

China Shipowners Mutual Assurance Association

中国船东互保协会

2026/27
通 | 代 | 名 | 录

LIST OF
CORRESPONDENTS

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中船保
CHINA P&I CLUB

通讯代理名录
List of Correspondents
2026 / 2027

中国船东互保协会
China Shipowners Mutual Assurance Association

CORRESPONDENTS

THROUGHOUT THE WORLD

Although the Association does not appoint agents, the followings are available to assist Members in dealing with claims in which the Association may be concerned.

Index for Country / Region & Port: page 13, Index for port: page 26

Please see List of Correspondents for names, addresses and full styles of correspondents.

* denotes Lawyers

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Guidelines for Correspondents

As the local “eyes and ears” of the Club, correspondents perform a key role looking after the interests of the Club and her Members around the world. These Guidelines have been prepared to enable correspondents to work closely together with the Club to continue to meet Members’ expectations for the delivery of the highest quality services.

These guidelines provide the foundation for a common approach to the handling of incidents and promote a consistent response by all correspondents when instructed by China Shipowners Mutual Assurance Association, abbreviate China P&I Club.

1. LISTING OF CORRESPONDENTS

The listing of a correspondent does not represent any kind of contractual or agency relationship between the correspondent and the Club, nor does it create any right to be included in any subsequent list. Correspondents are not agents for the Club and are not automatically authorized to accept service of any proceedings on behalf of the Club or any subsidiary or associated companies. The correspondent, although listed and named by the Club, will usually act for the shipowner/charterer whose ship is entered with the Club.

Correspondents must be contactable 24 hours a day and they must keep the Club advised of changes to staff/office communications details. Correspondents should regularly check their entries on the Club’s website (www.chinapandi.com) to verify that the Club has the correct contact details.

2. GOVERNANCE

Correspondents must operate to the highest ethical standards and have appropriate systems and procedures in place. It is important to note that failure to comply with these requirements could mean a correspondent risks delisting.

A) BRIBERY

The Club has best practice systems to deal with bribery, including ‘facilitation payments’, and financial crime. Those systems extend to all correspondents and service providers. Compliance with the requirements of the Clubs’ strict bribery prevention policies and anti-bribery laws must be in addition to correspondents’ compliance with any other an-

ti-bribery legislation that may affect them.

B) MONEY LAUNDERING

Correspondents should have systems in place to ensure they and their subcontractors and service providers do not contravene anti-money laundering or tax evasion legislation. Such systems should include procedures to identify their clients and ensure that transactions are legal.

C) SANCTIONS

Correspondents must be aware of economic and trade-related prohibitions and restrictions caused by applicable sanctions and legislation imposed by States or international organizations. Such legislation may affect a Member and/or the trade they undertake either directly or indirectly and can affect the assistance the Club is able to offer Members. In particular, the Club may not be able to assist Members in providing a letter of undertaking or bank guarantee to secure a claim.

It is the correspondent's responsibility to ensure that all third parties that they instruct or remit funds to are not listed as designated persons or organizations on any trade or economic sanctions lists, for example, those published and maintained by the United Nations, the United Kingdom, the European Union and the United States.

The situation on sanctions can change and the correspondent should contact the Club for specific advice.

D) DATA PROTECTION

Correspondents should be aware that the Club, correspondents and service providers are subject to data protection legislation. Correspondents will routinely receive personal data for claimants and crew members. "Personal data" refers to information about an individual, such as their name, job description, date of birth, email address, mailing address or health-related data. All personal data should be handled and stored carefully and distributed securely and no more widely than necessary.

E) SLAVERY AND HUMAN TRAFFICKING

As part of the Club's business and supply chains, correspondents must conform with the Club's zero-tolerance position in respect of modern slavery and human trafficking, including compliance with any relevant legislation.

F) CLIENT MONEY

Where permitted by local regulations, correspondents should operate a designated client bank account for the receipt of funds to pay claims. This account should be separate from the correspondents' day to day business accounts.

G) PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS INSURANCE

It is prudent for correspondents to have adequate errors and omissions insurance that provides protection for their services, or those which extend to ownership of an associated company, arising from claims of negligence or failing to perform their professional duties.

3. CONFLICTS OF INTEREST

A conflict check must be undertaken as soon as instructions are received and the Club must be informed of any potential conflict immediately.

The most common circumstances where a correspondent may encounter a conflict of interest involve an owner and charterer (for example, when they have a cargo problem at a discharge port) where:

- a. both parties are entered with the same Club,
- b. the parties are entered in different Clubs and the correspondent is listed by both Clubs, or
- c. the correspondent, or an associated company, are also representing cargo interests.

4. REPORTING

A) FIRST NOTIFICATION

A correspondent may be notified of an incident or claim from a number of sources other than the Club, such as the Member, the ship's master, local agent, owner, charterer or directly from a claimant or the claimant's insurer.

For urgent matters (death, serious illness and/or injury, pollution, ship arrest, collision, groundings and service of legal proceedings), the first notification to the Club should be made by both telephone and email to the Club. For non-urgent matters, the first notification should be sent by email. In order to minimize any delay in obtaining a response when sending an email, the correspondent should try to identify the claims team or individual

and only use the Club's general email address if this cannot be done.

Correspondents should be familiar with the risks covered by the Club, as set out in the Rules. Not all Members will be covered for all these risks and so correspondents should seek confirmation of the extent of the cover from the Club. However, the correspondent is recommended not to stop dealing with matters whilst waiting to receive such confirmation. The first notification to the Club should include:

- The ship's name and IMO number.
- Description of the incident including the date and the port/place where the incident occurred.
- The party requesting assistance and the nature of the assistance requested.
- Any steps taken by the correspondent.
- The current status and proposed future action, including details of any deadline/time limits which the Member may be required to satisfy.
- Details of security demands and reasonableness thereof.
- Contact details for the correspondents and any service providers appointed.

B) SUBSEQUENT REPORTS TO THE CLUB

Communication by phone remains extremely important and can be a useful addition to email reporting. It is important that correspondence is documented, so correspondents should avoid exchanges via social media, including apps such as WhatsApp and Messenger. Surveyors, lawyers or other experts must be encouraged to give you, as correspondent, timely updates which add value for the Club and Member. Where possible and unless otherwise instructed, the correspondent should ensure that all information from these sources is channelled through them and that they control the case locally.

In the initial period following an incident "no news is good news" does not apply and reports (including service providers' reports) will be required on a frequent basis, including:

- Details of the property damaged/person or persons injured etc (as applicable).
- Cause of the incident.
- Steps to be taken to protect the Member's position, including measures to preserve the Member's right of redress against third parties, including any time limits.
- Claimed amount and any assessment of/material changes to quantum.
- Current status of any negotiations with claimants or their representatives.
- Any hearing dates.

C) PERSONAL INJURY REPORTS

Reports into personal injury incidents can by their very nature contain graphic images of

death and injury. As files are often audited internally or externally by staff who may be unfamiliar with such claims, correspondents are encouraged to provide a warning on such reports stating that the report contains images which some people may find upsetting.

5. APPOINTMENT OF LOCAL SURVEYORS OR OTHER THIRD PARTIES (SERVICE PROVIDERS)

Ideally the correspondent should obtain approval from the Club before any service provider is appointed. Where prior approval cannot be obtained, the correspondent may appoint the service provider to avoid delay but the Club must be notified at the earliest opportunity. The best service provider suitable for the task must be appointed, provided they are not conflicted, regardless of whether they are in-house or independent.

If the Club sends an expert to attend, the correspondent should provide them with any assistance necessary, including promoting co-ordination with any attending local service providers.

6. CLAIMS HANDLING

Claims may be pursued locally or in another country because of contractual terms or by agreement between the parties. If a correspondent receives claims documents, they should seek instructions from the Club. The Club or Member may wish to handle the claim; alternatively, the correspondent may be authorized to handle the claim. If so, the correspondent should provide as soon as possible their opinion on the merits of the claim and best estimate of the overall claim and fee exposure. The best estimate should be periodically updated to assist the Club in setting a reserve. If a claimant starts legal proceedings, the Club should be advised immediately.

A) TIME EXTENSION

No time extension is to be granted to any party without prior authority from the Club or the Member.

B) CLAIMS SETTLEMENT

Correspondents should not enter into settlement negotiations or agree to any settlement proposal without prior authority. An agreed settlement must include a receipt and release document, approved by the Club in advance, and the cancellation and return of any guarantee. If the Member no longer exists, they will be unable to pay claims. Other than in death and per-

sonal injury matters, if no guarantee has been issued it is unlikely the Club will be able to assist further and the correspondent may be asked to close their file and submit a final invoice.

C) COURT PROCEEDINGS-ARBITRATION-MEDIATION

No claim is to be taken to court, arbitration or mediation without prior instructions from the Club and Member.

7. GUARANTEES

The correspondent should inform the Club immediately if they receive a request for security and/or a threat of arrest or detention of the ship or another asset. In order to consider whether it is appropriate for the Club to provide security, the Club must be informed as soon as possible of the name of the beneficiary and the quantum and form of security requested.

The provision of Club security is discretionary and depends on a number of factors, regardless of the guarantee amount or pressure from interested parties. The security may be provided directly to the claimant by the Club or, by agreement, via the correspondent.

A correspondent must not agree to issue a letter of undertaking (LoU), or other form of security, without the prior approval of the Club. The Club will not authorize a guarantee to a sanctioned entity.

The following forms of security may be considered in order of preference:

1. LoU. The Club recognizes that this is not an option for all claimants in certain jurisdictions.
2. Interim security to be replaced by a bank guarantee or bail bond within a specified time-frame.
3. A bank guarantee or bail bond with no interim security.

The Club does not provide anticipatory security or security for an unlimited amount. Club security only covers a Member's legal liability and will be for a quantified claim amount, which should be referred to in the terms of the guarantee. It is preferable that the amount of the guarantee includes interest and costs.

8. FREIGHT, DEMURRAGE & DEFENCE COVER (FD&D)

The Club offers a separate cover for their Members' legal costs in defending or prose-

cutting certain types of claims. The involvement of the correspondent in FD&D matters will vary, and will often be minimal, as legal input is often necessary. The correspondent, whether legal or commercial, should determine the extent of Club cover and should not assume that any fees will be paid directly by the Club.

9. CONTINGENCY PLANNING

The correspondent's contingency plans should include a business continuity plan and a plan for handling large claims and major casualties. Their staff must be familiar with these plans and their roles within them. Plans and operational arrangements should be regularly tested and updated.

10. INVOICING

Correspondents should be familiar with the invoicing requirements of the Club.

In case of doubt, a correspondent may seek clarification from the Club as to who will be responsible for fees. For Member's own surveys, or matters not covered by the Club, it is the correspondents' responsibility to make arrangements for the payment of fees and disbursements. In these circumstances, the correspondent may request a payment in advance from the Member.

A) INVOICING INSTRUCTIONS

Correspondents should check with the Club who the invoice should be addressed to.

Invoices should contain the Club's and the correspondents' references, together with the beneficiary's banking details.

Fees and disbursements must be shown separately. The fee calculation should show the hourly or daily rates and the time spent. Receipts or other evidence should be provided for disbursements. Correspondents should not settle any third party's invoice without the authority of the Club.

B) PAYMENT INSTRUCTIONS

The Club prefer to make electronic payments for invoices. The beneficiary of the payment must match the person or company issuing the invoice.

C) INTERIM INVOICES

To assist the Club in controlling costs, interim invoices (including those of service providers) should be submitted unless the Club decides otherwise.

D) FINAL INVOICES

A final invoice, clearly marked as such and including any outstanding service providers' costs, should be submitted as soon as a case has been concluded or when the involvement of the correspondent is no longer required, normally within three months unless the Club specifies otherwise.

E) INVOICES ENQUIRIES

Occasionally, clarification of invoices or items contained in them may be required. For invoices to be paid by the Club, in the event of a dispute between the Club and the correspondent, the Club will settle the undisputed portion of the invoice as quickly as possible.

11. PROVISION OF GENERAL INFORMATION ON LOCAL MATTERS

Correspondents are encouraged to advise the Club of general information relevant to ships trading within their local area. The Club may wish to include this information in the websites, apps and publications for the benefit of the Members.

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ALBANIA (+355) GMT +1

DURRES

SAMER & MISA SH.P.K

Lagia Nr 4, Rr. “Autostrada – Egnatia” Pallati “XHEMF”, Shkalla
Nr.1,Kati 9, Ap.1 2001 Durres, Albania

Telephone +355 52 222 236
Fax +355 52 222 236
Web Address www.samer-misa.com
Email samer-misa@samer-misa.com

After Hours

Iilir Misa
Eno Xhako
Mrs. Resi Misa
Rei Misa

Mobile

+355 68 202 4704
+355 69 202 4706
+355 69 202 4705
+355 69 765 6450

Email

ilir.misa@samer-misa.com
eno.xhako@samer-misa.com
resi.misa@samer-misa.com
rei.misa@samer-misa.com

ALGERIA (+213) GMT +1

ALGIERS

BUREAU D'EXPERTISE MARITIME ET INDUSTRIELLE

Rue No 3, Villa No 9, Les Vergers Birkhadem 16330 Algiers

Telephone +213 23 525 304/ +213 23 525 539
Fax +213 23 525 542 / +213 20 058 436
Web Address www.bemialg.com
Email bemi@bemialg.com/ bemialg@gmail.com

After Hours

Mr. Nadji Aboudaoud
Dr. B Bennabi
Mrs. Mounia Benyezzar
Mrs. K Meghzi

Mobile

+213 559 062 337
+213 661 517 432
+213 559 062 338
+213 559 062 336

BUDD ALGIERS

Cité des 720 Logements, Bâtiment 4, No. 2 Les Vergers, Bir- Mourad-
Rais 16330 Algiers

Telephone +213 28 176244/ +213 28 176242
Fax +213 28 176243
Web Address www.budd-pni.com
Email budd.algeria@budd-pni.com/ buddalgiers@gmail.com/ general.mar
seille@budd-pni.com (in copy)

After Hours

Mobile

Email

Ms. Zakia Rahali +213 661 507 610 zakia.rahali@budd-pni.com
Mr. Larbi Ghebriout +213 770 532 335 mohamed.ghebriout@budd-pni.com

BEJAIA

BUDD ALGIERS (SEE ALGIERS)

Cité des 720 Logements, Bâtiment 4, No. 2 Les Vergers, Bir- Mourad-
Rais 16330 Algiers

Telephone +213 28 176244/ +213 28 176242
Fax +213 28 176243
Email budd.algeria@budd-pni.com/ buddalgiers@gmail.com/ general.mar
seille@budd-pni.com (in copy)

After Hours

Mobile

Email

Ms. Zakia Rahali +213 661 507 610 zakia.rahali@budd-pni.com
Mr. Larbi Ghebriout +213 770 532 335 mohamed.ghebriout@budd-pni.com

NEFFOUS SHIPPING & CONSULTING

Résidence la Colombe 3, rue des Frères Kara (El Qods) Bloc A – 11ème
Etage 06000 BEJAIA – ALGERIA

