



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

F-16
(DMA)
V.07



REQUERIMENTS FOR APPLYING FOR AN OPERATION'S LICENCE

SERVICE: LASHING AND UNLASHING OF CONTAINERS

CLUSTER: MARITIME AND PORT MANOEUVRES

DESCRIPTION: Lashing and securing containers, which must be securely fastened so that they cannot slide or tip over.

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 Auxiliary 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 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, ID number, address, telephone numbers, P.O. Box and e-mail.
 - ✓ General data of the company: company name, address, telephone numbers, R.U.C. No. registered in the DGI, post office box and e-mail.

Authorization: _____

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- Purpose of the operating license.
 - Description of the activities to be developed.
 - Detail maritime and port areas where the service is intended to be provided.
 - Value of the investment.
 - The company must have a physical location duly marked and identified, where its main offices are located.
 - ✓ The signage and identification shall be 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 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, non-slip and antistatic footwear (safety toe caps), among others, which are subject to the evaluation of the file 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:
 - 1) List of personnel and position held.
 - 2) Copy of the identity and or passport of all personnel.
 - Competence of the company's technical and professional staff.
 - Certification of training for workers in the following topics:
 - Basic first aid.
- Note:** Any certificate or diploma presented must be endorsed by a training center or person duly accredited to issue such document.
10. Submit a commercial contract with the port facility where the service is intended to be provided.
 11. Develop an Emergency and Evacuation Plan for the company, including office and operational area:

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- The Emergency Plan must 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.
 - Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
 - 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) 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 signs.

12. If this service is performed to vessels at anchorage or port facilities. Personnel shall be trained in safe boarding (AMP/ACP recognized maritime training center).

IMPORTANT NOTES:

- o The company must pay 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 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.

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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 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 Auxiliary 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) 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 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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