

# Port Agency Appointment & Pro-forma Disbursement Account Request



US Crewing Services, LLC  
36, Bratya Georgievich  
St, Surabya,  
Varna  
Bulgaria

13 Nov 25

**To** Sul Trade Agenciamentos Maritimos Ltda t/a Sultrade Shipping Agency  
161 Andrade Neves Street  
96200140  
Rio Grande  
Brazil  
Phone : +55 5332353500  
Email : sultrade@sultradeagency.com  
Website : www.sultradeagency.com  
VAT Number : 10432546000175

**Subject** **UNITY TRITON / Voyage 002 UTM/ITAQUI BRAZIL NOV / Itaqui / USM-250065-1H**

Dear Sul Trade Team, please consider this email as an official appointment as Owner's husbandry agent during m/v ..... (vessel's name) call at ..... (name of port).

DO NOT INCLUDE OPS & TECHNICAL COSTS IN THIS PORT CALL.

## Vessel Details

### Vessel

### Dry

<b>Name</b>	UNITY TRITON	<b>No. of holds</b>	5
<b>Built</b>	2018		
<b>Flag</b>	BHS - Bahamas		
<b>Classification society</b>	Nippon Kaiji Kyokai		

### Main details

<b>Type</b>	Bulk Carrier
<b>DWT</b>	64071
<b>LOA (m)</b>	199.9
<b>Beam (m)</b>	32.26
<b>Draft SW S/W/T</b>	13.325
<b>GT / NT</b>	35601 / 21466
<b>LBP (m)</b>	196.1
<b>Molded depth (m)</b>	18.6
<b>Lloyds/IMO no.</b>	9764104
<b>Call sign</b>	C6IE2

### Communication

**Telecom / Cell phone** +44 2037695644

**Telex no 1** +431105242  
**E-mail** unity.triton@fleet.unity-sm.com

## Port Call Details

<b>Vessel</b>	UNITY TRITON	<b>ETA</b>	30 Nov 25 - 00:00
<b>Voyage Number</b>	002 UTN/ITAQUI BRAZIL NOV		
<b>Port</b>	Itaqui		
<b>Country</b>	Brazil		

## Cargo / Activity Details

<b>Activity # 1</b>	Crewing
<b>Crew Type</b>	Sign On
<b>No of Crew Members</b>	8
<b>Service Date</b>	30 Nov 25
<b>Remark</b>	TOTAL PERSON(S): 7 ON-SIGNERS - 8 PERSON(S) 1. MATHAI, JOHN  Name/Nationality: MATHAI, JOHN / INDIAN  Rank: CHIEF_ENGINEER  DOB/POB: 11 NOV 1984 / MUMBAI, MAHARASHTRA  Passport No./DOI/DOE: Z5455290 / 05 MAR 2019 / 04 MAR 2029  Seaman Book No./DOI/DOE: MUM 151584 / 14 JUN 2017 / 13 JUN 2027  Mobile Number: +919969485192  Email ID: jhnmathai84@gmail.com  2. PILORIN, FREDDIE ULIBAS  Name/Nationality: PILORIN, FREDDIE ULIBAS / FILIPINO  Rank: BOATSWAIN  DOB/POB: 24 NOV 1971 / VIGAN CITY  Mobile Number: 639614474042  Email ID: fjpilorin.u@gmail.com  3. EDANG, DANTE TUMABIAO  Name/Nationality: EDANG, DANTE TUMABIAO / FILIPINO  Rank: ABLE_SEAMAN  DOB/POB: 20 JUN 1972 / N/A  Mobile Number: 639216129488  Email ID: dantetedang@gmail.com  4. PASAYAN, ARJAY DELUTE  Name/Nationality: PASAYAN, ARJAY DELUTE / FILIPINO

