

# Procedures for securing a Handline Transit of the Panama Canal



**Small crafts** are vessels up to 38.1 meters (125 feet) in length overall, which normally transit the Canal as handlines, and do not use locomotives in the locks. The following are procedures and regulations for small crafts interested in transiting through the Panama Canal.

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## Procedures for securing a Handline Transit of the Panama Canal

### I. Transit Requirements.

All small crafts that wish to transit through the Panama Canal must comply with the requirements detailed in this section. In case of breaching any of them, the transit may be delayed, canceled, or incur additional charges that must be covered by the customer before completing the transit. For inquiries you can contact the Admeasurement Unit through the following emails:

- Pacific side: [optt-arp@pancanal.com](mailto:optt-arp@pancanal.com)
- Atlantic side: [optt-ara@pancanal.com](mailto:optt-ara@pancanal.com)

**Following are the requirements that must comply for transit:**

- **Navigation lights:** it must have the mandatory navigation lights as established by international regulations and the Panama Canal. They must be in good condition and functional.
- **4 mooring ropes:** all small crafts are required to be equipped with 4 mooring ropes of adequate strength for the size of the small craft to maintain it stable in the lock chamber under strong turbulence. These ropes must be a minimum of 125 feet (38.1 meters) long and have a loop tied on one end about 3 feet in diameter. Its minimum diameter should be 7/8" and maximum 1 1/2", these must be free of knots or splices so that they pass freely through the chocks.
- **Chocks and bitts or cleats:** there must be at least one set of chocks and bitts at the 4 ends of the small craft, that is, portside and starboard side, both bow and stern. The use of cleats will also be allowed instead. All fittings must be in good condition and fasteners well secured, as they will be under heavy strain during transit. The area around these fittings must be clear of gear so that the lines can be safely and efficiently handled.
- **Fenders:** a minimum 4 units is required for transit; however, it is the customer responsibility to provide adequately the amount that you consider necessary to prevent possible damage when contacting the walls of the chamber during the lockage or other structures during transit. Mooring lines and fender rims can usually be hired from local yacht clubs or shipping agents.
- **Anchor:** all small crafts must have at least one anchor capable of being raised without delay.
- **Boarding Facilities:** if the small craft has a freeboard greater than 1.5 meters, it must have a pilot ladder, as established in the Panama Canal regulations and international regulations. ([Notice to Shipping 1 – Vessel Requirements, Capítulo 10.](#))
- **Whistle or horn:** in the event that the small craft doesn't have a fixed one, it will be allowed to use the portable type. Those that require to be blown through the mouth will not be allowed.
- **Captain and line handlers:** line handlers must be older than 16 years old and should have enough strength and skill to make knots and control lines during times of turbulence.

## Procedures for securing a Handline Transit of the Panama Canal

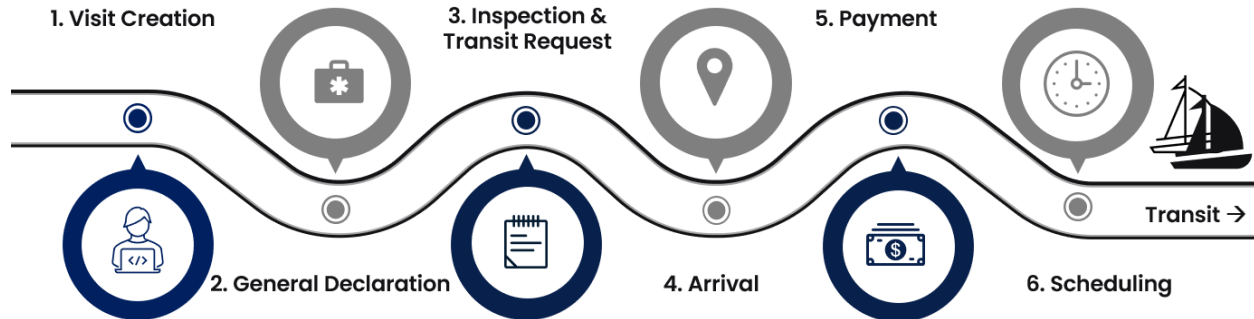
- **Sanitary Facility:** it must be a Western – type toilet that has a storage tank of sufficient capacity during transit, so as not to incur delays or additional charges when having to relieve the Pilot or Transit Advisor.
- **Awning:** a shelter area against the sun and rain must be enabled over the cabin for the transit advisor and the crew. The small craft must maintain its transit itinerary, despite the weather conditions.
- **Meal available:** a complete hot meal with protein, including breakfast, lunch and dinner, conditioned by transit schedule, otherwise, there may be additional charges for this service.
- **Drinking water:** must be individual sealed bottles of water, at least 3 liters per day for the consumption of the transit advisor or pilot, otherwise, there may be additional charges for this service.
- **Radio:** you must monitor the following channels: Channel 12 (156.600 MHz), channel 13 (156.650 MHz) and channel 16 (156-800 MHZ) while in Panama Canal Waters.
- **Speed:** it refers to the maximum speed that your small craft can sustain safely during the entire transit (without overloading the engine), taking into consideration that it will be able to face conditions of headwinds and currents. The Panama Canal Authority has determined that the minimum full ahead speed required for small crafts in order to complete transit in standard times is 8 knots.

The minimum accepted speed is 5 knots. However, a vessel may be towed through the Canal by another small craft if it can tow her at 5 or more knots, or make arrangements to be towed, at their own expense, by a Panama Canal Authority launch.

Sail small crafts cannot transit the Canal under sail. They must transit with motor propulsion. If the small craft is equipped with an outboard motor as its primary propulsion, it must have a means of reversing the engine. The operator must be able to control the outboard motor from the cockpit, or else, the small craft may need a Port Captain's inspection. If this is your case, you must notify the Admeasurement Unit in the previously detailed emails.

## Procedures for securing a Handline Transit of the Panama Canal

### II. Procedures for transit through the Panama Canal.



#### 1. Before arrival

You must complete the steps between point 1 and point 3, that is, up to the Inspection and Transit Request.

Small crafts with a shipping agency must process their requests through the Maritime Single Window of Panama (VUMPA); while those small craft that don't have the service of a shipping agency must use ASEM, create their user account and process everything require for their transit.

The application links are:

- For small craft with Shipping Agency: <https://serviceportal.pancanal.com>
- For small craft without Shipping Agency: <https://asem.pancanal.com>

#### 1.1 Visit creation

It includes details related to your estimated arrival date (ETA), arrival side (Pacific or Atlantic) and the locations you will visit within the Panama Canal Waters. In case it is a small craft that doesn't exist in our database, you must also complete the small craft Creation.

#### 1.2 General Declaration

You must specify details related to the crew, health conditions, ports visited, the next port and arrival information.

#### 1.3 Inspection and Transit Request

Inspection must be digitally completed by declaring the condition of the small craft and confirming compliance with transit requirements; in addition, it will specify the lockage types that are acceptable and must complete the acceptance of the undertaking to release and indemnify terms for the Panama Canal. Physical inspections may be carried out in some cases that require confirmation of measurements or conditions reported in the application. The regular process doesn't include a physical visit.

## Procedures for securing a Handline Transit of the Panama Canal

### 2. On arrival

Upon arrival at the Balboa anchorage or Cristobal breakwater, the small craft must contact the corresponding signal station via radio using the 156-162 MHz frequency band. The channels to be used are Channel 12 (156.600 MHz), channel 13 (156.650 MHz) and channel 16 (156.800 MHz) to announce your arrival and request anchoring instructions. The signal stations are as follows:

- Pacific signal station: **Flamenco Signal Station**
- Atlantic signal station: **Cristobal Signal Station**

The signal station will give instructions to drop anchor in the anchorage and inform you of any restrictions. Small crafts under any circumstances may not cross the America Bridge moving north, nor buoys 3 and 6 in Limon Bay moving south, if they don't have a Canal Pilot or transit advisor on board.

**Note:** The customer must confirm the arrival date at the Admeasurement Unit.

- **Shipping Agencies:** they will notify the arrival date to the Admeasurement Unit through the traditional methods of communication (by phone call or email).
- **Users without Shipping agency:** they must confirm the arrival date through the ASEM application.

### 3. After arrival

You must complete points 5 and 6 of the process, that is, the corresponding payment and the coordination of the transit scheduling. Following, we present the detail:

#### 3.1 Toll payment and Other Transit Related Charges.

Payment for transit includes the toll fee, transit vessel inspection service charge (TVI), and the security charge.

##### 3.1.1 Payment Method

- **Bank Guarantee:** payment method only available for shipping agencies.
- **Payment by ACH:** for electronic payment via ACH (local or international), the customer must cover the amount of the toll and any additional charge resulting from the bank transfer. The net amount indicated on form 4614 must be received in the ACP account, free of any bank charges. See [Annex 3](#).
- **Payment in cash:** available for customers who don't have the service of a shipping agency. It must be presented at the branches specified in [Annex 4](#), of the authorized Banks to make a deposit to the Panama Canal account. See [Annex 2](#). You must submit form 4614, obtained from the ASEM application, with the amount to be paid.

## Procedures for securing a Handline Transit of the Panama Canal

**Note:** If you use a payment method other than a bank guarantee, a deposit will be included in the payment to cover possible eventualities during transit. If it isn't used, it will be returned within an estimated period of 60 days, after the transit date.

In Addition, you must complete a series of fields in the ASEM application, as shown in [Annex 5](#). and after completing payment, is required to attach a picture of its receipt together with your passport to be verified by our accounting office. **Verification is carried out only during business days from 0800 to 1400 hrs., if it is not attached during mentioned period it will be necessary to wait until next business day.**

### 3.1.2 Toll tariff and other transit related charges

Length Overall (in feet)	Transit Tolls	TVI Inspection Charge	Security Charge	Buffer	Total Deposit Required
<65	\$1,935.00	\$120.00	\$165.00	\$1,060.00	\$3,280.00
=> 65 to =<80	\$2,905.00	\$120.00	\$165.00	\$1,060.00	\$4,250.00
>80 to =<100	\$4,235.00	\$120.00	\$165.00	\$1,060.00	\$5,580.00
>100	\$5,500.00	\$120.00	\$165.00	\$1,060.00	\$6,845.00

### 3.1.3 Other transit related charges

- **Pilotage (Tariff 1060.IPD2):** Whenever owners or representatives of small craft request to stop in the Canal interrupting their transit, or whenever small craft present some deficiency or condition that prevent the completion of their transit as scheduled, they will be assessed the tariff for transit delay of \$550.00; as specified on Tariff 1060.IPD2, and other related charges, such as launch and moorage. However, if the transit is interrupted due to Canal scheduling considerations, these charges will not be applied.

The following are some deficiencies or conditions that may require the assignment of additional pilots or transit advisors for the small craft to complete their transit: restricted visibility, inadequate sanitary facilities, inability to develop and maintain the minimum full ahead speed required to complete the transit in standard time (8 knots)

## Procedures for securing a Handline Transit of the Panama Canal

### 3.2 Transit Schedule Information

#### 3.2.1 Date and time

Information regarding transit date and time can be obtained from the Marine Traffic Scheduler **only after completing all the previous processes that is, creating a visit, general declaration, inspection and transit request, arrival (physical and in system) and payment.**

The telephone number of the scheduler is (+507) 272-4202 and should be contacted after 1800 hours.

#### 3.2.2 Transit advisor or pilot assignment

Small craft under 19.812 meters (65 feet) in length overall will be assigned a Transit Advisor, while larger ones will be assigned a Pilot, who will advise the captain with knowledge of the Canal's operating area and the procedures to be followed. Also, transit advisor will be responsible for communication with the locks, vessels in transit and with Marine Traffic Center.

#### 3.2.3 Transit Hours

Small craft will normally be scheduled to transit during the evening hours in the southbound direction, and in the morning hours in the northbound direction. Southbound small craft will normally be scheduled to transit in two days, the second portion generally carried out during daylight. Northbound small craft may be scheduled to finish transit in one day, depending on lockage availability and speed of the small craft.

Sailsmall crafts and other slow small crafts will normally transit in two days. If the small craft must anchor for the night at Gamboa or Gatun Anchorage, no one other than Panama Canal Authority personnel is allowed to go ashore without the Port Captains' permission and on ACP launches only. No dinghies or rowsmall crafts are permitted.

#### 3.2.4 Assignment of Lockage Type

The Canal Port Captain or his designee will determine whether your small craft transits the Canal as a "center chamber" or "sidewall" handline lockage. This determination is based on hull configuration, protruding railings, awnings, tall masts, spars or anything else, which could be damaged when made fast alongside chamber walls.

Regardless of the type of lockage, each small craft must be equipped for a "center chamber" lockage, that is, have 5 crew members and 4 mooring lines respectively.



