Port Agency Appointment &
Pro-forma Disbursement Account Request

Marine Trust Ltd.
Vergoti Square,
Glyfada
16675
Athens
Greece
Phone : +30 2108922400
Email : marops@marinetrust.gr
Website : www.marinetrust.gr

07 Jul 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 **GUARDIAN / Voyage 23 / Barcarena / MRT-260218-1**

We are pleased to appoint your company as the attending agent for the subject vessel as per the details below

Vessel Details

Vessel

Name	GUARDIAN
Built	2015
Flag	MHL - Marshall Islands
Classification society	American Bureau of Shipping

Dry

No. of holds	5

Main details

Type	Bulk Carrier
DWT	61258
LOA (m)	199.98
Beam (m)	32.283
Draft SW S/W/T	13.3
GT / NT	34859 / 20238
Panama GT / NT	/ 28853
Suez GT / NT	/ 33301
LBP (m)	195
Geared	4 x Crane (30 T)
Molded depth (m)	18.6
Lloyds/IMO no.	9714692
Call sign	V7KD7

Communication

Port Call Details

Vessel	GUARDIAN	**ETA**	08 Jul 26 - 00:00
Voyage Number	23		
Port	Barcarena		
Country	Brazil		

Cargo / Activity Details

Activity # 1	Non-Commercial
Remark	owners matters Only

Contact Person Details

Contact 1

Name	Ioannis Ftoulis
Email	marops@trustbulkers.gr

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.

(a) Appointment Header

We are pleased to appoint your company as the attending agent for the subject vessel. You are requested to give us a detailed breakdown of expenses / best discount on agency fees for owners favor, along with your full style address-banking details. Based on inward normal times and outward overtime.

Please note all invoices are to be issued to the owning company of this vessel, i.e. As follows:

EU Port:
***

Non-EU Port:
OWING COMPANYS NAME (To be inserted by operator)

C/O Trust Bulkers Ltd.
Vergoti Square
166 75 Glyfada
Athens - Greece

(a) Introduction

All Operational matters/communication must be dealt with directly with the Operator.

- All communication should be prefixed with: vessels name / voyage number / port name
- Marine Operations department office hours are from Monday to Friday 10.00 to 18.00 hrs (Greek Time). Please ensure that all messages related to operational matters and/or addressed to the Marine Operations department must be sent to marops@trustbulkers.gr

During after office hours including weekends and holidays, any urgent issues requiring immediate action must be followed up by a telephone to relevant Operator.

Note:
DA-DESK is our disbursement account administration and processing department, and will not

take any operational decisions, such as e.g. use of additional tugs, cranes, shifting, overtime etc.
DA-Desk is to be contacted only regarding the Disbursement Account.

(a) Owners agents breakdown request

Please revert with below items:

1. Crew matters
- Invitation letter
- Immigration fee (per crew)
- Transportation fee from airport to port (indicate number of persons)
- Transportation fee from hotel to port (indicate number of persons)
- Visa fee (per crew)
- Hotel fee (per crew per day)
2. Ship spares clearance and on board delivery (transportation)
CLEARANCE COST / TRANSPORTATION COST / TOTAL COST
0-20 KGS :
20-50 KGS :
50-100 KGS :
100-300 KGS :
300-500 KGS :
1000 KGS and above :
3. Agency fee : (indicate if L/S or number of days)
4. Forwarding instructions/details for sending spares :
5. Forwarding instructions/details for sending DHL courier :
6. Cost for launch for (indicate cost in normal time and overtime):
- crew changes at anchorage or alongside (if required)
- attendance of technician at anchorage (if required)
- delivery of spares or provisions at anchorage or alongside (if required)
- if all above can be combined in one launch service
7. Cost for renewal of SSEC
8. CTM delivery charges and commissions
9. Garbage disposal cost
10. Fresh water availability and cost (indicate additional barging cost if applicable)

(a) Head-Owners / Managers Expenses

Head-Owners/Managers expenses will not be pre-funded in the Proforma.

For any Owners matters' task, when proceeding there should be a prior confirmation by the person in charge from our Company's responsible department requesting the assignment and there should be full disclosure of all the relevant cost involved with this task for receiving confirmation to proceed.

Please note that ships husbandry costs are only accepted in our final disbursements account. All Head-Owner's costs must be accompanied by an original invoice and the confirmation that they were executed must be duly signed/stamped by the Master and/or Head Owners' person in charge, where failing to do, such costs will not be accepted by our Disbursement team.

Crew changes: in case of crew changes and necessity of accommodation, we wish crew to be accommodated in hotels of reasonable price / cost. In case the cost exceeds $100 per night per person, we must be informed in advance.

For use of launches, taxi or other transportation services, in order the owners to approve the expenses; we must receive full supporting explanatory documents - vouchers, ie:
In case of persons transported, the vouchers must clearly show who was transported, when, from where to where and the supporting vouchers must be signed by the relevant persons. In any event, please include in the final disbursement accounts also a cover letter recapitulating / giving a brief explanation of all the attached items/costs.
In case of spares - stores transported to the vessel, your final disbursement accounts must include a receipt by the master and the supporting vouchers must specify what items were transported (brief description, kg, volume), when transported, from where to where.

In any event, please include in the final disbursement accounts also a cover letter recapitulating / giving a brief explanation of all the attached items/costs.

In any case, for the sake of clarity and in order the invoices to be approved; the expenses must be clearly documented. Please give the necessary attention to the above.
Please always keep in copy our accounting department for cost involved matters accounts@trustbulkers.gr

(a) Agency Remuneration

"All In", including agency fee, car hire, postage and petties, providing of Cell phone (not airtime), use of customs bond. We consider that only one "Agency Fee" is payable for each

	port call. That fee should be the absolute Total fee for all agency work done for the port call. In the case where Crew are being taken to/from airport or doctor, etc., Or spares are being Handled, or any other extraordinary service is performed, we expect to be Billed separately for each item without any additional agency fee.
GDPR	General Data Protection Regulation (GDPR) **Please refer to attached file Standard Contractual Clauses GDPR.docx for further details.**
(a) 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.**
	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,

Marine Trust Ltd.