

## Sultrade - Operations Dept

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**De:** Livanou Anna <livanou@brave.gr>  
**Enviado em:** quinta-feira, 25 de setembro de 2025 12:43  
**Para:** Sultrade - Operations Dept  
**Cc:** Operation Dept (Brave); Brave Maritime; gcl@gcl.gr; operations@sultradeagency.com; Eco Monegasque  
**Assunto:** RE: M/V ECO MONEGASQUE - BRAZILIAN PORTS O/A 1ST ETA 07.10.2025 - AGENCY APPOINTMENT

Dear Rodrigo, Good day

Many thanks for your below prompt reply and discount.

We are pleased to appoint you as Owners Agents to attend all the Owners' matters during vessel's call/port stay at Itaqui & Vila Do Conde ports, trusting that you will efficiently attend our vessel at all times and in the best way to protect of Owners / Manager rights. Master will keep you informed with vessel updated ETA.

Please provide local agent details and contact details of the person in charge for each port.

Master (ric), please keep our agent always in copy in all correspondence.

Kindly take note of the following info & requirements (wherever applicable):

### 1. PDA REMITANCE & FDA TERMS

We will remit on account d/as the 80%-90% of your proforma and upon completion of the port call, please send to our office the final d/as invoice(s) along with all supporting documents / vouchers for the actual expenses incurred enabling us to finalize the account.

Kindly take note of the below terms & conditions apply on the FDAs, enabling us to achieve a smooth settlement process:

- All FDAs shall always be accompanied with a full set of applicable and relevant vouchers or invoices matching up with the final amount of FDA; if such supporting documents are not provided, delays or non-payment may occur.  
"Applicable and relevant" vouchers or invoices are defined as official invoices produced by third parties that actually provided the service(s). A printout from a port agent listing different expenses, does NOT constitute an applicable and relevant voucher supporting these expenses.
- Original vouchers / invoices are not prerequisites; our Company will accept hard or electronic copies of vouchers.
- Debit notes are not accepted, except in a very rare case that is absolute necessity; such will only be accepted if you notify us in details and well in advance of the reason(s) to do so and only if you receive responsive e-mail from our end that clearly states our agreement to proceed. Again, same procedure to FDAs will apply regarding full set of respective vouchers / invoices in way of all are matching up with the final amount.
- All related vouchers / costs that need Master to certify of those (e.g. fresh water receipts / garbage receipts / sludge collection / receipt of spares, etc.), must - each of them - be countersigned by the Master and have the vessel's stamp. In case vouchers lack of Master's verification as described above, will not be accepted.
- Any invoice related with forwarding expenses (such as airfreight spares, etc.) it is required to be accompanied with all supportive vouchers showing the sub-breakdown of the expenses, e.g. voucher for custom clearance, voucher for transportation, etc., for the total amount; invoice alone will not be accepted in the FDAs.
- Port charges for tugs, pilots, mooring, port dues, berth dues, light dues, anchorage dues, tonnage dues, etc. are not for Owners account and all port call charges are undertaken from Charterers appointed Agents.

- Please ensure that your final port d/a account is in the same local currency as the proforma d/a. If both local and usd/euro currencies used in the proforma d/a, then the same are to be used in final port d/a account. Any exchange rate in pda will be taken only as a reference and will not be considered as agreed or fixed, whatsoever for the FDAs; The exchange rate stated in FDAs shall be taken at the issue date of the FDAs and must be supported by official bank's statement for the given date in order to be accepted. Different currencies between the PDA and FDAs that cannot be readily compared, will not be accepted for further settlement.

## **2. CONTACT DETAILS**

Vessel's Contact Details are:

Master: Capt. Edmond B. Varona  
Email: [monegasque@brave.gr](mailto:monegasque@brave.gr)  
VSAT (Bridge): +47 2367 5687  
VSAT (Bridge & Capt): +47 2367 5686  
Inm-C: (No.1)+425 502 728 / (No.2) +425503931)

**Charterers' agent contact details as follows: TBA by MASTER once available**

Vessel's Operator Contact Details : As per signature

With immediate effect, you are kindly requested to ensure that you include ALL the below e-mails, on each and every message & correspondence that you send or reply to the vessel and/or to our side. Failing to do so, may lead to lack of receipt, improper follow up, delays, etc.