## Procedures for securing a Handline Transit of the Panama Canal

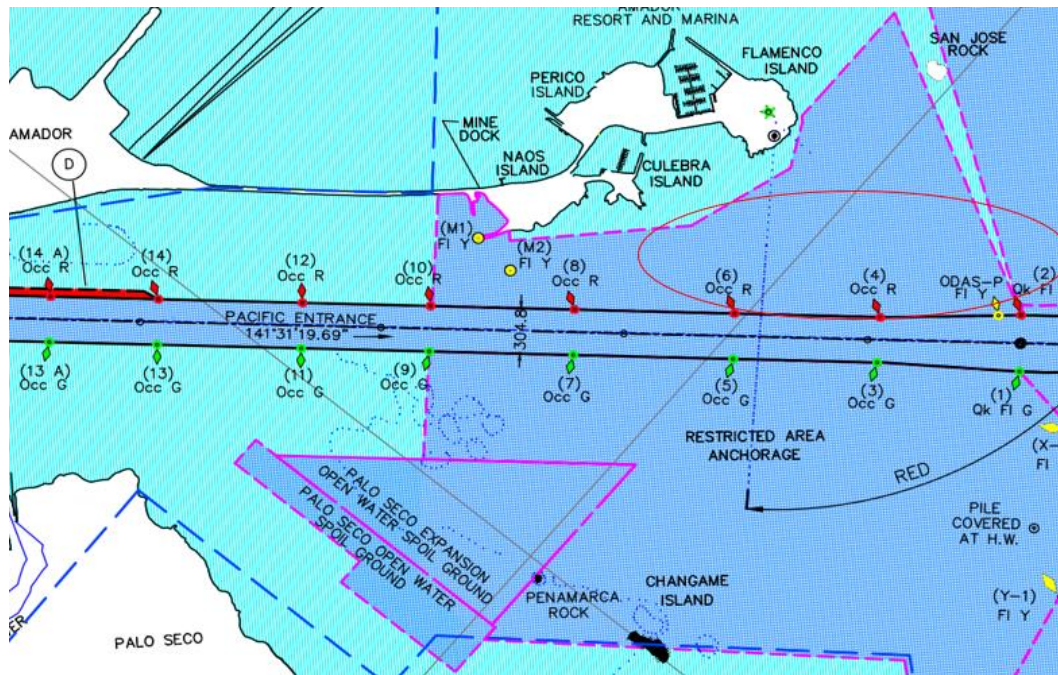
### 3.3 Small craft transit

#### 3.3.1 Starting points

On the day of transit, the small craft must arrive on time, at the place and time established by the transit scheduler and comply with all the established requirements. In relation to the safe speed, if at the beginning of the transit, the small craft cannot maintain the minimum speed of 5 knots, it will be turned around and return to its starting point. If this event happens, the small craft will be charged for aborted transit, launches, as well as any other related charges.

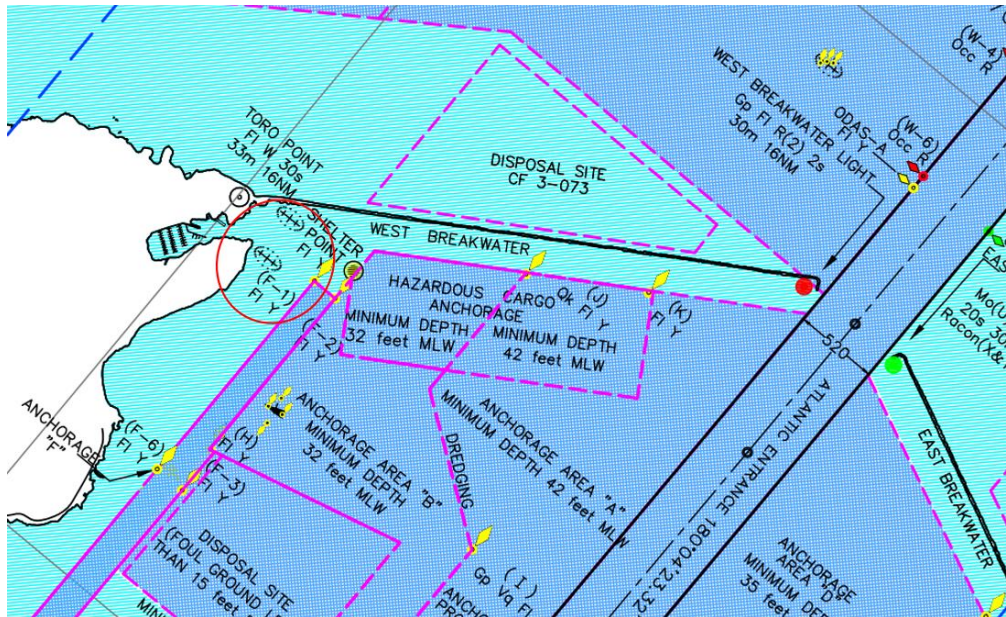
Just for reference, normally the starting points where the pilot or transit advisor will board are the following:

**Pacific Side:** At the Balboa anchorage in front of buoy 2 and buoy 6, they must wait with their respective fenders ready for the Panama Canal launch to approach safely.



## Procedures for securing a Handline Transit of the Panama Canal

**Atlantic side:** in the anchorage for small crafts “Flats” within the breakwater, inside Cristobal Anchorage, they must wait with their respective fenders ready for the Panama Canal launch to approach safely.



### 3.3.2 Picking up Mooring Lines

Following a ship into a chamber, the crew of the small craft passes the first bow and stern lines to line handlers on the approach wall at position 1. At position 2, crew passes the second set of bow and stern lines to line handlers on sidewall of chamber. At position 3 all lines are made fast on board and ashore for flooding operation.

Sufficient experienced and capable crew members must be on board to provide four line handlers and a competent operator at all times.

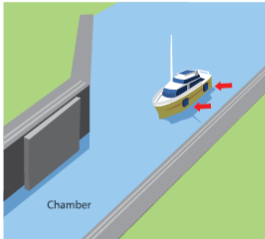
Remember it is your yacht. If it is damaged due to faulty or insufficient equipment or improper handling of small craft or equipment by the crew, the loss of time and expense will be your responsibility. You must have your small craft in good operational condition. Your cooperation with Canal officials will not only save time and expense but will result in a smoother transit for all concerned.

# Procedures for securing a Handline Transit of the Panama Canal

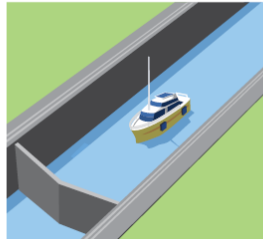
## III. Annexes

### Annex 1 – Types of Lockages

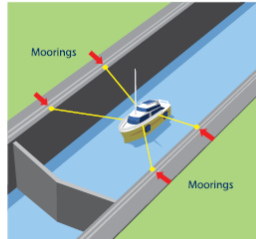
#### Center chamber transit



**1** Small craft approaches the chamber with required fenders at sides

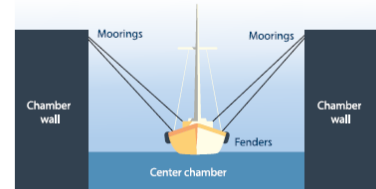


**2** Enters the chamber and locates in the middle to be tied up



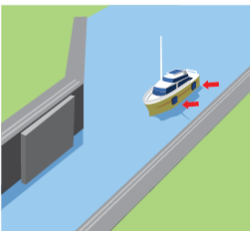
**3** Small craft is tied using 4 lines (2 at each end – bow and stern)

Front view – center chamber transit

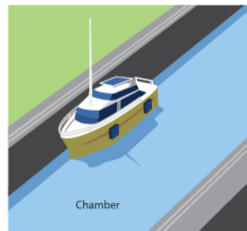


Fenders are placed before entering the lock to protect the hull and integrity of the small craft

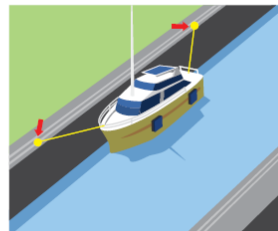
#### Sidewall transit



**1** Small craft approaches the chamber with required fenders at sides

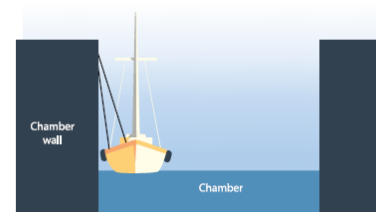


**2** Enters the chamber and it is positioned at one side of the wall



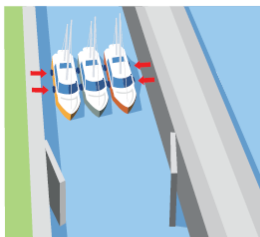
**3** It is tied with 2 ropes (1 at bow and 1 at stern) and 2 replacement ropes on deck

Front view – sidewall transit

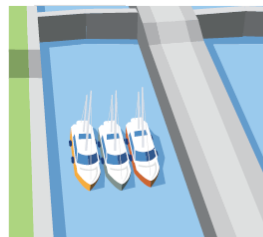


Small craft is positioned and tied sidewall

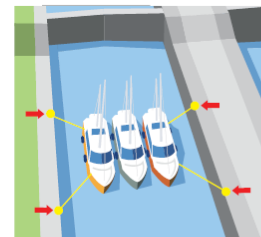
#### Nested transit



**1** Small crafts approach the chamber tied up with required fenders at sides (and between them)

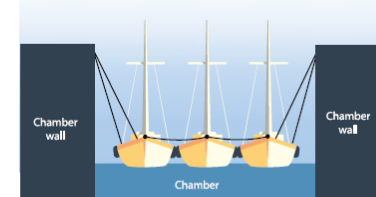


**2** Enters the chamber and stands at the center



**3** Then they are tied up at the center of the chamber (2 ropes each side of the outermost small crafts)

Front view – Nested transit

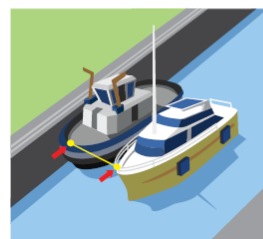


Small crafts will be positioned and tied at the center of the chamber

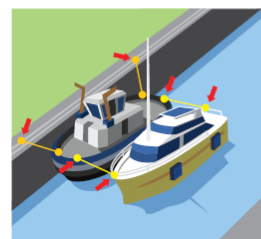
#### Transit alongside a tug



**1** Small craft approaches the chamber behind the Tug and with required fenders

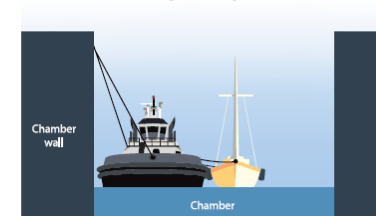


**2** Small craft is tied up to the Tug, which is positioned at the side of the wall



**3** The tug is tied up to the sidewall (1 rope at the bow and 1 at stern) and 2 replacement ropes on deck

Front view – Transit along side a Tug



Small craft is positioned and tied at the side of a Panama Canal Tug

## Procedures for securing a Handline Transit of the Panama Canal

### Annex 2 – Panama Canal account numbers

Beneficiary Bank	Checking Account
Citibank, N.A. Panama	0550305054

### Annex 3 – Accounts availables for international wire transfers and ACH – Transfer local bank

#### International Wire Transfer

Intermediary bank name:	Citibank, N.A. New York
Intermediary bank swift code:	CITIUS33
Intermediary bank country:	United States
Intermediary bank address:	388 Greenwich Street, New York, NY 10013, US
Intermediary bank account:	10991266
(Mandatory) For further credit to Acc:	Autoridad del Canal de Panamá - 0550305054
Reference:	Small craft (name)

**Note:** If you have any concerns at the moment, you are preparing your transfer, please contact us through [FA-CAJA@pancanal.com](mailto:FA-CAJA@pancanal.com).

#### ACH – Transfer Local Bank

Beneficiary bank name:	Citibank, N.A. Panama
Final beneficiary account number:	0550305054
Bank number (direction and transit):	003
Final beneficiary account name:	Autoridad del Canal de Panamá
Reference:	Small craft (name)



## Procedures for securing a Handline Transit of the Panama Canal

### Annex 4 – Branches available for cash payment

#### Pacific Side:

1. Citibank Plaza Panama is located in Plaza Panama, Edificio Inteligente, Street 50, ground floor. Telephone number: (507) 301-9400. Schedule from 8:00 a.m. to 3:30 p.m.

#### Atlantic Side:

1. The Citibank is located next to the Cristobal piers entrance. The telephone numbers are (507) 441-6303 and (507) 441-6144. Schedule: from 8:30 a.m. to 3:30 p.m.

**Bank schedules:** Tolls may be paid from Monday to Friday in the schedules provided previously. Citibank offices are closed for business on weekends and recognized holidays.

If you have any further questions, please contact the customer deposit team in the Accounts Receivable and Payable Section, at 272- 7857 / 272-7308 or write an e-mail to [Customerdeps@pancanal.com](mailto:Customerdeps@pancanal.com). Schedule: 7:15 am -11: 45 a.m. and 12:45 p.m.-4: 00 p.m.