Telephone +213 66 2162 640
Fax +213 44 20 1359
Email bejaia@neffous-pandi.com

After Hours

Mobile

Ahmed Medjtouh +213 662 162 640
Mohammed M. Neffous +213 41 834 013/ +213 661 209 585

ORAN

MCLEANS-MGN

Telephone	111 Rue Zehaf Djillali- Chahid Mahmoud Bir-El-Djir, Oran, Algeria	
	+213 549 588 376	
Web Address	www.amcleangroup.com	
Email	mcleansoranmgn@gmail.com/ mcleans.mgn@gmail.com	
After Hours	Mobile	Email
Ali Ghouali	+213 661 531 776	
Amor Nait Meziane	+213 661 548 569	
Alan McLean		amclean@mcleans.fr

NEFFOUS SHIPPING & CONSULTING

	Avenue Saliha Ould Kablia – Rond-point Zabana, Tour Cristal A 202	
	31000 Oran Algeria	
Telephone	+213 661 209 585	
Fax	+213 41 385 261	
Email	mail@neffous-pandi.com	
After Hours	Mobile	
Ahmed Medjtouh	+213 662 162 640	
Mohammed M. Neffous	+213 661 209 585	

ANGOLA (+244) GMT +1

LUANDA

PINTO BASTO (ANGOLA) LDA

	Rua Rainha Ginga, No 187 R/c Lojas L, M & N, Luanda	
Telephone	+351 91 821 5353	
Fax	+244 222 372 355	
Web Address	www.pintobasto.com	
Email	piangola@pintobasto.com/ joao.bobone@pintobasto.com (in copy)	
After Hours	Mobile	Email
Mr. Lino Carrilho	+351 91 723 5994	lino.carrilho@pintobasto.com
Mr. João Bobone	+351 91 821 5353	joao.bobone@pintobasto.com

PANDISHIP (ANGOLA) LIMITED

C/o Ango Marine Experts LDA, Rua da Esplanada, Grafanil, Viana, Angola

Telephone	+244 9378 50311	
Email	info@pandishipwa.com	
After Hours	Mobile	Email
Mr. Iasaldo Cardoso	+244 9378 50311	iasaldo.cardoso@angomarinexpert.ao
Mr. Rasik Halai	+44 7766 206 723	vinod.halai@pandashipwa.com

BUDD ANGOLA

Avenida Brasil, Predio No.49, 4º andar - apto A., Luanda

Telephone	+244 934 539 712 / +33 1 8488 0841 (AOH Switchboard)	
Web Address	www.budd-pni.com	
Email	budd.angola@budd-pni.com/ general.marseille@budd-pni.com	
After Hours	Mobile	Email
Mr. Filipe Bonfim	+244 934 539 712	filipe.bonfim@budd-pni.com
Ms. Ndeye Fatou Diouf	+221 764 668 888	fatou.diouf@budd-pni.com

ANTIGUA AND BARBUDA (+1) GMT -4

ST JOHN'S

CARICONSULT INTERNATIONAL LIMITED

Castle Close, Sam Lord's Castle, St. Philip BB18071

Telephone	+1 246 423 6412 (Barbados Office)	
Fax	+1 246 423 0985 (Barbados Office)	
Web Address	www.steers.com.bb	
Email	group@cconsult.com.bb	
After Hours	Mobile	Email
24 Hrs Emergency	+1 246 231 2196	
Rupert Steer-Barbados	+1 246 253 6412	rupert@cconsult.com.bb
Michael White	+44 7393 964 001	mike@cconsult.com.bb

ARGENTINA (+54) GMT -3

BAHIA BLANCA

AGENCIA MARITIMA WALSH (E BURTON) SRL

Velez Sarsfield 3848, 8103 Ingeniero White, Bahia Blanca

Telephone +542 91 457 3080
Fax +54 291 457 3072
Email surveys@walsh.com.ar

After Hours

Mobile

Email

Emergency Phone	+54 9291 414 3408	surveys@walsh.com.ar
Mr Eric Heiling	+54 9291 571 2627	surveys@walsh.com.ar
Ignacio De Los Santos	+54 9291 471 5717	surveys@walsh.com.ar
Juan Manuel Torres	+54 9291 571 4399	surveys@walsh.com.ar
Facundo Fuentealba	+54 9291 460 3666	surveys@walsh.com.ar

BUENOS AIRES

PANDI LIQUIDADORES S.R.L.

Viamonte 494, 8th Floor, C1053 ABJ, Buenos Aires

Telephone +5411 4313 3500
Web Address www.pandi.com.ar
Email pandi@pandi.com.ar

After Hours

Mobile

Email

Mr. Ricardo Crisp	+54 911 3692 7788	ricardo.crisp@pandi.com.ar
Mr. Sebastián Trigub	+54 911 4407 2602	sebastian.trigub@pandi.com.ar

*LESMI & MORENO ABOGADOS

421 Lavalle St. – 1st Floor, Office 2 C1047 AAI Buenos Aires

Telephone +54 11 4393 5292/ +54 11 4393 5393/ +54 11 4393 5889
Fax +54 11 4393 5889
Web Address www.lesmiymoreno.com.ar
Email info@lesmiymoreno.com.ar

After Hours

Mobile

Email

Mr. Erick A Oms	+54 911 3203 4081	e.oms@lesmiymoreno.com.ar
-----------------	-------------------	---------------------------

ARUBA (+297) GMT -4

ORANJESTAD

NV V/H FIRMA CS GORSIRA JPEZ

Caya G.F. Betico Croes # 222 unit 12 Postbus 533 Oranjestad Aruba

Telephone +297 58 24 124/ +297 58 21 953
 Fax +297 58 25 988
 Email bronswinkelh@vrshipping.com/ gorsira@gorsira.com
After Hours **Mobile**
 Hanley Bronswinkel +297 59 30 973

AUSTRALIA (+61) GMT +8 / +9½ / +10

ADELAIDE

AUS SHIP P&I

81 Bowker Street, Warradale, SA 5046, Adelaide, Australia

Telephone +61 289 203 222
 Web Address www.ausship.com.au
 Email adelaide@ausship.com.au (copy sydney@ausship.com.au)
After Hours **Mobile**
 Mr. Serge Mensitieri +61 (0) 411 068 945

*HFW AUSTRALIA

Level 39, Bourke Place 600 Bourke Street MELBOURNE VIC
 3000 Australia

After Hours	Telephone	Mobile	Email
Gavin Valley	+61 3 8601 4523	+61 416 052 023	gavin.valley@hfw.com
Paul Hopwood	+61 8 9422 4709	+61 448 359 353	paul.hopwood@hfw.com

BRISBANE

AUS SHIP P&I

PO Box 1069 Mooloolaba Queensland 4557, Australia

Telephone +61 2 8920 3222
 Fax +61 2 8920 2933

Web Address www.ausship.com.au
 Email brisbane@ausship.com.au (copy sydney@ausship.com.au)
After Hours **Mobile**
 Mr. Greg Pugh +61 (0) 478 184 698

***THYNNE & MACARTNEY**

Level 32, Riverside Centre, 123 Eagle Street, Brisbane Queensland 4000
 Telephone +61 7 3231 8888
 Fax +61 7 3229 0855
 Email transport@thymac.com.au
After Hours **Mobile** **Email**
 Mr. Michael Fisher +61 408 735 653 mfisher@thymac.com.au
 Mr. Matthew Hockaday +61 422 318 678 mhockaday@thymac.com.au

CAIRNS

***THYNNE & MACARTNEY**

1st Floor, Moresby Haus, 4 Scott Street, Cairns QLD 4870
 Fax +61 7 3229 0855
 Web Address www.thymac.com.au
 Email cairns@thymac.com.au
After Hours **Mobile** **Email**
 Mr. Murray Tavener +61 425 316 020 mtavener@thymac.com.au
 Mr. Michael Fisher +61 408 735 653 mfisher@thymac.com.au
 Mr. Matthew Hockaday +61 422 318 678 mhockaday@thymac.com.au
 Mr. Chanveer Singh +61 466 955 776 csingh@thymac.com.au

DAMPIER

AMSPEC C R COX

Unit 5 / 13, Mews Road, Fremantle, WA, Australia 6160
 Telephone +61 8 9339 8222
 Fax +61 8 9339 8023
 Web Address www.crcox.com.au
 Email marine.australia@amspecgroup.com

After Hours

Capt. Abuel Saturnino

Mobile

+61 0 467 467 086

DARWIN

AUS SHIP P&I

4/14 Menmuir Street, Winnellie, NT 0820, Australia

Telephone

+61 8 8920 3222

Fax

+61 2 8920 2933

Web Address

www.ausship.com.au

Email

darwin@ausship.com.au (copy sydney@ausship.com.au)

After Hours

Mr. Abdul Quader

Mobile

+61 (0) 418 797 059

*THYNNE & MACARTNEY

Web Address

www.thymac.com.au

Email

darwin@thymac.com.au

After Hours

Mr. Michael Fisher

+61 408 735 653

Mr. Matthew Hockaday

+61 422 318 678

FREMANTLE

AUS SHIP P&I

P.O. Box 1053, Canning Bridge, Applecross WA 6153 Australia

Telephone

+61 2 8920 3222

Fax

+61 8 6191 0111

Web Address

www.ausship.com.au

Email

fremantle@ausship.com.au (copy sydney@ausship.com.au)

After Hours

Mr. Eduardo Palacios

Mobile

+61 (0) 421 249 120

COSCO SHIPPING OCEANIA SHIPS SERVICE PTY LTD

Suite 3, Level 2, 3 Cantonment Street, Fremantle WA 6160 PO Box 766,
Fremantle WA 6959

Telephone

+61 8 9336 4388

Fax +61 8 9336 3286
Web Address www.vstarcosco.com.au
Email shipping@vstarcosco.com.au

After Hours

Mobile

Email

Qiao Mu +61488028288 qiaom@vstarcosco.com.au
Kevin Wang +61 433 172 481 kevinw@vstarcosco.com.au
Paul Mollett +61 438 293 029 paulm@vstarcosco.com.au

***COCKS MACNISH BARRISTERS**

P.O. Box 513, West Perth WA 6872 Ground Floor, 41 Colin Street West
Perth WA 6005

Telephone +61 8 9321 6676
Fax +61 8 9481 6518
Web Address www.cocksmaclnsh.com.au
Email comac@cocksmaclnsh.com.au

After Hours

Mobile

Email

Mr. Tim E Cocks +61 418 925 546 tim@cocksmaclnsh.com.au
Mr. Waqas Naseem +61 400 786 730 waqas@cocksmaclnsh.com.au
Julia Routley +61 418 950 387 julia@cocksmaclnsh.com.au

HOBART & TASMANIA

AUS SHIP P&I

P.O. Box 338 Ulverstone Tasmania 7315 Australia

Telephone +61 2 8920 3222
Fax +61 2 8920 2933
Web Address www.ausship.com.au
Email tasmania@ausship.com.au (copy sydney@ausship.com.au)

After Hours

Mobile

Mr. James Neill +61 (0) 425 263 633
Capt. Brian Peters +61 (0) 418 140 085

***PAGE SEAGER LAWYERS**

P.O. Box 1106, Hobart, TAS 7001 Level 2, 179 Murray Street, Hobart,
TAS 7000

Telephone	+61 3 6235 5155	
Fax	+61 3 6231 0352	
Web Address	www.pageseager.com.au	
Email	enquiry@pageseager.com.au	
After Hours	Telephone	Mobile
Mr. Thomas Carter	+61 3 6235 5129	+61 439 312 385
Mr. Mathew Wilkins	+61 3 6235 5126	+61 419 106 417

MELBOURNE

AUS SHIP P&I

48 Hume Street, Huntingdale, VIC, 3166, Australia

Telephone	+61 2 8920 3222	
Fax	+61 2 8920 2933	
Web Address	www.ausship.com.au	
Email	melbourne@ausship.com.au (copy sydney@ausship.com.au)	
After Hours	Mobile	Email
Mr. Leo Taylor	+61 (0) 415 101 864	leo@ausship.com.au

BAYSIDE SHIPPING SERVICES PTY LTD

P.O. Box 16, Bay Street, Port Melbourne Victoria 3207

Telephone	+61 3 5424 1224	
Fax	+61 3 8677 1801	
Web Address	www.baysideshipping.com	
Email	melbourne@baysideshipping.com / service@baysideshipping.com	
After Hours	Mobile	Email
Miss Alex Evered	+61 438 663 466	alex@baysideshipping.com
Neale Proctor	+61 423 699 627	neale@baysideshipping.com

NEWCASTLE

AUS SHIP P&I

P.O. Box 173 Belmont NSW Australia 2280

Telephone	+61 2 8920 3222
Fax	+61 2 8920 2933

Web Address www.ausship.com.au
 Email newcastle@ausship.com.au (copy sydney@ausship.com.au)
After Hours **Mobile**
 Capt. B Quinlan +61 (0) 417 235 947

***SPARKE HELMORE LAWYERS**

P.O. Box 812, Newcastle, NSW 2300 Level 7, Sparke Helmore Building
 28 Honeysuckle Drive, Newcastle NSW 2300

Telephone +61 2 4924 7200

Fax +61 2 4924 7299

Web Address www.sparke.com.au

Email richard.anicich@sparke.com.au

After Hours

Mobile

Email

Mr. Richard Howard

+61 419 479 190

richard.howard@sparke.com.au

Ms. Michelle Taylor

+61 447 405 501

michelle.taylor@sparke.com.au

Ms. Alexandra Lamont

+61 434 415 525

alexandra.lamont@sparke.com.au

Mr. Richard Anicich

+61 404 828 235

richard.anicich@sparke.com.au

SYDNEY

AUS SHIP P&I

Suite 507, Level 20, 99 Walker Street, North Sydney, NSW 2060,
 Australia

Telephone +61 2 8920 3222

Fax +61 2 8920 2933

Web Address www.ausship.com.au

Email sydney@ausship.com.au

After Hours

Mobile

Email

James Neill

+61 (0) 425 263 633

neill@ausship.com.au

Drew James

+61 (0) 407 892 015

drew@ausship.com.au

Steve Robertson

+ 61 (0) 447 386 676

steve@ausship.com.au

***HWLEBSWORTH LAWYERS**

Australia Square, Level 14, 264-278 George Street, Sydney, New South
 Wales, 2000 P.O. Box 713 Sydney, NSW 2001

Telephone +61 2 9334 8555
Fax +61 3 8615 4301 / +61 3 1300 369 656
Web Address www.hwlebsworth.com.au
Email jhurley@hwle.com.au

After Hours	Mobile	Email
Mr. Joe Hurley	+61 409 469 563	jhurley@hwle.com.au
Mr. A Highfield	+61 407 402 437	ahighfield@hwle.com.au
Mr. Jesper Martens	+61 431 312 050	jmartens@hwle.com.au

AZERBAIJAN (+994) GMT +4

BAKU

VITSAN CO LTD

Ceyhun Selimov Street No 7/129, AZ 1078, Baku

Telephone +99 412 430 5388
Fax +99 412 497 6893
Web Address www.vitsan.com.tr
Email office@vitsanbaku.com/ vitsan@vitsan.com.tr

After Hours	Mobile
Salih Akkaya	+90 532 794 7541
Emergency phone	+90 530 129 1212

