



MANZANILLO INTERNATIONAL TERMINAL – PANAMA, S.A.

MIT RULES AND GUIDELINES

April 2024

The following replaces all previous correspondence into one reference document. In addition, **MIT** has reviewed and modified our procedures and guidelines to reflect actual operating conditions. Some rules and guidelines have been deleted while others have been added. As **MIT** continues to grow, we will be relying upon our customer's observation of MIT rules to assist **MIT** in providing the best possible service at all times. As always, we pledge flexibility as circumstances permit.

Yours truly,

MANZANILLO INTERNATIONAL TERMINAL – PANAMA, S.A.

A handwritten signature in black ink that reads 'Tom Newman'.

Tom Newman
Port Administrator

INDEX

A. TUGS, PILOTS AND ANCILLARY SERVICES

- SERVICE

B. ARRIVAL AND DEPARTURE REQUIREMENTS

- ARRIVAL
- DEPARTURE

C. BERTHING

- PRIORITY
- DOCUMENTATION
- CARGO AVAILABILITY
- LATE ENTRY
- CARGO AGAINST VESSEL
- LATE ADDITION
- BUNKERING
- DAMAGES

D. GANGS

- ORDERING GANGS – DEADLINES
- CANCELLATION OF GANGS
- GANG ALLOCATION
- START TIMES
- MINIMUM GANG CHARGE
- HOLIDAYS

E. LINESMEN

F. TERMINAL

- GATE
- EMPTY BOOKOUT/EDO
- INSPECTION OF EMPTY CONTAINERS – CARGO GATE
- LOAD LIST/CARGO CUT-OFF TIMES – Ro-Ro Cargo/Breakbulk Cargo
- FREE TIME AND DEMURRAGE - FULL CONTAINERS
- SPECIAL YARD SEGREGATION:
- TERMINAL FUNCTIONS AND MAINTENANCE
- KNOCKING DOWN FLAT RACKS
- BOATS

G. ACCESS TO THE TERMINAL

- HOLD HARMLSS
- VESSEL VENDORS
- ACCESS TO OPERATIONAL AREA
- SHIP'S INFORMATION
- DENIAL OF ACCESS

H. SECURITY

- SERVICES
- SEARCH
- SEALS
- WEAPONS, ALCOHOL, NARCOTICS
- INSPECTIONS

I. DOCUMENTATION

- HAZARDOUS CARGO – Pre-Arrival Documentation of Dangerous Goods
- REFRIGERATED CARGO
- QUARANTINE CARGO
- DOCUMENTATION DISTRIBUTION
- GATE TRANSACTIONS
- AUTOMOBILE OPERATIONS
- EMPTY CONTAINER HOLDS
- CHANGE OF SIZE/TYPE, OWNER OR STATUS

J. CARGO OPERATIONS

- PERSONNEL
- MIT CRANES
- VESSEL GEAR
- LASHING
- CARGO AND CONTAINER EQUIPMENT CONDITION

K. TRANSSHIPMENT CARGO

- DEFINITION OF TRANSSHIPMENT CARGO
- IDENTIFICATION AND CHANGES

L. BREAKBULK AND PROJECT CARGO

M. MISCELLANEOUS

- CUSTOMS/ADUANA
- GARBAGE DISPOSAL
- HOT WORK AND DEAD SHIP
- L.T.L. or L.C.L. CARGO (less than full truck/container loads)
- OFFICIAL NAME FOR CARGO DECLARATION
- POLLUTION IN PANAMANIAN WATERS
- STORES AND REPAIRS

N. RATES

MIT RULES AND GUIDELINES

A. TUGS, PILOTS AND ANCILLARY SERVICES

○ SERVICE

- The ship's agent is responsible for contracting the tugs, pilot, and ancillary services.
- Any/all contractors selected by the customer/agent must satisfy all of MIT's approval criteria prior to receiving permission to operate at MIT, as outlined by the Security Department.
- The ship's agent is responsible for notifying the tug, pilot, and other ancillary service providers of the vessel's arrival and departure information. Access to be coordinated with and approved by the relevant MIT department.

B. ARRIVAL AND DEPARTURE REQUIREMENTS

○ ARRIVAL

- All traffic is considered to have arrived MIT waters when:
 - Arriving at MIT sea buoy, or
 - Arriving at Mole buoy traveling northbound.
- Vessel ETA must be confirmed in writing 24 hours in advance of arrival.
 - All times should be at the MIT sea buoy.
 - MIT must be updated with subsequent changes.

○ DEPARTURE

- All vessels must be prepared to depart within 30 minutes after completion of agreed berth window.
- Late Departure Penalty: Failure to depart through no fault of stevedore within 30 minutes of completion of agreed berth window will be subject to a Late Departure Penalty unless receiving prior written consent of MIT to remain on berth.
- All requests to remain on berth longer than 30 minutes must submit for and receive written approval from MIT operations in advance of completion of agreed berth window.
- A customer's vessel representative must be available on the final shift.

C. BERTHING

○ PRIORITY

- The berthing policy will be based on a first-come, first-served basis, except for the shipping lines with berths assigned by contract arriving on proforma and for operational flexibility.

○ DOCUMENTATION (Inbound and Outbound Cargo List): Discharge, Load, in-transit and empty request.

- Berthing may not be permitted unless there is full compliance with the required documentation that will guarantee the safe and secure handling of vessels and cargo as required by the authorities or

MIT a minimum of 18 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours.