### Annex 5 – Forms for the return of the refund

It is useful to highlight that refunds are made exclusively in US dollars, they have a cost of \$25.00, which will be deducted from the amount to be refunded. The estimated time for the return is 60 days after the transit of the small craft, provided there were no extraordinary charges. In order for your reimbursement to be made smoothly, it is essential that you provide us accurate and correct information from your bank, through the ASEM application. You must select one of the following options to receive your refund:

# Procedures for securing a Handline Transit of the Panama Canal

## Refund Method Wire Transfer

### Refund

If not used, the estimated time for refunding is 60 days after the transit date

Refund Method

☐ Electronic Payment ☒ Wire transfer

* Beneficiary Name 0 / 35	* R.U.C. and D.V. (local) / TaxpayerID 0 / 35
* Bank Account Name 0 / 35	* Bank Name 0 / 35
* Bank Account Number 0 / 35	* Account Type 0 / 15
* Beneficiary Bank code (SWIFT Code) 0 / 45	* IBAN Number 0 / 45
Intermediary Bank Name (if applicable) 0 / 35	Intermediary Bank SWIFT Code (if applicable) 0 / 15



Failure to complete the information will jeopardize the refund

## Electronic Payments (ACH/EFT) to local or US banks only

### Refund

If not used, the estimated time for refunding is 60 days after the transit date

Refund Method

☒ Electronic Payment ☐ Wire transfer

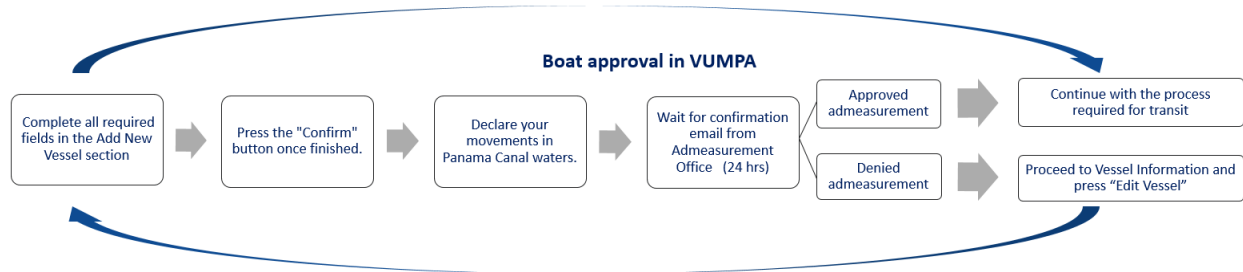
* Beneficiary Name 0 / 35	* R.U.C. and D.V. (local) / TaxpayerID 0 / 35
* Bank Account Name 0 / 35	* Bank Name 0 / 35
* Bank Account Number 0 / 35	* Account Type 0 / 15
ABA or Bank Number 0 / 15	IBAN Number 0 / 45
Intermediary Bank Name (if applicable) 0 / 35	Intermediary Bank SWIFT Code (if applicable) 0 / 15



Failure to complete the information will jeopardize the refund

# Procedures for securing a Handline Transit of the Panama Canal

## Annex 6 – Example of VUMPA approval flow



Enter the basic information of the small craft:

Complete the required fields (those marked with a red asterisk are required):

## Procedures for securing a Handline Transit of the Panama Canal

Verify that all the data is correct, after that you will not be able to update it. Press the “Confirm” button once finished.

**Additional Dimensions Declaration**

Size of any permanent additional extensions protruding beyond hull. (Length from hull end to beginning of the structure. If more than one you must consider the critical one). Please attach a picture of each additional extension.

Forward Extensions (m)

[Choose File](#) No file chosen

AFT Extensions (m)

[Choose File](#) No file chosen

Side Extensions (m)

[Choose File](#) No file chosen

Air Draft (m)

Foto de small craft.JPG [Update...](#)

[View Uploaded Image](#)

Select

Select

Select

Other

0.500

**Engine Information**

Boat cruising speed is under the minimum required for transiting. It may result in extra charges, transit delay or its cancellation.

\* Engine Type

No engine

\* Engine Quantity

0

\* Power (HP)

1

\* Fuel Tanks Cap.

1

Gallon

\* Cruise Speed (Knots)

1

\* Cruise Speed (RPM)

1

\* Propeller Quantity

0

**Boat Specifications**

☐ Navigation Lights
 ☐ Bow Thruster
 ☐ Gyro Compass

☐ Bitts
 ☐ Anwinng
 ☐ AIS

☐ Cleats
 ☐ VHF
 ☐ Radar

☐ Anchor
 ☐ Magnetic Compass

**Final Dimensions**

Boat dimensions after including declared additional structures.

Length Overall

35.000

Extreme Beam

0.000

Cruise Speed (Knots)

1

Air Draft

0.500

[CONFIRM](#)

Declare the movements of your visit. Admeasurement will receive an approval request only if there are transit movements. If they are local movements only, the admeasurement approval is not required.

Visit [0](#) [MANAGE ADDITIONAL AGENCIES](#) [BACK TO MY VISIT DASHBOARD](#) [EDIT VISIT](#) [HISTORY](#)

Declaration	Vessel BARCAZA IV	SIN 6024187	Type Barge, not Self-Propelled	Length (m) 35.000	Beam (m) 10.000	Visit Status Arrived	Arrival Date 28-Jun-2023 0700
Vessel Information	Visit Number 423923	Service Order No. MVIS-2023-06085	ETA 04-Jul-2023 1433	Arrival Location Atlantic	Visit to the Account of MEDITE	Agency ASA	Sea Time

☒ **Selected Services** (At least one Service required to create a visit) [ACTUAL TIMES](#) [CANCELLED SERVICES](#)

[ADD TRANSIT](#) [ADD ANCHORAGE](#) [ADD DOCK](#) ☐ Ready on arrival

#	Service	From	To	Ready Time	Ready Status	Dir.	Reason	Booking Date	Agency	Customer	Service status	Change Order
1	transit	ASEA	PSEA-PACI		Tentative	S		<a href="#">Book</a>	ASA	MEDITE	Active	

[Last 10 Ports](#)



## Procedures for securing a Handline Transit of the Panama Canal

You will receive an email notification to the email address that you entered in the field "Vessel email address", with the confirmation of approved or denied admeasurement within a period of 24 hours.

**Dear Customer,**

Your Boat Approval Request for MV Barcaza IV - SIN 6024187, has been revised by Panama Canal.

Admeasurement was **successfully approved**; final dimensions as follows:

**Length Overall: 35.000 m / 114.83 ft**  
**Extreme beam: 10.000 m / 32.81 ft**  
**Air Draft: 14.000 m / 45.930 ft**

**Please proceed to complete required forms for transiting:**

**ASEM Users:** <https://asem.pancanal.com/>

**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office  
[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

If the admeasurement is approved, continue with the process detailed in the [Annex 7](#).

**Dear Customer,**

Your Boat Approval Request for MV Barcaza IV - SIN 6024187, has been revised by Panama Canal.

Unfortunately, Admeasurement was **denied**, see our following comments:

Comments
Length and breadth did not match with Register information.

**Please proceed to submit again a request:**

**ASEM Users:** <https://asem.pancanal.com/>

**VUMPA Users:** <https://serviceportal.pancanal.com/>

Best regards,

Admeasurement Office  
[OPTT-AS@pancanal.com](mailto:OPTT-AS@pancanal.com)

If it is denied, you must enter VUMPA again and from the "Vessel information" section, press the "Edit Vessel" button to make the necessary adjustments and press the "Confirm" button again to send the request again. The admeasurement request will be evaluated again in a maximum period of 24 hours.

Visit
0
MANAGE ADDITIONAL AGENCIES
BACK TO MY VISIT DASHBOARD
EDIT VISIT
HISTORY

Declaration	Vessel	SIN	Type	Length (m)	Beam (m)	Visit Status	Arrival Date
Vessel Information	BARCAZA IV	6024187	Barge, not Self-Propelled	35.000	10.000	Arrived	28-Jun-2023 0700
	Visit Number	Service Order No.	ETA	Arrival Location	Visit to the Account of	Agency	Sea Time
	423923	MVIS-2023-06085	04-Jul-2023 1433	Atlantic	MEDITE	ASA	

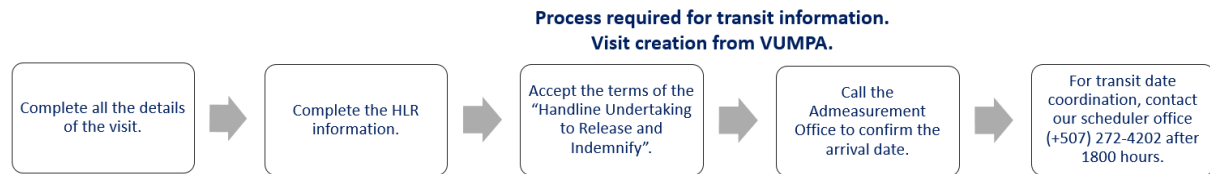
Visit Information
Service Overview
Attach Documents
Financial Information
Passenger Declaration
Crew Declaration

Vessel Information
Edit Vessel

Name	Type	Length Overall	Extreme Beam
BARCAZA IV	(14)Barge, not Self-Propelled	35.000	10.000
Call Letter	Flag	IMO Number	Vessel's Email address
	ANTARCTICA		hy@gmail.com

# Procedures for securing a Handline Transit of the Panama Canal

## Annex 7 – Example of transit scheduling flow from VUMPA



Complete all the details required for the visit.

Visit
MANAGE ADDITIONAL AGENCIES
BACK TO MY VISIT DASHBOARD
HISTORY

Declaration	Vessel	SIN	Type	Length (m)	Beam (m)	Visit Status	Arrival Date
	OCEAN CLIO	6024554	Dry-bulk Carrier	182.870	31.084	Open	
Vessel Information	Visit Number	Service Order No.	ETA	Arrival Location	Visit to the Account of	Agency	Sea Time
	429341	MVIS-2023-12081	09-Aug-2023 0600	Pacific	TOKOKA	BOYD	

**General Declaration**

#	Question	Answer
1	Are you carrying any commercial cargo and/or empty containers?	<input type="radio"/> Yes <input type="radio"/> No
2	Are there changes in the vessel's basic information?	<input type="radio"/> Yes <input type="radio"/> No
3	Has there been any change in the vessel's structure or capacity since last visit?	<input type="radio"/> Yes <input type="radio"/> No
4	Are you transporting passengers?	<input type="radio"/> Yes <input type="radio"/> No
5	Are there any animals on board?	<input type="radio"/> Yes <input type="radio"/> No

Declaration
Vessel
SIN
Type
Length (m)
Beam (m)
Visit Status
Arrival Date

	BARCAZA IV	6024187	Barge, not Self-Propelled	35.000	10.000	Arrived	28-Jun-2023 0700
Vessel Information	Visit Number	Service Order No.	ETA	Arrival Location	Visit to the Account of	Agency	Sea Time
	423923	MVIS-2023-06085	04-Jul-2023 1433	Atlantic	MEDITE	ASA	

A new transaction has been generated. 2227275

**Visit Information**

**Arrival Location**

☒ Atlantic ☐ Pacific ☐ Other

☐ Cargo Operation Outside Breakwater

**Other Arrival Location**

Select

**Estimated Time of Arrival (ETA)**

04-Jul-2023 1433

**ETA Based on**

Local Time

**Cape Mala Speed**

Select

**Exceed IMO Visibility**

☐ Yes ☐ No ☒ N/A

**Radio Pratique Required**

☐ Yes ☒ No

**Cape Mala Actual Passing Date**

Select

**Cape Mala Based on**

Select

**Vessel Origin Route**

ASIA AND THE MIDDLE EAST

**Vessel Destination Route**

WEST COAST OF THE UNITED STATES

**Inspection Completion Date**

**Panama Canal Green Vessel Classification**

Standard

**Draft**

**Fresh Water Draft - FWD (ft-in)**

05-00

**Fresh Water Draft - AFT (ft-in)**

05-00

**Total Displacement on Arrival (MT)**

**Salt Water Draft - FWD (ft-in)**

05-00

**Salt Water Draft - AFT (ft-in)**

05-00

## Procedures for securing a Handline Transit of the Panama Canal

Select the data corresponding to the Handline Lockage Request.

Additional Information (Required for Small Craft)

Lockage Type

Sidewall

☐ Yes
☒ No

Nested

☒ Yes
☐ No

Center Chamber

☐ Yes
☒ No

Lockage alongside ACP tug

☒ Yes
☐ No

Transit Requirements

4 line handlers + 1 captain

☐ Yes
☒ No

Horn

☐ Yes
☒ No

Working Navigation Lights

☒ Yes
☐ No

Deckhands required

☒ Yes
☐ No

Use Transit Advisor

☐ Yes
☒ No

Sanitary Facilities

☐ Yes
☒ No

Drinking water

☐ Yes
☒ No

4 mooring ropes

☐ Yes
☒ No

Anchor(s)

☐ Yes
☒ No

Pilot Ladder

☐ Yes
☒ No
☒ N/A

Pilot required

☐ Yes
☒ No

Meal available

☐ Yes
☒ No

Fenders

☒ Yes
☐ No

Customer Information

Responsible User

ASA AGENT

Acting as Boat

AGENT

Boat Location

ATLANTIC ANCHORAGE

Specifications

Fuel Quantity on board

1433

Liters

I've read and accept the undertaking to release and indemnify terms

Then you must accept the terms of the “Handline Undertaking to Release and Indemnify”.

Upon completion of the request, please contact the Admeasurement Office for requesting the boat arrival (in system), this step is essential for transit scheduling. **The compliance of the visit data declaration will be verified, including quarantine, crew, passengers, cargo condition, etc.**

Finally, for transit date and time coordination you can call our scheduler office (+507) 272-4202 after 1800 hours.

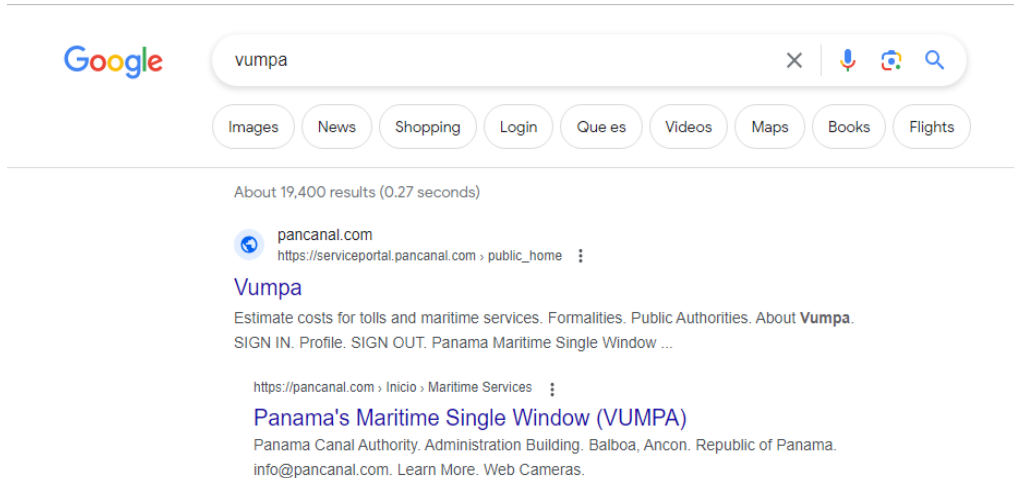
### **Important note:**

If the visit doesn't arrive within a period of 7 days from the last registered ETA, the system automatically cancels your visit and will require you to return to the initial visit creation process.