All correspondence to head office of Vitsan/ Istanbul, EMAIL: vitsan@vitsan.com.tr

BAHAMAS (+1) GMT -5

FREEPORT

TBS ADJUSTING INC

2114 North Flamingo Road, Suite 1215 Pembroke Pines, Florida 33028

Telephone +1 954 432 9449
Fax +1 305 503 7159
Web Address www.tbs-adjusting.com
Email host@tbs-adjusting.com

After Hours	Mobile	Email
Joanne Gillespie	+1 954 608 1915	jgillespie@tbs-adjusting.com

BAHRAIN (+973) GMT +3

BAHRAIN

BMMI SHIPPING SERVICES (BSS)

P.O. Box 828, 812 Shaikh Jaber Al Ahmed Al Subah Highway, Sitra,
Kingdom of Bahrain

Telephone +973 1773 9442

Fax +973 1772 0625

Web Address www.bmmigroup.com

Email pandi@bmmi.com.bh

After Hours

Mobile

Email

Shray Khanduri +973 6670 2460/ +973 3629 3032 skhanduri@bmmi.com.bh

Rajiv Gupta +973 3887 2946 rgupta@bmmi.com.bh

MANAMA

BMMI SHIPPING SERVICES (BSS) (SEE BAHRAIN)

P.O. Box 828, 812 Shaikh Jaber Al Ahmed Al Subah Highway, Sitra,
Kingdom of Bahrain

Telephone +973 1773 9442

Fax +973 1772 0625

Web Address www.bmmigroup.com

Email pandi@bmmi.com.bh

After Hours

Mobile

Email

Shray Khanduri +973 6670 2460/ +973 3629 3032 skhanduri@bmmi.com.bh

Rajiv Gupta +973 3887 2946 rgupta@bmmi.com.bh

BANGLADESH (+880) GMT +6

CHITTAGONG

JF (BANGLADESH) LIMITED

Finlay House, 11 Agrabad Commercial Area Chittagong 4100

Telephone	+880 23333 25508	
Fax	+880 23333 10006	
Web Address	www.jfbd.com	
Email	info@jfbdltd.com / salauddin@jfbdltd.com	
After Hours	Mobile	Email
Mr. Md Salauddin Chowdhury	+880 1713 160 081	salauddin@jfbdltd.com
Mr. Tapas Sarkar	+880 1713 103 411	tapas@jfbdltd.com
Mr. Biswajit Das	+880 1713 103 133	biswajit@jfbdltd.com

INTERPORT MARITIME LTD

HBFC Building, 5th Floor, 1/D, Agrabad C/A Chittagong 4100, Bangladesh

Telephone	+88 02 3333 13640/ +88 02 3333 13642/ +880 31 252 5065	
Fax	+880 02 3333 28262	
Web Address	www.interport.group	
Email	chittagong@interport.org/ interportctg@gmail.com	
After Hours	Mobile	Email
Mr. Tanjil Ahmed Ruhullah	+880 1701 350 957	tanjil@interport.org
Mr. Mohammad Fakhurul Hasan Chowdhury	+880 1791 779 301	fakhurul@interport.org
Ms. Shoyeba Umme Aiman	+880 1913 070 012	shoyeba@interport.org
Mr. Mohammed Nibras Imtinan	+880 1860 836 075	nibras@interport.org
Mr. Likhan Sarkar	+880 1757 213 270	likhan@interport.org

DHAKA

*ORR DIGNAM & COMPANY

Shajan Tower – 2 (1st Floor) 3 Segun Bagicha Office No 101- 104 Dhaka 1000 Bangladesh

Telephone	+880 2 410 52179/ 52180/ 52181/ 52182	
Fax	+880 2 471 18316	
Email	dignior@bangla.net/ dignam@bangla.net/ orrdignamandco@gmail.com	

After Hours	Telephone	Mobile
Mr. M Ohiullah	+880 29 8927 19	+880 1819 237 159
Ms. Nasreen Hafiz	+880 28 8163 00	+880 1713 452 594

KHULNA / MONGLA

JF (BANGLADESH) LIMITED

Finlay House, 24 Rupsha Strand Road Khulna 9100, Bangladesh

Telephone	+880 17131 60081
Fax	+880 24777 31241
Web Address	www.jfbd.com
Email	monglapni@jfbdltd.com / info@jfbdltd.com

After Hours	Mobile
Mr. Md Salauddin Chowdhury	+880 1713 160 081

INTERPORT MARITIME LTD

Jiban Bima Bhaban (1st Floor), 46 KDA Avenue, Khulna, Bangladesh

Telephone	+88 02 4777 26869
Fax	+88 02 4777 26870
Web Address	www.interport.group
Email	mongla@interport.org/ chittagong@interport.org

After Hours	Mobile	Email
Mr. Tanjil Ahmed Ruhullah	+880 1701 350 957	tanjil@interport.org
Ms. Shoyeba Umme Aiman	+880 1913 070 012	shoyeba@interport.org
Mr. Mohammad Fayed Monir	+880 1795 383 022	fayed@interport.org

PAYRA

JF (BANGLADESH) LIMITED

Finlay House, 11 Agrabad Commercial Area Chittagong 4100

Telephone	+880 23333 25508
Fax	+880 23333 10006
Web Address	www.jfbd.com
Email	info@jfbdltd.com/ salauddin@jfbdltd.com

After Hours	Mobile	Email
Mr. Md Salauddin	+880 1713 160 081	salauddin@jfbdltd.com
Chowdhury		
Mr. Biswajit Das	+880 1713 103 133	biswajit@jfbdltd.com

BARBADOS (+1) GMT -4

BRIDGETOWN

CARICONCONSULT INTERNATIONAL LIMITED

Castle Close, Sam Lord's Castle St. Philip BB 18071

Telephone	+1 246 423 6412
Fax	+1 246 423 0985
Web Address	www.steers.com.bb
Email	group@cconsult.com.bb

After Hours	Mobile	Email
24 Hrs Emergency	+1 246 231 2196	
Rupert Steer	+1 246 253 6412	rupert@cconsult.com.bb

BELGIUM (+32) GMT +1

ANTWERP

BELGIAN P&I N.V.

De Keyserlei 60C 401, 2018 Antwerp, BELGIUM

Telephone	+32 3 206 0050
Web Address	www.belgianpandi.com
Email	antwerp@belgianpandi.com

After Hours	Telephone	Mobile	Email
Mr. Gilles Baetens	+32 3206 0051	+32 476 860 276	gilles.baetens@belgianpandi.com
Mrs. Hilde Van Stiphout	+32 3206 0056	+32 472 201 783	hilde.vanstiphout@belgi anpandi.com
Mrs. Hilde Van Stiphout	+32 3206 0056	+32 472 201 783	hilde.vanstiphout@belgi anpandi.com
Mrs. Monique Lardot	+32 3206 0057	+32 478 989 806	monique.lardot@belgian pandi.com

*HBSV – ADVOCATEN

JORDAENSKAAI 16 B001 B - 2000 ANTWERPEN BELGIUM

Telephone	+32 0 3 206 7878	
Fax	+32 0 3 226 1771	
Web Address	www.hbsv-law.be	
Email	hbsv@hbsv-law.be	
After Hours	Mobile	Email
Guy Huyghe	+32 475 429 116	guy.huyghe@hbsv-law.be
Kris Luyten	+32 485 746 855	kris.luyten@hbsv-law.be

COSCO SHIPPING LINES (BELGIUM) N.V

Madrasstraat 70/3.01, 2000 Antwerp, Belgium

Telephone	+32 03 222 1591	
Web Address	www.coscoshippinglines.be	
Email	dro@newman.be	
After Hours	Mobile	Email
Mr. Chen Lei	+32 4721 27358	LCh@coscoshippinglines.be
Mr. Donald Roegis	+32 4752 55794	dro@newman.be

BELIZE (+501) GMT -6

BELIZE CITY

MARITIME CLAIMS ADMINISTRATORS (MCA)

Unit B 2.5 Miles Northern Highway, Belize City, Belize

Telephone	+501 615 0821/ +501 610 5856	
Fax	+501 22 31657	
Web Address	www.maritime-claims.com	
Email	mcabelize@gmail.com	
After Hours	Mobile	Email
Mr C Ayestas	+1 504 390 1515(New Orleans)	cayestas@maritime-claims.com
Mirna Lara	+501 615 0821	mcabelize@gmail.com

BENIN (+229) GMT +1

COTONOU

TCI AFRICA

03BP 521 C/ 0282 ZONGO COTONOU BENIN

Telephone +229 21 311 342
 Fax +229 21 311 837
 Web Address www.eltvetosullivan.com
 Email tci-cotonou@tci-africa.com
After Hours **Mobile** **Email**
 Florentin Codjia +229 9657 0787 / +229 9573 3244 f.codjia@tci-africa.com
 Peguy Houdjeu +237 677 118 564 / +237 677 428 343 tci-cotonou@tci-africa.com
 For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

AFRICA MARINE SERVICES (BENIN)

Sis Lemoine Building 05 BP 1241, Cotonou Benin

Telephone +229 01 9709 7720
 Email charlesbumale@gmail.com/ africamarine@aol.com/ headoffice@africamarineserv.com
After Hours **Mobile** **Email**
 Mr. Charles Bumale +229 01 9709 7720 chales_bumale@yahoo.co.uk

BRAZIL (+55) GMT -3 / - 4

BELEM

WILLIAMS BROTHERS LTDA

Rua Santo Antonio 316 Conj 501 – Centro 66010 090 - Belem

Telephone +55 81 99972 7202
 Web Address www.williamsbrothers.com.br
 Email wilpandi@willbro.com.br/ wilpandi2@willbro.com.br
After Hours **Telephone** **Mobile** **Email**
 Office Mobile +55 81 3341 7081 +55 81 99972 7202 wilpandi@williams.com.br

REPRESENTACOES PROINDE (BELEM) LTDA

Travessa Joaquim Furtado, Quadra 314, Lote 01, Sala 206
 68447-000 Barcarena, PA

Telephone +55 91 99393 4252
 Web Address www.proinde.com.br

Email	proinde.belem@proinde.com.br	
After Hours	Mobile	Email
Vania Araújo	+55 98 99101 2939	vania.araujo@proinde.com.br
Rogério Martins	+55 13 99640 7097	rogerio.martins@proinde.com.br

CABEDELO

Telephone	Rua Adebai piragipe 42 58310.000 Cabedelo PB Brazil	
Fax	+55 81 3462 2634	
Email	+55 81 3327 2300	
After Hours	Mobile	Email
Office Mobile	wilpandi@willbro.com.br/ wilpandi2@willbro.com.br	
Mr. M Vinicius	+55 81 9997 27202	
	+55 83 9998 64953	

FORTALEZA

	WILLIAMS BROTHERS LTDA	
	Rua Osvado Cruz No 01 – Sala 1408 Meireless – Fortaleza Ceara	
	– Brazil CEP 60125-150	
Telephone	+55 85 3099 4068	
Fax	+55 85 3266 4068	
Email	abacus@abacus.com.br	
After Hours	Telephone	Email
Jose Pires de Carvalho	+55 85 9998 21630	abacus@abacus.com.br
Mr. Renato de Brito	+55 85 9888 20472	renato@abacus.com.br
Mr. Paulo Justino	+55 85 9998 92381	jpjf@gmail.com

	WILLIAMS BROTHERS LTDA	
	Avenida Barao de Studart 2360 Sala 05 Ed Torre Quixada Aldeota For-	
	taleza Brazil CEP 61120-002	
Telephone	+55 81 3462 2634	
Fax	+55 81 3327 2300	
Email	wilpandi@willbro.com.br/ wilpandi2@willbro.com.br	

After Hours

Office Mobile
Daniel Barcelos
Samuel Diogenes

Mobile

+55 81 9997 27202
+55 85 99933 0350
+55 85 99707 3708

IMBITUBA

REPRESENTACOES PROINDE LTDA (SEE SANTOS)

Rua Itororo 3, sala 31, 11010-071 Santos SP

Telephone

+55 13 4009 9550

Web Address

www.proinde.com.br

Email

proinde@proinde.com.br

After Hours

Ricardo Martins
Mauricio Alves
Rogério Martins
Rodrigo Nascimento
Carlos Augusto

Mobile

+55 13 99762 6626
+55 13 99750 6654
+55 13 99640 7097
+55 13 98218 3965
+55 13 99797 1694

Email

ricardo.martins@proinde.com.br
mauricio.alves@proinde.com.br
rogerio.martins@proinde.com.br
rodrigo.nascimento@proinde.com.br
carlos.augusto@proinde.com.br

ITAJAI

VAN HERP & FRUMENTO (P&I SERVICES) LTDA (SEE PARANAGUA)

P.O. Box 355 – Centro Historico, 83 203-970 Paranagua Av.
Arthur de Abreu, 29-9 andar – Sala, 10 83 203-210 Paranagua

Telephone

+55 41 3422 5512

Fax

+55 41 3423 1691

Web Address

www.pandi-png.com.br

Email

pandi-png@pandi-png.com.br

After Hours

Mr. Joao Frumento
Mr. Abilio Abreu
Ms. Angela Frumento

Mobile

+55 41 9997 82564
+55 41 9990 39631
+55 41 9964 53402

Email

frumento@pandi-png.com.br
abreu@pandi-png.com.br
angela.frumento@pandipng.com.br

MACEIO

WILLIAMS BROTHERS LTDA

P.O. Box 1009, Maceio Rua Barao De Jaragua 292, 57025-140 Maceio
Alagoas

Telephone	+ 55 82 3223 2299	
Web Address	www.williamsbrothers.com.br	
Email	wilpandi@willbro.com.br/ wilpandi2@willbro.com.br	
After Hours	Telephone	Mobile
Office Mobile	+558 19 9972 7202	
Ageu Nascimento	+558 23 3251 120	+55 82 99976 6323

MANAUS

REPRESENTACOES PROINDE (NORTE) LTDA

Rua Dr. Theomario Pinto da Costa, sala 204, 69050-055 Manaus- AM

Telephone	+55 92 3307 0653	
Web Address	www.proinde.com.br	
Email	proinde.manaus@proinde.com.br	
After Hours	vMobile	Email
Max Pomar	+55 92 98216 0220	max.pomar@proinde.com.br
Carlos Augusto	+55 13 99797 1694	carlos.augusto@proinde.com.br
Ricardo Martins	+55 12 99762 6626	ricardo.martins@proinde.com.br

PARANAGUA

VAN HERP & FRUMENTO (P&I SERVICES) LTDA

P.O. Box 355 – Centro Historico, 83 203-970 Paranagua Av. Arthur de
Abreu, 29-9 andar – Sala, 10 83 203-210 Paranagua

Telephone	+55 41 3422 5512	
Fax	+55 41 3423 1691	
Web Address	www.pandi-png.com.br	
Email	pandi-png@pandi-png.com.br	
After Hours	Mobile	Email
Mr. Joao Frumento	+55 41 9997 82564	frumento@pandi-png.com.br
Mr. Abilio Abreu	+55 41 9990 39631	abreu@pandi-png.com.br
Ms. AngelaFrumento	+55 41 9964 53402	angela.frumento@pandipng.com.br