- A complete inbound discharge list of all containers/cargo full/empty must be received by MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours. For calls from short distance ports (less than 18-hour steaming time) this list is to be received not later than 18 hours.
- A complete outbound discharge list of all containers/cargo full/empty must be received by MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours. For calls from short distance ports (less than 18-hour steaming time) this list is to be received not later than 12 hours.
- A complete in-transit or ITT (by rail or truck) list of all containers/cargo full/empty must be received by MIT not later than 24 hours prior to start of shift of vessel cargo operations basis ETA in the last 24 hours.
- Any cancellation of empty requests while the vessel is under operation will incur a penalty of one-yard re-handle per container.
 - o CARGO AVAILABILITY AND CARGO CUTOFF TIMES - CONTAINERS
- Berthing may not be permitted if outbound and/or connecting full/empty containers are not on the terminal and if this situation may impede the berthing of another vessel waiting a berth.
 - o LATE ENTRY
- All outbound and/or connecting full/empty containers must be readily available at the MIT container yard prior to the established cargo cut off time. A Late Entry per container charge will be assessed for each Late Entry container/cargo unit not declared or physically not received prior to the MIT cutoff. Any exception must be permitted by and subject to approval by MIT under a Late Entry request.
- Late Entry Cut-off:
 - For weekdays: After 1800 prior to the ensuing night vessel operations shift or after 1200 for the ensuing day vessel operation shift.
 - From Saturday night through Monday day shift included: After 1200 for Sunday and Monday day shift.
- Late Entry Request must be submitted in writing and include as minimum:
 - a) Start and end times of Late Entry activity.
 - b) Vessel/Voyage of Late Entry containers.
 - c) Total amount and list of Late Entry containers.
 - d) Contact details of requesting party (name, email and 24-7 phone).
 - e) Pre-confirmation of Late Entry cost approval.
- o CARGO AGAINST VESSEL
- All outbound and/or connecting full/empty containers must be readily available at the MIT container yard prior to the established cargo cut off time. A Cargo Against Vessel per container charge will be assessed for each container/cargo unit physically not received prior to the prior to start of shift of vessel cargo operations. The acceptance of Cargo Against Vessel once it commences work is

not automatic and is subject to approval by MIT under a Cargo Against Vessel request. Prior authorization and mutual consent of both MIT and Line's port captain/representative/agent. If the acceptance of cargo against the vessel jeopardizes her on-time sailing and the berthing of another vessel, MIT can reject such cargo.

- Cargo Against Vessel request must be submitted in writing and include as minimum:
 - a) Vessel/Voyage of Cargo Against Vessel containers.
 - b) Total amount and list of Cargo Against Vessel containers.
 - c) Contact details of requesting party (name, email and 24-7 phone).
 - d) Pre-confirmation of Cargo Against Vessel cost approval.
 - o LATE ADDITION:
- MIT normally will not accept adding cargo for a vessel after it commences work. All outbound and/or connecting full/empty containers must be declared in Discharge and Load List prior to the established cargo documentation cut off times. A Late Addition per container charge will be assessed for each any NEW addition to the Load or Discharge list accepted against the vessel. The acceptance of Late Addition is not automatic and is subject to approval by MIT under a Late Addition request. Prior authorization and mutual consent of both MIT and Line's port captain/representative/agent. If the acceptance of Late Addition the vessel jeopardizes her on-time sailing and the berthing of another vessel, MIT can reject such cargo. MIT does not take any responsibility for the unforeseen impact that these Late Addition create including but not limited to vessel delays, stowage changes, late submission of stowage plans to the vessel and/or prolonged port stays.
- Late Addition request must be submitted in writing and include as minimum:
 - a) Vessel/Voyage of Late Addition containers.
 - b) Total amount and list of Late Addition containers.
 - c) Contact details of requesting party (name, email and 24-7 phone).
 - d) Pre-confirmation of Late Addition cost approval.
 - o BUNKERING
- Bunkering/fueling of a vessel at MIT from a tank truck or barge alongside the vessel or offshore side of the ship will only be permitted subject to the formal written request by the agent with written authorization from MIT prior to the commencement of operations.
 - Bunkering start time, duration, and finish time must be submitted with each request.
 - All approved requests must have a MIT stamp and signature.
- All bunkering/fueling operations must be completed prior to the completion of cargo operations unless otherwise agreed to by MIT operations in writing.
- Failure to finish bunkering/fueling operations on time will be penalized at the Late Departure Penalty.
- A bunker fee per vessel/barge is applicable.
 - o DAMAGES
- MIT's primary course of action to recover damages caused by a vessel will be against the steamship line.

D. GANGS

○ ORDERING GANGS – DEADLINES

- Notification of vessel ETA and arrival information must be received 48 hours in advance of, and as a prerequisite to, ordering gangs.
- Gang-ordering Monday night shift thru Saturday deadlines are as follows:
 - Day Shift: Noon of the previous day.
 - Night Shift: 1600 the previous day.
- Sunday thru Monday Gang ordering are as follows:
 - Sunday Day: By 1200 Saturday
 - Sunday Night: By 1200 Saturday
 - Monday: by 1200 Saturday

Note: Exception – Monday Night Shift can be ordered by noon (1200) Monday.

○ CANCELLATION OF GANGS

- Day Gangs
 - Prior to 1700 the day before: 8-hour minimum to be billed.
- Night Gangs
 - Before 1200 same day: 8-hour minimum to be billed.
- Day or Night Gangs (Saturday, Sunday, and Monday)
 - Before 1200 Saturday: 8-hour minimum to be billed.

○ GANG ALLOCATION

- By MIT discretion based on availability, vessel priority and commitments.
- Gangs may not be allocated as requested if required documentation is not received prior to the designated documentation cut-off times.

○ START TIMES

- Normal shift starting times:
 - Day Shift: 0700
 - Night Shift: 1900

○ MINIMUM GANG CHARGE

- Minimum Gang Charge: Minimum fee for the use of one (1) gang.

