



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



REQUIREMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: INSPECTION OF THE GENERAL CONDITIONS OF THE SHIPS
CLUSTER: INSPECTION OF SHIPS AND PORT FACILITIES

DESCRIPTION: In charge of inspecting that vessels comply with national and international regulations in force in the country regarding safety of life at sea, protection of the environment and seaworthiness conditions such as: compartmentalized construction, stability and engine conditions.

PROCEDURE PROCESS: Notarized Special Power of Attorney, formal application and other documents shall be filled to the Directorate General of Ports and Ancillary Maritime Industries, Concessions Department, located at the main headquarters of the Panama Maritime Authority in Diablo Heights, Demetrio Porras Street.

WHEN SUBMITTING THE APPLICATION, IT MUST CONTAIN THE DOCUMENTS DETAILED

BELOW:

Note: In case of being a natural person, the application may be submitted by the applicant himself/herself, and in case of being a legal entity, it shall be submitted through a suitable attorney.

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 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:
 - ✓ 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: _____

Date: _____

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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 that the interested party makes or proposes to make.
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. List of names of the personnel with their copy of license or certification of industrial diver endorsed by international organizations in case of underwater activities.
 8. Copy of background information and certificates accrediting the expertise and experience of the technical personnel that will supervise and execute the activities:
 1. List of personnel and position held.
 2. Copy of personal identity card or passport.
 3. Suitability of the company's technical and professional staff.
 9. Explanatory note in case of not carrying out underwater activities.
 10. Photographs and description of the safety and technical equipment available to provide the service (helmet, safety glasses, gloves, safety harness, vest, etc.).
 11. Photographs of the tools, equipment and machinery to provide this service.
 12. Copy of the maintenance record of the equipment and work machinery.
 13. If this service is provided to vessels anchored at the anchorage, personnel must be trained in safe boarding.
 14. Explanatory note in case the service is not provided to vessels anchored at the anchorage.
 15. Company emergency plan. It must include the contact numbers of the Port Safety and Hygiene section: 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.

IMPORTANT NOTES:

- The company must also submit a performance bond and a civil liability policy, in accordance

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with the provisions of Resolution J.D. No. 011-2019.

- The company must have a physical location duly marked and identified, where its main offices are located. (The same cannot be a family residence).
- Make payment of a single inspection fee, corresponding to the rate established for each type of auxiliary maritime 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 submit activity statistics the first ten (10) days on a monthly basis 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.
- To comply with on-site technical evaluation by the Port Safety and Hygiene Section. Which consists of a visit to the company and the site where operations are carried out, to verify compliance with industrial occupational safety standards.
- Keep the Port Safety and Hygiene section informed of any incident or accident occurring in the facilities, by calling 501-5153 or 501-4244 and e-mailing shpdop@amp.gob.pa, in accordance with the Port Safety and Hygiene Regulations of the Panama Maritime Authority. **Title II:** Organization and powers of Port Safety and Hygiene, **Article 7:** The Port Safety and Hygiene unit shall investigate all accidents in the ports, whether or not they produce injuries to workers, especially those of greater severity and frequency, giving immediate notice to the Directorate of Operations (meaning Department of Port Operations; telephone 501-5148; email operaport@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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09/10/2024

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