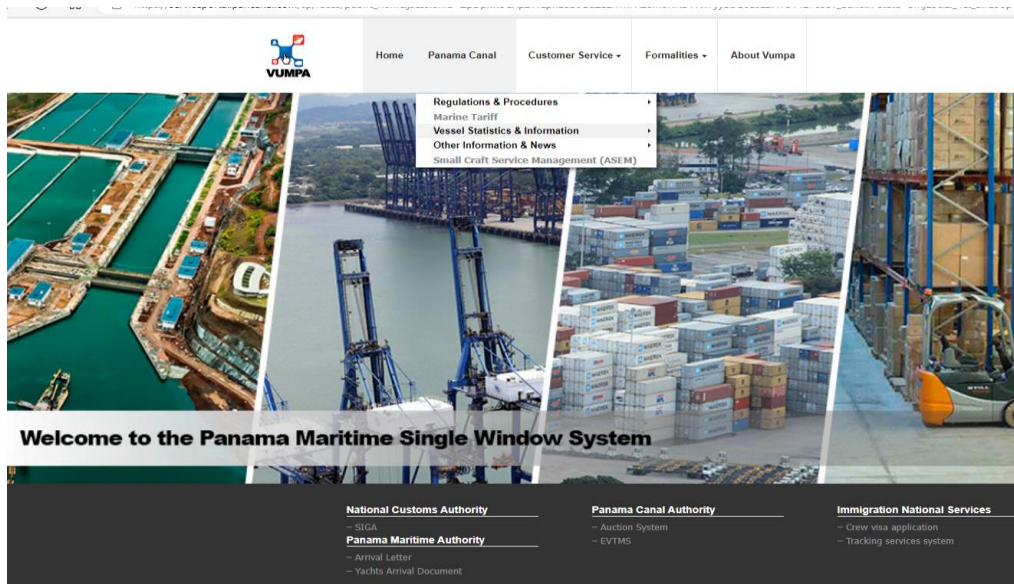
# Procedures for securing a Handline Transit of the Panama Canal

## Annex 8 – User creation example in ASEM

Search VUMPA home page using your preferred browser

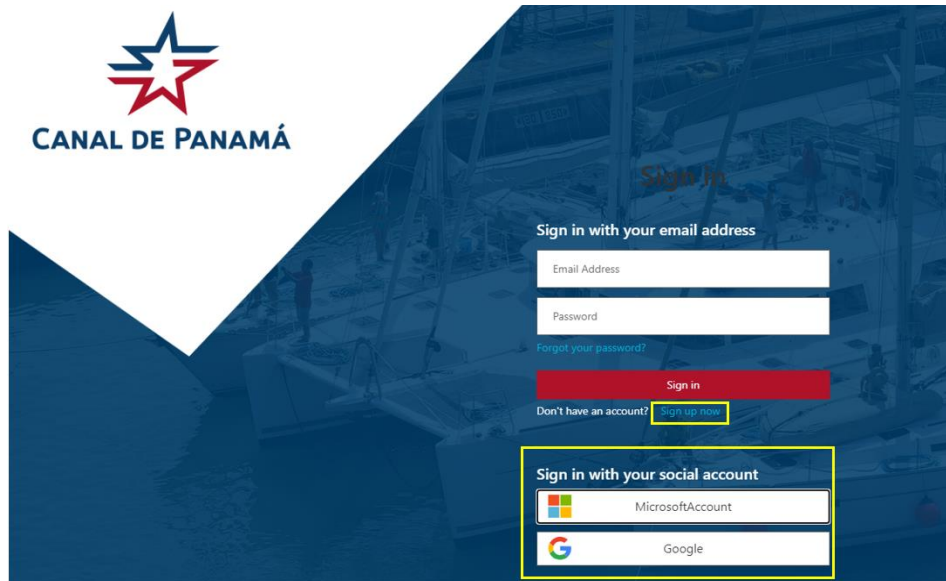


Then in the menu label, press “Panama Canal” and then click the option “Small Craft Service Management (ASEM)”.



## Procedures for securing a Handline Transit of the Panama Canal

Now, you are in the ASEM application, where you can create a user account using the "Sign up now" option for an email account from any service provider or using your Google or Microsoft account.



**CANAL DE PANAMÁ**

**Sign In**

Sign in with your email address

Email Address

Password

Forgot your password?

Sign in

Don't have an account? [Sign up now](#)

Sign in with your social account

MicrosoftAccount

Google

Complete the fields required by the application and press “Send verification code” to obtain a security code.

**Signup to ASEM**

User Details

Email Address

Send verification code

New Password

Confirm New Password

Country/Region

Country/Region ▼

Given Name

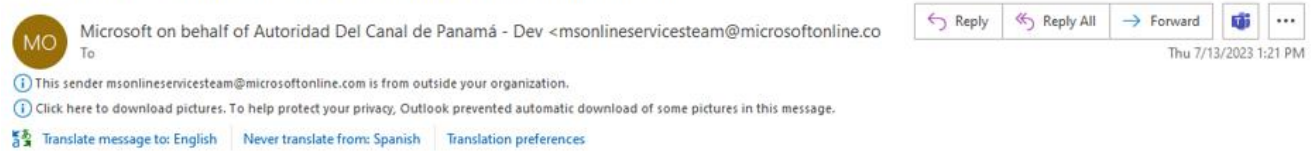
Surname

Create Cancel

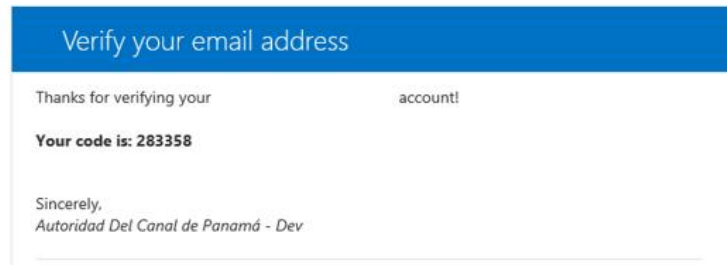
## Procedures for securing a Handline Transit of the Panama Canal

You will receive a message in your email account with the required code.

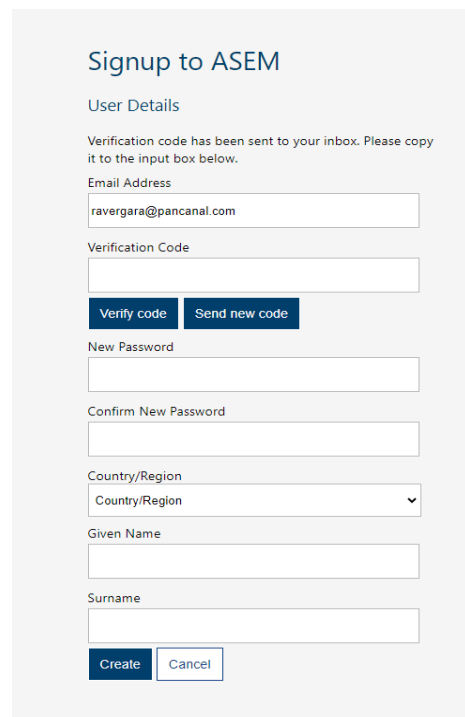
Autoridad Del Canal de Panamá - Dev account email verification code



**Atención:** Este correo electrónico procede de una fuente externa a la organización. Por favor, tenga cuidado al abrir los enlaces o archivos adjuntos. Si tiene alguna duda, contacte a la Mesa de Servicio al teléfono: 272-7777.



Enter the code in the "Verification Code" field and press the "Verify code" button.



The screenshot shows a "Signup to ASEM" form. It has a title "Signup to ASEM" and a subtitle "User Details". Below the subtitle, it says "Verification code has been sent to your inbox. Please copy it to the input box below." The form contains several input fields: "Email Address" (with the value "ravgara@pancanal.com"), "Verification Code", "New Password", "Confirm New Password", "Country/Region" (a dropdown menu with "Country/Region" selected), "Given Name", and "Surname". At the bottom of the form, there are two buttons: "Create" and "Cancel".

Once you have completed all the fields you must press the "Create" button.

## Procedures for securing a Handline Transit of the Panama Canal

The ASEM terms and conditions screen will automatically appear, you must read them and check the option to accept, complete the required information at the bottom of the screen and press the "Accept and Continue" button.

## Terms and Conditions

Draw

Read aloud

- +

1 of 6

### ASEM Terms and Conditions

These terms and conditions apply to the use of the services offered by the Panama Canal Authority (ACP), the Panama Maritime Authority (AMP) through the *Administración de Servicios de Embarcaciones Menores (ASEM)* (in English *Small Craft Service Management*). The services offered and provided through the ASEM are subject to the terms and conditions ("Terms and Conditions"), as stated below. By using the services, the users are agreeing to be bound by, and to comply with, these Terms and Conditions. Unless explicitly stated otherwise, any new features that enhances the current services, including the release of new services, shall be subject to these Terms and Conditions.

#### 1. TERMINOLOGY

In these terms and conditions, the expressions: (i) "Client" is a person or group that uses the professional advice or services of a user; (ii) "User" means having access to use one of the services offered through the ASEM; (iii) "services" referred to those provided through the ASEM; (iv) "Team" is a reference to the ASEM operational group which is composed of technical personnel of the ACP that provides assistance to the users; and (v) "Service Providers" referred to the ACP and AMP with responsibility on the vessels operations in Panamanian Jurisdictional Waters and ports.

#### 2. TO BECOME A USER

Some services require to create an user account. To become a user, complete your registration details as described on the web site where the services are offered. You will be assigned a unique User ID subject to your acceptance of the Terms and Conditions of Membership in Annex 1. (ii) NON-MEMBER: If you are not a Member, some of our websites and services may not be available to you. To become a user, please follow the procedure published in the ACP's web site.

☒ \*Do you agree?

\* ID/Password

9PI-15-575

\* ID/Passport Image

Capture.JPG

ACCEPT AND CONTINUE

Finally, the confirmation of the creation of your account and a welcome message will appear.

## Welcome to ASEM Small Craft Service Management

Your account has been created successfully

Given Name:

Surname:

Email:

ID Passport:

ID Passport Image:

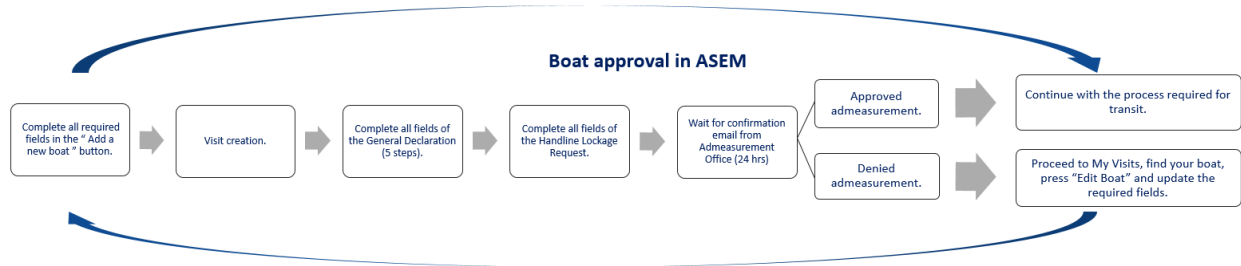


CONTINUE

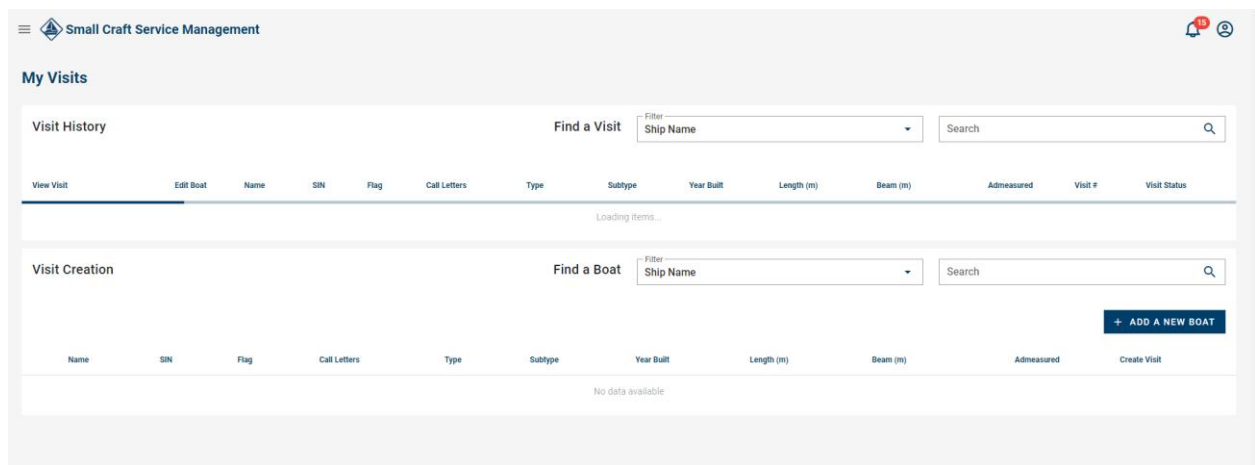
Press the continue button to advance.