Rank: ABLE\_SEAMAN

DOB/POB: 09 NOV 1998 / N/A

Mobile Number: 639289775748

Email ID: arjaypasayan234@gmail.com

5. OLBES, EDGARDO

Name/Nationality: OLBES, EDGARDO / FILIPINO

Rank: OILER

DOB/POB: 20 JUL 1997 / BALILIHAN, BOHOL

Mobile Number: 9150990514

Email ID: N/A

6. SEMERNIN, OLEKSANDR

Name/Nationality: SEMERNIN, OLEKSANDR / UKRAINIAN

Rank: CHIEF\_OFFICER

DOB/POB: 15 MAY 1982 / UKRAINE

Passport No./DOI/DOE: GM331192 / 18 AUG 2025 / 18 AUG 2035

Seaman Book No./DOI/DOE: AB 650514 / 02 OCT 2019 / 03 JAN 2029

Mobile Number: 380662105699

Email ID: rotterdamy4@gmail.com

7. KIRTUG, NOVE

Name/Nationality: KIRTUG, NOVE / FILIPINO

Rank: ORDINARY\_SEAMAN

DOB/POB: 22 NOV 1977 / N/A

Mobile Number: 9082366011

Email ID: noviekirtug@gmail.com

8. MESSMAN

Nationality: FILIPINO

**Activity # 2**

**Crew Type**

**No of Crew Members**

**Service Date**

**Remark**

Crewing

Sign Off

8

30 Nov 25

TOTAL PERSON(S): 8

ON-SIGNERS - 0 PERSON(S)

No ON-SIGNERS

OFF-SIGNERS - 8 PERSON(S)

1. BUREROS, EDWARD JAYSON

Name/Nationality: BUREROS, EDWARD JAYSON / FILIPINO

Rank: ABLE\_SEAMAN

DOB/POB: 19 MAY 1995 / PARANG MAGUINDANAO

Passport No./DOI/DOE: P5616691B / 08 OCT 2020 / 07 OCT 2030

Mobile Number: +639999090692

Email ID: edwardbureros@gmail.com

2. FORTE, ROMEO

Name/Nationality: FORTE, ROMEO / FILIPINO

Rank: ABLE\_SEAMAN

DOB/POB: 10 APR 1969 / STA. MAGDALENA SORSOGON

Passport No./DOI/DOE: P5663297B / 20 OCT 2020 / 19 OCT 2030

Mobile Number: +639618401452

Email ID: romeoforte52@gmail.com

3. RAMOS, FELDEXTER JHUN

Name/Nationality: RAMOS, FELDEXTER JHUN / FILIPINO

Rank: OILER

DOB/POB: 20 JAN 1995 / TAMBULIG, ZAMBOANGA DEL SUR

Passport No./DOI/DOE: P0304258B / 19 JAN 2019 / 18 JAN 2029

Mobile Number: 9053962492

Email ID: chuyzlegend2gmail.com

4. DUBYNA, VADYM

Name/Nationality: DUBYNA, VADYM / UKRAINIAN

Rank: CHIEF\_OFFICER

DOB/POB: 17 FEB 1990 / UKRAINE

Passport No./DOI/DOE: FG265475 / 10 MAY 2017 / 10 MAY 2027

Seaman Passport No./DOI/DOE: AB 665761 / 17 AUG 2020 / 29 NOV 2029

Mobile Number: 380990518705

Email ID: marsvadim3000@gmail.com

5. LARANJO, RALPH RICHARD

Name/Nationality: LARANJO, RALPH RICHARD / FILIPINO

Rank: MESSMAN

DOB/POB: 12 JAN 1997 / SIQUIJOR, SIQUIJOR

Passport No./DOI/DOE: P6853040B / 22 MAY 2021 / 21 MAY 2031

Seaman Book No./DOI/DOE: C0975583 / 10 JAN 2017 / 08 JAN 2027

Mobile Number: 639150091938

Email ID: renejay122@yahoo.com

6. BORTNIKOV, KOSTIANTYN

Name/Nationality: BORTNIKOV, KOSTIANTYN / UKRAINIAN

Rank: CHIEF\_ENGINEER

DOB/POB: 09 APR 1993 / ODESSA, UKRAINE

Passport No./DOI/DOE: FG597808 / 14 JUN 2017 / 14 JUN 2027

Seaman Passport No./DOI/DOE: AB 690241 / 22 FEB 2022 / 22 FEB 2027

Photo No./DOI/DOE: - / 09 OCT 2025 / UNLIMITED

Mobile Number: +380931625920

Email ID: Bortnikovk951@gmail.com

7. DALAGAN, JAY

Name/Nationality: DALAGAN, JAY / FILIPINO

Rank: BOATSWAIN

DOB/POB: 30 JUL 1975 / OROQUIETA CITY

Passport No./DOI/DOE: P9190367A / 17 OCT 2018 / 16 OCT 2028

Mobile Number: +639516115195

Email ID: jaydalagan@gmail.com

8. ANSELMO, NICK

Name/Nationality: ANSELMO, NICK / FILIPINO

Rank: ORDINARY\_SEAMAN

DOB/POB: 20 NOV 1998 / DIPACULAO, AURORA

Passport No./DOI/DOE: P7375012A / 30 MAY 2018 / 29 MAY 2028

Mobile Number: 639270729560

Email ID: nckanselmo@gmail.com

## Contact Person Details

### Contact 1

<b>Name</b>	MargaritaTodorova
<b>Phone</b>	+359 52 918 339
<b>Mobile</b>	+359 882 020 851
<b>Email</b>	crew@us-crewing.com

