

## Sultrade - Operations Dept

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**De:** Grillakis Fragkiskos <grillakisf@stealth.gr>  
**Enviado em:** terça-feira, 9 de dezembro de 2025 08:02  
**Para:** Sultrade - Operations Dept  
**Cc:** Operation Dept (Brave); Supra Monarch  
**Assunto:** SUPRA MONARCH/ AGENCY APPOINTMENT FOR ITAQUI,BRAZIL

Dear agents, good day

Please find below our official agency appointment:

We are pleased to appoint you as Owners' Agents to attend the assigned matters as per PDA and/if other matter may arise, 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.

Kindly revert with your local full style address along with the contact details of PIC.

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:

Capt. Benedicto Cruz Jr.  
Master Supra Monarch  
Email: [supramonarch@brave.gr](mailto:supramonarch@brave.gr)  
Voice 1: +30 2112342593  
Back Up: +88 1677103266  
Inm C: 463739674

### Vessel's Operator Contact Details : As per signature

Cpt. Fragkiskos Grillakis  
Fleet Operator  
**Brave Maritime Corporation Inc.**  
331 Kifissias ave., 145 61 ,Kifissia ,Greece  
Mob: +30 695 602 3560  
Tel: +30 210 625 0001 (ext 209)  
Email: [grillakisf@stealth.gr](mailto:grillakisf@stealth.gr)  
Group: [operation@brave.gr](mailto:operation@brave.gr)

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

Thanks and brgds,

Cpt. Fragkiskos Grillakis  
Fleet Operator  
**Brave Maritime Corporation Inc.**

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