

[◀ Back](#)

DASHBOARD

PRICE LIST

AGENCY PROFILE

Official Appointment (ID: 121777) for
XANADU V.19/25-01B at Santos

Summary

Type: Appointment	Vessel: XANADU	Voyage: 19/25-01B	Voyage Type: Time Charter
Port: Santos	ETA: 15/12/2025	ETS: -	Agent Type: Owner Agent
Legal Entity: MELLEN MARINE CO, C/O TMS Dry Ltd	Charterer: -	Charter Party Date: -	Port Charges: Charterer

Activities

Husbandry/Owners

Remarks: -

Message

Dear All,

Good morning,

Kindly be advised that we act as Managers for the Owners of the above-mentioned vessel calling subject port for **LOADING** and would like to **appoint** your good agency **exclusively for Owner's matters**.

The vessel is on time charter to **BUNGE**; charterers have appointed their own agents:

FERTIMPORT

Allan Pimentel Ribeiro

Phone: +55 13 99799 5208

operations-sts@fertimport.com.br

Please find below the **operational & invoicing guidelines** to be followed during the vessel's port call to ensure smooth coordination and compliance with Owner's requirements.

Operational Instructions

1. Vessel Updates & Communication

Master will inform you of ETA.

Keep our office updated on **berthing, loading, and sailing** status.

Copy all vessel-related correspondence to our **Operations Department**, regardless of the recipient.

2. Cost Control

Keep all expenses within your proforma D/A.

Minimize launch usage and combine Owner-related activities to reduce costs.

No launch charges if agents do not board the vessel

Launch charges without prior approval or justification will not be accepted.

3. Documentation

All vouchers must be:

Originals (no copies)

Signed and stamped by the Master

4. Crew Handling

Use only PTA tickets provided by us; do not issue tickets independently.

No excess baggage costs to be covered by Owners.

Hotel accommodation (if needed) must be minimal; extra costs to be settled by crew.

Transport should be arranged cost-effectively.

5. Medical Visits

Prior approval required for doctor visits (except emergencies).

Send medical reports and receipts before vessel's departure.

6. Equipment Onboard

No phones or portable devices to be placed onboard without prior approval.

7. Port Charges

All **port dues and compulsory charges** are for Charterers' account.

8. Garbage Disposal

Please confirm whether garbage disposal is **compulsory**.

9. Security

Coordinate with port authorities to **prevent unauthorized access** onboard without Master's permission.

10. Courier Dispatch

Use preprinted air-waybills provided by Master.

If unavailable, contact our office for the Company's account number.

Invoicing

1. Invoicing Policy:

All invoices must be issued according to the billing company of each vessel.

For details, refer to: Appointment Preview → Invoice Details

2. PDA/FDA Submission:

All PDAs/FDAs (including CTM) must be submitted via Harbor Lab's platform under the relevant appointment section.

Submission deadline: within 30 days from appointment creation or before vessel's ETA if the 30-day window exceeds ETA.

In case of any doubt, please contact directly Harbor Lab's team using the following emails: operations@harborlab.com, da@harborlab.com & tmsdrysegment@harborlab.com copying always our Operations department.

3. Third-Party Services:

When services are provided by third-party contractors (e.g., drivers), include:

Original signed vouchers/invoices

Signature of the person who used the service

Unsigned invoices on agency letterhead without supporting signed documents will

NOT be accepted.

In your capacity as vessel's agents, you are hereby expected to ensure that the vessel's interests are protected.

Finally, please be advised that by accepting this appointment you're confirming compliance with Company's attached obligations.

TMS

Operations Dept.

Vessel Details

Vessel: XANADU	IMO: XANADU	Type: Dry Bulk	Size: POST_PANA MAX
Year of Built: 2015	DWT: 81923	LOA: 228.99	Draft: 14.43
GT: 42995	NT: 27424	RGT: -	Breadth: 32.26
Depth: 20	PCNT: -	SCNT: -	

Contact & Invoice Details

Company:

**MELLEN MARINE CO, C/O
TMS Dry Ltd**

Trust Company Complex,
Ajeltake Road

Majuro MH96960 Marshall
Islands

Phone: -

Fax: -

Invoice:

**MELLEN MARINE CO,
C/O TMS Dry Ltd**

Reg. No: 82664

Trust Company
Complex, Ajeltake
Road

Majuro MH96960
Marshall Islands

Vessel:

XANADU

Phone:
+302112346105

Fax: -

Emails:
xanadu@gtships.com

Please keep us duly
informed of all vessel's
movements at the

Email: -
Website: -

following e-mail
address(es):
operations@tms-
dry.com

Attachments

Attached files:

-