

REGULATIONS FOR CONDUCTING SHIPPING AGENCY ACTIVITIES IN THE HASHEMITE KINGDOM OF JORDAN

Issued by Jordan Maritime Authority Board of Directors by virtue of paragraph (K) of Article (9) of Jordan Marine Authority Law No. (47) for the year 2002.

Article (1):

These regulations shall be named (Regulations for conducting Shipping Agency Activities in the Hashemite Kingdom of Jordan for the year 2003) and shall come into force on the date of publication in the Official Gazette.

Article (2):

The following words and terms wherever mentioned in these Regulations shall have the meanings assigned thereto hereunder unless the context expressly provides otherwise

The Director	The Director General of Jordan Maritime Authority.
The Authority	Jordan Maritime Authority.
The Ship Agent	The normal or the nominal person, registered as a company or establishment, who is licensed by the concerned official authority to practice shipping activities as an agent for the maritime carrier or the owner or the operator or the lessee of the ship within the limit capacity of his contracted agency with any one of them or whom he has represented pursuant to the enforced laws, bylaws and regulations.

Article (3):

Shipping Agency activities shall be conducted in the Hashemite Kingdom of Jordan by a company or an establishment registered and licensed by the following authorities:

- A- The Authority, if the companies office is located outside the borders of Aqaba Special Economic Zone, pursuant to these regulations.
- B- Aqaba Special Economic Zone Authority, in coordination with the Authority, if the company's office is located within the borders of Aqaba Special Economic Zone, pursuant to Aqaba Special Economic Zone Law No. (32) for the year 2002 and the regulations issued by its

Article 4:

The Director shall set up a committee from the Authority's employees to perform the following tasks:

A- Review the submitted instruments and documents for getting the license. The committee shall have the right to request any further documents or instruments it sees necessary for approving the license.

B- Survey the companies or establishments conducting marine maintenance activities and follow-up their compliance with the license terms and provisions of these regulations.

Article 5:

The Ship Agent activities shall be defined as follows within the limit capacity of his agency according to the terms of that agency:

A- A Port Agent Activities which involve facilitating the procedures for arranging a berth or an anchorage for unloading , delivery or loading the ships with goods.

B- A shipping line Agent which includes representing the ship owner at the ports in which he has been assigned to be an agent, facilitate the tasks of the ship master to obtain the services needed by the ship at the port according to the laws, enforced laws, bylaws and regulations.

C- Perform the tasks of the carriage of persons and goods and facilitate the ship voyage in coordination with the concerned parties.

Article 6:

Shipping agency activities shall be conducted by a separate license distinct from any other marine services, including marine maintenance or marine surveys provided The Unlawful Competition and Commercial Secrets Law No. (15) for the year 2000 and the Competition Law No. (49) for year 2000, and its amendments are complied with.

In case the Ship agent has practiced correspondence services or protection and indemnity clubs representative , he has to observe the principle of neutrality, and has to separate his mission as a ship agent from his mission as a correspondent or protection and indemnity clubs representative.

Article 7:

The Ship Agent shall comply with all laws, regulations and international conventions related to the facilitation of the international maritime trade movement, and comply with the forms of the bill of lading, ship arrival declaration and facilitate the exchange of electronic data and information for ships and goods.

Article 8:

The Ship agent shall coordinate with the ship masters to facilitate all the requirements and measures required for ship control on arrival to Jordan territorial waters and ports.

Article 9:

The terms of licensing shipping agency activities outside the border lines of Aqaba Special Economic Zone are set as follows:

A- The agent to be registered in the Kingdom at the Companies Controller Department at Ministry of Industry and Trade.

B- The registered paid up capital must not be less than (30000) Thirty Thousand JDs.

C- The company or establishment must have a full time general manager, who has to meet the following conditions:

1- He must be of Jordanian Nationality.

2- He must have an experience in Maritime transportation or navigation no less than:

A- Four years if he holds a university first degree.

B- Six years if he holds community college diploma.

C- Eight years if he holds A general secondary school certificate.

D- He must have no less than three employees including the General Manager.

E- The company or establishment must practice its work in an independent place, of an office area no less than (100) square meters equipped with a telephone, fax and computer connected to the internet.

F- He has to present an evidence that he has submitted a bank guarantee to Port Authority, which cover all port service fees and the expenses of administrating the agency port activities, in the amount as set by Port Authority.

G- He has to be a member of the Shipping Agents Association in The Hashemite Kingdom of Jordan.

Article 10:

Procedures for granting the license to practice shipping agency activities outside the borderlines of Aqaba Special Economic Zone shall be defined as follows:

- A- The Ship Agent has to submit the registration application to Ministry of Industry and trade where he specifies the company/ establishment objectives, pursuant to Article (5) of these regulations.
- B- The application to be transferred to the Authority to review it and issue the initial approval, then, the applicant shall be handed the license terms form to complete the registration procedures. The authority may send the license form and the initial approval by fax or e-mail.
- C- The license applicant shall submit the license terms form dully filled in along with the following enclosed documents:
 - 1- Certified copies of the Memorandum of Association, putting down the names of the partners/shareholders, the company objectives, the registration certificate and a statement which indicates the signatory authorized persons in the administrative, financial and Judicial matters, duly certified by Ministry of Industry and Trade.
 - 2- A certified copy of the property title deep or the lease contract for the offices of the Maritime Agent.
 - 3- A certified copy of the profession license.
 - 4- A copy of each employee contract for persons employed by him certified by Ministry of Labor, and a certificate, issued by the Social Security Corporation, which includes names of company's employees who have enrolled in social security.
 - 5- The Ship agent number at the Income Tax Department.
 - 6- The documents pertaining to the experience and the qualifications of the General Manager of the Ship Agent.
 - 7- A certified copy of the required bank guarantee, to be given to the Port Authority to cover all the fees of port services and the incurred expenses by the agency's activities at the port for the amount specified by the Port Authority.
 - 8- A certificate of membership in the Shipping Agents Association.
- D- The committee shall inspect the company's premises to make sure that the requirements of Article (9) of these instructions are complied with and in conformity with the information mentioned the license terms form.
- E- The committee shall recommend to the Director to issue the license to the company upon satisfying all relevant terms mentioned in these regulations.
- F- The Authority shall issue the license for conducting maritime activities to the agent after payment of the annual fees. The lisenice shall be valid

for one year and may be renewed annually after the committee's check and report that the Ship agent has complied with these regulations.

Article (11):

The Authority shall have the right, at any time, to check on the company or the establishment to make sure that it is abiding by the provisions of these regulations. The Director shall be entitled to, temporarily, suspend the license, or cancel it completely, in case a violation to license terms and conditions is committed and the violation has not been corrected after the agent is notified within a specified a period as the Director sees fit.

Article 12:

All companies which are licensed to conduct shipping agency activities in the Hashemite Kingdom of Jordan must adjust their status in accordance with these regulations within a period not exceeding six months from the date these instructions have come into force.

Article 13:

All previous Regulations in these matters shall be cancelled as of the date of publication of these regulations in the Official Gazette.