[maritime@brave.gr](mailto:maritime@brave.gr) / [operation@brave.gr](mailto:operation@brave.gr)

## **3. INFORMATION REQUIRED BY E-MAIL IN RETURN**

Soonest after receipt of this appointment message, you are kindly requested to send us of the following:

- Your Agency full style, including postal address / telephone / fax / cable (telex) numbers and AOH (after office hours) telephone numbers in case of an emergency.
- Your Bank account details
- Name of Operator / Person in charge and after office hours telephone numbers in case of emergency.

## **4. INFORMATION REQUIRED FOR THE PORT OPERATIONS**

Please ensure to:

- keep our office closely informed via e-mail of the vessel's berthing prospects, schedule and turnaround time of the port movements and cargo operations. Always include our e-mails.
- inform us if any night, tide, or any other restriction apply at the Port and vessel will have to wait for.
- keep us posted in case of any changes are made to the port status (e.g. port closed due to fog / weather conditions, etc.,) and provide us with fresh best estimations.
- keep us posted in case of any changes are made to the cargo operations (e.g. Terminal request stop of cargo operations due to lack of tank space, etc.,) and provide us with fresh best estimations.

## **5. INFORMATION REQUIRED TO BE PROVIDED TO THE VESSEL**

Soonest after receipt of this Agency Appointment message, you are kindly requested to send to the vessel (contact details as above) following info:

- an introduction message with your full contact details and the Name of Operator / Person in charge, including after office hours telephone numbers in case of emergency.
- the schedule / arrangements of Owner matters
- any other info or port restriction(s) that might be useful to the master of the vessel. Such shall include, but not limited to: draft / height / displacement restrictions, tidal range, currents, local weather conditions or any other factors that may affect vessel's port call, if any.
- Security level of the port, Name & Contact details of the PFSO
- Name and details of the Terminal, the assigned berth & Name of Oil / Gas Company that manage / operates the Terminal
- any national/local health-safety- environmental-security/customs/immigration/ terminal regulations and/or requirements that might affect the operation of the vessel while in port.

## **6. ACTIONS REQUIRED ONCE VESSEL IS IN PORT**

- please ensure to efficiently coordinate with Master for the owner Matters and the prompt execution of same.
- Coordinate and be in close contact -as necessary- with Charterers Appointed Agents
- In case Master require assistance, instruct your representative / boarding Officer to remain onboard whilst Immigration, Customs, Authorities are boarded in way of assisting Master to carry out efficiently with the formalities tasks.
- In case the Port State Control is planning or heading to board / inspect the vessel, please notify Master and Vessel's Operator immediately, then keep in close contact with the Master for any assistance may deemed / required.
- before arranging of any crew transportation or visit ashore, please request our confirmation as we have to agree for the transportation cost first.
- before arranging to place a crew mobile phone on board, please request our confirmation as we have to agree on this service cost first.
- In way of assuring the highest standards of Safety at Sea, our Company has established and strictly complies with a "Zero Tolerance Policy" in respect to the possession and consumption of alcohol on our managed vessels; therefore, all alcoholic beverages, beers, or any other drink containing alcohol are STRICTLY PROHIBITED onboard. You are hereby kindly requested to adhere and support with our Policy bringing to our immediate attention of any private, unofficial, hidden, or similar related requirement that you may receive for supplying alcoholic beverages to the vessel.

On your capacity as assigned Agents, you are hereby requested to liaise with Master and provide then acknowledge the safe receipt of the pre-arrival docs / info required, confirming that same had properly, efficiently and timely been submitted to the Port Authorities - Officials and vessel has granted all necessary permission(s) / ISPS clearance(s) to approach / enter the port area / limits

As vessel's appointed agents you are hereby expected to ensure that the vessel's interests are duly protected.

Please acknowledge safe receipt, understanding and compliance.

Thank you.

