

The current Ukrainian legislation does not have specific requirements for the agency contract. Taking into account the fact that the agency agreement is a foreign trade contract the rules of Civil Law of Ukraine, the Law of Ukraine "About Foreign Economic Activity" and Provision on Foreign Trade Contract shall apply.

The agency appointment must consist of:

- name of your company, city;
- name of our company, city;
- vessel's name;
- vessel's flag;
- expected dates of call;
- kind of cargo (* not obligatory);
- vessel's details (* not obligatory);
- wording "WHEN LOADING AT MARIUPOL (*or other ports) AND KERCH STRAIT PASSAGE" (* if any Kerch passage under our agency);
- wording "WE ACCEPT YOUR PROFORMA DA, TERMS AND CONDITIONS OF PAYMENTS"
- name of your company, address, phone, fax;
- name of the registered owner, address (* obligatory if you are not the owners);
- name of payer, country, name of the bank, SWIFT, IBAN/account number (* or state "TO ORDER");
- wording "WE ALLOW THIRD-PARTY PAYMENT OF THE PRO-FORMA SHIP'S DISBURSEMENTS";
- name of the authorized person/PIC.

The appointment must be sent to our e-mail or fax. You can change the body of the appointment but you cannot avoid requested information.

For example,

From: (...name of your company...)

To: ATHCO-TRANS, Mariupol

Attn: Agency Dept.

Ref: mv (...name of the vessel...)

Date: (...date...)

For and on behalf of the registered owner M/S (...name of registered owner, country...) we nominate M/S "ATHCO-TRANS", Ukraine as port agent for mv (...name of vessel, flag...), ETA (...ETA date...), when loading in Mariupol and Kerch strait passage (...or other port without Kerch strait passage...).

We accept your pro-forma disbursement account, terms and conditions of payment.

Our full style: (...full style of your company, address, phone, fax...)

Owner full style: (...full style of registered owner, country...)

Payer full style: To order (...or payer details...).

We allow third-party payment of the pro-forma ship's disbursements.

(...PIC...)