PORTO ALEGRE

CRANSTON MARINE AND P&I CONSULTANTS LTD (SEE RIO GRANDE)

Telephone	Rua Gal. Osorio 430 Suite 304 96-200-400 Rio Grande-RS	
	+55 53 3232 0232	
Email	claims@cranwood.com.br	
After Hours	Mobile	Email
Mr. Tony Rover	+55 53 98404 0027	tony@cranwood.com.br
Mr. Everton Sampaio	+55 53 99962 5073	everton@cranwood.com.br
Mr. Arthur Baptista	+55 53 98123 2323	arthur@arb.legal

RECIFE

WILLIAMS BROTHERS LTDA

Rua Prof Aurelio de Castro Cavalcante, 339, Boa Viagem 51130- 280- Recife, BRAZIL		
Telephone	+55 81 3341 7081 / +55 91 99972 7202 (24 hr)	
Web Address	www.williamsbrothers.com.br	
Email	wilpandi@willbro.com.br/ wilpandi2@willbro.com.br	
After Hours	Mobile	Email
Andrea Williams	+55 81 9982 34342	
Gabriel Oliveira	+55 81 9997 12202	willegal@williams.com.br

BRAZIL P&I

Rua Padre Carapuceiro, 858-7 andar, Empresarial Cicero Dias Boa Viagem – Recife/PE, 51020 280		
Telephone	+55 81 3301 4370	
Web Address	www.brazilpandi.com.br	
Email	mail@brazilpandi.com.br	
After Hours	Mobile	Email
Edevaldo Farias	+55 81 98154 6378	edevaldo@brazilpandi.com.br
Mr. Mario Zanin	+55 13 99641 1762	mario@brazilpandi.com.br
Mr. Thiago Morais	+55 13 99645 5867	thiago@brazilpandi.com.br
Mr. Luiz Cabral	+55 21 97917 2829	cabral@brazilpandi.com.br
Mr. Mauro Sammarco	+55 13 2202 4242	mauro@brazilpandi.com.br

RIO DE JANEIRO

REPRESENTACOES PROINDE (RIO) LTDA

Av Rio Branco 45 – Sala 2402, Rio De Janeiro RJ CEP 20090- 003

Telephone +55 21 2253 6913
Web Address www.proinde.com.br
Email proinde.rio@proinde.com.br

After Hours

Mobile

Email

Jorge Tavares	+55 21 98778 8963	jorge.tavares@proinde.com.br
Mr. R Lomba	+55 21 98778 8962	derossi.lomba@proinde.com.br
Carlos Augusto	+55 13 99797 1694	carlos.augusto@proinde.com.br

RIO GRANDE

CRANSTON MARINE AND P&I CONSULTANTS LTD

Rua Gal. Osorio 430 Suite 304 96-200-400 Rio Grande-RS

Telephone +55 53 3232 0232
Email tony@cranwood.com.br

After Hours

Mobile

Email

Mr. Tony Rover	+55 53 98404 0027	tony@cranwood.com.br
Mr. Everton Sampaio	+55 53 99962 5073	everton@cranwood.com.br
Mr. Arthur Baptista	+55 53 98123 2323	arthur@arb.legal

SALVADOR

WILLIAMS BROTHERS LTDA

Rua Portugal No 57 Suite 701 ED Status Comercio Salvador,Brazil CEP 40015-000 BA Brazil

Telephone +55 71 3241 5122 / +55 71 3242 3478 / +55 81 33417081
Fax +55 71 3243 9048
Web Address www.williamsbrothers.com.br
Email wilpandi@willbro.com.br / wilpandi2@willbro.com.br

After Hours

Telephone

Mobile

Email

Mr. A Queiroz	+55 71 99974 0986	willissa@williams.com.br
Mr. Gustavo Araujo	+55 81 99823 3637 +55 81 99972 7202	wilpandi@willbro.com.br

SANTOS

REPRESENTACOES PROINDE LTDA

Rua Itororo 3, sala 31, 11010-071 Santos SP

Telephone +55 13 4009 9550
Web Address www.proinde.com.br
Email proinde@proinde.com.br

After Hours

Mobile

Email

Ricardo Martins	+55 13 99762 6626	ricardo.martins@proinde.com.br
Mauricio Alves	+55 13 99750 6654	mauricio.alves@proinde.com.br
Rogério Martins	+55 13 99640 7097	rogerio.martins@proinde.com.br
Rodrigo Nascimento	+55 13 98218 3965	rodrigo.nascimento@proinde.com.br
Carlos Augusto	+55 13 99797 1694	carlos.augusto@proinde.com.br

BRAZIL P&I

Rua Guaiaó 66 cj 2501 aparecida- Santos SP

Telephone +55 13 2102 1650
Web Address www.brazilpandi.com.br
Email mail@brazilpandi.com.br

After Hours

Mobile

Email

Mr. Mauro Sammarco	+55 13 9818 80708	mauro@brazilpandi.com.br
Mr. Mario Zanin	+55 13 9964 11762	mario@brazilpandi.com.br
Mr. Thiago Moraes	+55 13 9964 55867	thiago@brazilpandi.com.br
Ms. Livia Carvalho	+55 13 9963 99766	ivia@brazilpandi.com.br

SAO FRANCISCO DO SUL

VAN HERP & FRUMENTO (P&I SERVICES) LTDA (SEE PARANAGUA)

P.O. Box 355 – Centro Historico, 83 203-970 Paranagua Av.
Arthur de Abreu, 29-9 andar – Sala, 10 83 203-210 Paranagua

Telephone +55 41 3422 5512
Fax +55 41 3423 1691
Web Address www.pandi-png.com.br
Email pandi-png@pandi-png.com.br

After Hours

Mr. Joao Frumento
Mr. Abilio Abreu
Ms. Angela Frumento

Mobile

+55 41 9997 82564
+55 41 9990 39631
+55 41 9964 53402

Email

frumento@pandi-png.com.br
abreu@pandi-png.com.br
angela.frumento@pandipng.com.br

SAO LUIS

BRAZMAR MARINE SERVICES LTDA

Av. Marechal Castelo Branco, 605 (Edf Cidade de Sao Luis), Sala 206
Sao Francisco, Sao Luis – MA, CEP 65076-090
Telephone +55 91 99164 3877/ +55 91 99212 0263/ +55 98 4141 0286
/+55 98 99141 7268

Web Address

www.brazmar.com

Email

brazmar@brazmar.com/ claims@brazmar.com

After Hours

Dr. Michelline Mesquita
Mr. Alexandre Campos
Mr. Milton Rodrigues

Mobile

+55 98 98198 2188
+55 98 99141 7268
+55 91 99164 3877

*RABB CARVALHO ADVOGADOS

Av. Coronel Colares Moreira, 444 - Sala 649 - Jardim Renascença, São
Luís - MA, 65065-720

Telephone

+55 85 3023 7030

Web Address

www.rclawbr.com

Email

shipping@rclaw.com.br

After Hours

Larry Carvalho
Jeova Neto
Julio Lobato

Mobile

+55 85 98643 2002
+55 85 99163 9649
+55 98 98441 2234

Email

larrycarvalho@rclaw.com.br
jeova@rclaw.com.br
julio@rclawbr.com.br

VITORIA

WILLIAMS BROTHERS BRAZIL

Av Jeronimo Monteiro 240 Edf Ruralbank Room 1210

Telephone

+55 27 3223 1459 / +55 27 3223 0238

Email

wilpandi@willbro.com.br/ wilpandi2@willbro.com.br

After Hours

Mr. MJ Tavares

Gustavo Araujo

Mobile

+55 27 9998 12373

+55 81 9982 33637

SEASTAR CONSULTORIA LTDA

Av Nossa Senhora Dos Navegantes 495, Suite 407-410 Enseada Do Suá
Vitoria ES, CEP-29057-470

Telephone

+55 27 3314 2982/ +55 27 3345 9565

Fax

+55 27 3227 3243

Web Address

www.seastarpandi.com

Email

seastar@seastarpandi.com/ seacelso@terra.com.br

After Hours

Mr. C Pimentel

Mr. CM Pimentel

Ms. EF Salim

Ms. Nina Salim

Mr. Davi Fritoli

Mobile

+55 27 9811 17184

+55 27 9998 93834

+55 27 9997 18700

+55 27 99847 2252

+55 27 99788 2005

BULGARIA (+359) GMT +2

BOURGAS

BULGARKONTROLA SA

39 Lermontov Street PO Box 84 8000 Bourgas Bulgaria

Telephone

+359 56 844 472

Email

bourgas@bulgarkontrola.bg

After Hours

Mr. Atanas Trepechov

Mobile

+359 887 595 223

KALIMBASSIERIS MARITIME LTD

59, V. Levski Street, fl. 2. ap. 4 , 8000 Bourgas, Bulgaria

Telephone

+359 56 840 442

Web Address

www.kalimbassieris.com

Email

bourgas@kalimbassieris.com

After Hours

Yaroslav Mladenov

24 Hr Emergency

Mobile

+359 88 832 1384

+359 88 854 6504

Email

y.mladenov@kalimbassieris.com

SOFIA

BULGARKONTROLA SA

23 Sitnyakovo, 1505 SOFIA Bulgaria

Telephone

+359 2 987 2239 – P&I Department

Fax

+359 2 988 2354

Web Address

www.bulgarkontrola.bg

Email

survey.dept@bulgarkontrola.bg

After Hours

Mr. Rosen Stoyanov

Mobile

+359 888 224 658

VARNA

BULGARKONTROLA SA (SEE SOFIA)

23 Sitnyakovo, 1505 SOFIA Bulgaria

Telephone

+359 2 987 2239 – P&I Department

Web Address

www.bulgarkontrola.bg

Email

survey.dept@bulgarkontrola.bg

After Hours

Mr. Rosen Stoyanov

Mobile

+359 888 224 658

KALIMBASSIERIS MARITIME LTD

13 Prezviter Kozma Street, 9000 Varna, Bulgaria

Telephone

+359 52 600 338

Web Address

www.kalimbassieris.com

Email

varna@kalimbassieris.com

After Hours

Lucy Pavlova

Roumen Andonov

Plamen Peev

Emergency

Mobile

+359 88 630 1720

+359 88 592 4301

+359 88 863 6186

+359 88 854 6504

Email

l.pavlova@kalimbassieris.com

r.andonov@kalimbassieris.com

p.peev@kalimbassieris.com

CAMBODIA (+84) GMT +7

PHNOM PENH

SPICA SERVICES (VIETNAM OFFICE)

2 Phung Khac Khoan St District 1 Ho Chi Minh City

Telephone +84 28 3823 2527

Fax +84 28 3823 2530

Email claims@spica.com.vn

After Hours

Mobile

Email

Nguyen Duc Tam +84 906 614 916

tam@spica.com.vn

Tran Minh Tai +84 905 122 714

tai@spica.com.vn

Mrs. Lynn Phan +84 903 001 063

lynn@spica.com.vn

NguyenHThanhTrang +84 933 780 114

trang@spica.com.vn

Please copy all emails to Spica Singapore - claims@spica.com.sg

CAMEROON (+237) GMT +1

DOUALA

BUDD CAMEROON

P.O. Box 4574 Douala Residence Kassap, 82 Boulevard de la Liberte,
Douala

Telephone +237 677 78 91 00/ +33 1 8488 0841 (AOH Switchboard)

Web Address www.budd-pni.com

Email budd.cameroon@budd-pni.com/ general.marseille@budd-pni.com (in copy)

After Hours

Mobile

Email

Mrs. Suzanne Moume +237 677 789 100 / +237 699 118 226 suzanne.moume@budd-pni.com

Ms. Natasha Sm Etoa +237 696 795 733 / +237 677 379 627 natasha.sm.etoa@budd-pni.com

Mr.Stephane Ntche +237 673 309 247 stephane.ntche@budd-pni.com

TCI AFRICA

P.O. Box 1048 Douala Immeuble CNPS ex Sia 10, Face Place du Gou-
vernement Bonanjo, Douala, Cameroon

Telephone +237 233 439 480

Fax +237 233 439 480

Web Address www.eltvedtosullivan.com
 Email tci-douala@tci-africa.com / mail@eltvedtosullivan.com
After Hours **Mobile** **Email**
 Joel Ndona +237 696 534 481 / 699 912 268 j.ndona@tci-africa.com
 Peguy Houdjeu +237 677 428 343 / 677 118 564 p.houdjeu@tci-africa.com
 For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

KRIBI

BUDD CAMEROON

P.O. Box 4574 Douala Residence Kassap, 82 Boulevard de la Liberte,
 Douala
 Telephone +237 677 78 91 00/ +33 1 8488 0841 (AOH Switchboard)
 Web Address www.budd-pni.com
 Email budd.cameroon@budd-pni.com/ general.marseille@budd-pni.com (in copy)
After Hours **Mobile** **Email**
 Mrs. Suzanne Moume +237 677 789 100 / +237 699 118 226 suzanne.moume@budd-pni.com
 Ms. Natasha Sm Etoa +237 696 795 733 / +237 677 379 627 natasha.sm.etoa@budd-pni.com
 Mr.Stephane Ntche +237 673 309 247 stephane.ntche@budd-pni.com

CANADA (+1) GMT -3 /-8

HALIFAX

*STEWART MCKELVEY

Suite 600 Queen's Marque 1741 Lower Water Street Halifax, Nova
 Scotia B3J 2X2
 Telephone +1 902 420 3200
 Fax +1 902 420 1417
After Hours **Mobile** **Email**
 Dylan A.F. MacDonald +1 902 220 2672 dmacdonald@stewartmckelvey.com

MONTREAL

SHIPOWNERS ASSURANCE MANAGEMENT LTD

7475 Boulevard Newman, Suite 530 LaSalle, Quebec H8N 1X3

Telephone	+1 514 393 9864/ +1 514 393 9865/ +1 514 393 9866	
Fax	+1 514 393 3848	
After Hours	Mobile	Email
Alan Loiseau	+1 514 945 8884	alan.loiseau@shipassurance.ca
Sean Rozum	+1 514 865 3876	sean.rozum@shipassurance.ca
Andrew Rozum	+1 514 758 3876	andrew.rozum@shipassurance.ca

***BORDEN LADNER GERVAIS LLP**

1000 de La Gauchetiere Street West Suite 900 Montreal, Quebec H3B 5H4

Telephone	+1 514 879 1212	
Fax	+1 514 954 1905	
Web Address	www.blg.com	
Email	admiralty@blg.com	
After Hours	Mobile	Email
Jean-François Bilodeau	+1 514 923 0701	jbilodeau@blg.com
Jean-Marie Fontaine	+1 514 295 8028	jfontaine@blg.com
Simon Ledsham	+1 514 777 8306	sledsham@blg.com

QUEBEC

***LANGLOIS GAUDREAU O'CONNOR LLP**

2820 Laurier Boulevard, 13th Floor Quebec City QC, G1V 0C1

Telephone	+1 418 650 7000	
Fax	+1 418 650 7075	
Web Address	www.langlois.ca	
Email	maritime@langlois.ca	
After Hours	Mobile	Email
John G O'Connor	+1 418 563 8339	john.oconnor@langlois.ca
Jean Gregoire	+1 418 808 2475	jean.gregoire@langlois.ca
Daniel Baum	+1 514 591 3773	daniel.baum@langlois.ca
Dan Grodinsky	+1 514 817 8966	daniel.grodinsky@langlois.ca