○ HOLIDAYS

- The following holidays are observed at MIT:
 - 1 January New Year's Day
 - 9 January Martyrs' Day
 - Moveable/Feb. Carnival Day
 - Moveable/Apr. Good Friday
 - 1 May Labor Day
 - 3 November Independence from Colombia
 - 5 November Day of Colon

- 10 November Independence's First Call
 - 28 November Independence from Spain
 - 8 December Mother's Day
 - 20 December National Mourning
 - 25 December Christmas Day
 - Others declared National mourning days, etc.
- The cargo gate will be closed during MIT holidays except that:
 - Special holiday late gates can be arranged under the specific terms and conditions posted in the MIT circular published prior to the ensuing holiday.
 - Vessel operations will be conducted 365 days.
 - A 20 (twenty) percent cargo-handling surcharge is applicable during all National Holidays.
 - Free time for local cargo will be extended one additional day to compensate for the observed holiday, when it falls Monday through Saturday.
 - Only one free-time extension will be granted when multiple holidays fall within the original free-time period.

E. LINESMEN

- Provided by MIT one half hour before posted ETA or ETD of vessel at the terminal.

F. TERMINAL

- GATE
- Normal gate hours are:
 - Import cargo and empty containers: 0800 to 1700 Monday through Friday, and 0800 to 1200 noon on Saturday.
 - Export cargo: 0800 to 1800 Monday through Friday, and 0800 through 1200 noon on Saturday.
- Late gate is a gate operation performed outside the normal gate hours.
 - Late gates may be arranged by request of the steamship line agency only.
 - Late gate requests must be filed no later than 1500 same day up to midnight.
 - Late gate requests must be filed no later than 24hrs prior notice for a Full Late Gate until 0500AM next day.
- All late gate requests must be accompanied by a complete list of containers to be received or delivered by MIT.
- If documents accompanying requests for late gate are incomplete or non-specific, MIT will provide service until the last container provided by list has entered or exited but will collect until the beginning of the next MIT gate period.
- All late gate request requirements must be met by the customer to ensure that customs, quarantine and MIT labor will be available.
- A late gate fee per hour, with the following restrictions:
 - Monday to Friday: one (1) hour extension from 1800 until 1900 hours, then four (4) additional hours minimum after 1900 hours.
 - Weekend/holidays: minimum four (4) hours
- Overweight containers: Any export containers that are determined to be overweight will be rejected and must pay an Overweight Container Handling Fee.

- Over-dimensional containers requiring special handling - All over-dimensional import or export containers requiring the use of cables or straps will be billed a Use of Cables fee. This fee must be cancelled at the demurrage window.
- - o EMPTY BOOKOUT/EDO
 - An Empty Bookout fee is applied to all Empty Gate-Out moves that do not return to MIT in a 30-day period.
 - o INSPECTION OF EMPTY CONTAINERS – CARGO GATE
- Inbound Empties - Empty container equipment entering through the MIT cargo gate is inspected for damage, cleanliness, overall conditions, and the presence of contraband according to the following procedures:
 - The trucker opens doors of container and places mobile stairs against back end of container.
 - MIT Security K-9 Team randomly conducts checks on empty containers entering the port.
 - MIT Gate Checker enters container and inspects for cleanliness and the presence of holes, cuts, or tears in the container.
 - If the container is dirty (paper, shrink wrap, cardboard, etc.), the trucker is instructed by MIT checker to clean the container. If the amount of rubbish is too excessive or the trucker refuses to clean the container, the container is rejected by MIT and sent back to consignee for cleaning.
 - If a hole, tear, or cut is detected, this damage along with its location on the container is noted on the Equipment Interchange and Inspection Report (EIR), a copy of which is given to the trucker and to the steamship line.
 - If MIT's Container Equipment Maintenance Department (CEM) works with the s/s line, the container is segregated pending CEM inspection/quotation.
 - If CEM does not work with the s/s line, the container is segregated pending evacuation order from the line.
 - MIT clerk inspects the outside of container for overall condition and notes this condition on the EIR.
 - Container is assigned a seal of the s/s line by the MIT seal inspector. Said seal is recorded both in the seal inspector's log as well as MIT's computer system and is printed on the EIR.
 - Seal is applied to container by MIT security.
 - Special requests for inspections or services, such as securing tarpaulins on open-top containers, sealing these units with cable seals, etc. will be agreed upon on a case by case basis, depending on the requirements of the customers.
- Outbound Empties – Empty container equipment exiting MIT is inspected for overall conditions by MIT personnel. The trucker is responsible for inspecting the equipment internally for damage and cleanliness.
 - Trucker is responsible to decide if a container is suitable for the purpose of the consignee. Prior to gating out, containers may be replaced at no additional charge, until the trucker is satisfied with the condition of the unit. MIT will not assume responsibility for the condition of a container once it has gated out.
 - MIT checker inspects overall conditions of exterior of container and notes this on the inspection portion of the EIR.
 - MIT security reconfirms that the container is empty before exiting terminal.
 - o LOAD LIST/CARGO CUT-OFF TIMES – Ro-Ro Cargo/Breakbulk Cargo
- A complete load list of all Ro-Ro Cargo or Breakbulk Cargo must be received at MIT no later than 1200 (noon) for the night shift and/or the next day shift.

