

## Sultrade - Operations Dept

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**De:** Oikonomou Giannis <oikonomou@stealth.gr>  
**Enviado em:** segunda-feira, 24 de novembro de 2025 09:03  
**Para:** operations@sultradeagency.com  
**Cc:** Operation Dept (Brave); Neptulus  
**Assunto:** M/V NEPTULUS / ITAQUI & VILA DO CONDE / OWNERS AGENT / APPOINTMENT

Good day,

We are pleased to appoint you as **Owners agents** for vsl's discharging calls at Itaqui & Vila do Conde respectively, trusting that you will efficiently attend our vessel at all times and in the best way to protect of Owners / Manager rights.

### Chtrts agents will arrange the port calls.

Kindly take note of the following info & requirements:

#### 1. PDA REMITANCE & FDA TERMS

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 settled by Agents and need Master to certify of those (e.g. tugs/fresh water receipts/garbage receipts/sludge collection/receipt of spares/technician fee, 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.

- The port charges vouchers for tugs, pilots, mooring, port dues, berth dues, light dues, anchorage dues, tonnage dues, etc. shall be supported by the official port tariffs in force and/or any other standard tariffs which are imposed by the ministry of transport or other port authority. Failing of supply, might result in our d/a's desk of not being able to verify the charged tariffs/agreed costs and delay payment of the final port account.
- 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

Technical Managers of the vsl are Messrs:

**BRAVE MARITIME CORPORATION INC.**  
**Apollon Building No 2**  
**331, Kifisias Ave.**  
**145 61 Kifisia**  
**Greece**

Vessel's Contact Details are:

MV Neptulus  
 VSAT Tel: +302112340032  
 FBB Tel: +870773213314  
 Inm-C: 453 845 377  
 Email: [neptulus@brave.gr](mailto:neptulus@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, on both of our e-mails ( [maritime@sbrave.gr](mailto:maritime@sbrave.gr) and [operation@brave.gr](mailto:operation@brave.gr) ):

- 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 both of our e-mails [maritime@stealth.gr](mailto:maritime@stealth.gr) and [operation@stealth.gr](mailto:operation@stealth.gr) in your address book.
- have cross checked the times / facts stated in your messages, to be in line with the SHIP's SOF.

- identify and state clearly of any Terminal / Shore stoppages, waiting time, delays, whatsoever.
- 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.

Upon completion of the Port Operations:

- e-mail us a detailed pdf document with your Agency SOF (sign/stamp is required), stating summary of all port times / facts from vessel's EOSP until vessel's COPS, including a clear reference with specific reason of any waiting, delays, whatsoever, occurred at vessel's port turnaround.
- the full set of cargo operation documents in a clear, readable pdf format. Such docs to include Terminal, Surveyor, Ship docs, LOPs, Pre-Operational checklists, etc.

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

Soonest after receipt of this this Agency Appointment message, you are kindly requested to send to the vessel (contact details as above) following info, keeping always our Company both e-mails [maritime@stealth.gr](mailto:maritime@stealth.gr) and [operation@stealth.gr](mailto:operation@stealth.gr) in copy:

- 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 port formalities & list of pre-arrival documentation required to be prepared from the vessel.
- the port restrictions. 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 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.**

## **7. ACTIONS REQUIRED FOR CARGO DOCUMENTATION**

- If vessel is having loading call at your port, pls ensure to provide Master well in advance prior completion of loading with the draft copies of B/L(s) and / or other related docs, for his timely perusal and corrections / amendments if necessary, in way of avoiding vessel docs signing or sailing delays
- Agency S.O.F. should be carefully checked then presented and signed by Master noting therein above his signature any points for which he is in disagreement.
- In case Letter of Protest (LOP) is issued by the Master and Shore / Terminal representative refuse or are absent to sign, on your capacity as assigned Agents you are hereby requested to sign the LOP on their behalf, as a proof that Master had tendered it at the said port.
- we are particularly interested for the smooth cargo operation of the vessel and therefore we shall appreciate your particular attention in informing the master/us of all pre-arrival reporting procedures and for any local requirements and terminal procedures.

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

**Pls always reply to : [operation@brave.gr](mailto:operation@brave.gr) & [maritime@brave.gr](mailto:maritime@brave.gr)**

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Email: [operation@brave.gr](mailto:operation@brave.gr)

Email: [oikonomou@brave.gr](mailto:oikonomou@brave.gr)

(Accessible but not monitored 24 hours. Please call when sending anything requiring immediate attention.)

(PLEASE ALWAYS LEAD YOUR SUBJECT LINES WITH VESSEL NAME)