

**Petroleum Ports Authority**  
**Circular No. 03/2019**  
**22/05/2019**

**APPOINTMENT OF SHIPPING AGENTS TO RENDER SHIP SERVICES WITHIN**  
**ADNOC PETROLEUM PORTS**

Effective 1<sup>st</sup> June 2019, all Shipping Agents, and Owners, Operators, or Charterers representatives requiring to render ship agency services to vessels visiting any of ADNOC Petroleum Ports, are required to register with the Petroleum Ports Authority.

All Shipping Agents currently operating within Petroleum Ports, shall prior to 1<sup>st</sup> June 2019, submit the following to PPA;

1. Copy of Trade License indicating that the company is licensed to perform "Shipping Agents" activities;
2. ISO 9001: 2015 certification (existing agents will be granted 1 year grace period to comply with this requirement.)
3. Confirmation of an appointment issued by a minimum of one Ship Owner, Operator, or Charterer for the agent to act on their behalf.
4. A Six months' bank statement, indicating that the company has a minimum average financial transaction of (AED 250,000).
5. A permanent Letter of Undertaking for the value of AED 250,000.00, to be deposited with the Petroleum Ports Authority, in respect of covering their commitment towards their client vessels' associated fees, dues, and charges.
6. An adequate third party liability insurance through a recognized insurance company or mutual club to cover all professional liabilities.

In addition to above, effective 1<sup>st</sup> January 2020, and in return of facilitating agency services, a symbolic annual service charge of AED 5000.00, payable to the Petroleum Ports Authority, will be imposed on each shipping agent.



**Petroleum Ports Authority**