- MIT does not permit the receipt of Ro-Ro Cargo or Breakbulk Cargo after 1500 prior to the ensuing night vessel operations shift or after 1700 for the ensuing day vessel operation shift. A Late Entry per automobile or flatbed/cargo charge will be assessed for each automobile or flatbed/cargo unit not physically received prior to the cutoffs above.
- MIT normally will not accept any cargo for a vessel after it commences work. The acceptance of cargo against the vessel once it commences work is not automatic and is subject to ALL of the following:
 - The vessel working schedule;
 - Prior authorization and mutual consent of both MIT and the lines' port captain/representative.
 - A Late Addition to Load/Discharge per automobile or flatbed/cargo charge is collectable for any NEW addition to the load list accepted against the vessel.
- FREE TIME AND DEMURRAGE
- Domestic cargo is subject to 7 (seven) calendar days of free time.
- Transshipment cargo free time is arranged by Contract.
- Cargo remaining at the terminal over the allocated free time will be subject to Storage.
- All demurrage charges must be paid by the receiver prior to release of the cargo, unless otherwise guaranteed by the steamship line.
 - Only cash or certified check will be accepted for demurrage more than \$500.
- Cargo remaining on MIT property longer than 50 (fifty) consecutive days or when demurrage charges exceed the value of the cargo shall be subject to lien or sale of cargo to pay any/all accrued costs, including legal and collection fees.
 - SPECIAL YARD SEGREGATION:
 - Special Yard Segregation (Full/Empty): Above and beyond size/type or transport mode that requires dedicated yard slots and/or space. Requests for Special Yard Segregation must be submitted in writing by inbound and outbound documentation list cutoffs specified in the section: DOCUMENTATION. INBOUND AND OUTBOUND CARGO LISTS: DISCHARGE, LOAD, AND IN-TRANSIT will be billed as per rate schedule per Yard Re-Handle Rate/Per move. Subject to prior approval from MIT.
- - TERMINAL FUNCTIONS AND MAINTENANCE
 - All clerk tallies, inventories, interchanges, dock and delivery receipts, maintenance/monitor of reefers, and repairs of any and all equipment will be performed solely by MIT staff.
 - KNOCKING DOWN FLAT RACKS
 - All empty flat racks delivered to MIT should be in "knocked down" position. Else MIT will knock down prior to receiving and the line will be billed for one (1) yard re-handle.
 - BOATS
 - The boat owner or his representative must be present during the operation, must issue a letter of indemnity before starting and must furnish the cradle. He is responsible for the positioning of the nylon straps to hoist the boat. In the case the owner or his representative is not present, a person to be hired by the owner will check the positions of the slings underwater.

- No boat is to come alongside MIT before all proper documentation is ready. Moreover, no boat will go to the water until government clearance has been obtained.
- The owner or his representative is responsible for the positioning of the boat in the cradle. MIT will allow 15 minutes for adjustments to the cradle to receive the boat when loading it. After 15 minutes, MIT will charge the rate of use of crane
- It is the responsibility of the owner or his representative to prepare the mast, disconnect all electric wires and cables. If the masts are not disconnected, MIT will charge per mast only to hold it while the wires are disconnected and hoist it off.

G. ACCESS TO THE TERMINAL

○ HOLD HARMLESS

- Ship agents, vendors, and visitors must complete and receive written approval of MIT's Hold Harmless Agreement requirements prior to accessing the terminal.

○ VESSEL VENDORS

- All vessel vendors must meet all of MIT's approval criteria as outlined in this publication and future revisions and/or amendments.
- Agents must provide the MIT Operations Department an approved vendors list and/or written request for access to a vessel for anticipated vessel services such as stores, crew change, repair services, etc.
- All deliveries must be coordinated with MIT Security, after Operations approves, and all service vehicles must access the terminal through the M-2 (Administration) gate.

○ ACCESS TO OPERATIONAL AREA

- Visitor access to the operations area must be coordinated through the Security Department.

○ SHIP'S INFORMATION

- In order to comply with the ISPS Code, the following information from the vessel is required 48 hours prior to its arrival at MIT:
 - Vessel crew list
 - Flag
 - Hazardous cargo information
 - Last 10 ports visited
 - Next port of call
- All crew taking shore leave while at MIT must carry picture identification and the MIT shore pass in order to re-enter the terminal.
- Ship's personnel are not permitted to pass through the terminal on foot. A bus service is operated for transportation of crew and officers to the terminal gate. The gangway security officer will arrange for the transportation.

○ DENIAL OF ACCESS

- Access may be denied based on lack of notification and/or identification. All visitors and vendors must show valid photographic identification upon arrival at MIT.

- MIT reserves the right to deny access to any person, vehicle or vessel.

H. SECURITY

○ SERVICES

- Vessel security is NOT included in the rate.
 - Vessel security is mandatory.
 - Vessel security is to be contracted directly by the vessel agent or steamship line with MIT's security contractors.

○ SEARCH

- All vehicles, persons and vessels upon entering and leaving the terminal are subject to search, seizure, and possible detainment.

○ SEALS

- All full containers must remain sealed on MIT property.
- Seals for full and empty containers are to be supplied by the shipping lines. MIT can store seals for the shipping lines according to the rate schedule below. Additionally, MIT can supply high security seals for an additional cost.
- MIT will place seals on all empty containers destined for the United States and any other destinations, as requested in advance.
- The line will be charged yard rehandles and sealing for units that require sealing.
- A fee will apply for the sealing of full or empty containers while discharging vessels or entering by rail.

○ WEAPONS, ALCOHOL, NARCOTICS

- Weapons, alcohol and narcotics are prohibited on the MIT terminal.

○ INSPECTIONS

- The line will be billed for the yard rehandles and movement of containers due to any required inspections by government authorities inside MIT.

I. DOCUMENTATION

○ HAZARDOUS CARGO – Pre-Arrival Documentation of Dangerous Goods

- MIT must be notified at least 24 hours in advance of the arrival of ALL Dangerous Goods.
- This policy allows MIT to:
 - PLAN for the cargo's arrival by satisfying cargo documentation and vessel planning needs, yard space availability and segregation requirements, and special handling or mishap response considerations, and to
 - ENSURE that the amount of Dangerous Goods on the Terminal can be safely supported by MIT and will not exceed any national or MIT standard.

