



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: STEVEDORING COMPANY
CLUSTER: MARITIME AND PORT MANOEUVRES

DESCRIPTION: Provides all port operations of handling of goods. Its functions correspond to both loading and unloading (loading, unloading, stowage and unstowage), of containers and the classification of goods, also the crane operations.

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 numbers, P.O. Box, and e-mail.
 - ✓ General data of company: company name, address, telephone numbers, R.U.C. number

Authorization:

Date: 09/10/2024

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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.
- 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 shall be by means of a 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 of documents as personel list, 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. 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:
 - 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 the preparation of the plan and signature of approval of the plan by the company.

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- 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.
- Operating procedure 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) 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 Plan of the evacuation routes, with their respective sign.

12. If this service is provided to vessels at anchorage or port facilities, personnel must be trained in safe boarding (maritime training center recognized by the AMP/ACP).

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.
- o 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.
- o The company must submit any other documentation required by the Port Health and Safety

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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) 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 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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