## Your instructions

The Agent acts strictly for and on behalf of the Principal and will not use or communicate confidential information of the Principal for the Agent's own purposes or for those of a third

party. The Agent acknowledges that all information is the property solely of the Principal and agrees that the Principal has the right to use and communicate all such information for all purposes including statutory, audit, accounting and management reporting.

## Introduction

Please strictly adhere to the following Owner's standing instructions:

- Do not render any services to third parties without written confirmation from our office
- Do not disclose any information with third parties related to Owner's arrangements
- Keep us updated with the vessel's schedule daily
- All communication should be prefixed with: vessels name and port name

All Husbandry matters/communication must be dealt with directly with the Operator

- Please ensure that your contact details Tel/Fax/Email/PIC are included within the PDA submitted as well as AOH details.

Note:

DA-DESK is our disbursement account administration and processing department, and will not take any decisions regarding requirements or services during the port call. DA-Desk is to be contacted only regarding the Pro-forma and Final Disbursement Account as necessary.

## Instruction to Agent

In order for us to assess the potential costs at this port, kindly advise through the DA-Desk platform indicative prices for the following services:

1. Crew change - Please include visa/immigration/customs/transportation/hotel expenses etc. basis crew signing on/off.
2. If launch boat is required for embarkation / disembarkation – estimated costs for it
3. CTM - Charges for CTM delivery onboard.

## Owners Service Requirement Sheet (OSRS)

We require the attached OSRS form to be completed prior to sailing of the vessel. The form is to be signed / stamped by the Master either during the call or at earliest convenience after the ship has sailed by sending the completed document to him for verification. The completed and signed OSRS must be included in the final DA and is the agent's responsibility to ensure it is. If the OSRS is not included it will lead to a longer than necessary checking period whilst verification is sought and the payment will be delayed.

PAYMENT OF OUTSTANDING FUNDS WILL BE DELAYED WITHOUT A COMPLETED / SIGNED OSRS OR IF THE FDA CONTAINS ITEMS EXCLUDED FROM OSRS.

**Please refer to attached file [OSRS Updated 21032025.xlsx](#) for further details.**

## GDPR

Please note that agents should only share information required for processing to ensure the confidentiality and protection of personal data.

To support proper handling, we have provided detailed instructions in the attached file:

Instructions to Agents re Handling Personal Data.pdf

**Please refer to attached file [Instructions to Agents re Handling Personal Data.pdf](#) for further details.**

## Advance payments and Final settlement of balances

Unless credit terms are set with your agency, it is our policy to remit 80% of the Proforma DA. Payments are being executed by DA-Desk's Port Payables department on our behalf. For any payment clarifications please call: + 971 4 3636200 or e-mail [usm@da-desk.com](mailto:usm@da-desk.com)

## Supporting Documentation for Final DA

Please always include the following along with your final disbursement account:

- (1) Approval Emails: Operator approval mails for costs that were not quoted/agreed in your Proforma DA (example, fresh water supply, overtime arrangement, etc.)
- (2) Master's Confirmation: If applicable, confirmation from the Master regarding Cash to Master, Supplies, etc. This will help reduce queries and expedite processing your Final DA.

## DA Administration & Upload

DA-Desk is our Disbursement Account administration and processing service provider.

**Please refer to attached file [Disbursement Account Administration.pdf](#) for further details.**

## Billing details for Final DA invoices

Disbursement accounts for this vessel should be issued with the following billing details enabling to process the payment:

" Unity Triton Ltd.  
Master and Owner "Unity Triton",  
Address:6 Bloomsbury Square, London, England,  
WC1A 2LP,UK  
c/o US Crewing Services Ltd  
[accounts@us-crewing.com](mailto:accounts@us-crewing.com) "

Charterer's appointed agent details will be provided in a separate email for smooth handling and planning of the required activities.

The terms, provisions, references, policies and requirements referred to in this appointment

letter and/or on our website and/or as may have previously been communicated to you by any other means cannot be derogated by any subsequent terms unless expressly agreed to in writing by us the Principal.

Best regards,

US Crewing Services, LLC