Best Regards  
Capt. Anna Livanou / Fleet Operator

Brave Maritime Corporation INC.  
331 Kifissias Ave. PC:145 61 , Kifissia, Greece  
Mob.: +30 694 436 9539  
Tel: +30-210-6252850 (Ext. 218)  
Email: [operation@brave.gr](mailto:operation@brave.gr)

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**From:** Sultrade - Operations Dept <[arvellos.rodrico@sultradeagency.com](mailto:arvellos.rodrico@sultradeagency.com)>  
**Sent:** Thursday, September 25, 2025 5:22 PM  
**To:** Livanou Anna <[livanou@brave.gr](mailto:livanou@brave.gr)>  
**Cc:** Operation Dept (Brave) <[Operation@brave.gr](mailto:Operation@brave.gr)>; Brave Maritime <[maritime@brave.gr](mailto:maritime@brave.gr)>; [gcl@gcl.gr](mailto:gcl@gcl.gr);  
[operations@sultradeagency.com](mailto:operations@sultradeagency.com)  
**Subject:** RES: M/V ECO MONEGASQUE - BRAZILIAN PORTS O/A 1ST ETA 07.10.2025 - AGENT QUERY

**Caution:** This is an **external email** Please take care when clicking links or opening attachments. When in doubt, ALWAYS contact our IT Department

TO: BRAVE MARITIME CORPORATION INC.  
CC: GCL MARINE SOLUTIONS  
FM: SULTRADE SHIPPING AGENCY

Dear Capt. Anna Livanou, good day!

Please find attached our revised PDAs for both Vila do Conde and Itaqui port, considering the requested discount on our OPA fee.

Best regards,



Arvellos Rodrigo  
Operations Department  
Sultrade Shipping Agency  
Phone: +55 53 3235.3500  
Mobile: +55 53 999.065.886  
[operations@sultradeagency.com](mailto:operations@sultradeagency.com)  
[www.sultradeagency.com](http://www.sultradeagency.com)



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**De:** Livanou Anna <[livanou@brave.gr](mailto:livanou@brave.gr)>  
**Enviada em:** quinta-feira, 25 de setembro de 2025 10:32  
**Para:** Sultrade - Operations Dept <[arvellos.rodrico@sultradeagency.com](mailto:arvellos.rodrico@sultradeagency.com)>  
**Cc:** Operation Dept (Brave) <[Operation@brave.gr](mailto:Operation@brave.gr)>; Brave Maritime <[maritime@brave.gr](mailto:maritime@brave.gr)>; [gcl@gcl.gr](mailto:gcl@gcl.gr);  
[operations@sultradeagency.com](mailto:operations@sultradeagency.com)  
**Assunto:** RE: M/V ECO MONEGASQUE - BRAZILIAN PORTS O/A 1ST ETA 07.10.2025 - AGENT QUERY

Dear Rodrigo, Good day

Thank you for your reply.  
Could you please advise if a discount might be considered?

Best Regards  
Capt. Anna Livanou / Fleet Operator

Brave Maritime Corporation INC.  
331 Kifissias Ave. PC:145 61 , Kifissia, Greece  
Mob.: +30 694 436 9539  
Tel: +30-210-6252850 (Ext. 218)  
Email: [operation@brave.gr](mailto:operation@brave.gr)

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**From:** Sultrade - Operations Dept <[arvellos.rodrico@sultradeagency.com](mailto:arvellos.rodrico@sultradeagency.com)>  
**Sent:** Wednesday, September 24, 2025 5:51 PM  
**To:** Livanou Anna <[livanou@brave.gr](mailto:livanou@brave.gr)>  
**Cc:** Operation Dept (Brave) <[Operation@brave.gr](mailto:Operation@brave.gr)>; Brave Maritime <[maritime@brave.gr](mailto:maritime@brave.gr)>; [gcl@gcl.gr](mailto:gcl@gcl.gr);  
[operations@sultradeagency.com](mailto:operations@sultradeagency.com)  
**Subject:** RES: M/V ECO MONEGASQUE - BRAZILIAN PORTS O/A 1ST ETA 07.10.2025 - AGENT QUERY

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TO: BRAVE MARITIME CORPORATION INC.  
CC: GCL MARINE SOLUTIONS  
FM: SULTRADE SHIPPING AGENCY

Dear Capt. Anna Livanou, good day!