- At this time, MIT will accept the following classes or cargo using the minimum 24-hour advance notice policy:
 - Class 2.1
 - Class 2.2
 - Class 3.1
 - Class 3.2
 - Class 3.3
 - Class 4.1
 - Class 4.2
 - Class 4.3
 - Class 5.1
 - Class 6.1
 - Class 8
 - Class 9

- The following basic information is required for all Dangerous Goods in order to comply with the minimum 24-hour advance notice policy:
 - Ship's Name
 - Port of Loading
 - Port of Discharge
 - Proper Shipping Name
 - IMO Class and Division
(For substances and articles of class 1, the division should be followed immediately by the compatibility group.)
 - United Nations (UN) number
 - Flash Point (°C).

- MIT will base its decision on:
 - Current inventory and MIT's capacity to safely store and contain hazardous material by IMO class; and
 - Quantity of hazardous cargo on hand by line and IMO class during a concurrent period.

- Proper documentation (i.e. hazardous cargo list, IMO data, and Material Safety Data, when requested) must accompany the vessel paperwork.

- MIT will not permit the storage of hazardous cargo remaining on terminal in excess of free time. A 200% demurrage surcharge will apply for all cargo in violation of this rule.

- It is incumbent upon the customer to remove any hazardous cargo that has exceeded its free time period.

- MIT reserves the right to refuse any hazardous cargo, including unmanifested cargo.

- Placards
 - Import, export, and transshipment cargo.
 - MIT will not permit any HAZMAT discharged from a vessel without corresponding placards on all four sides.
 - An application fee of Dangerous Cargo Stickers is collectable for those containers not in compliance.
 - Empty containers.
 - MIT will not permit the storage of empty containers with HAZMAT placards.
 - A removal fee is collectable for those not in compliance

- Hazardous cargo requiring previous arrival approval include:
 - Class 1 (explosives)
 - Class 2.3 (poison gases)

- Class 5.2 (organic peroxide)
- Class 6.2 (radioactive)

Other type of hazardous cargo is acceptable at MIT only with a 24 hour notification prior to arrival, based on the International Maritime Dangerous Goods Code (IMDG Code). The need for approval of these previously mentioned classes includes container/cargo coming as any kind of category (import, export, transshipment or transit).

- Additionally, MIT requires the following:
 - All hazardous cargo must maintain the category (import, export, transshipment or transit) for which it received approval.
 - Hazardous cargo class 1 (explosives) declared as import category needs written authorization from the Ministry of Government and Justice and written permit from the Safety Division of the Fire Department. These documents need to be submitted to MIT's Safety Department when requesting previous arrival approval.
 - Approved Hazardous cargo 1, should depart from MIT during the next 24hrs. Demurrage fee for hazardous cargo (200% surcharge) will apply upon container (s) discharge per day.
 - MIT will not accept hazardous cargo missing any or all documentation or improperly declared in cargo documentation.
 - All hazardous cargo needs to be properly segregated inside the container, if applicable. MIT will not accept cargo incompatibility based on the IMDG Code.
 - Containers with dangerous cargo and presenting leaks will be applied a rate per day from the date the leak is detected until the date the leak is corrected.
 - MIT will not allow non-compliance with its Dangerous Goods policy or the IMDG Code.
 - In case of failure to provide all necessary information, the shipping line will be subject to penalties based on the rate set for cargo misdeclaration.

Note: Attached is "Dangerous Goods Policy" for more detailed information.

- REFRIGERATED CARGO

- MIT requires prior notification and confirmation by electronic mail prior to the arrival of refrigerated cargo.
- A reefer manifest indicating the temperature, ventilation (in CBM, CMH or CFM), humidity control, commodity and special circumstances, must be supplied to the Documentation Department and REM (reefer department).
- Special circumstances include, but are not restricted to, cold treatment units, fantainer units, special refrigerated ISO tank units, special refrigeration units manufactured to carry dangerous materials and controlled atmosphere units.
- Any special reefer (cold treatment or controlled atmosphere) that is not declared to MIT prior to 24hrs of arrival, the line will be billed the amount of re-handles necessary to re-segregate the special reefer at MIT's assigned special yard.
- MIT assumes NO liability for refrigerated cargo received without prior notification (i.e. reefer manifest).
- MIT assumes NO liability for errors resulted as a consequence of omissions and discrepancies of any kind in reefer manifests submitted by the shipping line.
- Only authorized MIT personnel or MIT approved refrigeration technicians will be permitted to service customer containers on terminal.

- The line will be billed the amount of yard rehandles necessary to segregate reefers that, as per the Line's request or instructions, require attention/repair to damages or alarms.
- The line will be billed a yard rehandle fee for PTI failed units that are not repaired at MIT.
 - o QUARANTINE CARGO
- The agent/shipping line is responsible for coordinating with the Quarantine Direction of the Ministry of Agriculture for the import/export and transshipment of "high risk" products.
- MIT will not handle or accept cargoes prohibited by Panamanian Government Authorities due to quarantine restrictions or other restrictions beyond our control.
- Any handling costs incurred by or fines assessed to MIT by the Panamanian Government for the customer's failure to comply with the laws and regulations established by the Ministry of Agriculture will be charged to the account of the customer plus 20%.
 - o DOCUMENTATION DISTRIBUTION
- The ship agent or customer representative is responsible for providing MIT and the appropriate Panamanian authorities with all required documentation.
- MIT will distribute outbound plans, load lists, reefer lists and hazardous cargo lists, to the vessel operator's representative and others, as required or designated.
 - o GATE TRANSACTIONS (Rail or Truck)
- CONTAINERS
 - Empty In
 - The trucker must provide authorization/evidence of the correct steamship line.
 - Empty Out
 - The trucker must provide authorization/evidence of the correct steamship line.
 - Agency must also submit a list of empties to be received by MIT; or in the case of deliveries by MIT, the booking number, size, type and quantities to be dispatched
 - Full Load In
 - Steamship line must present MIT a current booking list on a daily basis indicating booking number, quantities, sizes, types, vessel, voyage, hazardous information, reefer information (vents and temperature settings), and Port of Discharge.
 - Trucker must provide authorized documents matching the same information provided by the steamship line.
 - Security – Container fee per container applies.
 - Full Load Out
 - Trucker must provide original bill of lading and valid picture identification with steamship line release, or the steamship line must provide MIT with an electronic release indicating the identification of the trucker and that all freight and demurrage charges have been paid.
 - Security – container fee per container applies.
 - Fumigation – Container fee per container applies.
- AUTOMOBILES AND BREAK BULK
 - Receipt of cargo at MIT