SAINT JOHN (NEW BRUNSWICK)

***STEWART MCKELVEY**

	P.O. Box 20105 RPO Brunswick Square Saint John, NB E2L 5B2 Suite 1000, Brunswick House, 44 Chipman Hill, Saint John, Canada	
Telephone	+1 506 632 1970	
Fax	+1 506 652 1989	
Web Address	www.stewartmckelvey.com	
Email	saint-john@stewartmckelvey.com	
After Hours	Mobile	Email
J Paul M Harquail	+1 506 639 0974	pharquail@stewartmckelvey.com

SOREL

SHIPOWNERS ASSURANCE MANAGEMENT LTD (SEE MON-TREAL)

	7475 Boulevard Newman, Suite 530 LaSalle, Quebec H8N 1X3	
Telephone	+1 514 393 9864/ +1 514 393 9865/ +1 514 393 9866	
Fax	+1 514 393 3848	
After Hours	Mobile	Email
Alan Loiseau	+1 514 945 8884	alan.loiseau@shipassurance.ca
Sean Rozum	+1 514 865 3876	sean.rozum@shipassurance.ca
Andrew Rozum	+1 514 758 3876	andrew@shipassurance.ca

ST JOHNS (NEW FOUNDLAND)

A. HARVEY LOGISTICS

	P.O. Box 5774, St. John's, Newfoundland, A1C 5X3, 60 Water Street, 3rd Floor, Harvey Building St. John's, Newfoundland A1C 1A3	
Telephone	+1 709 576 4761 (24/7)	
Fax	+1 709 576 0159	
Email	logistics@aharvey.nf.ca / agency@aharvey.nf.ca	
After Hours	Mobile	
Mr. Francis Kenny	+1 709 682 8070	
Mr. Frank Hatcher	+1 709 682 6797	
Pamela Humphries	+1 709 685 4732	
Dean Keats	+1 709 725 7171	
Peggy Foster	+1 709 725 5117	

TORONTO

SHIPOWNERS ASSURANCE MANAGEMENT LTD

7475 Boulevard Newman, Suite 530 LaSalle, Quebec H8N 1X3

Telephone +1 514 393 9864/ +1 514 393 9865/ +1 514 393 9866

Fax +1 514 393 3848

After Hours

Mobile

Email

Alan Loiseau

+1 514 945 8884

alan.loiseau@shipassurance.ca

Sean Rozum

+1 514 865 3876

sean.rozum@shipassurance.ca

Andrew Rozum

+1 514 758 3876

andrew.rozum@shipassurance.ca

VANCOUVER

*BERNARD LLP

1420 – 400 Burrard Street Vancouver, B.C. V6C 3A6

Telephone +1 604 681 1700

Fax +1 604 681 1788

Web Address www.bernardllp.ca

Email shipping@bernardllp.ca

After Hours

Mobile

Email

Peter Swanson

+1 604 649 5874

swanson@bernardllp.ca

Thomas Hawkins

+1 604 889 5732

hawkins@bernardllp.ca

David Jarrett

+1 604 379 6113

jarrett@bernardllp.ca

Buck Hughes

+17786891269

hughes@bernardllp.ca

CAPE VERDE (+238) GMT -1

MINDELO

BUDD Cape Verde c/o Intercontinental Cabo Verde, LDA

Rua Senador Vera Cruz, Mindelo, Saint Vincent

Telephone +221 776 365 558/ +33 1 8488 0841 (AOH Switchboard)

Web Address www.budd-pni.com

Email budd.cape-verde@budd-pni.com/

general.marseille@budd- pni.com (in copy)

After Hours

Mobile

Email

Samba Cor Fall

+221 77 636 5558

samba.fall@budd-pni.com

Amilcar Ramos	+238 983 8698	intercontinentalcv@gmail.com
Clandia Lopes	+238 958 8156	intercontinentalcv@gmail.com

CHILE (+56) GMT-4

SANTIAGO

*JJR ABOGADOS y CORRESPONSALES LTDA

Isidora Goyenechea No. 3250, 4th floor, Las Condes - 755 0083 Santiago

Telephone	+56 2 2580 9300	
Web Address	www.jjr.cl	
Email	rrozas@jjr.cl / mmorgan@jjr.cl / sperretta@jjr.cl	
After Hours	Mobile	Email
Max Morgan	+56 9 9969 2517	mmorgan@jjr.cl
Ricardo Rozas	+56 9 9919 7993	rrozas@jjr.cl

VALPARAISO

CAVE & CIA LTDA

Almirante Senoret 70, Edificio Capitania Floor 11, Office 111, Valparaiso

Telephone	+56 32 213 1000	
Fax	+56 32 213 1001	
Web Address	www.cave.cl	
Email	claims@cave.cl	
After Hours	Mobile	Email
Mr. Andrew Cave	+56 9 8249 7231	andrew.cave@cave.cl
Ms. Ruth Cave	+56 9 9539 2842	ruth.cave@cave.cl

CHINA (+86) GMT+8

BEIJING

CHINA P&I MANAGEMENT COMPANY LIMITED

Room 506-513, Block A, Xingfu Building, 3 East Sanhuan Road, Chaoyang District, Beijing, Post Code: 100027 P.R.China

Telephone	+86 10 6464 0590/ 6464 0592/ 6464 0593
Fax	+86 10 6464 0522

Web Address	www.chinapandi.com	
After Hours	Mobile	Email
Sunny Ma	+86 136 9120 5587	maxueling@chinapandi.com
Ingrid Yang	+86 135 8159 6665	yangying@chinapandi.com

DALIAN

CHINA P&I MANAGEMENT, DALIAN BRANCH

Unit 07, 17/F, Xiwang Tower, No.136 Zhongshan Dist, Dalian, 116001, PR.China

Telephone	+86 411 3960 3009/ 3960 3008	
Fax	+86 411 3960 3011	
Web Address	www.chinapandi.com	
After Hours	Mobile	Email
Benjamin L.J.	+86 130 2947 0018	liangjian@chinapandi.com
Felix Guo	+86 138 0494 2520	guoleinan@chinapandi.com

GUANGZHOU

SHANGHAI P&I SERVICES LTD.

Room 2505, 25/F., R&F Well Center, 180 Jiangnan Avenue (M), Guangzhou 510240, China

Telephone	+86 20 8415 9756	
Web Address	www.shpni.com.cn	
Email	pandi@shpni.com.cn	
After Hours	Mobile	Email
Zhang Junrong	+86 180 2934 3525	zhangjunrong@shpni.com.cn
He Shuyi	+86 134 5052 4998	heshuyi@shpni.com.cn

HONG KONG

CHINA P&I SERVICES (HONG KONG) LTD.

Rm. 2602, 26/F., China Merchants Tower, Shun Tak Centre, 200 Connaught Rd. C, Hong Kong

Telephone	+852 2858 3708/ 2858 4210/ 2858 9800	
Fax	+852 2548 8907	
Web Address	www.chinapandi.com	

After Hours

Dylan Wu
Chelsea Hao
Jacky Cao
Orra Li

Mobile

+852 9665 0038
+852 6767 3399
+852 5395 1505
+852 9462 3431

Email

wujianping@chinapandi.com
haochunqiu@chinapandi.com
caowenkai@chinapandi.com
liyujing@chinapandi.com

QINGDAO

SHANGHAI P&I SERVICES LTD.

Rm 2406, Haiyi Tiancheng Building-B, No.29 Donghai Western Road,
Qingdao 266071, China

Telephone
Web Address
Email

+86 532 8386 3867
www.shpni.com.cn
pandi@shpni.com.cn

After Hours

Liu Fei
Li Peng
Zhang Zhongwei
Sun Tianpeng

Mobile

+86 186 6395 7368
+86 138 0896 3639
+86 136 8763 5970
+86 155 8869 8665

Email

liufei@shpni.com.cn
lipeng@shpni.com.cn
zhangzhongwei@shpni.com.cn
suntianpeng@shpni.com.cn

SHANGHAI

CHINA P&I MANAGEMENT COMPANY LIMITED

6F, China P&I Centre, Building 7, No.18, Gongping Road Shanghai
200082 P. R. China

Telephone
Fax
Web Address

+86 21 3503 6876/ 6827/ 6856/ 6865
+86 21 6595 0216
www.chinapandi.com

After Hours

Yacong Qian (General)
Kevin Jia (P&I)
Phillippe Liu (FDD)
Victor Ma (H&M)

Mobile

+86 173 1756 5627
+86 133 8609 0607
+86 136 8171 3405
+86 159 6138 7086

Email

qianyacong@chinapandi.com
jiajintao@chinapandi.com
liuxuanang@chinapandi.com
maying@chinapandi.com

SHANGHAI P&I SERVICES LTD.

Rm301, China P&I Centre, Building 7, No.18 Gongping Road, Hongkou
District, Shanghai 200082, China

Telephone +86 21 3539 2900
Web Address www.shpni.com.cn
Email pandi@shpni.com.cn

After Hours

Cao Dong +86 139 1610 7273
Chen Qihui +86 159 0215 0685
Shi Yan +86 139 1713 0595

Mobile

Email

caodong@shpni.com.cn
chenqihui@shpni.com.cn
shiyang@shpni.com.cn

TIANJIN

SHANGHAI P&I SERVICES LTD.

Room 804, Unit 1, Building 4, Xintiandi Jiayuan, Hedong District, Tianjin, 300011 China

Web Address www.shpni.com.cn
Email pandi@shpni.com.cn

After Hours

Liu Fei +86 186 6395 7368
He Yang +86 139 2042 8844

Mobile

Email

liufei@shpni.com.cn
heyang@shpni.com.cn

XIAMEN

SHANGHAI P&I SERVICES LTD.

Room 304, Building 18, Jiayuan Road Huli District, Xiamen, China

Web Address www.shpni.com.cn
Email pandi@shpni.com.cn

After Hours

Zhang Junrong +86 180 2934 3525
He Shuyi +86 134 5052 4998

Mobile

Email

zhangjunrong@shpni.com.cn
heshuyi@shpni.com.cn

COLOMBIA (+57) GMT -5

BARRANQUILLA

PANDI COLOMBIA SAS

Email erick.grandjean@pandicolombia.com.co (Always copy)/
pandi.colombia@metrotel.net.co

After Hours	Mobile	Email
Erick Grandjean I.	+57 315 721 3016	erick.grandjean@pandicolombia.com.co
Alvaro Ortiz	+57 316 690 0764	alvaro.ortiz@pandicolombia.com.co

A&A MULTIPRIME CORP

Telephone	Carrera 52 No 76-167 Of.201, Edificio Atlantics Center, Barranquilla +573142844799/+573153335072(24Hrs)
Web Address	www.aamultiprime.com
Email	barranquilla@aamultiprime.com

After Hours	Mobile	Email
Juan Manuel Pinzon	+57 315 333 5072	juan.pinzon@aamultiprime.com
Santiago M-Andrade	+57 314 284 4799	smoreno@aamultiprime.com
Manuel Calderon	+57 314 284 4799	barranquilla@aamultiprime.com

BOGOTA

A&A MULTIPRIME CORP

	Av. Cra 19 No.114-09 Of.205, Bogota	
Telephone	+57 314 284 4799/ +57 315 333 5072 (24 hrs)	
Web Address	www.aamultiprime.com	
Email	aamultiprime@aamultiprime.com	
After Hours	Mobile	Email
Juan Manuel Pinzon	+57 315 333 5072	aamultiprime@aamultiprime.com
Santiago M-Andrade	+57 314 284 4799	smoreno@aamultiprime.com

PANDI COLOMBIA SAS (SEE SANTA MARTA)

	Calle 14#26A -145, C25	
Telephone	+57 5 4210 640	
Email	erick.grandjean@pandicolombia.com.co (Always copy)/ pandi.colombia@metrotel.net.co	
After Hours	Mobile	Email
Erick Grandjean	+57 315 721 3016	erick.grandjean@pandicolombia.com.co
Alvaro Ortiz	+57 316 690 0764	alvaro.ortiz@pandicolombia.com.co

BUENAVENTURA

PANDI COLOMBIA SAS

Calle 2 #3-24 Edificio del Comercio Office 202, Buenaventura Colombia

Email alejandro.ramos@pandicolombia.com.co (Always copy)/
pandi.colombia@metrotel.net.co

After Hours

Alejandro Ramos

Mobile

+57 315 555 2263

Email

alejandro.ramos@pandicolombia.com.co

Alvaro Ortiz

+57 316 690 0764

alvaro.ortiz@pandicolombia.com.co

Erick Grandjean

+57 315 721 3016

erick.grandjean@pandicolombia.com.co

MARVENTURA SERVICES SAS

Carrera 11A No. 93A-80, Of. 204 BOGOTA Colombia

Telephone +57 601 432 8717/ 601 927 8172

Fax +57 601 623 5829

Email marventura.mail@marventura.com/ gruan@marventura.com

After Hours

Alvaro Campos

Mobile

+57 315 341 9545

Email

acampos@marventura.com

Guillermo Ruan

+57 315 883 4916

gruan@marventura.com

CALI

PANDI COLOMBIA SAS

Calle 2 #3-24 Edificio del Comercio Office 202 Buenaventura Colombia

Email alejandro.ramos@pandicolombia.com.co /erick.grandjean@pandicolombia.com.co (Always copy)/ pandi.colombia@metrotel.net.co

After Hours

Alejandro Ramos

Mobile

+57 315 555 2263

Email

alejandro.ramos@pandicolombia.com.co

Alvaro Ortiz

+57 316 690 0764

alvaro.ortiz@pandicolombia.com.co

Erick Grandjean

+57 315 721 3016

erick.grandjean@pandicolombia.com.co

CARTAGENA

PANDI COLOMBIA SAS

Calle 28 #21-69 Edificio Cosmos 401 A Cartagena Colombia olombia

Telephone +57 5 660 1693

Email erick.grandjean@pandicolombia.com.co (Always copy)/
pandi.colombia@metrotel.net.co

After Hours	Mobile	Email
Nello Carlini	+57 315 731 1973	nello.carlini@pandicolombia.com.co
Alvaro Ortiz	+57 316 690 0764	alvaro.ortiz@pandicolombia.com.co
Erick Grandjean	+57 315 721 3016	erick.grandjean@pandicolombia.com.co

SANTA MARTA

PANDI COLOMBIA SAS (Head Office)

Calle 14 N°26-A, 25 Santa Marta

Telephone +57 315 721 3016

Email erick.grandjean@pandicolombia.com.co (Always copy)/
pandi.colombia@metrotel.net.co

After Hours	Mobile	Email
Erick Grandjean I.	+57 315 721 3016	erick.grandjean@pandicolombia.com.co
Alvaro Ortiz	+57 316 690 0764	alvaro.ortiz@pandicolombia.com.co

COMOROS (+269) GMT +3

MORONI

INDOCEANIC SERVICES - SORNAV

Mini Zone Industrielle Mavouna BP 2493 - Moroni

Telephone +269 773 0590

Fax +269 773 0377

Email mans_ibrahim@yahoo.fr/ mni.imansour@sornav.com/
contact@indoceanic.com

After Hours	Mobile
Capt. Mansour Ibrahim	+269 333 0590
Dominique Thomson	+262 692 01 7777

All new matter during weekend should be notified via phone call before sending email. Please copy all messages to HEAD OFFICE at REUNION (contact@indoceanic.com).

