

# Port Agency Appointment & Pro-forma Disbursement Account Request



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

04 Mar 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** **BUILDER / Voyage BR-EU / Paranagua / CTH-260084-1**

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** BUILDER  
**Built** 2012  
**Flag** LBR - Liberia  
**Classification society** Lloyd's Register

### Dry

**No. of holds** 7  
**No. of hatches** 7

### Main details

**Type** Bulk Carrier  
**DWT** 81541  
**LOA (m)** 229  
**Beam (m)** 32.3  
**Draft SW S/W/T** 14.5  
**GT / NT** 44289 / 26846  
**Panama GT / NT** / 38186  
**Suez GT / NT** / 41773  
**LBP (m)** 225  
**Molded depth (m)** 20.2  
**Lloyds/IMO no.** 9589255  
**Call sign** 5LBD3

### 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

**Satellite phone 1** +870 773911894  
**Satellite phone 2** +870 771306386  
**E-mail** builder@infinitymail.eu

## Port Call Details

<b>Vessel</b>	BUILDER	<b>ETA</b>	19 Mar 26 - 12:00
<b>Voyage Number</b>	BR-EU	<b>Previous Port</b>	Singapore
<b>Port</b>	Paranagua		
<b>Country</b>	Brazil		

## Cargo / Activity Details

**Activity # 1** Non-Commercial  
**Remark** Crew change 2on / 2off

## Contact Person Details

### Contact 1

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

## Agreements / Contracts

**Garbage disposal Contract** Please note we have a direct contract with Parana Oil Comercio de Oleos Ltda for Garbage disposal services. Please coordinate with Parana Oil Comercio de Oleos Ltda for Garbage disposal services.

The supplier will bill directly hence please do not include the costs in your PDA and FDA.

**Launch Hire Contract** Please note we have a direct contract with Oceanica Empresa De Apoio a Navegacao Ltda for launch/motorboat services, linesmen (mooring/unmooring) and fresh water supply. Please coordinate with Oceanica Empresa De Apoio a Navegacao Ltda for launch/motor boat services. linesmen (mooring/unmooring) and fresh water supply.

The supplier will bill directly hence please do not include the costs in your PDA and FDA.

**Slops / sludge disposal Contract** Please note we have a direct contract with Parana Oil Comercio de Oleos Ltda for Slops / Sludge disposal services. Please coordinate with Parana Oil Comercio de Oleos Ltda for Slops / Sludge disposal services.

The supplier will bill directly hence please do not include the costs in your PDA and FDA.

## 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.

<b>Service Request for Crewing</b>	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 ;
<b>Service Request for Technical</b>	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 ;
<b>Service Request for Quality / Safety</b>	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 ;
<b>Introduction</b>	<p>All Husbandry matters/communication must be dealt with directly with the Operator</p> <ul style="list-style-type: none"><li>- All communication should be prefixed with: vessels name / voyage number / port name</li><li>- Please ensure that your contact details Tel/Fax/Email/PIC are included within the PDA submitted as well as AOH details.</li></ul> <p>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.</p>
<b>Instruction to Agent</b>	<p>The ETA mentioned is a tentative ETA and any changes will be directly communicated by the Master.</p> <p>Upon confirmation of appointment, our relevant departments will contact and liaise with you for services required in the port.</p> <p>Our technical and crew managers, Messrs Navilands,, will contact you in order to proceed to all necessary arrangements for the requested operation.</p> <p>AGENT IS KINDLY REQUESTED TO UPLOAD PDA UPON SAILING OF THE VESSEL ACCORDING TO SERVICES ACTUALLY RENDERED DURING SUBJECT CALL.</p> <p>AGENT'S ATTENTION IS APPRECIATED SO AS TO AVOID SIGNIFICANT DIFFERENCES BETWEEN PDA SUBMITTED &amp; FDA/INVOICES FINALLY ISSUED.</p>
<b>Owners Service Requirement Sheet (OSRS)</b>	<p>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.</p> <p>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.</p> <p>Important Notes:</p> <ol style="list-style-type: none"><li>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.</li><li>2) The OSRS form should strictly outline the scope of services provided.</li></ol> <p><b>Please refer to attached file <a href="#">OSRS Updated 2025..xlsx</a> for further details.</b></p>
<b>Crew list</b>	It is imperative that an updated Arrival and Departure crew list including Supernumeries is included in the Final DA. Delays in payment will occur due to additional verification if the crewlist is not included.
<b>Advance payments and Final Settlement of Balances</b>	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
<b>DA Administration &amp; Upload</b>	DA-Desk is our Disbursement Account administration and processing service provider. <b>Please refer to attached file <a href="#">Disbursement Account Administration.pdf</a> for further details.</b>
<b>Invoicing Instructions</b>	<p>Please address your Final DA as under to avoid delays in processing and settlement.</p> <p>Valrose Marine Corp. 80 Broad Street, Monrovia, Liberia c/o COSTAMARE SHIPPING S.A. 60, Zephyrou Str. &amp; Syngrou Avenue, 17564,Palaio Faliro , Athens, Greece</p> <p>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</p>

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 23 Mar 26

Kind Regards

COSTAMARE SHIPPING COMPANY S.A.