- Steamship line must present a booking list for all cargo indicating vessel, voyage, quantity, description, marks, labels, weight and cube, and port of discharge.
 - MIT will provide a dock receipt.
 - Security – fee per automobile/per flatbed applies.
- AUTOMOBILES AND BREAK BULK
 - Delivery of cargo from MIT
 - Receiver must provide original release, proof that all freight and demurrage charges have been paid, and valid picture identification.
 - Security – fee per automobile/per chassis applies.
 - Fumigation – fee per automobile/per flatbed applies.
 - AUTOMOBILE OPERATIONS
 - The following documents are required prior to allowing an automobile vessel to berth at MIT:
 - Legible stowage plan for discharge or pre-stowage plan for loading.
 - Complete set of bills of lading.
 - Vessel manifests.
 - A list of cargo to be transshipped, including:
 - Notification or next vessel/voyage and its ETA at MIT.
 - Estimated quantity of days that the cargo is to remain on terminal.
 -
 - RoRo Yard Re-handle fee to be applied for cargo that changes its discharge port/vessel changes or status.
 - FULL or EMPTY CONTAINER HOLDS
 - Customers with access to Mainsail must place any necessary “HOLD” message on their full or empty containers. A notice must then be sent to MIT regarding special instructions for these units.
 - CHANGE OF SIZE/TYPE, OWNER OR STATUS
 - Any container that arrives with an incorrect size/type, owner or status will be billed at the line’s rate of 1-yard re-handle per error.

J. CARGO OPERATIONS

- PERSONNEL
- Cargo operations will be performed with MIT personnel and equipment or contracted labor.
- Third party contractors, surveyors or company employees will not be permitted to perform any work at MIT without the prior written consent of MIT.
 - MIT CRANES
- MIT maintains full control of shore crane allocation.
 - VESSEL GEAR
- All gear on vessels must be currently certified indicating the safe working load.
 - LASHING
- Materials can be made available from MIT provided that adequate advance notice is given.

- Materials will be sold to the account of the vessel/agent, when so ordered, at cost plus 25% (twenty-five percent).
 - o CARGO AND CONTAINER EQUIPMENT CONDITION
- All cargo and container equipment must be in a general safe and clean condition.
- Acceptance of damaged or distressed cargo is subject to the approval of the Port Administrator.
- All empty containers and trailers must arrive MIT in a general clean condition, with all hazardous cargo placards removed prior to acceptance.

K. TRANSSHIPMENT CARGO

- o DEFINITION OF TRANSSHIPMENT CARGO
- All cargo loaded or unloaded from a vessel to another vessel without leaving the terminal gate.
 - o DEFINITION OF INTER TERMINAL CARGO
- All cargo discharging from a vessel and leaving by rail bound for another port in the country.
- All cargo arriving to MIT by way of rail from another port in the country.
 - o IDENTIFICATION AND CHANGES
- Prior to discharge from the primary vessel, all cargo declared to be in transit must be clearly identified with next vessel/voyage and next port.
- Those containers lacking complete routing information will be charged as Unknown Status which included a local movement and one-yard re-handle.
- Prior to the arrival of cargo by rail or truck from another port, MIT must be provided with an inter-terminal transport list (ITT) which will detail the connecting vessel/voyage and port of discharge for transshipment cargo, as well as domestic and Colon Free Zone bound cargo.
- For transshipment containers (full or empty) in direction between the Atlantic Coast of Panama, MIT shall charge the line the rate of a Domestic Container Lift, which shall include the in or out gate charge and loading/discharging to or from a vessel at MIT-Panama.
- Additional yard moves due to inadequate information upon discharge or receipt at the gate will be for the account of the steamship line.
- Yard moves due to changes in the port rotation and/or the vessel/voyage after the cargo is stowed in the yard are for the account of the steamship line.

L. BREAKBULK & PROJECT CARGO

- MIT provides facilities, labor, and equipment to handle breakbulk and project cargo. All breakbulk and project cargo request should be directed to MIT's Marketing Department.

M. MISCELLANEOUS

- CUSTOMS/ADUANA
- MIT is solely responsible for coordinating all Customs/Aduana activity involving MIT's terminal activities. Any special customer requests should be coordinated through the Port Administrator.
- A service facility for Panamanian Customs inspection for both in transit cargo (Ley 26) and cargo liquidations is available at MIT.
 - GARBAGE DISPOSAL
 - MIT does not provide garbage disposal services. Vessel agents have to request authorization and follow requirements of Panama Quarantine authorities in order to dispose of their garbage. This should be carried out through a garbage disposal service company, provided that subject company complies with section VI of these regulations and has approval from MIT Operations.
 - HOT WORK AND DEAD SHIP
 - Hot work and dead ship conditions are prohibited without the written consent of the Port Administrator.
 - L.T.L. or L.C.L. CARGO (less than full truck/container loads)
 - Stuffing/un-stuffing in containers may be coordinated with MIT on a case-by-case basis.
 - OFFICIAL NAME FOR CARGO DECLARATION
 - The official name of the port for cargo declaration and manifesting purposes is "Port of Manzanillo, Panama".
 - POLLUTION IN PANAMANIAN WATERS
 - Any vessel, which spills fuel, flammable liquid or any matter detrimental to humans, fauna or flora, will be penalized with an applicable fine by Panamanian Law, and will be required to immediately eliminate the causes of the contamination and will be responsible for the containment and cleanup of the spill in accordance with the regulations of the Panama Maritime Authority (AMP).
 - STORES AND REPAIRS
 - Stores and repairs to be coordinated with MIT Vessel Operations.