CONGO (+242) GMT +1

POINTE NOIRE

TCI AFRICA

25, Rue Ditomba Cité ELF – Lot n°4 – 1er Camp. Zone industrielle/Foire
P.O. Box: 5179 Pointe Noire

Telephone +242 05 563 81 98
Fax +242 22 942 860
Web Address www.eltvetosullivan.com
Email tc-pointe-noire@tci-africa.com

After Hours

Mobile

Samba Tall +242066644215
Jeancy Kimbassa +242068670122
Christ Mounguela +242 06 630 0909
Juvet Mokoko +242055701495
Didier Boutandou +242050824952

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

AFRICA P&I CONGO

P.O. Box 5276, Point-Noire

Telephone +242 04 438 1795 / +242 22 611 2764
Web Address www.etic-sas.com
Email congo@africapandi.com / pointenoire.eticmar@gmail.com

After Hours

Telephone

Mobile

Bertrand L Kaya +242 06 933 8275 +242 05 533 8275
Vie-Sainte ELENGA
MAYANGUI n° +242 05 789 5252
Patrick Beranger Da-Sylva +242 06 968 5500

In case of difficulty please contact ETIC SAS: contact@eticmar.com +33 495 06 11 92

CONGO (KINSHASA) (+243) GMT+1

KINSHASA

BUDD KINSHASA

c/o Safety Marine Office sprl, 19B Avenue du Plateau, Kinshasa/Gombe
Telephone +243835050208 / +243999927086 / +33184880841 (AOH Switchboard)

Web Address	www.budd-pni.com	
Email	budd.kinshasa@budd-pni.com/ general.marseille@budd-pni.com	
After Hours	Mobile	Email
Ms. Ndeye Fatou Diouf	+221 764 668 888	fatou.diouf@budd-pni.com
Remy Kasangu	+243 8519 27086/ +243 9999 27086	remykasangu@yahoo.fr

MATADI

TCI AFRICA

	P.O. Box 237 Matadi	
Telephone	+243 99 851 8846	
Web Address	www.elvedtosullivan.com	
Email	tci-matadi@tci-africa.com / mail@elvedtosullivan.com	
After Hours	Mobile	Email
Captain Kapolisi	+243 855 10 5992 / 810 96 2642	tci-matadi@tci-africa.com
Kiskimba Bagulawi	+243 855 12 7517 / +243 994 869 485	tci-matadi@tci-africa.com
For emergency or new instructions, please copy mail@elvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808		

BUDD MATADI

	1 Hotel de la Gare, Ville Basse/Matadi	
Telephone	+243 998 099 144/ +33 1 8488 0841 (AOH Switchboard)	
Web Address	www.budd-pni.com	
Email	budd.matadi@budd-pni.com/ general.marseille@budd-pni.com	
After Hours	Mobile	Email
Papy Mbambi	+243 855 286 610	papymbambi@yahoo.fr
Déo Gracias Mwema Malaba	+243 85 908 9065/ +243 9934 00087	
Ms. Ndeye Fatou Diouf	+221 764 668 888	fatou.diouf@budd-pni.com

COSTA RICA (+506) GMT -6

SAN JOSE

PANDI COSTA RICA SA

Paseo de los Estudiantes, Avenida 10 Calle 11. Del A y A, 100m Este
Edificio esquinero No 995, 10104 San Jose Costa Rica

Telephone +506 2221 4111/ +506 7011 2299
 Fax +506 2221 4111
 Web Address www.fjapandi.com
 Email operations@pandicr.com/ info@fjapandi.com

After Hours	Mobile	Email
Ms. A Jimenez-Beeche	+506 7012 8370	operations@pandicr.com
Mrs. Yoleska Jimenez	+506 7011 2299	operations1@pandicr.com
Accounting Dept.		accounting@pandicr.com

COTE D'IVOIRE (+225) GMT-6

ABIDJAN

BUDD COTE D'IVOIRE

01 P.O. Box 4553, Abidjan 01 Immeuble Chevalier de Clieu, Boulevard
 VGE Treichville

Telephone +225 074 930 1055/ +33 1 8488 0841 (AOH Switchboard)
 Web Address www.budd-pni.com
 Email budd.ivory-coast@budd-pni.com/ general.marseille@budd-pni.com

After Hours	Mobile	Email
Thomas Miller	+225 074 930 1055	thomas.miller@budd-pni.com
Corneil Pol Djohore	+225 07 0713 5896	corneil.djohore@budd-pni.com
Christian N'Goran	+225 05 0470 6310	christian.ngoran@budd-pni.com

AFRICA MARINE SERVICES (COTE D'IVOIRE)

06 BP 2424 Abidjan 06 Côte d'Ivoire

Telephone +225 0762 1580 / +225 27 2254 3545 / +225 05 6443 3903
 Web Address www.africamarineserv.com
 Email infos@amsci.ci/ elesi.benie@amsci.ci/ headoffice@afriamarineserv.com

After Hours	Mobile	Email
Ms. Elesi Benie	+225 07 0762 1580/ +225 05 6443 3903	gnilale@yahoo.com
Mr. Nick Williams	+44 0207 613 0131	africamarine@aol.com

In case of communication problems, please contact Africa Marine Services UK africamarine@aol.com/ headoffice@afriamarineserv.com

TCI AFRICA ABIDJAN

18 BP 1373, Abidjan 18, Ivory Coast

Telephone	+225 27 2124 2964
Fax	+225 27 2124 2963
Web Address	www.eltvetosullivan.com
Email	tc-abidjan@tci-africa.com / mail@eltvedtosullivan.com
After Hours	Mobile
Lacine Bamba	+225 0707 051 527
Oumar Kone	+225 0707 449 201
Robert Kohou Bi	+225 0707 075 603

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

IVORY P&I

01 BP 8269 Abidjan 01, Rue du Commerce Immeuble IXORA, 4ème etage, porte 402

Telephone	+225 27 2028 6028		
Web Address	www.iverypandi.com		
Email	all@iverypandi.com		
After Hours	Telephone	Mobile	Email
Jean François REBORA	+225 07 4956 8385	+33 60 30 99 217	jf.rebora@iverypandi.com
Stephanie N'ZUE	+225 07 08 4 298 97		s.nzue@iverypandi.com
Alex KACOU	+225 07 7956 5226		a.kacou@iverypandi.com
Dieu-Sais Grokrou	+225 07 0701 0023		ds.grokrou@iverypandi.com

SAN PEDRO

IVORY P&I

01 BP 8269 Abidjan 01, Rue du Commerce Immeuble IXORA, 4ème etage, porte 402

Telephone	+225 27 2028 6028		
Web Address	www.iverypandi.com		
Email	all@iverypandi.com		
After Hours	Telephone	Mobile	Email
Jean François REBORA	+225 07 4956 8385	+33 60 30 99 217	jf.rebora@iverypandi.com

Stephanie N'ZUE	+225 07 08 4 298 97	s.nzue@ivorypandi.com
Alex KACOU	+225 07 7956 5226	a.kacou@ivorypandi.co m
Dieu-Sais Grokrou	+225 07 0701 0023	ds.grokrou@ivorypandi. com

CROATIA (+385) GMT +1

RIJEKA

JADROAGENT D.D., RIJEKA

Trg Ivana Koblera 2 P.O. Box 120 51000 Rijeka Croatia

Telephone	+385 51 780 714
Fax	+385 51 213 696
Web Address	www.jadroagent.hr
Email	pandi@jadroagent.hr

After Hours **Mobile**

Mr. Sandro Barsic Derencin +385 99 807 0891

CUBA (+53) GMT -5

HAVANA

CARIBBEAN MARINE SURVEYORS & CONS LLC.

Calle 14 No. 11636 (bajos), e/11 y Canal, Casino Deportivo, Municipio Cerro, Havana, CUBA

Telephone	+1 786 600 2874/ +1 786 609 6048	
Fax	+58 212 988 5169	
Web Address	www.caribbeansurveyor.com	
Email	operations@caribbeansurveyor.com	
After Hours	Mobile	Email
David Campis	+58 414 231 9868	david.campis@caribbeansurveyor.com
Lenin Garcia	+1 786 651 4230	capitanlenin@caribbeansurveyor.com
Rafael Rivas	+53 5302 4857/ +1 786 609 6048	rafael.rivas@caribbeansurveyor. com
Terry Lopez	+1 786 609 6048	terry.lopez@caribbeansurveyor.com

MARINTER S.A.

Edificio "Habana" Calle 3era, Office 112, e/ 78 y 80, 1er Piso, MTC, Miramar, Playa, La Habana, Cuba

Telephone +53 7204 9742
 Fax +53 7204 9743
 Web Address www.marinter.cu
 Email havana@marinter.cu

After Hours	Telephone	Mobile	Email
Eng. Ivan Llanes	+53 7204 9775	+53 5280 6298	ivan.llanes@marinter.cu
Eng. Jose M. Martinez Villazul	+53 7204 9777	+53 5280 8282	jose.mvillazul@marinter.cu

CYPRUS (+357) GMT +2

LARNACA

HULL BLYTH ARAOUZOS LTD.

Makariou 94, Delmeza Court 9-10, 6017 Larnaca, Cyprus Postal
 Address: P.O. Box 40008, 6300 Larnaca

Telephone	+357 246 52 219/ +357 246 54 033	
Fax	+357 246 52 384	
Web Address	www.hba.com.cy	
Email	shipping@hba.com.cy	
After Hours	Telephone	Mobile
Neophytos Droussiotis	+357 9958 9399	
Costas Dias Economou	+357 9626 7827	
Sotiris Pouroutis	+357 9784 5521	
John Economou	+357 25 879 777	+357 9967 4300

LIMASSOL

HULL BLYTH ARAOUZOS LTD.

Prokymea Bldg 147 Chr Hadjipavlou Street 3036 Limassol Postal Ad-
 dress: P.O. Box 50017, 3600 Limassol

Telephone	+357 25 362 223/ +357 25 506 100/ +357 25 506 204 (direct line)	
Fax	+357 25 747 662	
Web Address	www.hba.com.cy	
Email	shipping@hba.com.cy	
After Hours	Telephone	Mobile
Neophytos Droussiotis	+357 9958 9399	

Costas Dias Economou	+357 9626 7827	
Sotiris Pouroutis	+357 9784 5521	
John Economou	+357 25 879 777	+357 9967 4300

DENMARK (+45) GMT +1

COPENHAGEN

P&I SCANDINAVIA ApS

P&I Scandinavia ApS Ehlersvej 11 DK-2900 Hellerup, Copenhagen

Telephone	+45 3315 4777
Web Address	www.pandiscan.com
Email	info@pandiscan.com

After Hours

Mobile

Email

Henrik Nissen	+45 2175 1924	info@pandiscan.com
Zacharias Bjar	+46739588746	zacharias.bjar@pandiscan.com
Martin Olofsson	+46706102073	martin.olofsson@pandiscan.com

DANISH P&I

Kvaesthusgade 5 st. th. 1251 Copenhagen

Telephone	+45 3315 4778
Web Address	www.danishpandi.com
Email	copenhagen@danishpandi.com

After Hours

Mobile

Email

John Kure	+45 2845 3728	john.kure@danishpandi.com
Reid de Jong	+31 61436 4264	reid.dejong@dutchpandi.com
Sander Jongenelen	+31 61269 6071	sander.jongenelen@dutchpandi.com
Nils Heijboer	+31 65424 2073	nils.heijboer@dutchpandi.com

DJIBOUTI (+253) GMT +3

DJIBOUTI

MCLEANS-WAMS

Salam Tower 6th Floor Djibouti Republic of Djibouti

Telephone	+253 7775 1945
-----------	----------------

Web Address	www.amcleangroup.com	
Email	wams@mcleans.fr	
After Hours	Mobile	Email
Mr. Daoud Hared	+253 7775 1945	
Philippe Garo	+33 607 792 028	pgaro@mcleans.fr
Matthieu Leroux	+33 674 759 148	mleroux@mcleans.fr
Hugo Ciaccafava	+33 681 978 191	hciaccafava@mcleans.fr

AGENCE MARITIME MARILL SARL

8 rue Marchand BP 57 Djibouti

Telephone	+253 2132 7412 / 2135 1150	
Fax	+253 2135 7335	
Web Address	www.groupe-marill.com	
Email	mohamed.abgal@groupe-marill.com / AMM@groupe-marill.com	
After Hours	Mobile	Email
Mohamed Abgal Abdi	+253 7783 7426	mohamed.abgal@groupe-marill.com
Thierry Marill	+253 2135 5623	thierry.marill@groupe-marill.com
Passicos Jerome	+253 77 36 7999	jerome.passicos@groupe-marill.com

DOMINICAN REPUBLIC (+1) GMT -4

SANTO DOMINGO

SCHAD EXPERTISE, FREDERIC SCHAD INC

Carretera Sanchez Km. 11½, Santo Domingo, Dominican Republic

Telephone	+1 809 221 8000/ +1 809 689 9377	
Web Address	www.schadexpertise.com	
Email	mail.expertise@schadexpertise.com	
After Hours	Mobile	Email
Nilda A Burgos	+1 809 223 4341	nburgos@schadexpertise.com
Hans de Koning	+1 809 224 9315	hdekoning@schadexpertise.com

DPRK (DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA) (+850) GMT +9

CHUNGJIN

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
Telephone +850 2 18 111 Ext 381-8114
Fax +850 2 381 4416
Email kp.corresp@silibank.net.kp

HAIJU

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
Telephone +850 2 18 111 Ext 381-8114
Fax +850 2 381 4416
Email kp.corresp@silibank.net.kp

NAMPO

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
Telephone +850 2 18 111 Ext 381-8114
Fax +850 2 381 4416
Email kp.corresp@silibank.net.kp

PYONGYANG

CLAIMS & CORRESPONDENTS DEPARTMENT

DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
Telephone +850 2 18 111 Ext 381-8114
Fax +850 2 381 4416
Email kp.corresp@silibank.net.kp

RYONGSONG

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

Telephone	DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
	+850 2 18 111 Ext 381-8114
Fax	+850 2 381 4416
Email	kp.corresp@silibank.net.kp

SONGLIM

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

Telephone	DPR OF KOREA Haebangsang-Dong, Central District, Pyongyang
	+850 2 18 111 Ext 381-8114
Fax	+850 2 381 4416
Email	kp.corresp@silibank.net.kp

WONSAN

CLAIMS & CORRESPONDENTS DEPARTMENT (SEE PYONGYANG)

Telephone	DPR OF KOREA Haebangsang-Dong, Central District,Pyongyang
	+850 2 18 111 Ext 381-8114
Fax	+850 2 381 4416
Email	kp.corresp@silibank.net.kp

ECUADOR (+593) GMT -5

GUAYAQUIL

ECUAPANDI S.A.

