

Port Agency Appointment & Pro-forma Disbursement Account Request



COSTAMARE SHIPPING COMPANY S.A
60 Zephyrou str. & Syngrou ave.,
175 64
Athens
Greece

11 Feb 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 HYDRUS / Voyage LDC iTAQUAI / Itaqui / CTH-260069-1

We hereby appoint you to perform the below services on board of our vessel during her call at the mentioned port.

Please note:

1. No expenses shall be accepted for any operation or service requested directly by the crew without prior written approval from Costamare or the Technical Manager's office.
2. It is MANDATORY to submit the OSRS (Owner Service Requirement Sheet) together with the Post-Departure Disbursement Account (PDDA). For further details, please refer to the OSRS-related instructions provided below.

Vessel Details

Vessel

Name HYDRUS
Built 2011
Flag MHL - Marshall Islands
Classification society Nippon Kaiji Kyokai

Dry

No. of holds 7
No. of hatches 7

Main details

Type Bulk Carrier
DWT 81601
LOA (m) 229.06
Beam (m) 32.3
Draft SW S/W/T 14.471
GT / NT 45263 / 26562
LBP (m) 223.5
Molded depth (m) 20.2
Lloyds/IMO no. 9576260
Call sign V7CJ4

Ship Manager Details

Name Navilands Greece
Address Trust Company Complex Ajeltake
Road
Ajeltake Island,
Postal Code MH96960
City Majuro
Country Marshall Islands
E-mail noemail@da-desk.com

Communication

Telecom / Cell phone +302 112343489
Satellite phone 1 + 30 6972445985
Satellite phone 2 +870 773913435
E-mail hydrus@infinitymail.eu

Port Call Details

Vessel	HYDRUS	ETA	23 Feb 26 - 00:00
Voyage Number	LDC ITAQUAI		
Port	Itaqui		
Country	Brazil		

Cargo / Activity Details

Activity # 1 Non-Commercial
Remark RIGHTSHIP INSPECTION

MARINE
ATTENDANCE (IOANNIS MAVROMATIS MSI)
(Nationality: Greek, Airport transportation, Hotel)

Contact Person Details

Contact 1

Name	Dimitris Stamatelopoulos
Phone	+302109490271
Mobile	+306973022619
Email	ops.dry@costamare.com,dry@costamare.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.

Service Request for Crewing In order for us to assess the potential costs at this port, kindly provide your indicative prices for the following services by submitting through the DA-Desk Platform ;

Service Request for Technical In order for us to assess the potential costs at this port, kindly provide your indicative prices for the following services by submitting through the DA-Desk Platform ;

Service Request for Quality / Safety In order for us to assess the potential costs at this port, kindly provide your indicative prices for the following services by submitting through the DA-Desk Platform ;

Introduction All Husbandry matters/communication must be dealt with directly with the Operator
- All communication should be prefixed with: vessels name / voyage number / port name
- 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 The ETA mentioned is a tentative ETA and any changes will be directly communicated by the Master.

Upon confirmation of appointment, our relevant departments will contact and liaise with you for services required in the port.

Our technical and crew managers, Messrs Navilands,, will contact you in order to proceed to all necessary arrangements for the requested operation.

AGENT IS KINDLY REQUESTED TO UPLOAD PDA UPON SAILING OF THE VESSEL ACCORDING TO SERVICES ACTUALLY RENDERED DURING SUBJECT CALL.

AGENT'S ATTENTION IS APPRECIATED SO AS TO AVOID SIGNIFICANT DIFFERENCES BETWEEN PDA SUBMITTED & FDA/INVOICES FINALLY ISSUED.

Owners Service Requirement Sheet (OSRS)

Please find attached the OSRS format, which must be completed prior to the vessel's departure. The form should be duly signed and stamped by the Master either during the port call or, if more convenient, shortly after sailing prior PDDA submission. In the latter case, we kindly request that the completed form be forwarded to the Master for prompt verification.

It is the agent's responsibility to ensure that the signed OSRS form is uploaded into the DA-Desk system while submitting the Post-departure DA. Failure to include this document may result in extended verification procedures and potential delays in payment processing.

Important Notes:

- 1) Payment of any outstanding funds will be withheld if the OSRS form is incomplete, unsigned, or if the FDA contains charges beyond the agreed scope of services.
- 2) The OSRS form should strictly outline the scope of services provided.

Please refer to attached file [OSRS Updated 2025.xlsx](#) for further details.

Crew list

It is imperative that an updated Arrival and Departure crew list including Supernumeraries is included in the Final DA. Delays in payment will occur due to additional verification if the crewlist is not included.

Advance payments and Final Settlement of Balances

It is our policy to remit no advance in 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 cth@da-desk.com

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.

Invoicing Instructions

Please address your Final DA as under to avoid delays in processing and settlement.

Laudio Marine Corp. 80 Broad Street, Monrovia, Liberia
c/o COSTAMARE SHIPPING S.A.
60, Zephyrou Str. & Syngrou Avenue, 17564, Palaio Faliro , Athens, Greece

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.

Pro-forma DA

Please submit your pro-forma DA in the DA-Desk system by 27 Feb 26

Kind Regards

COSTAMARE SHIPPING COMPANY S.A.