



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

F-16
(DMA)
V.07



REQUERIMENTS FOR APPLYING FOR AN OPERATIO'S LICENCE

SERVICE: YACHT CHARTER
CLUSTER: NAUTICAL TOURISM

DESCRIPTION: Company dedicated to the Leasing of Yachts within the waters under the jurisdiction of the Republic of Panama, for a determined period of time.

Modality 1: Bareboat (Panamanian or foreign flag).

Modality 2: Crewed (Panamanian or foreign flag).

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 YOU SUBMITTING THE APPLICATION, IT MUST CONTAIN THE DOCUMENTS

DETAILED BELOW:

Note: In the case of a natural person, the application may be submitted by the applicant himself/herself, and in the case of a legal entity, it shall be submitted 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 attorney-in-fact. The same must contain the signature of the principal and the attorney-in-fact, complying with the formalities required by the Judicial Code of the Republic of Panama (article 627).
2. Memorial addressed to the General Director of Ports and Ancillary Maritime Industries (article 9 of resolution J.D. No. 011-2019), requesting the operation license and containing the following information:

Authorization: _____

Date: _____

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- ✓ General information of the legal representative: full name, ID number, address, telephone numbers, post office box and email.
 - ✓ General information of the company: company name, address, telephone numbers, R.U.C. number, duly registered with the General Directorate of Revenue, post office box and email.
 - Purpose of the operating license.
 - Description of the activities to be carried out.
 - Detail maritime areas and operations where the service is intended to be provided.
 - ✓ At the national level.
 - ✓ Any yacht that includes protected areas and/or sanctuaries within the national territory within its route must comply with the existing regulations for said areas with the corresponding institutions.
 - Complete details of the yachts that will be used to provide the service:
 - ✓ Full name of the yacht, owner, builder, navigation license number, IMO number (if applicable), call sign, gross tonnage, net tonnage and dimensions.
 - Investment value.
3. Simple copy of the ID card or passport of the legal representative and legal agent.
 4. Certificate of Legal Entity, issued by the Public Registry, stating: legal representative, directors, dignitaries and authorized capital of the company.
 5. Submit a copy of the operation notice issued by the Ministry of Commerce and Industry (MICI).
 6. Certification from the Social Security Fund as an employer registered in the system.
 7. Copy of the documents that prove the qualifications and training of the personnel on board the yacht, where applicable, issued by the General Directorate of Seafarers.
 8. You must provide the following information corresponding to the vessels to be used:
 - Photographs of the vessel(s) to be used, showing the name(s) of the vessel(s).
 - Documents issued by the General Directorate of Merchant Marine:
 - ✓ Copy of Charter Navigation Permit for Yachts managed in leasing contracts by previously authorized companies, through an Operating License. These yachts may be registered in the National Merchant Registry or in the Foreign Registry.

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- ✓ Certificate of good standing of the vessel(s), issued by the General Directorate of Merchant Marine of the Maritime Authority of Panama. (If applicable)
- ✓ Radio license, issued by the General Directorate of Merchant Marine of the Maritime Authority of Panama.
- ✓ Certificate of Aptitude issued by the General Directorate of Merchant Marine, which indicates that the vessel complies with the specifications and safety standards applicable to it and that it is suitable to provide the requested service.

9. Develop an emergency and evacuation plan for the company that includes the office and operational area:

➤ 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 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 requested by the company.
- Analysis of threats and vulnerabilities.
- Inventory of the 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 who participate in the response group. It must include the contact numbers for the Department of Safety and Port Hygiene: 501-5153 or 501-4244, email shdop@amp.gob.p; and the contact numbers for the Department of Pollution Prevention and Control: Panama: (507) 501-5155/5406, Chiriquí: (507) 721-3744, Colón: (507) 475-0000, 24/7 telephones: Panama: (507) 6880-1245/1915, Chiriquí: (507) 6879-3262, Colon: (507) 6880-5222.

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- Evacuation plan for administrative area and operational area (workshops, warehouses, etc.).
 - Must include sketches with evacuation routes, with their respective legend.

10. Any other requirement established by the Panama Maritime Authority.

IMPORTANT NOTE:

- o The company must pay a single inspection fee from the Concessions Department, 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 certificate of clearance issued by the Finance Directorate of the Maritime Authority of Panama, in accordance with resolution J.D. No. 088-2020 of November 26, 2020.
- o The company must have a response contract for spill events with a hydrocarbon spill cleaning company that maintains a valid operating license with the institution. This contract must be signed by both parties.
- o The company must complete a 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 the site where operations are carried out, to verify compliance with occupational industrial safety regulations.
- o The company must present any other documentation required by the Department of Port Safety and Hygiene.
- o The company must have an insurance policy, according to the resolution that creates the auxiliary maritime service for yacht leasing:
 - ✓ Material damage.
 - ✓ Shipwreck removal.
 - ✓ Personal injuries.
 - ✓ Civil liability for water skiing activities, if the insured vessel is used in the practice of this sport.
 - ✓ Civil liability against third parties.
 - ✓ Legal costs.

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- ✓ Liability for pollution.
- ✓ Liability for marine ecological damage.
- ✓ Medical expenses.
- ✓ Hull.
- ✓ Guest.
- ✓ Air ambulance.
- ✓ Hospitalization.
- Once the resolution authorizing the operating 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.
 - ✓ Civil liability policy.

RATE: B/. 1,500.00 annual per authorized company.

For additional information or consultation, contact the Department of Concessions at 501-5122 / 501-5123.

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