Av. C.J.Arosemena 402 y Av. Principal de Miraflores Piso 1 of. 4

After Hours	Mobile	Email
Jaime Molinari	+593 9994 05413	jmolinari@ecuapandi.com
Luiggina Molinari	+593 9862 19900	luigginamolinari@ecuapandi.com
Daniel Sarmiento	+593 9835 09878	dsarmiento@ecuapandi.com

*VILLAGRAN LARA, ATTORNEYS

Ave Bombero6.5Km.La Vista de San Eduardo. Edifl00 AGuayaquil,Ecuador

Telephone	+593 96 785 8156	
Web Address	www.villagranlara.com	
Email	contact@villagranlara.com	
After Hours	Mobile	Email
Leonidas Villagran	+593 96 785 8156	lv@villagranlara.com
Jessica Cisneros	+593 98 664 5166	jessica@villagranlara.com
LeonidasDanielVillagran	+593 98 114 1948	leonidas.daniel@villagranlara.com
Hector Villagran	+86 131 6151 9266	hvr@villagranlara.com

POWER MARITIMA

PUERTO AZUL, MZ A7, VILLA 26

Telephone	+593 44 600 004	
Web Address	www.powermaritima.net	
Email	info@powermaritima.net	
After Hours	Mobile	Email
Andres Vasconez	+593 96 845 8454	Avasconez@powermaritima.net
Ligia Condoy	+593 99 939 2646	lcondoy@powermaritima.net
Karen Cedeño	+593 99 434 9460	kcedeno@powermaritima.net
Hector Villagran	+86 131 6151 9266	claims.asia@powermaritima.net

Please include info@powermaritima.net for all initial inquiries.

EGYPT (+20) GMT +2

ALEXANDRIA

MESCO (MIDDLE EAST SURVEY & CONTROL OFFICE)

7 Saad Zaghloul Square Alexandria

Telephone	+20 3 486 8530/ +20 3 485 4001/ +20 3 486 1445/ +20 3 485 4002	
Fax	+20 3 487 4435	
Web Address	www.mescoalex.com	
Email	mesco@mescoalex.com	
After Hours	Mobile	Email
Ashraf El Sabbagh	+20 122 213 0799	ashraf.sabbagh@mescoalex.com
Alaa El Sabbagh	+20 122 234 7905	alaa.sabbagh@mescoalex.com
Rehab Farouk	+20 100 091 6071	rehab.farouk@mescoalex.com

Seif El Sabbagh	+20 100 144 6006	seif.sabbagh@mescoalex.com
Tarek Mady	+20 100 149 3480	legal.dept@mescoalex.com

EL HAMAMSY MARINE SERVICES LTD

12 Nouh Afandi Street, El Faranna ALEXANDRIA Egypt

Telephone	+20 3 487 0900 / +20 3 487 6813 / +20 3 485 8966
Fax	+20 3 486 3838
Web Address	www.elhamamsy.com
Email	survey@elhamamsy.com.eg

After Hours

Telephone

Mobile

Marwa El Hamamsy	+20 3487 5706	+20 122 234 6816
Mostafa El Hamamsy	+20 3481 9864	+20 122 234 6821
Hady El Hamamsy	+20 3486 6499	+20 122 321 6984
Nagi El Naggar	+20 3522 0229	+20 122 392 5618

ELDIB PANDI

2 Lumumba Street, Bab Sharki. Alexandria 21131 – Egypt

Telephone	+20 3 496 1000
Fax	+20 3 496 2000
Web Address	www.eldibpandi.com
Email	mail@eldibpandi.com

After Hours

Mobile

Email

Abdel Hamid Fahmy	+20 12 2214 3213	abdelhamid.fahmy@eldibpandi. com
Ahmed Metwally	+20 12 2327 3624	ahmed.metwally@eldibpandi.co m
Nada Eldib	+20 10 0188 4433	nada.eldib@eldibpandi.com

CAIRO

ELDIB PANDI

1081 Corniche El Nil, 16th Floor. Apt31. Garden City Cairo 11519, Egypt

Telephone	+20 2 2794 3400
Fax	+20 2 2796 1500
Email	cairo@eldibpandi.com

After Hours

Mobile

Email

Nada Eldib	+20 10 0188 4433	nada.eldib@eldibpandi.com
------------	------------------	---------------------------

PORT SAID

Telephone
Fax
Web Address
Email

MESCO (MIDDLE EAST SURVEY & CONTROL OFFICE)

7, El Gomhoraya Street Sarhan Tower, 1st Floor Port Said

+20 66 320 1340
+20 66 320 1329
www.mescoalex.com
mescoapsd@mescoalex.com

After Hours

Magdy Takla
Takla

Mobile

+20 100 919 8827
+201204478392

Email

magdy.takla@mescoalex.com Michael
michael.magdy@mescoalex.com

ELDIB PANDI

Elkilany Tower, 23rd July & Salah Eldin Str., Port Said 42111, Egypt

Elkilany Tower, P.O. Box 920, Egypt

Telephone
Fax
Email

+20 66 323 9779
+20 66 323 9760
portsaid@eldibpandi.com

After Hours

Ahmed Metwally
Sarah Diaa

Mobile

+20 122 327 3624
+20 127 866 0272

Email

ahmed.metwally@eldibpandi.com
sarah.diaa@eldibpandi.com

SUEZ

EL HAMAMSY MARINE SERVICES LTD

34 El Geish St. Port Tawfick SUEZ Egypt

Telephone
Fax
Web Address
Email

+20 3 487 0900
+20 3 486 3838
www.elhamamsy.com
survey@elhamamsy.com.eg

After Hours

Beshr Shahin
Eng. Mostafa
Hady El Hamamsy
Nagi El Naggar

Telephone

+20 3584 1114
+20 3481 9864
+20 3486 6499
+20 3522 0229

Mobile

+20 122 3235 929
+20 122 2346 821
+20 122 3216 984
+20 122 3925 618

ELDIB PANDI

6 El Imam El Leithy Street, Port Tewfik Suez 43552, Egypt

Telephone +20 62 319 1570

Fax +20 62 319 8930

Email suez@eldibpandi.com

After Hours

Mobile

Email

Abdel Hamid Fahmy +20 122 214 3213

abdelhamid.fahmy@eldibpandi.com

Sarah Diaa +20 127 866 0272

sarah.diaa@eldibpandi.com

EQUATORIAL GUINEA (+240) GMT +1

BATA

BUDD C/O SEA & PORTS MGM, S.L - BATA

Carretara de Bome Km2 SN Bata - Litoral

Telephone +240 333 084 378 / +33 1 8488 0841 (AOH Switchboard)

Fax +240 333 084 396

Web Address www.budd-pni.com

Email budd.equatorial-guinea@budd-pni.com/
general.marseille@budd-pni.com (in copy)

After Hours

Mobile

Email

Vicente Edu +240 222 23 1112

v.edu@image-sa.com

Suzanne Moume +237 677 78 9100/ +237 699 11 8226 suzanne.moume@budd-pni.com

Enrique Baltanas +34 626 27 9448 budd.equatorial-guinea@budd-pni.com

MALABO

BUDD C/O SEA & PORTS MGM, S.L - MALABO

P.O. Box 983, Malabo Carretera del Aeropuerto, Km 5, Malabo

Telephone +240 333 090 567/ +33 1 8488 0841 (AOH Switchboard)

Fax +240 333 090 568

Web Address www.budd-pni.com

Email budd.equatorial-guinea@budd-pni.com/
general.marseille@budd-pni.com (in copy)

After Hours

Mobile

Email

Mrs. Suzanne Moume +237 677 78 9100/ +237 699 11 8226 suzanne.moume@budd-pni.com

Mr. Enrique Baltanas	+34 626 27 9448	budd.equatorial-guinea@budd-pni.com
Mr. Alberto Hernandez	+240 222 326 409	budd.equatorial-guinea@budd-pni.com
Mr. Efrain Roberto Chema	+240 222 615 878	budd.equatorial-guinea@budd-pni.com

ERITREA

(+291) GMT +3

ASMARA

MULTI CARGO INTERNATIONAL TRADING & SERVICES

St No 176-7 House No 25 PO Box 359 Asmara Eritrea

Telephone	+291 1 201 371
Fax	+291 1 125 715
Email	multicargo2017@gmail.com

After Hours

Mobile

Akberet Weldelassie	+291 711 3503
Capt. Asres Habte	+291 712 0875
Mr. Henok Asmelash	+271 713 2509

In case of communication difficulties, please contact Gulf Agency Company (Dubai) L.L.C.; our Dubai correspondents: Tel +971 4 345 7555 (24 hours), Fax +971 4 345 8691 / 345 7202, Email claims.dubai@gacworld.com

MASSAWA

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD

Noble House Pvt. Ltd. Co. Mat’a Street, No.173, House No.5, 1st Floor,
P.O. Box 2911 Asmara Massawa, Eritrea

Telephone	+291 1 110 672
Web Address	www.mushtaraka.net
Email	claims.eritrea@mushtaraka.com

After Hours

Mobile

Email

Tekeste Asghedom	+291 7116 317	tekeste.azere@gmail.com
Hassan Omar	+966 561 277 775	hassanomar@mushtaraka.com
Larry Heron	+966 50 466 7728	larry.heron@mushtaraka.com
Augustine Abraham	+971 50 477 2630	augustine.abraham@mushtaraka.com
Fahd Abdul Rahman	+971 50 961 4334	fahd.abdulrahman@mushtaraka.com
Anterson Albert	+971 50 422 0629	anterson.albert@mushtaraka.com

ESTONIA (+372) GMT+2

TALLINN

VAN AMEYDE KROGIUS OÜ

Ahtri 12, WTTC 2nd Floor 10151 Tallinn

Telephone +372 611 6620 / +372 611 6621 / +372 611 6622

Fax +372 611 6685

Web Address www.krogius.com

Email estonia@krogius.com

After Hours

Mobile

Email

Sirje Lubi +372 50 14 774

sirje.lubi@krogius.com

Igor Golovin +372 53 496 960

igor.golovin@krogius.com

Kaupo Pyvi +372 50 58 299

kaupo.pyvi@krogius.com

ETHIOPIA (+251) GMT+3 /+4

ADDIS ABABA

GLOBAL INSPECTION SURVEY AGENCY (GISA)

Arada Sub-City, Wereda 01, House No 845/U; Postal Address:

P.O. Box 22801, Addis Ababa, Ethiopia

Telephone +251 111 550 662/ +251 111 555 888

Email gisa.globalinspection@yahoo.com/ mail.globalinspection@gmail.com

After Hours

Mobile

Fikerte Alemu +251 911 172 051

Abebe Berrou +251 911 200 659

Henok Wendimu +251 913 543 417

FINLAND (+358) GMT +2

HELSINKI

VAN AMEYDE KROGIUS OY

Sturenkatu 16, 00510, Helsinki, Finland

Telephone +358 9 4763 6300

Web Address www.ameydemarine.com

Email	finland@ameydemarine.com/ surveys.finland@krogius.com	
After Hours	Mobile	Email
Aki Hanhela	+358 405 741 547	aki.hanhela@ameydemarine.com

FRANCE (+33) GMT +1

BREST

LES COURTIER MARITIMES SARL

554 rue Jurien de la Graviere, F-29200 Brest France

Telephone	+33 2 9844 4995
Fax	+33 2 9843 3020
Email	brest@humtac.fr
After Hours	Mobile
Camille Jaffres	+33 6 0901 1794
Gabriel Lageat	+33 6 1156 2863
Lucie Le Mad	+33 6 4653 2566
Pierrick Yvenou	+33 6 0771 4510

DIEPPE

BUDD ROUEN-LE HAVRE

40 rue des Sablons, 27460 Igoville, France

Telephone	+33 276 522 028	
Web Address	www.budd-pni.com	
Email	faiza.khabouri@budd-pni.com/ general.marseille@budd-pni.com (in copy)	
After Hours	Mobile	Email
Ms. Faiza Khabouri	+33 662 72 7189	faiza.khabouri@budd-pni.com

DUNKIRK

NORMANDY P&I SERVICES

CS40073 - 2 Route De Bergues – 59412 Coudekerque Branche

Telephone	+33 3 2829 0675 (24hrs)
Fax	+33 2 3208 5329
Web Address	www.amcleangroup.com
Email	mcleansnormandy@ro.normandyclaims.fr

After Hours
Elise Duquennoy

Mobile
+33 679 45 3874

FOS

BUDD S.A. MARSEILLE – FOS

7 Rue Bailli De Suffren, CS 80034 13231 Marseille Cedex 01

Telephone +33 4 9133 5833/ +33 1 8488 0841 (AOH Switchboard)

Web Address www.budd-pni.com

Email general.marseille@budd-pni.com

After Hours

Mobile

Email

Mr. James Budd +33 0 607 774 117

james.budd@budd-pni.com

Jean-Pierre Perrillat +33 0 611 112 785

jean.pierre@budd-pni.com

Mr. Philippe Delaporte +33 0 607 956 026

philippe.delaporte@budd-pni.com

Ms. Sarah Penwarden +33 0 683 392 658

sarah.penwarden@budd-pni.com

MCLEANS (FOS-SUR-MER)

Centre les Vallins P.O. Box A1 13270 Fos-sur-Mer

Telephone +33 4 4205 1070

Web Address www.amcleangroup.com

Email info@mcleans.fr

After Hours

Mobile

Email

Matthieu Leroux +33 674 759 148

mleroux@mcleans.fr

Hugo Ciaccafava +33 681 978 191

hciaccafava@mcleans.fr

Philippe Garo +33 607 792 028

pgaro@mcleans.fr

LA ROCHELLE-PALLICE

MCLEANS (LA ROCHELLE)

8 rue du Senegal 17000 La Rochelle

Telephone +33 5 4642 8537

Web Address www.amcleangroup.com

Email larochelle@mcleans.fr

After Hours

Mobile

Email

Caroline Marrades +33 676 133 111

cmarrades@mcleans.fr

Elise Duquennoy +33 679 45 3874

eduquennoy@mcleans.fr

Philippe Garo +33 607 792 028

pgaro@mcleans.fr

LE HAVRE

Telephone
Web Address
Email

C. BOUTIBNY & CO. C/O ETIC SAS

3/5 Rue Gilbert Dru, 13002 Marseille
+33 235 43 34 77 / +33 495 06 11 92
www.etic-sas.com
cboutigny@boutigny.fr / contact@eticmar.com

After Hours

Agathe Le Dem
Frank Benham
Pierre de Massiac

Telephone

+33 612 88 26 15
+33 616 96 28 49
+33 604 59 33 15

Email

a.ledem@eticmar.com
f.benham@eticmar.com
p.demassiac@eticmar.com

MARSEILLE

MCLEANS (MARSEILLE)

Telephone
Fax
Web Address
Email

P.O. Box 50319 9 Place Felix Baret 13177 Marseille, Cedex 20
+33 4 9610 2525
+33 4 9137 2981
www.amcleangroup.com
info@mcleans.fr

After Hours

Philippe Garo
Matthieu Leroux
Hugo Ciaccafava

Mobile

+33 607 792 028
+33 674 759 148
+33 681 978 191

Email

pgaro@mcleans.fr
mleroux@mcleans.fr
hciaccafava@mcleans.fr

BUDD S.A. MARSEILLE – FOS

Telephone
Web Address
Email

7 Rue Bailli De Suffren, CS 80034 13231 Marseille Cedex 01
+33 4 9133 5833/ +33 1 8488 0841 (AOH Switchboard)
www.budd-pni.com
general.marseille@budd-pni.com

After Hours

Mr. James Budd
Jean-Pierre Perrillat
Mr. Philippe Delaporte
Ms. Sarah Penwarden

Mobile

+33 0 607 774 117
+33 0 611 112 785
+33 0 607 956 026
+33 0 683 392 658

Email

james.budd@budd-pni.com
jean.pierre@budd-pni.com
philippe.delaporte@budd-pni.com
sarah.penwarden@budd-pni.com

NANTES SAINT-NAZAIRE

BUDD ROUEN-LE HAVRE

40 rue des Sablons, 27460 Igoville, France

Telephone	+33 276 522 028	
Web Address	www.budd-pni.com	
Email	faiza.khabouri@budd-pni.com/ general.marseille@budd-pni.com (in copy)	
After Hours	Mobile	Email
Ms. Faiza Khabouri	+33 662 72 7189	faiza.khabouri@budd-pni.com

PARIS

BUDD S.A.

