the activities. Attached to such documentation, a list of such personnel, their

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positions and a copy of their personal identity card or Passport must also be submitted.

- ✓ Competence of the company's technical personnel and professionals.

**Note:** Any certificate or diploma presented must be endorsed by a training center or person duly accredited to issue such document.

10. 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.

11. Current pictures of the ship's rescue and fire control teams.

12. Develop an Emergency and Evacuation Plan, Contingency Plan and Waste Management Plan for the company, including office and operational areas:

- Develop an emergency and evacuation plan for the company, including office and operational areas:
  - ✓ The emergency plan should contain at least the following aspects:
    - Table of contents,
    - Glossary of terms used in the emergency and evacuation plan,
    - Signature of the person in charge of the preparation of the plan and signature of approval of the plan by the Company,
    - Possible emergency scenarios that may occur in the facility according to the service requested by the Company,
    - Analysis of threats and vulnerabilities.

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- 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 Department: 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 plan of administrative and operational areas (workshops, warehouses, etc.).

- It must include a sketch of the evacuation routes, with their respective legend.

13. Submit the company's Spill Contingency Plan in case of events. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority (see <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-Evaluacion-de-planes-de-contingencia.pdf>).

14. Submit waste and residue management plan. This plan must comply with the technical evaluation and approval by the Department of Pollution Prevention and Control of the Panama Maritime Authority (see <https://amp.gob.pa/wp-content/uploads/2019/04/Componentes-para-la-Evaluaci%C3%B3n-de-los-Planes-de-Gesti%C3%B3n-de-Desechos-y-Re...-1.pdf>).

15. If this service is performed to ships at anchorage or in port facilities, personnel must be trained in safe boarding. (AMP/ACP recognized maritime training center).

16. 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).

17. Garbage management plan (applies to vessels of 400 gross tonnage and above and any vessel authorized to carry 15 persons or more).

18. Submit a copy of the ASI - ANNUAL SAFETY INSPECTION Report, this document will be requested

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only for those vessels under Panamanian flag.

19. In order to provide this service, vessels must be equipped with the Automatic Identification System (AIS).
20. 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.
21. The following information corresponding to the vessels to be used shall be carried:
  - ✓ Photographs of the vessel(s) to be used, showing the name(s) of the vessel(s).
  - ✓ 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.
22. In the case of operations to be carried out within the waters of the Panama Canal, the service provider must provide proof that it is requesting authorization for the use of the waters and banks of the Panama Canal.
23. In case of providing the service by means of a vessel that is not its own, a signed commercial agreement between both parties must be presented (Chartering).
24. Any vessel intending to engage in this service shall comply with all the provisions of Article number 11 of Resolution D.B.Nº.011-2019.

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

- Oil Record Book (PART I AND II).
- International Oil Pollution Prevention Certificate (IOPP), foul water and Atmospheric Emissions (IAPP).

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- 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 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 pay a one-time inspection fee from the Department of Concessions, corresponding to the rate established for each type of auxiliary maritime service, in compliance with the regulations for operating licenses.
- 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 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.
- The company must comply with a technical evaluation in the administrative and operational areas by the Port Safety and Hygiene Department. This consists of a visit to the company and to the site where operations are carried out, to verify compliance with industrial and occupational safety standards.
- The Company shall submit any other documentation required by the Port Health and Safety Department and the Pollution Prevention and Control 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:
  - ✓ Performance Bond.
  - ✓ Civil Liability Policy.
  - ✓ Pollution and/or oil spill policy.
- The company must keep the Panama Maritime Authority informed of any incident or accident

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occurring in the ships and facilities, by contacting the Department of Port Safety and Hygiene at the following numbers 501-5153/4244 and/or the Department of Pollution Prevention and Control 24/7: Panama: (507) 6880-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222 and to the e-mail shpdop@amp.gob.pa or contaminación@amp.gob.pa, in accordance with the Port Safety and Hygiene 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](mailto:amp.estadistica@amp.gob.pa) , [concesiones@amp.gob.pa](mailto:concesiones@amp.gob.pa) and [contaminacion@amp.gob.pa](mailto:contaminacion@amp.gob.pa).

**FEE:** B/. 1,500.00 per month per vessel, barge or tanker previously authorized.

**For additional information or inquiries, please contact the Concessions Department at 501-5122 / 501-5123.**

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