# Procedures for securing a Handline Transit of the Panama Canal

## Annex 9 – Example of ASEM approval flow

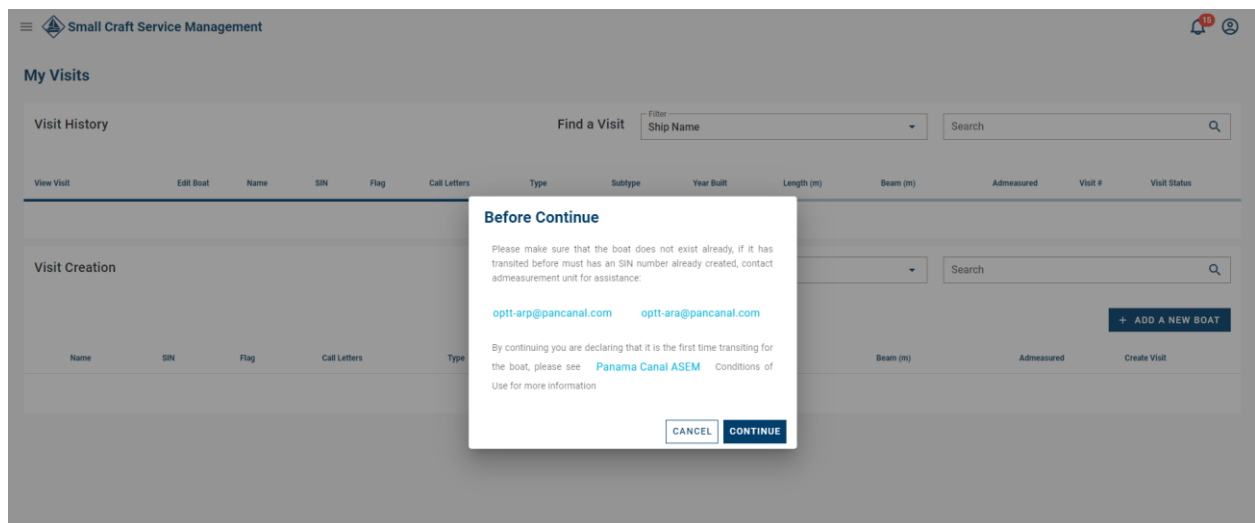


On the “My Visits” screen, press the “Add a New Small craft” button.



The screenshot shows the 'My Visits' interface. At the top, there's a 'Visit History' section with a search bar and a table with columns: View Visit, Edit Boat, Name, SIN, Flag, Call Letters, Type, Subtype, Year Built, Length (m), Beam (m), Admeasured, Visit #, and Visit Status. Below this is a 'Visit Creation' section with a 'Find a Boat' search bar and a '+ ADD A NEW BOAT' button. The table in this section has columns: Name, SIN, Flag, Call Letters, Type, Subtype, Year Built, Length (m), Beam (m), Admeasured, and Create Visit. The status 'No data available' is shown at the bottom.

Confirm if the small craft is not already in our data base and press the “Continue” button.



The screenshot shows the 'My Visits' interface with a modal dialog titled 'Before Continue'. The dialog contains the following text: 'Please make sure that the boat does not exist already, if it has transited before must have a SIN number already created, contact admeasurement unit for assistance: optt-arp@pancanal.com optt-arag@pancanal.com'. Below this, it says: 'By continuing you are declaring that it is the first time transiting for the boat, please see Panama Canal ASEM Conditions of Use for more information'. At the bottom of the dialog are two buttons: 'CANCEL' and 'CONTINUE'.



# Procedures for securing a Handline Transit of the Panama Canal

Complete the General Declaration information.

**Small Craft Service Management**

Create a New Boat

**General Information**

Boat Image

Panama Canal Ship Identification Number (SIN): 0

Boat Name

Call Sign

Flag

Builder: BUILDER NOT AVAILABLE

Country Built

Hull Material

Hull Color

Owner Name

Type: YACHT

Sub Type

Year Built

This field is required.

Complete the required information related to the Registry Certificate.

**Register Information**

Certificate of Registry

Length: 0.000 m

Beam: 0.000 m

Depth: 0.000 m

Gross tons: 0

Net tons: 0

Authority/Government: AUTHORITY NAME NOT AVAILABLE

Date

In this section, declare the dimensions, type and upload the picture of any permanent structure located beyond the hull of the small craft. This includes the bow, stern and the sides.

**Additional Dimensions Declaration**

Size of any permanent additional extensions protruding beyond hull. (Length from hull end to beginning of the structure, if more than one you must consider the critical one). Please attach a picture of each additional extension.

**FWD Extensions**

Image

FWD Extensions: 0.000 m

Type: NOT AVAILABLE

**AFT Extensions**

Image

AFT Extensions: 0.000 m

Type: NOT AVAILABLE

**Side Extensions**

Image

Side Extensions: 0.000 m

Type: NOT AVAILABLE

**Air Draft**

Image

Air Draft: 0.000 m

Type

You will find a display once the “Additional Dimensions Declaration” button is pressed.

## Procedures for securing a Handline Transit of the Panama Canal

Confirm the small craft specifications:

**Boat Specification**

Mark the available equipment

<input type="checkbox"/> Navigation Lights	<input type="checkbox"/> Bitts
<input type="checkbox"/> Cleats	<input type="checkbox"/> Anchor
<input type="checkbox"/> Bow Thruster	<input type="checkbox"/> Awning
<input type="checkbox"/> VHF	<input type="checkbox"/> Magnetic Compass
<input type="checkbox"/> Gyro Compass	<input type="checkbox"/> AIS
<input type="checkbox"/> Radar	

**Engine Information**

Type \*

\* Quantity  \* Power  HP

\* Fuel tank(s) Capacity  \* Unit  \* Cruise Speed  Knots

\* Cruise Speed RPM  RPM \* Propeller quantity

Please verify if final dimensions are correct; confirm the acceptance of terms and conditions and press the “Proceed to create a new small craft” button.


**Final Dimensions**

Boat dimensions after including declared additional structures

Length Overall	Extreme Beam	Cruise Speed	Air Draft
<input type="text"/> 0.000 m	<input type="text"/> 0.000 m	<input type="text"/> 0.0 Knots	<input type="text"/> 0.000 m
<small>0.000 ft</small>	<small>0.000 ft</small>		<small>0.000 ft</small>

☐ I have read and accept the [Panama Canal ASEM of use and privacy notice](#)

The app will confirm the creation of the small craft and the Panama Canal SIN Number will be displayed.



The Small Craft: AD  
has been successfully created.

Your Panama Canal Ship Identification Number (SIN) is: 6024222

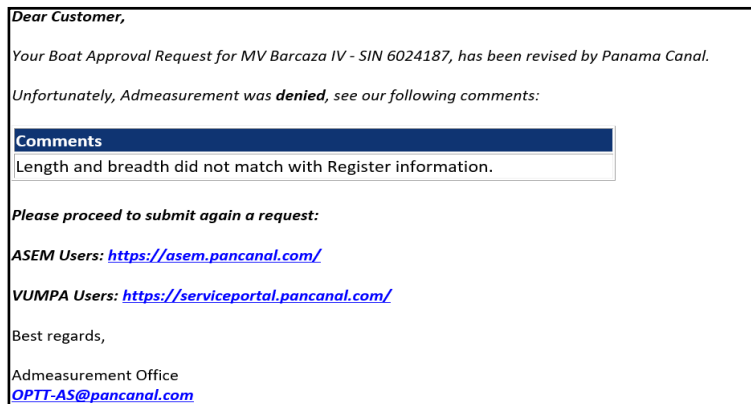
You may proceed to create the visit pressing the “Proceed to create a visit” button to continue with the process.

## Procedures for securing a Handline Transit of the Panama Canal

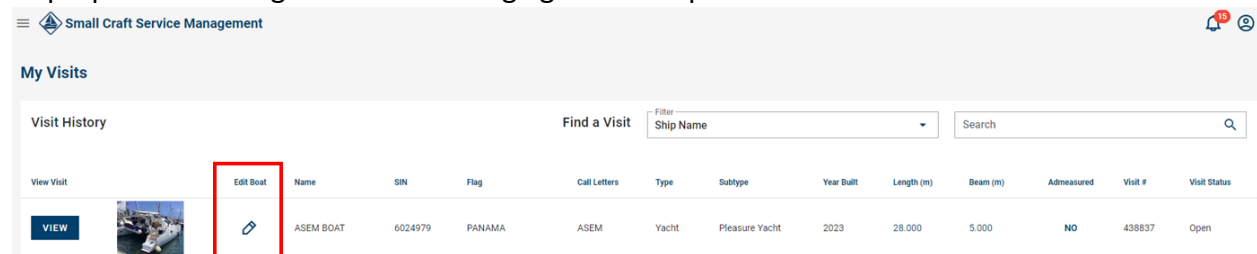
Within the next 24 hours, you will receive via email an evaluation from the Panama Canal Admeasurement Unit as shown below:



If approved, continue with the process described in [Annex 10](#).



If denied, you must go to “My Visits” section and then press the button “Edit boat”, proceed to prepare the changes and submitting again the request.



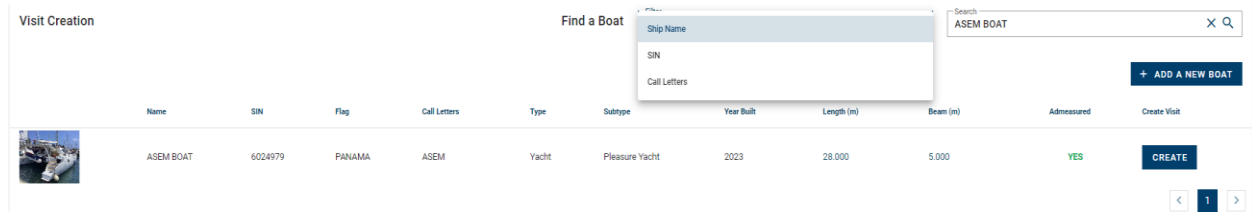
### Important Note:

Regardless of the admeasurement evaluation result, you may continue with the process up to the “Handline lockage request” stage. To continue with the payment stage, you must have received the small craft approval.

# Procedures for securing a Handline Transit of the Panama Canal

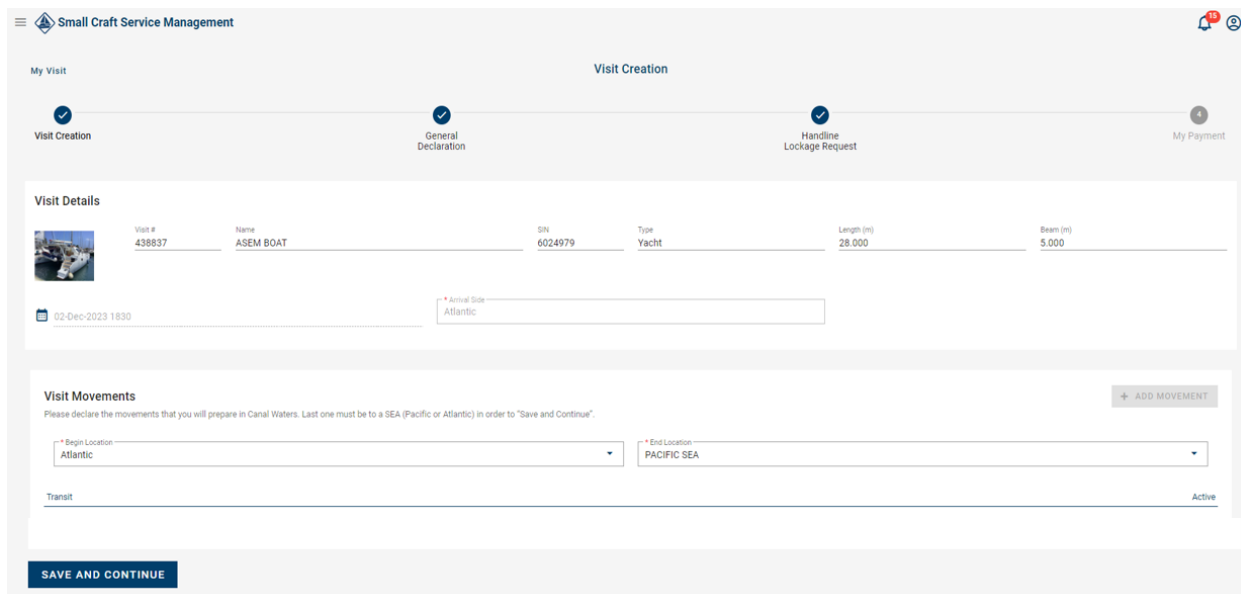
## Annex 10 – Example of transit scheduling flow from ASEM

In the case of an existing small craft, you must search its identity by filtering by “Ship name, SIN, Call letters”.



The screenshot shows the 'Visit Creation' interface. At the top, there is a search bar with 'ASEM BOAT' entered. Below the search bar, a dropdown menu is open, showing 'Ship Name', 'SIN', and 'Call Letters'. Below the dropdown, there is a table with columns: Name, SIN, Flag, Call Letters, Type, Subtype, Year Built, Length (m), Beam (m), Admeasured, and Create Visit. The table contains one row for 'ASEM BOAT' with SIN 6024979, Flag PANAMA, Call Letters ASEM, Type Yacht, Subtype Pleasure Yacht, Year Built 2023, Length 28.000, Beam 5.000, and Admeasured YES. A 'CREATE' button is visible next to the row.

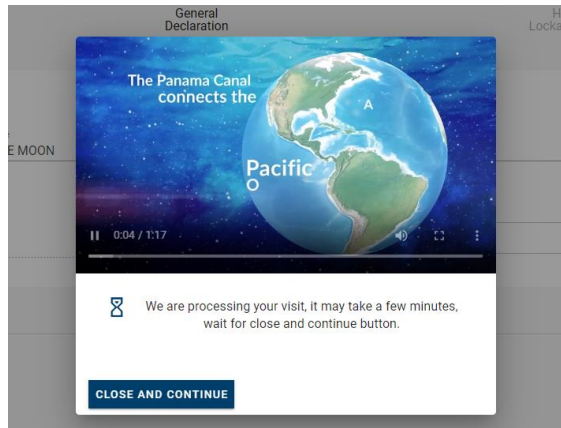
Once the small craft has been identified, press the “create” button and proceed to detail the different movements to be performed in Canal waters. Press “Save and Continue” after.