N. RATES

All rates within this document are subject to annual revision and adjustment.



Rates 2024

April 1st, 2024

ITEMS	UNITS	2024
SAFETY		
Dangerous cargo placard / Orange Panel	per unit	\$ 28.00
Placard / orange panel removed - Empty Container	per unit	\$ 15.00
Leaking container involving dangerous cargo & non dangerous cargo (until the date the leak is corrected)	per day	\$ 270.00
MIT hazmat / fire / emergency response team	DEPLOYMENT	\$ 3,380.00
Hazardous cargo container cleanup operation	per container	\$ 1,050.00
Non-hazardous cargo container cleanup operation	per unit/per hour	\$ 340.00
Hazardous cargo container inspection	per unit	\$ 3,025.00
Non-hazardous cargo container inspection	per unit	\$ 1,800.00
Lower explosive limit test (L.E.L TES)	per unit	\$ 1,070.00
Non-hazardous labor	per hour	\$ 1,515.00
Flexitank visual inspection	per unit / per period	\$ 900.00
Flexitank transload operation at MIT	per unit	\$ 2,015.00
Flexitank transload operation outside MIT	per unit	\$ 2,360.00
Safety superintendent / emergency responder	per hour	\$ 285.00
Drug & alcohol test	per test	\$ 78.00
Spill containment pool (hazardous & non hazardous)	per container / per day	\$ 3,025.00
Materials		
Wooden pallet	per unit	\$ 115.00
Visqueen black polyethylene 0.07 MYL	per roll	\$ 225.00
Plywood Sheet ½" DIA. X 4' X 8'	per unit	\$ 100.00
Plywood Sheet ¾" DIA. X 4' X 8'	per unit	\$ 110.00
Wood brace 2" X 4" X 8'	per unit	\$ 18.00
Wood brace 4" X 4" X 8'	per unit	\$ 35.00
Absorbent pads (bundle sheets)	per bundle	\$ 135.00
Absorbent granular (25 lbs bags)	per unit	\$ 50.00
Plastic wrap roll	per roll	\$ 40.00
Polyethylene drum (5 gallons)	per unit	\$ 20.00
Polyethylene drum (55 gallons)	per unit	\$ 145.00
SECURITY		
Photos	4 photos	\$ 17.00
Photos during vessel operation	4 photos	\$ 140.00
Special Escort	1 escort	\$ 60.00
High security seals (Delivery/Reception/Storage)	per box	\$ 13.00
Sealing operation	per container	\$ 110.00
Annual passes	1 pass	\$ 25.00
Vehicular passes	1 pass	\$ 55.00
Visitors passes (one day)	1 pass	\$ 15.00
Visitors car passes	1 pass	\$ 15.00
Construction Contractor passes	1 pass	\$ 15.00
MIT Annual Operational Permit	Per company	\$ 2,550.00
MIT Daily Operational Permit	Per company	\$ 525.00

GATE

Valet parking Cars- RORO	per car	\$	80.00
Valet parking Heavy Equipment - RORO	per equipment	\$	105.00
Car yard rehandle - fail to attend appointment	per car	\$	15.00
Security - under 20 tons	per car	\$	20.00
Fumigation - under 20 tons	per car	\$	18.00
Internal Fumigation - under 20 tons	per car	\$	12.00
Internal Fumigation - over 20 tons	per equipment	\$	20.00
Security - over 20 tons	per equipment	\$	25.00
Fumigation - over 20 tons	per equipment	\$	20.00
Security - (Breakbulk)	per chassis	\$	32.00
Fumigation - (Breakbulk)	per chassis	\$	20.00
Security - Container	per container	\$	32.00
Fumigation - Container	per container	\$	20.00
Use of cables for OD Cont/FR	per container	\$	112.00
Import Dry Full return to Yard	per container	\$	630.00
Import Reefer Full return to Yard	per container	\$	655.00
FZ Gate fee for Exports	per container	\$	25.00
FZ Gate fee for Import	per container	\$	25.00
Late Gate	per hour	\$	270.00
Overweight Container Handling	per container	\$	310.00
Weighing Container (using gate scales)	per container	\$	285.00
VGM Weighing Container (using gate scales)	per container	\$	17.00
Standby - Use of crane (Delivery/Reception)	per hour	\$	765.00

Storage

Breakbulk / Project Cargo	per ton	\$	15.00
Vehicles less than 20 MT	per unit-day	\$	30.00
Vehicles over 20 MT	per unit-day	\$	40.00
Cargo over mafi 20'	per unit-day	\$	65.00
Cargo over mafi 40'	per unit-day	\$	105.00
Cargo over mafi 48'	per unit-day	\$	115.00
Cargo over mafi 52'	per unit-day	\$	125.00
Containers	per TEU - day	\$	32.00
Containers in Clearance area (Liquidación)	per container - day	\$	115.00
Containers in treatment area	per container - day	\$	115.00

TERMINAL

Labor (per gang)	per gang / per hour	\$	715.00
Man Hour Rate	per man/hour	\$	32.00
Container Visual External inspection	per container	\$	118.00
Container inspection	per container	\$	215.00
Container mis-declaration	per container	\$	550.00
Rent of mafi	per mafi	\$	180.00
Bundles of FlatRacks	per Flatrack	\$	90.00
Stuffing/unstuffing dry 20' container	per container	\$	445.00
Stuffing/unstuffing dry 40' container	per container	\$	860.00
Stuffing/unstuffing dry 45' container	per container	\$	915.00
Stuffing/unstuffing reefer 20' container	per container	\$	935.00
Stuffing/unstuffing reefer 40' container	per container	\$	2,000.00
After Cutoff times			
Late Entry	per unit	\$	155.00
Cargo Against Vessel	per unit	\$	165.00
Late Addition	per unit	\$	165.00

