

Sultrade - Operations Dept

From: Anna Tsapara <a.tsapara@costamare.com>
Sent: sexta-feira, 29 de agosto de 2025 04:12
To: sultrade@sultradeagency.com; operations@sultradeagency.com
Cc: technical@bulk1gr.navilands.com; hsqe@bulk1gr.navilands.com; crew@bulk1gr.navilands.com; purchasing@bulk1gr.navilands.com; Yannis Fasoulis
Subject: RE: Port agency appointment by COSTAMARE SHIPPING COMPANY S.A, IMPERATOR / T001-VOY01 / Itaguaí (formerly Sepetiba) / CTH-250381-1

Good day,

With reference to the below, pls upload PDA in DA-DESK after vessel's sailing when all Owners' matters / costs are known and close to actual figures to avoid significant discrepancies with final invoices.

Pls insert comments in **PDA** / DA-DESK system advising details of services arranged, enabling us to expedite checking & approval.

For example:

Crew :

- names of crew ON / OFF,
- flight details
- boarding / disembarkation times

Technicians / Supts / Surveyors / BQS:

- Name of technician
- Company
- Scope of work
- boarding / disembarkation times

Spares

- pls note in comments AWB number (pls include copy of AWB in FDA) / pkgs / weight
- pls note in comments if items offloaded for reconditioning

Samples:

Pls always mention in comment type of sample: F.O. / L.O. / water / other

Thank you in advance for cooperation,

Kind regards,
Anna Tsapara
Disbursement Accounts Specialist
Costamare Shipping Company S.A.
As Agents Only
60 Zephyrou str. & Syngrou ave.
175 64, Athens - Greece
T : +30 210 94 90 156
M: +30 6982 851 841
E : a.tsapara@costamare.com / ops.dry@costamare.com

From: noreply@da-desk.com <noreply@da-desk.com>
Sent: Thursday, August 21, 2025 10:47 AM
To: sultrade@sultradeagency.com
Cc: Dry Management Team <dry@costamare.com>; Dry Bulk Operations <ops.dry@costamare.com>;

operations@sultradeagency.com; technical@bulk1gr.navilands.com; hsqe@bulk1gr.navilands.com;
crew@bulk1gr.navilands.com; purchasing@bulk1gr.navilands.com

Subject: Port agency appointment by COSTAMARE SHIPPING COMPANY S.A, IMPERATOR / T001-VOY01 / Itaguaí (formerly Sepetiba) / CTH-250381-1

Date 21 Aug 25
To Sul Trade Agenciamentos Maritimos Ltda t/a Sultrade Shipping Agency
Subject Port agency appointment by COSTAMARE SHIPPING COMPANY S.A, IMPERATOR / T001-VOY01 / Itaguaí (formerly Sepetiba) / CTH-250381-1

Dear Sir / Madam,

COSTAMARE SHIPPING COMPANY S.A is pleased to appoint you as port agent for IMPERATOR, Voyage (T001-VOY01) calling at Itaguaí (formerly Sepetiba) , ETA 27 Aug 25 , for Non-Commercial.

Click [here](#) to accept the appointment and provide your best pro-forma disbursement account quotation for the above port call using our online DA-Desk System.

For help with the DA-Desk System please contact us at cth@da-desk.com. To request a username/password please include "Request username / password" in the subject line.

For any correspondence with DA-Desk regarding this DA, kindly quote this reference no: CTH-250381-1. Kindly note, DA-Desk should be kept informed of matters related to the DA, but not on general operational communication emails.

By accepting the appointment in the system both DA-Desk and the Principal will be informed. Thus email confirmation for the appointment acceptance is not required.

Please note that this is a No-Reply email address. If you wish to contact DA-Desk regarding this port call, please either use the chat facility in the DA-Desk system or contact us at cth@da-desk.com

Best regards,
DA-Desk FZE

Email : cth@da-desk.com
Phone : +971 4 3636200

CC: COSTAMARE SHIPPING COMPANY S.A (Attn: Yiannis Veloudis)

IMPORTANT

This email was sent from an address that cannot accept incoming email. Please do not reply to this message.