Yours below is duly noted. Please find attached PDA with estimated costs for FW supply with vessel alongside, boat transportation to anchorage and crew change operation at both Vila do Conde and Itaquí port.

Furthermore, please note hereunder instructions for Filipino crew change for your reference:

Travelling document recognized by Brazil is only the Passports (which has to be valid for at least 6 more months of the traveler's first entry to Brazil). SBooks and SIDs are only good to prove a seafarer's working condition, and that he is either entering or departing the country in connection to a vessel, at a certain port.

Crew from signatory countries of ILO C-185 that maintain agreements with Brazil for VISA exemption (case of THE PHILIPPINES, amongst others), will be required Passport and the SID to access the country (for a period of 180 days). In case these Nationals are not in possession of SID, the SBook will be required and only a 90 days stay will be granted.

Pls find hereunder procedures/requested documents to embark and disembark:

**VILA DO CONDE PORT:**

**EMBARKING:**

- Copy of Passport;
- SID (If available), or Seaman's book;
- Flight e-ticket;

**DISEMBARKING:**

- Copy of Passport;
- SID (If available), or Seaman's book;
- Flight e-ticket;

NEAREST AIRPORT FROM VILA DO CONDE PORT IS BELEM AIRPORT (IATA CODE: **BEL**) and transit time from airport to port is between 2-3 hours.

**ITAQUI PORT:**

**EMBARKING:**

- Copy of Passport;
- SID (If available), or Seaman's book;
- Flight e-ticket;

**DISEMBARKING:**

- Copy of Passport;
- SID (If available), or Seaman's book;
- Flight e-ticket;

PLEASE NOTE THAT NEAREST AIRPORT FROM ITAQUI PORT IS SAO LUIZ AIRPORT (IATA CODE: **SLZ**), and transit time from airport to port is about 1 hour.

For on-signers flight arrangements, we suggest arranging flights with at least 3 hours between international and domestic flight so that they have sufficient time for Immigration procedures and avoid any problems upon arrival in Brazil.

It's important to highlight that each Brazilian port has its own interpretation on the Health Authority rules in force, meaning that all above instructions/requests can be changed anytime without any pre advise. Sultrade is aware to keep you posted immediately in case of any further changes on the above.

Case you do require any further information, pls do not hesitate in contacting this office.

We remain at your entire disposal.

Thanks and best regards,



**Arvellos Rodrigo**  
**Operations Department**  
Sultrade Shipping Agency  
Phone: +55 53 3235.3500  
Mobile: +55 53 999.065.886  
[operations@sultradeagency.com](mailto:operations@sultradeagency.com)  
[www.sultradeagency.com](http://www.sultradeagency.com)



**De:** Livanou Anna <[livanou@brave.gr](mailto:livanou@brave.gr)>

**Enviada em:** quarta-feira, 24 de setembro de 2025 04:46

**Para:** [operations@sultradeagency.com](mailto:operations@sultradeagency.com)

**Cc:** Operation Dept (Brave) <[Operation@brave.gr](mailto:Operation@brave.gr)>; Brave Maritime <[maritime@brave.gr](mailto:maritime@brave.gr)>

**Assunto:** M/V ECO MONEGASQUE - BRAZILIAN PORTS O/A 1ST ETA 07.10.2025 - AGENT QUERY

Dear All, Good day

Kindly note that the subject vessel on time charter will call Vila Do Conde and Itaquí for discharging operations.

All port formalities will have to be arranged by your agency.

Therefore, please provide estimated costs for the following:

1. Crew changes – 4 sign off/4 sign on Filippino nationality
2. Launch service costs
3. FW supply

4. Agency fee for both ports

Please revert with your most competitive quotation.  
Thank you.

Best Regards  
Capt. Anna Livanou / Fleet Operator

Brave Maritime Corporation INC.  
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