The screenshot shows the 'Small Craft Service Management' interface. At the top, there is a navigation bar with 'My Visit', 'Visit Creation', 'General Declaration', 'Handline Lockage Request', and 'My Payment'. Below the navigation bar, there is a 'Visit Details' section with fields for Visit # (438837), Name (ASEM BOAT), SIN (6024979), Type (Yacht), Length (m) (28.000), and Beam (m) (5.000). Below the details, there is a date field (02-Dec-2023 1830) and an arrival side dropdown (Atlantic). Below the details, there is a 'Visit Movements' section with a table for movements. The table has columns for Begin Location (Atlantic), End Location (PACIFIC SEA), and Transit (Active). A 'SAVE AND CONTINUE' button is at the bottom.


## Procedures for securing a Handline Transit of the Panama Canal

While the information is being processed, some information videos will be displayed.



Once the “Close and Continue” button is displayed, you proceed with the next step. Five steps for the general declaration must be followed.

**Visit Details** [EDIT MY VISIT](#)

	Visit # 438837	Name ASEM BOAT	SIN 6024979	Type Yacht	Length (m) 28.000	Beam (m) 5.000
---	-------------------	-------------------	----------------	---------------	----------------------	-------------------

02-Dec-2023 1830 \* Arrival Side  
Atlantic

1

Quarantine Questions

2

Next & Last Port

3

Persons on board  
- Crew

4

Persons on board  
- Passenger

5

Arrival Conditions

- 1. Health questions:** Please answer the YES/No questions related to quarantine. Additional information, if required, must be input.

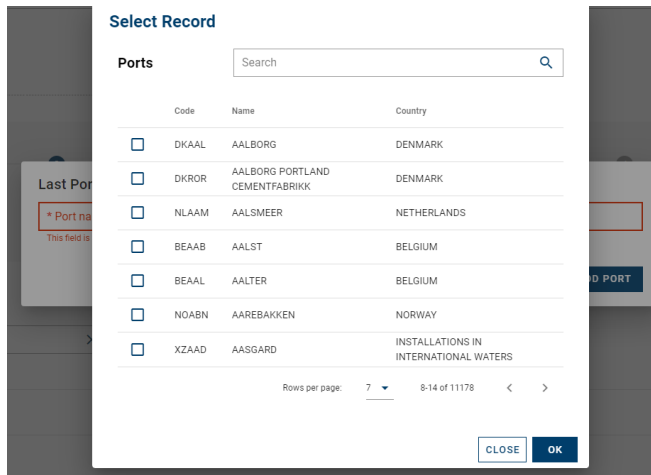
**Health Questions**

1. Is there any case of illness, sickness or has anyone died during this voyage?
2. Are there any animals on board?
3. Have any stowaways been found on board?
4. Is there any meat and/or ship's store in this voyage?

[SAVE AND CONTINUE](#)

# Procedures for securing a Handline Transit of the Panama Canal

- Next and last port:** Complete the information related to the next port and previous ports visited.



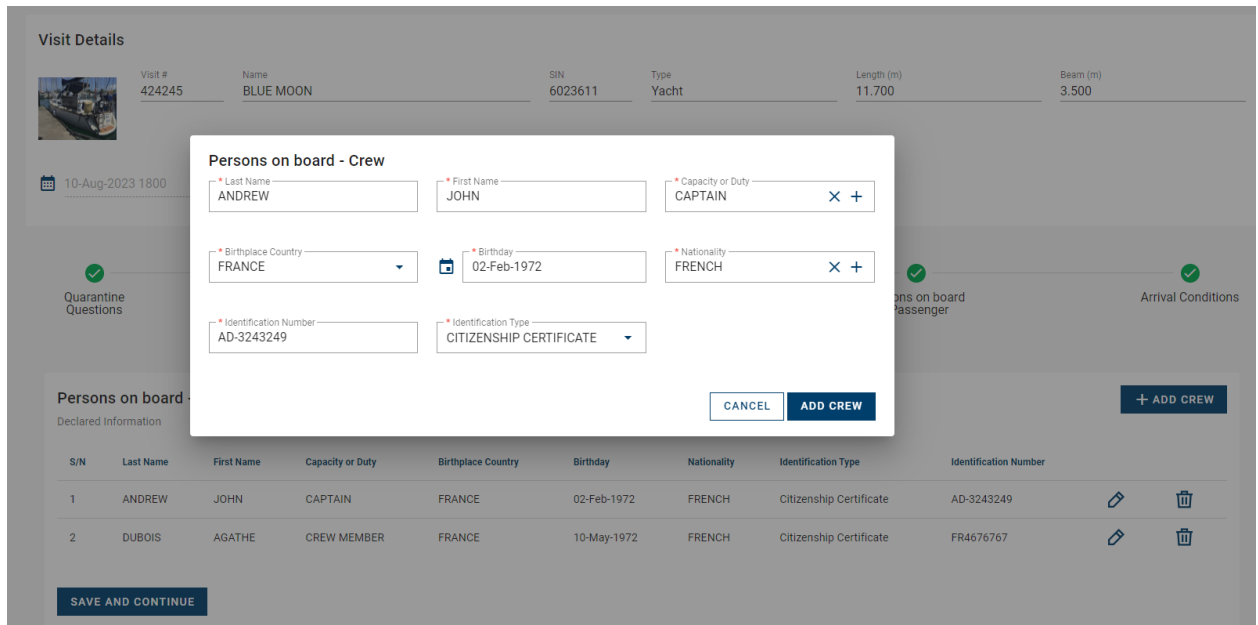
**Select Record**

Ports

	Code	Name	Country
<input type="checkbox"/>	DKAAL	AALBORG	DENMARK
<input type="checkbox"/>	DKROR	AALBORG PORTLAND CEMENTFABRIKK	DENMARK
<input type="checkbox"/>	NLAAM	AALSMEER	NETHERLANDS
<input type="checkbox"/>	BEAAB	AALST	BELGIUM
<input type="checkbox"/>	BEAAL	AALTER	BELGIUM
<input type="checkbox"/>	NOABN	AAREBAKKEN	NORWAY
<input type="checkbox"/>	XZAAD	AASGARD	INSTALLATIONS IN INTERNATIONAL WATERS

Rows per page: 7 8-14 of 11178

- Persons on board.** Complete the information related to all navigating crew.



**Visit Details**

Visit # 424245 Name BLUE MOON SIN 6023611 Type Yacht Length (m) 11.700 Beam (m) 3.500

10-Aug-2023 1800

Quarantine Questions ☒

Persons on board - Crew

\* Last Name ANDREW \* First Name JOHN \* Capacity or Duty CAPTAIN

\* Birthplace Country FRANCE \* Birthday 02-Feb-1972 \* Nationality FRENCH

\* Identification Number AD-3243249 \* Identification Type CITIZENSHIP CERTIFICATE

**Persons on board**

Declared Information

S/N	Last Name	First Name	Capacity or Duty	Birthplace Country	Birthday	Nationality	Identification Type	Identification Number
1	ANDREW	JOHN	CAPTAIN	FRANCE	02-Feb-1972	FRENCH	Citizenship Certificate	AD-3243249
2	DUBOIS	AGATHE	CREW MEMBER	FRANCE	10-May-1972	FRENCH	Citizenship Certificate	FR4676767

## Procedures for securing a Handline Transit of the Panama Canal

- 4. Passengers on board:** Complete all information related to passengers. For Panama Canal purposes, a passenger is a person paying to ride on the small craft.

✓

Quarantine Questions

✓

Next & Last Port

✓

Persons on board - Crew

4

Persons on board - Passenger

5

Arrival Conditions

**Persons on board - Passenger**  
Passenger is a person who is paying for travel on the boat, and/or their respective luggage

**\* Passengers are being transported?**

☒ No
 ☐ Yes

**SAVE AND CONTINUE**

- 5. Arrival Conditions:** Complete the information related to drafts, fuel on board and cruise speed.

**Arrival Conditions**

i

To continue, previous steps should be completed.

3

\* Fuel Quantity on board

200

\* Fuel Unit

GA

\* Cruise Speed

8.5

kn

\* FWD draft

2.00

m

06° - 06°

\* AFT draft

2.00

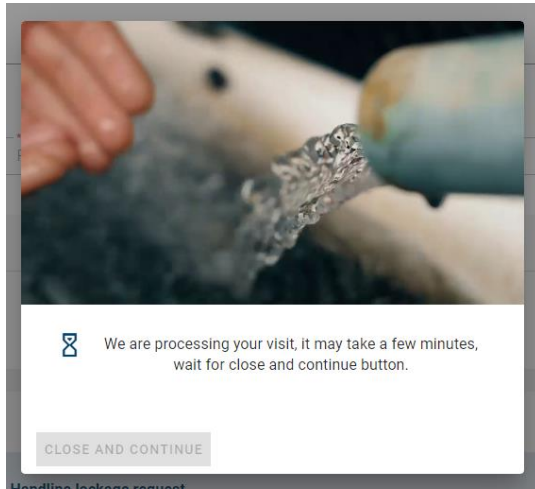
m

06° - 06°

**SAVE AND CONTINUE**


Press the “Save and Continue” button and wait for the “Close and Continue” button to show up to continue to the next stage.

## Procedures for securing a Handline Transit of the Panama Canal



Complete the required fields to finish the transit request and include an updated profile picture of the boat, which will be used for approval.

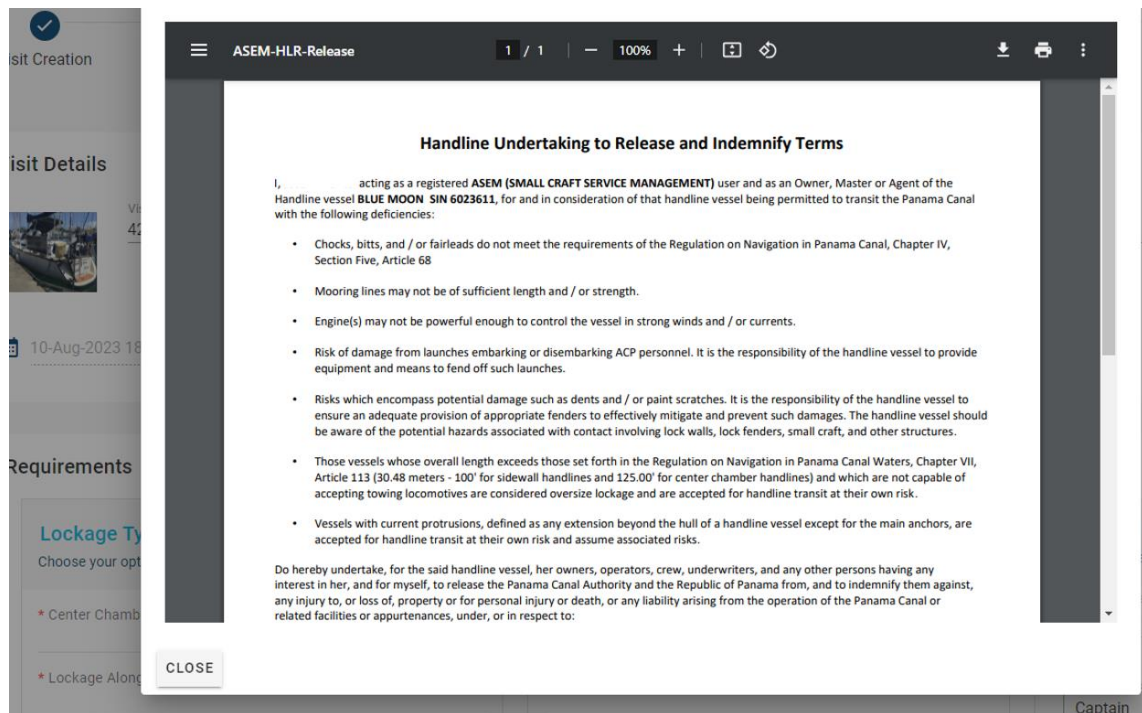
### Handline Lockage Request

Lockage Types	Transit Requirements	Customer Information
<p>Choose your options</p> <p>* Center Chamber <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Lockage Alongside ACP Tug <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Sidewall <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Nested <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Selection is subject to Canal Port Captain approval and changes may be applied.</b></p>	<p>Confirm availability of the following items</p> <p>* 4 Mooring Ropes <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 4 Line Handlers + 1 Captain <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Fenders <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Able to Anchor <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Horn <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Drinking Water <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Meal Available <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Sanitary Facility <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Pilot Ladder <input type="radio"/> Yes <input checked="" type="radio"/> N/A</p> <p>* Working Navigation Lights <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Customer Details</p> <p>Responsible User Jose Pimentel</p> <p>* Acting as Boat Owner</p> <p>* Boat Location FLATS</p> <p>* Phone number 6985-5515</p> <p>* E-mail asem@pancanal.com</p>
<p><b>Boat Picture</b></p> <p></p> <p>* Boat Profile Picture CATAMARAN.jpg</p>		

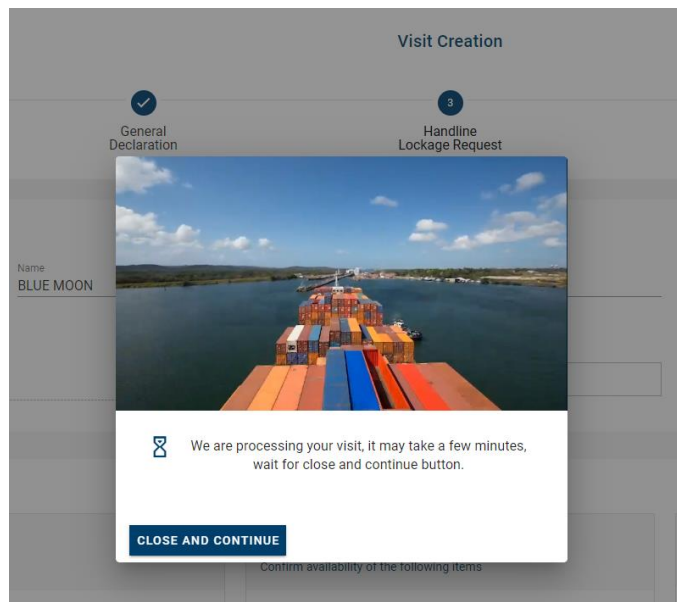
Please accept the release of indemnity and press the “Save and Continue” button.



