Port Agency Appointment &
Pro-forma Disbursement Account Request

Unity Ship Management Ltd
6 Bloomsbury Square,
WC1A 2LP
London
England
United Kingdom

10 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 **UNITY MOON / Voyage UMO/FORTALEZA-07/26 / Fortaleza / USM-260259-1H**

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 CREWING COSTS IN THIS PORT CALL

Vessel Details

Vessel

Name	UNITY MOON
Built	2019
Flag	BHS - Bahamas
Classification society	Nippon Kaiji Kyokai

Dry

No. of holds	5

Main details

Type	Bulk Carrier
DWT	36898
LOA (m)	179.99
Beam (m)	30
Draft SW S/W/T	10.339
GT / NT	22683 / 12312
LBP (m)	175.6
Molded depth (m)	14.63
Lloyds/IMO no.	9832432
Call sign	C6FM3

Communication

Telecom / Cell phone	+44 2037690722
Telex no 1	+431101144
E-mail	unity.moon@fleet.unity-sm.com

Port Call Details

Vessel	UNITY MOON	**ETA**	12 Jul 26 - 00:00
Voyage Number	UMO/FORTALEZA-07/26		
Port	Fortaleza		
Country	Brazil		

Cargo / Activity Details

Activity # 1	Technical
Item Description	surveyor attendance

Contact Person Details

Contact 1

Name	Borislava Georgieva
Phone	+44 20 3758 4059
Mobile	+359 88 834 4708
Email	ops@unity-sm.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

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

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. Spares delivery including customs clearance and delivery onboard. Number of days required for customs clearance and any other helpful information. 2. If launch boat is required for delivery o/b – estimated costs for it
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 Moon Ltd Master and Owner "Unity Moon" c/o Unity Ship Management Ltd Disraeli House, 6 Bloomsbury Square, London, WC1A 2LP UK Accounts@unity-sm.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,

Unity Ship Management Ltd