Boat Operations - With Himalya Clause

Up to 40'	per move	\$ 2,450.00
41' - 55'	per move	\$ 3,010.00
56' - 70'	per move	\$ 4,900.00
71' - 100'	per move	\$ 7,200.00
101' - 130'	per move	\$ 11,810.00

Boat Operations - With No Himalya Clause

	1% of boat value	
Chains & Binders	per set	\$ 300.00
Cables for lashing 5/8	per foot	\$ 20.00
Clamps	per unit	\$ 11.00
Shackles	per unit	\$ 35.00
Nylon Straps 2" x 27'	per unit	\$ 80.00
Nylon Straps 4" x 27'	per unit	\$ 105.00
Twist locks	per unit	\$ 65.00
Dunnage 10'4x4	per unit	\$ 52.00
Dunnage 10'7x1	per unit	\$ 40.00

Container Operation (with no contract)

Local units (full / empty)	per container	\$ 365.00
Transshipment units (full / empty)	per container	\$ 290.00
Restows (cell - cell)	per container	\$ 170.00
Restows (cell - dock - cell)	per container	\$ 320.00
Hatch Cover	Per Hatch	\$ 320.00
Gearbox	Per Gearbox	\$ 320.00
Yard Rehandles	per container	\$ 80.00
Yard Plug in / Yard Unplug	per occurrence	\$ 30.00
Monitoring / Electricity	per day	\$ 70.00
Gate In	per container	\$ 80.00
Gate Out	per container	\$ 80.00

GEARBOX

0 kg - 999 kg	per chassis	\$ 210.00
Use of Forklift/Gearbox	1 T - 12 T	\$ 550.00
Use of Forklift, Top pick/Gearbox	13 T - 28 T	\$ 860.00
Use of Crane/Gearbox	29 T - 35 T	\$ 1,350.00
Storage	per ton-day	\$ 15.00
Use of pickup	per spare parts	\$ 70.00
Customs Expenses	per spare parts	\$ 120.00

RORO

Local Vehicles under 20MT	per unit	\$ 200.00
Local Vehicles 20 MT and over	per unit	\$ 240.00
Load / Discharge transshipment vehicles under 20 MT	per unit	\$ 180.00
Load / Discharge transshipment vehicles over 20 MT	per unit	\$ 230.00
Re-labeling Vehicles	per unit	\$ 8.00
Yard Visual RORO Inspection	per unit	\$ 65.00
Basic New Car Mechanical Assistance	per unit	\$ 30.00
Yard Re-handle	per unit	\$ 80.00

BREAKBULK

Break Bulk Operation	per ton	\$ 21.00
Breakbulk / Project Cargo Storage	per ton	\$ 15.00

PROJECT CARGO

Vessel Operation (Load / Unload)

1 T - 12 T	per hour	\$ 1,280.00
13 T - 28 T	per hour	\$ 1,280.00
29 T - 35 T	per hour	\$ 1,280.00
36 T - 50 T	per move	\$ 2,320.00
51 T - 60 T	per move	\$ 3,400.00
61 T - 70 T	per move	\$ 4,900.00
71 T - 80 T	per move	\$ 6,500.00
81 T - 90 T	per move	\$ 8,300.00
91 T - 100 T	per move	\$ 9,300.00
101 T - 110 T	per move	\$ 11,400.00
111 T - 120 T	per move	\$ 12,900.00
121 T - 130 T	per move	\$ 14,200.00
131 T - 140 T	per move	\$ 15,600.00
141 T - 150 T	per move	\$ 16,900.00
151 T - 160 T	per move	\$ 18,500.00

Delivery/Reception

0 kg - 999 kg	per chassis	\$ 210.00
1 T - 12 T	per chassis	\$ 400.00
13 T - 28 T	per chassis	\$ 850.00
29 T - 35 T using forklift/top pick	per chassis	\$ 1,050.00
1 T - 35 T using STS crane	per move	\$ 1,300.00
36 T - 50 T	per move	\$ 2,320.00
51 T - 60 T	per move	\$ 3,400.00
61 T - 70 T	per move	\$ 4,900.00
71 T - 80 T	per move	\$ 6,500.00
81 T - 90 T	per move	\$ 8,300.00
91 T - 100 T	per move	\$ 9,300.00
101 T - 110 T	per move	\$ 11,400.00
111 T - 120 T	per move	\$ 12,900.00
121 T - 130 T	per move	\$ 14,200.00
131 T - 140 T	per move	\$ 15,600.00
141 T - 150 T	per move	\$ 16,900.00
151 T - 160 T	per move	\$ 18,500.00

VESSEL RELATED CHARGES

Lights & Buoys	per GRT	\$ 0.10
Line Handling (In/Out)	per maneuver	\$ 650.00
Dockage	per GRT	\$ 0.15
Standby	per hour / gang	\$ 800.00
Minimum Gang Charge	per vessel	\$ 6,200.00
Late Departure	per hour / gang	\$ 3,250.00
BUNKERING FEE (applies only to supplying companies)	per vessel / barge	\$ 890.00

REEFER/DRY CONTAINER SPECIAL SERVICES

Adjust temperature set	per unit	\$ 15.00
Adjust temperature set and ventilation	per unit	\$ 28.00
Data Download	per unit	\$ 30.00
Container Inspection	per unit	\$ 15.00
Onboard Plug or Unplug	per unit	\$ 50.00
Onboard Data Download	per unit	\$ 50.00