## Procedures for securing a Handline Transit of the Panama Canal

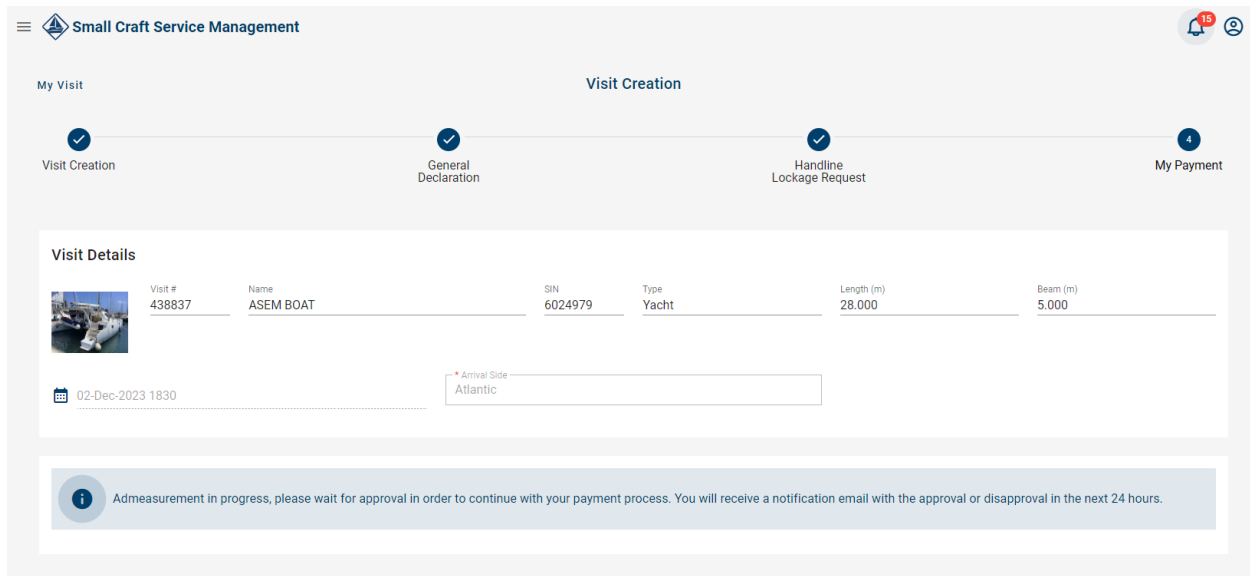


Wait for the data to be processed and press the “Close and Continue button” once enabled.



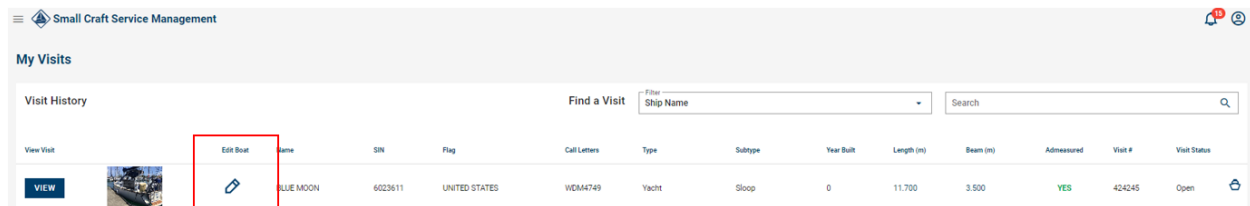
If the small craft is transiting for the first time, a 24-hour waiting period is required or wait for the approval or denial e-mail. This is required to proceed with the payment.

## Procedures for securing a Handline Transit of the Panama Canal



If the small craft has previously transited or if a confirmation e-mail has been received, you may proceed with the payment.

If the small craft has been disapproved, you should go to the “My Visits” menu and edit the information as specified in the e-mail.



Please update all required fields and accept the terms and conditions by pressing the “Proceed to create a New Small craft”.

☐ I have read and accept the [Panama Canal ASEM of use and privacy notice](#)


CANCEL

PROCEED TO CREATE A NEW BOAT



We will receive the request back and a hold of 24 hours is required to have it evaluated for approval. An e-mail notification will be sent. Once approved you can continue to “My Payments” section.

## Procedures for securing a Handline Transit of the Panama Canal

You will see a summary of charges, please complete the billing address information in the right top corner of the screen.

	Visit # 438837	Name ASEM BOAT	SIN 6024979	Type Yacht	Length (m) 28.000	Beam (m) 5.000
---	-------------------	-------------------	----------------	---------------	----------------------	-------------------


  

<div>  02-Dec-2023 1830         </div>	<div>  Arrival Side Atlantic         </div>
---	--

**Full Transit Service Review**

Transit Bill List  
(ASEA - PSEA)


 Transit Bills Completed. (0 / 1) 0


4 items in card


02-Dec-2023	Tolls (Minimum - Ballast) Panama Canal, Length Overall More Than 24.38 Meters (80 Ft) And Up To 30.48 Meters (100 Ft)	\$3,850.00
02-Dec-2023	Panama Canal Security Charge	\$165.00
02-Dec-2023	Transit Vessel Inspection Service	\$75.00
02-Dec-2023	Buffer (Retention Fee)	\$1,060.00


**Billing Address**  
 Declare your billing information.
 


Customer No


 First Name  
JOHN


 Last Name  
ANDREW


 E-mail Address  
asem@pancanal.com

 Street  
La Boca, Panama

 City  
Panama

 Country  
PANAMA

 Zip Code  
45674

 Phone Number  
+5076895-8952

Select payment method:

☒ Cash

---

☐ Credit Card

If the cash option is selected, your buffer refund selection must be made and all field must be filled.

## Procedures for securing a Handline Transit of the Panama Canal

### Refund

Complete your bank information for refunding buffer. Estimated time 60 days after the transit date.

Refund Method

☒ Electronic Payment ☐ Wire transfer

* Beneficiary Name JOHN ANDREW 11 / 35	* R.U.C. and D.V. (local) / TaxpayerID AD-1234567 10 / 35
* Bank Account Name JOHN ANDREW 11 / 35	* Bank Name BANK OF PANAMA 14 / 35
* Bank Account Number 123456789 9 / 35	* Account Type SAVINGS 7 / 15
ABA or Bank Number (If local bank, please repeat your bank account number) 123456789 9 / 15	IBAN Number  0 / 45
Intermediary Bank Name (if applicable)  0 / 35	Intermediary Bank SWIFT Code (if applicable)  0 / 15



Failure to complete the information will jeopardize the refund

Accept terms and conditions and press the “Save and Continue to Pay” button.

### Billing Summary

Subtotal	\$5,150.00
<b>Electronic Transaction Fee</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$5,150.00</b>

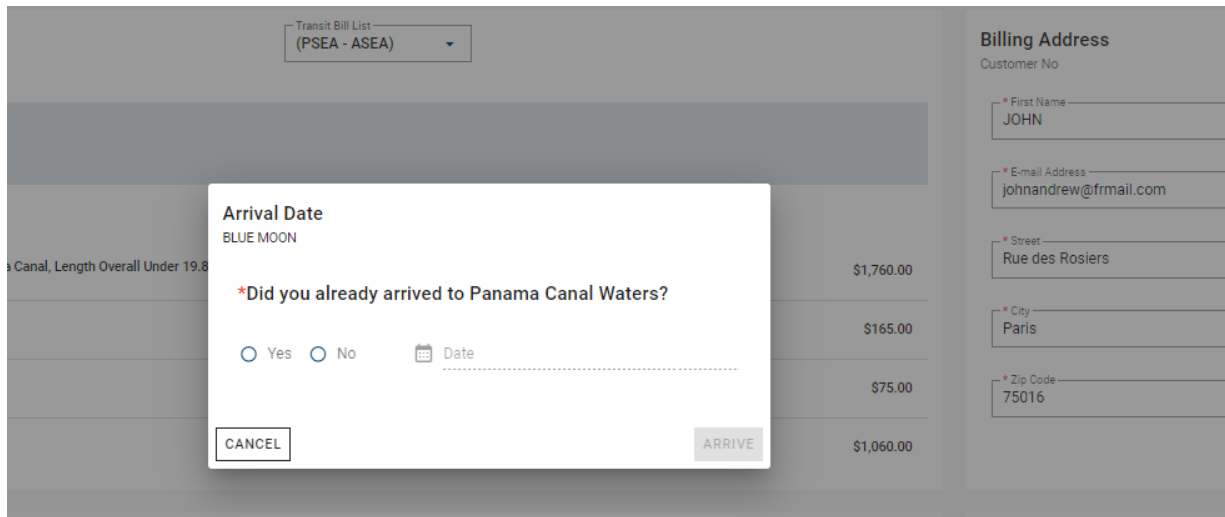
Order Comment  
0 / 250

☒ I've read and accept the [Panama Canal ASEM Conditions of Use](#) and [Privacy Notice](#)

Save And Continue To Pay

The app will ask you to confirm if the small craft has arrived at PC waters.

## Procedures for securing a Handline Transit of the Panama Canal

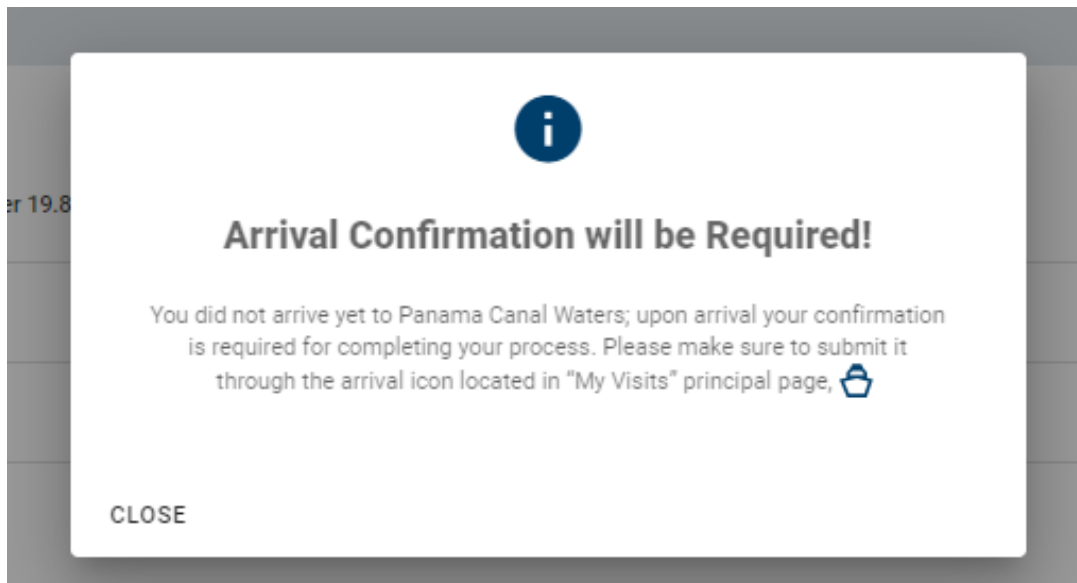


The screenshot shows a web application interface for the Panama Canal transit system. A modal window titled "Arrival Date" is displayed over a background of a transit bill list. The modal contains the following elements:

- Transit Bill List (PSEA - ASEA)**: A dropdown menu at the top left of the modal.
- Arrival Date**: A section header.
- BLUE MOON**: A text label below the header.
- \*Did you already arrived to Panama Canal Waters?**: A question in red text.
- Yes** and **No**: Radio button options.
- Date**: A date selection field with a calendar icon.
- CANCEL** and **ARRIVE**: Buttons at the bottom of the modal.

The background interface includes a "Billing Address" section on the right with fields for Customer No, First Name (JOHN), E-mail Address (johnandrew@fmail.com), Street (Rue des Rosiers), City (Paris), and Zip Code (75016). A table of transit bills is also visible, with columns for description, length, and cost.

If you confirm that you have not arrived yet, a reminder will be sent to let you know that it is mandatory to complete the process. Without arrival confirmation boats will not be scheduled!

