



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

F-16
(DMA)
V.07



REQUIREMENTS TO APPLYING FOR AN OPERATION LICENCE

SERVICE: SHIPPING AGENCY
CLUSTER: SHIPPING AGENCY

DESCRIPTION: Representative or agent for the provision of all services required by the vessel, cargo, passengers or crew, as well as those representatives or non-operating agents (Non-Vessel Operating Common Carrier (NVOCC)) of vessels that carry out maritime transport activities and exclusively manage the documentation of the cargo, its storage, distribution and coordination of processes.

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 MUST CONTAIN, THE DOCUMENTS DETAILED BELOW:

Note: In case of being a natural person, the application may 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 submitted by personnel not involved in the procedure, they must have the permits established in Article 70 of Law 38 of 31 July 2000 (which approves the Organic Statute of the Office of the Procurator for Administration, regulates the general administrative procedure and lays down 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 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 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.
 - Value of the investment.
 - The company must have a physical location, properly signposted and identified, where its main offices are located.
 - ✓ The signage and identification must be by means of a sign on which the full name of the company can be seen, which may be a sheet of paper.
3. A simple copy of the 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 authorised capital of the company.
 5. Submit a copy of the notice of operation issued by the Ministry of Commerce and Industries (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, overhall with reflective tapes with the name and logo of the company, gloves, safety harness, life jacket, anti-slip and anti-aesthetic footwear (safety toecaps), 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 this 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 staff and professionals.
- Note:** Any certificate or diploma presented must be endorsed by a training center or person duly accredited to issue such a document.
9. Develop an Emergency and Evacuation Plan for the company, including office and operational areas:

Authorization: _____

M. Elomay

Date: _____

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➤ 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 drawing up the plan and signature of the company's approval of the plan.
- Possible emergency scenarios that may occur in the facility according to the service requested by the company.
- Hazard and vulnerability analysis.
- Inventory of resources available to deal with emergency situations (this includes equipment and personnel).
- Formation of emergency brigade.
- Establish responsibilities of persons in charge of responding to emergency situations.
- Operational procedure for each emergency scenario.
- Directory with telephone numbers of emergency response institutions, as well as company personnel participating in the response team. It should include the contact numbers of the Port Health and Safety 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) 6880-1245/1915, Chiriqui: (507) 721-3744, Colon: (507) 475-0000, telephones 24/7: 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.

10. In the event of providing the service only to vessels in port facilities, an explanatory note must be drawn up.

IMPORTANT NOTES:

- o The company must make payment of a single inspection fee from 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 make payment of the certification of peace of mind issued by the Directorate of Finance of the Panama Maritime Authority, in accordance with resolution J.D. N°.088-2020 of 26 November 2020.

de p. l. b. "Certificate of no outstanding debts"

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- The company must comply with the technical evaluation in the administrative and operational area by the Department of Port Safety and Hygiene. 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 authorising the operating licence 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 pol
- The company must keep the Panama Maritime Authority informed of any incident or accident occurring on the vessels and installations, by contacting the Port Safety and Hygiene Department at 501-5153/4244 and/or the Pollution Prevention and Control Department 24/7 contact numbers: Panama: (507) 6880-1245/1915, Chiriqui: (507) 6879-3262, Colon: (507) 6880-5222 and to the e-mails 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 on a monthly basis in accordance with chapter V, article 19, paragraph 10 of resolution J.D. No. 011-2019 of March 27, 2019; these statistics shall be reported to the following e-mails: amp.estadistica@amp.gob.pa and concesiones@amp.gob.pa.

Rate: B/. 200.00 annual per authorized company.

For any additional information or questions, please contact the Concessions Department at the following telephone numbers: 501-5122 / 501-5123.

Authorization: _____



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