

**Port Agency Appointment &
Pro-forma Disbursement Account Request**



US Crewing Services, LLC
Ap 30, entr. 1bl. 188
Chayka, K-S
9000
Varna
Bulgaria

19 Jan 26

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 EXPLORER / Voyage 005-UEX/SANTOS-01/26 / Santos / USM-260021-1H**

Dear (agency's name) 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

<u>Vessel</u>		<u>Dry</u>	
Name	UNITY EXPLORER	No. of holds	5
Built	2016		
Flag	BHS - Bahamas		
Classification society	Korean Register		

Main details

Type	Bulk Carrier
DWT	60678
LOA (m)	199.96
Beam (m)	32.26
Draft SW S/W/T	12.915
GT / NT	35898 / 19229
LBP (m)	193
Molded depth (m)	18.8
Lloyds/IMO no.	9726035
Call sign	C6CR6

Communication

Telecom / Cell phone +44 203769885
Telex no 1 +431101580/81
Satellite phone 1 +44 2037692886
E-mail unity.explorer@fleet.unity-sm.com

Port Call Details

Vessel UNITY EXPLORER **ETA** 26 Jan 26 - 00:00
Voyage Number 005-UEX/SANTOS-01/26
Port Santos
Country Brazil

Cargo / Activity Details

Activity # 1 Crewing
Crew Type Sign On
No of Crew Members 7
Service Date 26 Jan 26
Remark ON-SIGNERS - 7 PERSON(S)
1. GLUKHODID, IVAN Rank: CHIEF_OFFICER Nationality: UKRAINIAN
2. RANI, DURGA PRASAD Rank: SECOND_OFFICER Nationality: INDIAN
3. BUAGAS, MANUEL Rank: ABLE_SEAMAN Nationality: FILIPINO
4. MANGSI, LUCINO Rank: ABLE_SEAMAN Nationality: FILIPINO
5. to be assigned Rank: ABLE_SEAMAN Nationality: FILIPINO
6. CABRERA, ARTHUR CHRIS Rank: ORDINARY_SEAMAN Nationality: FILIPINO
7. to be assigned Rank: OILER Nationality: FILIPINO

Activity # 2 Crewing
Crew Type Sign Off
No of Crew Members 8
Service Date 26 Jan 26
Remark OFF-SIGNERS - 8 PERSON(S)
1. KHVOSTOV, SERGEY Rank: CHIEF_OFFICER Nationality: RUSSIAN
2. ARTEM, YANKO Rank: SECOND_OFFICER Nationality: UKRAINIAN
3. EDIL GARRY OJENO Rank: ABLE_SEAMAN Nationality: FILIPINO
4. MARC LESTER LLONA Rank: ABLE_SEAMAN Nationality: FILIPINO
5. ALMERANTE ABAN Rank: ABLE_SEAMAN Nationality: FILIPINO
6. JONDALAR SARMIENTO Rank: OILER Nationality: FILIPINO
7. ALFRED LUGAGAY Rank: ORDINARY_SEAMAN Nationality: FILIPINO
8. WESSON GAYTOS Rank: ORDINARY_SEAMAN Nationality: FILIPINO

Contact Person Details

Contact 1

Name Margarita Todorova
Phone +35952918339
Mobile +359882020851
Email 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

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 Explorer Ltd.
Master and Owner "Unity Explorer",
Address:6 Bloomsbury Square, London, England,
WC1A 2LP,UK
c/o US Crewing Services Ltd

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