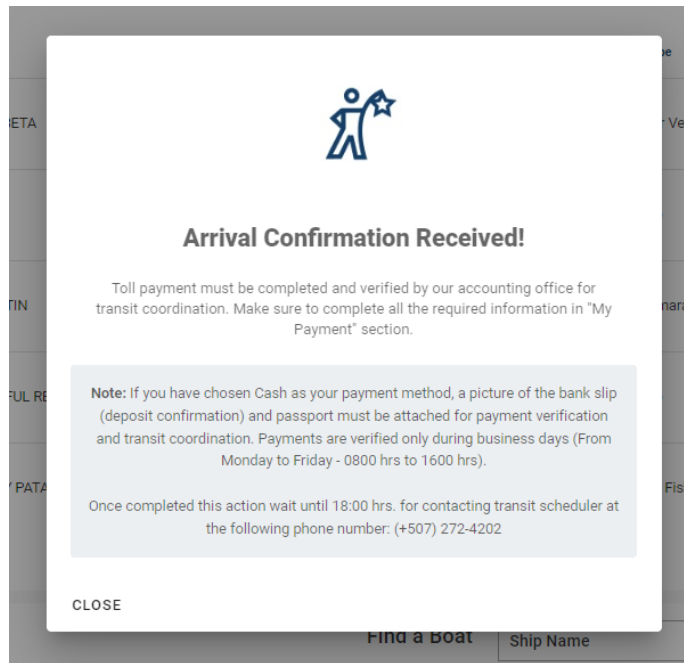


The screenshot shows a web application interface with a modal window titled "Arrival Confirmation will be Required!". The modal contains the following elements:

- Information icon**: A blue circle with a white 'i'.
- Arrival Confirmation will be Required!**: A section header.
- You did not arrive yet to Panama Canal Waters; upon arrival your confirmation is required for completing your process. Please make sure to submit it through the arrival icon located in "My Visits" principal page,**: A text message with a blue house icon.
- CLOSE**: A button at the bottom left of the modal.

If you have already arrived the application will send the arrival confirmation and will specify the next steps.

## Procedures for securing a Handline Transit of the Panama Canal



**Arrival Confirmation Received!**

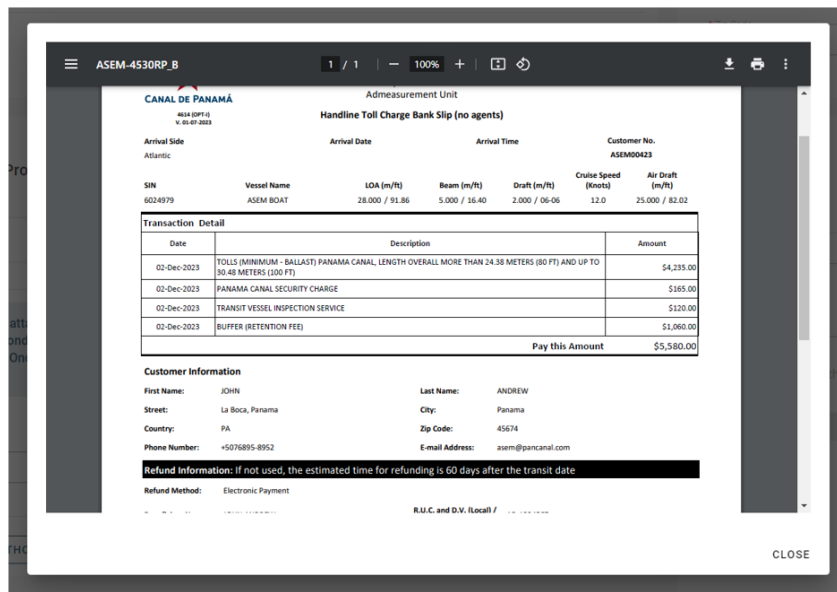
Toll payment must be completed and verified by our accounting office for transit coordination. Make sure to complete all the required information in "My Payment" section.

**Note:** If you have chosen Cash as your payment method, a picture of the bank slip (deposit confirmation) and passport must be attached for payment verification and transit coordination. Payments are verified only during business days (From Monday to Friday - 0800 hrs to 1600 hrs).

Once completed this action wait until 18:00 hrs. for contacting transit scheduler at the following phone number: (+507) 272-4202

CLOSE

Following, form 4614 will be generated. This form must be printed to make the payment at the Bank.



ASEM-4530RP\_B

1 / 1 100% +

**CANAL DE PANAMÁ**  
4614 (OPT-I)  
V.03-2024

Admeasurement Unit

**Handline Toll Charge Bank Slip (no agents)**

Arrival Side: Atlantic

Arrival Date: 02-Dec-2023

Arrival Time: 06:06

Customer No.: ASEM00423

SIN	Vessel Name	LOA (m/ft)	Beam (m/ft)	Draft (m/ft)	Cruise Speed (Knots)	Air Draft (m/ft)
6024979	ASEM BOAT	28.000 / 91.86	5.000 / 16.40	2.000 / 06-06	12.0	25.000 / 82.02

Date	Description	Amount
02-Dec-2023	TOLLS (MINIMUM - BALLAST) PANAMA CANAL, LENGTH OVERALL MORE THAN 24.38 METERS (80 FT) AND UP TO 50.48 METERS (165 FT)	\$4,235.00
02-Dec-2023	PANAMA CANAL SECURITY CHARGE	\$165.00
02-Dec-2023	TRANSIT VESSEL INSPECTION SERVICE	\$120.00
02-Dec-2023	BUFFER (RETENTION FEE)	\$1,060.00
Pay this Amount		\$5,580.00

**Customer Information**

First Name: JOHN Last Name: ANDREW

Street: La Boca, Panama City: Panama

Country: PA Zip Code: 45674

Phone Number: +5076895-8952 E-mail Address: asem@pancanal.com

**Refund information:** If not used, the estimated time for refunding is 60 days after the transit date

Refund Method: Electronic Payment

R.U.C. and D.V. (Local) /

CLOSE

After making the payment at the Bank or the electronic payment, a copy of the deposit slip or electronic payment receipt together with your passport must be uploaded in the "Payment slip" field (**in the same picture**). Then press the "Submit and Finish" button.

## Procedures for securing a Handline Transit of the Panama Canal

### Important Note:

Previous step is mandatory for preparing transit coordination. Our accounting department will verify funds reception in our account. We will be able to verify only after you submit it. Verification is only carried out during business hours from 0800 hrs. to 1400 hrs. If it is not done during the established period, it will be hold until the next business day, therefore transit coordination couldn't be prepared.

Payment Method

Payment No ASEM-2023-0000131 On Process

☒ Cash
 CITIBANK

After making your payment, please attach a copy of your deposit slip, together with your passport here for validation. Payments are verified only during business days (From Monday to Friday - 0800 hrs to 1400 hrs). If attached later than this period, transit coordination must be prepared on the next business day. Once completed this action wait until 18:00 hrs. for contacting transit scheduler at the following phone number: (+507) 272-4202

Select Bank Name

CITIBANK N A

Bank Slip And Passport Picture

Payment Slip

PASAPORTE.JPG

CHANGE PAYMENT METHOD

DOWNLOAD TOLL CHARGE BANK SLIP

Billing Summary

Subtotal	\$5,150.00
Electronic Transaction Fee	\$0.00
Grand Total	\$5,150.00

Order Comment

0 / 250

☒ I've read and accept the [Panama Canal ASEM Conditions of Use](#) and [Privacy Notice](#)

Submit And Finish

Following an example of how should be taken the picture.



If the payment is made with a credit card, after pressing the “Save and Continue to Pay” button, credit card information must be entered and press “Proceed with Payment”.

## Procedures for securing a Handline Transit of the Panama Canal

### Billing Summary

Subtotal \$3,060.00

**Electronic Transaction Fee \$0.00**

**Grand Total \$3,060.00**

Order Comment

0 / 250

☒ I've read and accept the [Panama Canal ASEM Conditions of Use](#) and [Privacy Notice](#)

**Save and Continue to Pay**

### Full Transit Service Review

Transit Bills Completed: (0 / 2)

4 Items in Card

21-Jun-2023	Tolls (Minimum - Buffer) Panama Canal, Length Overall From 1
21-Jun-2023	Panama Canal Security Charge
21-Jun-2023	Transit Vessel Inspection Service
21-Jun-2023	Buffer (Retention Fee)

Payment Method Pending

Please note that credit card payments will not include the guarantee charges, those will be billed to the credit card provided

### Payment Information

Name

Credit/Debit Card **visa 4236 5852 2563 1**


Expiration Date **01/26**

CVV **123**

Are you sure you want to confirm your payment for

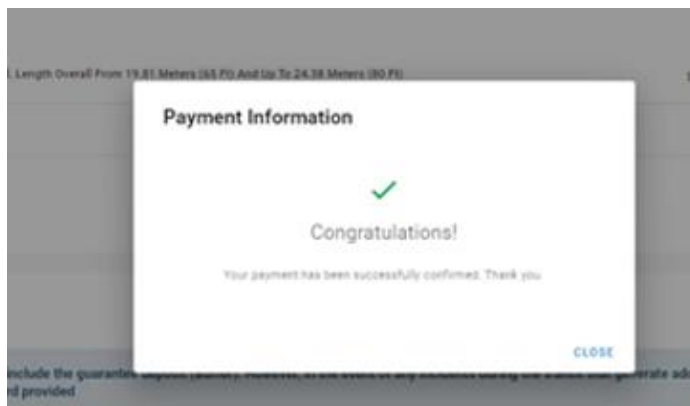
**\$3,250.66**


**PROCEED WITH PAYMENT**



**CANCEL**

A confirmation screen will be displayed:



The final step will be the notification of arrival to PC waters (if not done before). Go to “My Visits” and select the  icon in “Visit Status”.

Small Craft Service Management



My Visits

Visit History

Find a Visit

Filter Ship Name

Search

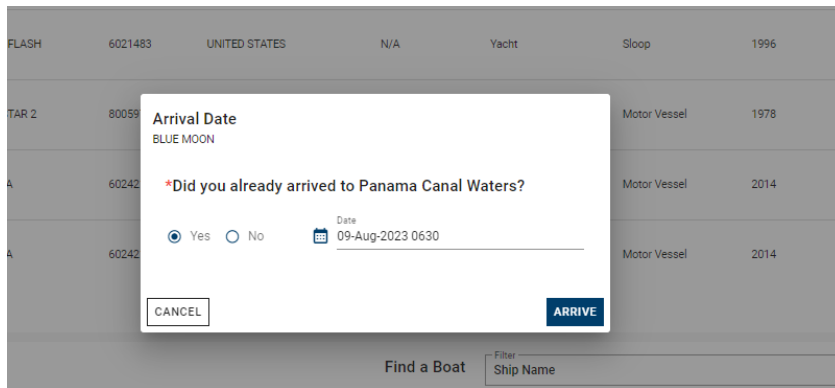
View Visit	Edit Boat	Name	SIN	Flag	Call Letters	Type	Subtype	Year Built	Length (m)	Beam (m)	Admeasured	Visit #	Visit Status
		ASEM BOAT	6024979	PANAMA	ASEM	Yacht	Pleasure Yacht	2023	28.000	5.000	YES	438837	Open 

Arrive to Panama Canal Waters

Confirm the date and time of arrival.

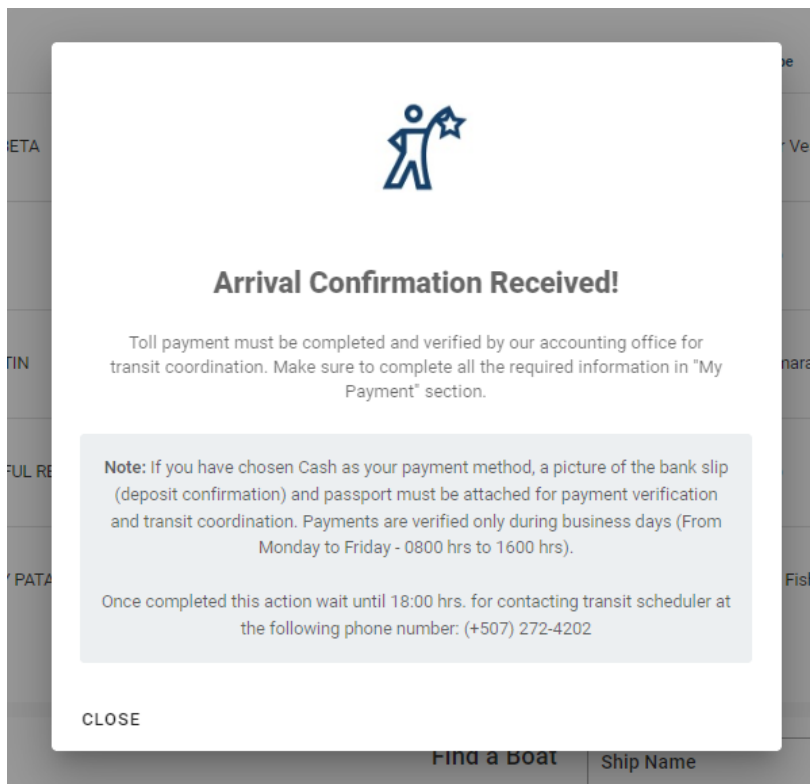


## Procedures for securing a Handline Transit of the Panama Canal



FLASH	6021483	UNITED STATES	N/A	Yacht	Sloop	1996
TAR 2	80058				Motor Vessel	1978
A	60242				Motor Vessel	2014
A	60242				Motor Vessel	2014

You will receive arrival confirmation and instructions to call the PC Scheduler at 1800 hours after receiving the notification. Their tel. No. is (507) 272-4202.



**Arrival Confirmation Received!**

Toll payment must be completed and verified by our accounting office for transit coordination. Make sure to complete all the required information in "My Payment" section.

**Note:** If you have chosen Cash as your payment method, a picture of the bank slip (deposit confirmation) and passport must be attached for payment verification and transit coordination. Payments are verified only during business days (From Monday to Friday - 0800 hrs to 1600 hrs).

Once completed this action wait until 18:00 hrs. for contacting transit scheduler at the following phone number: (+507) 272-4202

CLOSE

### **Important note:**

If the visit doesn't arrive within a period of 7 days from the last registered ETA, the system automatically cancels your visit and will require you to return to the initial visit creation process.