




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: GENERAL CARGO INSPECTION

CLUSTER: INSPECTION OF SHIPS AND PORT FACILITIES

DESCRIPTION: Inspection of equipment, facilities and conditions necessary to carry out the operation of: reception, loading and unloading, storage and consolidation of cargo in general, as well as loading and unloading of rolling equipment.

PROCEDURE PROCESS: 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 headquarters 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 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.

Authorization: M. Elmsing

Date: 09/10/2024

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Balboa, Ancón. Diablo Heights, Bldg N° 3. P.O. Box 0843-00533, Phone 501-5122.

- Purpose of the operation license.
- Descriptions of all activities to develop.
- Detail maritime and port areas where the service is intended to be provided.
- 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. To present a simple copy of the legal representative and legal proxy.
4. Original certificate in force, 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 Industry (MICI).
6. Certification from 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, coveralls with reflective tapes with company name and logo, gloves, safety harness, life vest, anti-slip and anti-static footwear (normally with toe protection). Subject to file evaluation and on-site inspection.
8. Current photographs of industrial tools, equipment and work machinery.
9. Submit a copy of all documentation accrediting the expertise and experience of the professionals who will participate in the activities. Attached to said documentation, a list of said personnel, their positions and a copy of their personal identity card or passport must also be submitted.

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

10. Development of 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 preparing 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

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requested by the company.

- Analysis of threats and vulner
- Inventory of resources av
equipment and personnel).
- Emergency brigades.
- Establish responsibilities of
situations.
- Operational procedures for e
- Directory with the telephone
to the company personnel p
contact numbers of the Port
e-mail shpdop@amp.gob.pa
Control Department: Panam
(507) 6880-5222.
- Evacuation plan of admini:
etc.).

11. If this service is performed to vessels at
safe boarding (AMP/ACP recognized mariti

12. In case the service is not provided to ve
clarification note.

IMPORTANT NOTES:

- o The company must pay for a s
corresponding to the rate establis
with the regulations for operating
- o The company must pay the certifi
of the Panama Maritime Author
November 26, 2020.
- o The company must comply with a
areas by the Port Safety and Hy
and to the site where operation:
occupational safety standards.

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- The company must submit any other documentation required by the Port Health and Safety Department.
- Once the resolution authorizing the operation license has been notified, the company (applicant) must submit the following policies and bonds to the General Directorate of Ports and Ancillary Maritime Industries:
 - ✓ Performance bond.
 - ✓ Liability policy.
- 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) 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 submit statistics of the activity 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 and concesiones@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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