



PANAMA MARITIME AUTHORITY
DIRECTORATE GENERAL OF PORTS AND MARITIME ANCILLARY INDUSTRIES
CONCESSIONS DEPARTMENT

F-16
(DMA)
V.07



REQUERIMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: DREDGING

CLUSTER: MARITIME AND PORT MANOEUVRES

DESCRIPTION: Removal of all hard consolidated material, as well as sediment volume, in order to maintain causes, widening, increase the draft of these areas to facilitate maritime traffic, avoiding the risk of stranding for the benefit of access to ports, docks and canals within Panama's jurisdictional waters.

PROCEDURE OF THE PROCEDURE: special power of attorney, application memorial and other requested documents must be submitted to the Department of Concessions, at the General Directorate of Ports and Ancillary Maritime Industries, located at the main office of the Panama Maritime Authority in Diablo Heights, Demetrio Porras Street, Building No. 3, P.O. Box 0843-00533, Telephone 501-5123.

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

Note: In the case of a natural person, the application may be filed by the applicant himself, and in the case of a legal entity, it shall be filed by a suitable attorney. If the application is submitted by a person not involved in the process, he/she must have the permits established in Article 70 of Law 38 of July 31, 2000 (which approves the Organic Statute of the Office of the Attorney General of the Administration, regulates the general administrative procedure and dictates special provisions).

1. Special power of attorney notarized with telephone number, address and e-mail of the special proxy. 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 Directorate General of Ports and Ancillary 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 the following information:
 - ✓ General data of legal representative: full name, I.D. card number, address, telephone

Authorization: _____

Date: _____

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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.

➤ Descriptions of all activities to develop.

➤ Detail maritime and port areas where the service is intended to be provided.

➤ Complete data of the vessel with which the service is intended to be provided.

✓ Vessel name, owner, builder, navigation patent number, IMO number (vessel identification number), call sign (radio certificate), gross tonnage, net tonnage and dimensions, general cargo.

➤ Value of the investment.

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

✓ The signage and identification of the 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 identity card or passport of the legal representative and legal proxy.

4. Certificate of Legal Entity, issued by the Public Registry, stating: legal representative, directors, officers 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. Certification of the Social Security Fund as a registered employer in the system.

7. Photographs 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 name and logo of the company, gloves, safety harness, life vest, anti-slip and antistatic footwear (safety toe caps), among others, which are subject to the evaluation of the file and on-site inspection.

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

➤ Competence of the company's technical personnel and professionals.

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

9. The following information corresponding to the vessels to be used must 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 navigation patent of the vessel(s), non-Panamanian flag vessels is useful for the process but to navigate a commercial navigation permit is required.
 - ✓ Certificate of good standing of the vessel(s), issued by the Directorate General of Merchant Marine of the Panama Maritime Authority (if applicable).
 - ✓ Radio license, issued by the General Directorate of Merchant Marine of the Panama Maritime Authority.
 - ✓ Certificate of fitness issued by the Directorate General of Merchant Marine, stating that the vessel complies with the specifications and safety standards applicable to it and that it is fit to provide the requested service.
 - ✓ Submit copy of the ASI - ANNUAL SAFETY INSPECTION Report, this document will be requested only for those vessels under Panamanian flag. Current photographs of the ship salvage and fire control equipment.

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

- 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.
- Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
- Emergency brigades.

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- 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) 6879-3262, Colon: (507) 6880-5222.
- Evacuation plan of administrative and operational areas (workshops, warehouses, etc.).
 - It must include a sketch plan of the evacuation routes, with their respective legend.

11. On Board Oil Pollution Emergency Plan (S.O.P.E.P.) (Must include a minimum kit at 150 gross tonnage and all non-oil vessels of 400 gross tonnage or more must be approved for administration).

- ✓ Only for self-propelled floating equipment.

IMPORTANT NOTES:

- o The company must pay for a single inspection fee of the Department of Concessions, corresponding to the rate established for each type of auxiliary maritime service, complying with the regulations for operating licenses.
- o The company must pay for the certification of peace of mind issued by the Finance Directorate of the Panama Maritime Authority, in accordance with resolution J.D. N°.088-2020 of November 26, 2020.
- o The company must comply with the technical field 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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- 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 must submit any other documentation required by the Port Safety and Hygiene Department and the Pollution Prevention and Control Department.
- In order to maintain a constant update regarding the geographical coordinates of the aids to navigation used at the time of dredging works, the company must provide a detailed technical report to the Maritime Signaling Section regarding any type of temporary or final relocation of any signaling and the implementation of new navigation aid systems in the dredging areas which meet the specifications stipulated by the AISM/IALA, in the Maritime Buoyage System (MBS) and the company for whom the services are being performed.
- Once the dredging works have started, the company must contact the Engineering Department to coordinate the inspections of the works.
- Once the resolution authorizing the operation license has been notified, the company (applicant) must present the following policies and bonds to the General Directorate of Ports and Auxiliary Maritime Industries:
 - ✓ Performance Bond.
 - ✓ Civil Liability Policy.
 - ✓ Pollution and/or oil spill policy. Only for self-propelled floating equipment.
- The company must keep the Panama Maritime Authority informed of any incident or accident that occurs on the vessels and facilities, at the Port Safety and Hygiene Department contact numbers 501-5153/4244 and/or the Pollution Prevention and Control Department contact numbers 24/7: Panama: (507) 680-1245/1915, 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 shall submit statistics the first ten (10) days in a monthly periodicity obeying chapter V, article 19, numeral 10 of resolution J.D. No. 011-2019 of March 27, 2019; these statistics shall be reported to the following emails: amp.estadistica@amp.gob.pa,

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concesiones@amp.gob.pa and contaminación@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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