35 Avenue Des Champs-Elysees, 75008 Paris

Telephone	+33 1 4256 3612/ +33 1 8488 0841 (AOH Switchboard)	
Web Address	www.budd-pni.com	
Email	budd.paris@budd-pni.com/ general.marseille@budd-pni.com (in copy)	
After Hours	Mobile	Email
Mr. James Budd	+33 0 607 774 117	james.budd@budd-pni.com
Mr. Benjamin Budd	+33 0 652 567 068	benjamin.budd@budd-pni.com
Mr. Philippe Delaporte	+33 0 607 956 026	philippe.delaporte@budd-pni.com

ROUEN

NORMANDY P&I SERVICES

37 Rue de la Lombardie 76160 Darnetal Rouen

Telephone	+33 2 3208 5320 (24hrs)
Fax	+33 2 3208 5329
Web Address	www.amcleangroup.com
Email	pandi@ro.normandyclaims.fr
After Hours	Mobile
Elise Duquennoy	+33 679 45 3874

SETE

MCLEANS S.A.

2 Quai d'Orient 34200 Sete

Telephone	+33 4 9610 2525
-----------	-----------------

Web Address	www.amcleangroup.com	
Email	info@mcleans.fr	
After Hours	Mobile	Email
Philippe Garo	+33 607 792 028	pgaro@mcleans.fr
Matthieu Leroux	+33 674 759 148	mlieroux@mcleans.fr
Hugo Ciaccafava	+33 681 978 191	hciaccafava@mcleans.fr

BUDD S.A.

7 Rue Bailli De Suffren, CS 80034 13231 Marseille Cedex 01		
Telephone	+33 0491 335 833/ +33 1 8488 0841 (AOH Switchboard)	
Web Address	www.budd-pni.com	
Email	budd.sete@budd-pni.com/ general.marseille@budd-pni.com (in copy)	
After Hours	Mobile	Email
Jean-Pierre Perrillat	+33 6 1111 2785	jean.pierre@budd-pni.com
James Budd	+33 6 0777 4117	james.budd@budd-pni.com
Arthur Vidal	+33 0 679 822 539	arthur.vidal@budd-pni.com

FRENCH POLYNESIA (+689) GMT-10

PAPEETE

BUDD TAHITI

Fabien DUVAL, BP141458, 98701 Arue, Tahiti, French Polynesia		
Telephone	+689 89 601 303	
Web Address	www.budd-pni.com	
Email	budd.tahiti@budd-pni.com/ general.marseille@budd-pni.com (in copy)	
After Hours	Mobile	Email
Fabien DUVAL	+689 89 601 303	budd.tahiti@budd-pni.com
Jean-Pierre Perrillat	+33 0 611 112 785	jean.pierre@budd-pni.com

GABON (+241) GMT +1

LIBREVILLE

TCIAFRICA

Zone portuaire d'Owendo, BP 72, Libreville, GABON

Telephone	+241 6227 1858	
Web Address	www.eltvetosullivan.com	
Email	tci-libreville@tci-africa.com/ mail@eltvedtosullivan.com	
After Hours	Mobile	Email
Siddick Moubachirou	+241 60 42 1617	tci-libreville@tci-africa.com
Hugues Souala Mikolo	+241 77072774 / +24162775544 tci-libreville@tci-africa.com	

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

PORT GENTIL

TCI AFRICA

C/o Saga Afritramp B.P. 518, Port Gentil

Telephone	+241 011 553 516	
Web Address	www.eltvetosullivan.com	
Email	tci-portgentil@tci-africa.com/ mail@eltvedtosullivan.com	
After Hours	Mobile	
Corinne MAMBELE	+241 65 08 7892	
Siddick Moubachirou	+241 60 42 1617	
Tony DEMBA	+241 6599 8216	

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

GAMBIA (+220) GMT 0

BANJUL

TCI AFRICA

17 Oau Boulevard – POB 437/1714 - Banjul – Gambia

Telephone	+220 42 25895	
Fax	+220 42 29347	
Web Address	www.eltvetosullivan.com	
Email	tci-banjul@tci-africa.com / mail@eltvedtosullivan.com / tci-dakar@tci-africa.com	
After Hours	Mobile	Email
Ngagne Faye	+221 773 327 215	n.faye@tci-africa.com

Essa Wally +2207266011 / +2209956908 tci-banjul@tci africa.com
For emergency or new instructions, please copy tci-dakar@tci-africa.com and mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

AFRICA MARINE SERVICES (GAMBIA)

48. Perseverence Street Banjul, Gambia

Telephone +220 799 6549
Web Address www.africamarineserv.com
Email africamarine@aol.com/ headoffice@africamarineserv.com
After Hours **Mobile** **Email**
Mr. Lamane Dione +220 395 6549 lamanesindokhdione@gmail.com
In case communication difficulties, please contact Africa Marine Services (Europe) Ltd. London:
Nick Williams Telephone +44 2076 130 131 (24 Hrs)

GEORGIA (+995) GMT +4

BATUMI

GEOMAR MARITIME CONSULTANTS & SURVEYORS LLC.

Gogebashvili 32, Office No136010, Batumi Georgia

Telephone +99 5422 276 201
Fax +99 5422 276 202
Web Address www.geomar.ge
Email info@geomar.ge
After Hours **Mobile** **Email**
George Imnaishvili +995 577 468 763 g.imnaishvili@geomar.ge
Mamia Tsintsadze +995595 010 849 m.tsintsadze@geomar.ge

GERMANY (+49) GMT +1

BRAKE

PANDI SERVICES J. & K. BRONS GMBH (SEE BREMEN)

Parkstraße 116, 28209 Bremen

Telephone +49 421 308 870
Fax +49 421 308 8732

Web Address	www.pandi.de
Email	corresp@pandi.de
After Hours	Mobile
Fabian Schweigel	+49 171 885 7940
Björn Siewers	+49 171 885 7942
Clémentine Haghighi	+49 171 885 7944

BREMEN

PANDI SERVICES J. & K. BRONS GMBH

Parkstraße 116, 28209 Bremen

Telephone	+49 421 308 870
Fax	+49 421 308 8732
Web Address	www.pandi.de
Email	corresp@pandi.de
After Hours	Mobile
Fabian Schweigel	+49 171 885 7940
Björn Siewers	+49 171 885 7942
Clémentine Haghighi	+49 171 885 7944

BREMERHAVEN

PANDI SERVICES J. & K. BRONS GMBH (SEE BREMEN)

Parkstraße 116, 28209 Bremen

Telephone	+49 421 308 870
Fax	+49 421 308 8732
Web Address	www.pandi.de
Email	corresp@pandi.de
After Hours	Mobile
Fabian Schweigel	+49 171 885 7940
Björn Siewers	+49 171 885 7942
Clémentine Haghighi	+49 171 885 7944

BRUNSBUTTEL

PANDI SERVICES J. & K. BRONS GMBH (SEE HAMBURG)

Roedingsmarkt 43, D-20459 Hamburg

Telephone +49 40 369 8180
 Fax +49 40 369 818 19
 Web Address www.pandi.de
 Email corresp@pandi.de
After Hours
 Juliette Guyot +49 175 811 8906
 Charlotte Minners +49 171 885 7941
 Florian Block +49 171 885 7945

CUXHAVEN

CLAAS W BRONS (GMBH & CO) KG

c/o Kapitan Jurgen Feldmann Sudlandstrasse 6 27478 Cuxhaven

Telephone +49 4723 50 5516
 Fax +49 4723 50 5516
 Web Address www.cwbrons.de
 Email cuxhaven@cwbrons.de

After Hours

Mobile

Email

Claas-Henning Brons	+49 171 213 1135	chbrons@cwbrons.de
Jan-Wessel Brons	+49 160 944 20292	jwbrons@cwbrons.de
Matthias Bimschas	+49 40 3609 0163	bimschas@cwbrons.de
Gunnar Neubauer	+49 40 4118 4502	neubauer@cwbrons.de

EMDEN

Y. & B. BRONS

Nesserlander Strasse 5, P.O. Box 1229, 26692 Emden, GERMANY

Telephone +49 4921 20177 / +49 170 476 1023
 Fax +49 4921 33107
 Web Address www.brons.de
 Email yb@brons.de

After Hours

Mobile

Email

Claas Brons	+49 170 476 1023	claas.brons@brons.de
-------------	------------------	----------------------

HAMBURG

PANDI SERVICES J. & K. BRONS GMBH

Roedingsmarkt 43, D-20459 Hamburg

Telephone +49 40 369 8180

Fax +49 40 369 818 19

Web Address www.pandi.de

Email corresp@pandi.de

After Hours Mobile

Juliette Guyot +49 175 811 8906

Charlotte Minners +49 171 885 7941

Florian Block +49 171 885 7945

CLAAS W BRONS (GMBH & CO) KG

Am Inseipark 1 D-21109 Hamburg

Telephone +49 40 374 8860

Fax +49 40 374 88643

info@cwbrons.de

After Hours

Mobile

Email

Mr. M Bimschas +49 40 3609 0163

bimschas@cwbrons.de

Mr. G Neubauer +49 40 4118 4502

neubauer@cwbrons.de

Mr. CH Brons +49 171 213 1135

chbrons@cwbrons.de

Mr. JW Brons +49 160 9442 0292

jwbrons@cwbrons.de

KIEL

*SARTORI & BERGER (GMBH & CO)

P.O. Box 3807, 24037 Kiel Wall 47/51, D-24103 Kiel

Telephone +49 431 9810

Fax +49 431 96108

Web Address www.sartori-berger.de

Email a.liemann@sartori-berger.de holtenau@sartori-berger.de

After Hours

Mobile

Email

Mr. Arne Liemann +49 171 7970 270

a.liemann@sartori-berger.de

Mr. Michael Hartmann +49 171 4307 033

m.hartmann@sartori-berger.de

Mr. J. Funck +49 171 4146 028

j.funck@sartori-berger.de

MUKRAN

Telephone +49 40 369 8180
 Fax +49 40 369 818 19
 Web Address www.pandi.de
 Email corresp@pandi.de
After Hours
 Juliette Guyot +49 175 811 8906
 Charlotte Minners +49 171 885 7941
 Florian Block +49 171 885 7945

PANDI SERVICES J. & K. BRONS GMBH (SEE HAMBURG)

Roedingsmarkt 43, D-20459 Hamburg

NORDENHAM

Telephone +49 421 308 870
 Fax +49 421 308 8732
 Web Address www.pandi.de
 Email corresp@pandi.de
After Hours
 Fabian Schweigel +49 171 885 7940
 Björn Siewers +49 171 885 7942
 Clémentine Haghighi +49 171 885 7944

PANDI SERVICES J. & K. BRONS GMBH (SEE BREMEN)

Parkstraße 116, 28209 Bremen

ROSTOCK

Telephone +49 40 369 8180
 Email corresp@pandi.de
After Hours
 Juliette Guyot +49 175 811 8906
 Charlotte Minners +49 171 885 7941
 Florian Block +49 171 885 7945

PANDI SERVICES J. & K. BRONS GMBH

Am Skandinavienkai 15 18147 Rostock Germany

STADE

PANDI SERVICES J. & K. BRONS GMBH (SEE HAMBURG)

Roedingsmarkt 43, D-20459 Hamburg

Telephone	+49 40 369 8180
Fax	+49 40 369 818 19
Web Address	www.pandi.de
Email	corresp@pandi.de
After Hours	Mobile
Juliette Guyot	+49 175 811 8906
Charlotte Minners	+49 171 885 7941
Florian Block	+49 171 885 7945

WILHELMSHAVEN

CLAAS W BRONS (GMBH & CO) KG

c/o Dykstra & Seeger Law Office, Parkstrasse 26, D-26382 Wilhelmshaven

Telephone	+49 4421 964 980	
Fax	+49 4421 982 954	
Email	wilhelmshaven@cwbrons.de	
After Hours	Mobile	Email
Mr. M Bimschas	+49 40 3609 0163	bimschas@cwbrons.de
Mr. G Neubauer	+49 40 4118 4502	neubauer@cwbrons.de
Mr. CH Brons	+49 171 213 1135	chbrons@cwbrons.de
Mr. JW Brons	+49 160 9442 0292	jwbrons@cwbrons.de

GHANA (+233) GMT 0

TAKORADI

AFRICA MARINE SERVICES (GHANA) (SEE TEMA)

P.O. Box CO4, Tema Community One

Telephone	+233 24 282 9813 (24 Hrs)
Fax	+233 303 306 619
Web Address	www.africamarineserv.com
Email	africamarine@aol.com/ frontdesk.mcmarineservices@gmail.com/ headoffice@africamarineserv.com

After Hours

Mark Cobbinah

Mobile

+233 24 282 9813 / 26 282 9813 frontdesk.mcmarineservices@gmail.com

Email

In case communication difficulties, please contact Africa Marine Services (Europe) Ltd. London:

Nick Williams Telephone +44 2076 130 131 (24 Hrs)

TEMA

AFRICA MARINE SERVICES (GHANA)

P.O. Box CO4, Tema Community One

Telephone

+233 24 282 9813 (24 Hrs)

Fax

+233 303 306 619

Web Address

www.africamarineserv.com

Email

africamarine@aol.com/ frontdesk.mcmarineservices@gmail.com/

headoffice@africamarineserv.com

After Hours

Mark Cobbinah

Mobile

+233 24 282 9813 / 26 282 9813 frontdesk.mcmarineservices@gmail.com

Email

In case communication difficulties, please contact Africa Marine Services (Europe) Ltd. London:

Nick Williams Telephone +44 2076 130 131 (24 Hrs)

GMT SHIPPING (GHANA) LTD

GPHA Westgate Container Rd.

Telephone

+233 544 33 8290/ +233 20 201 3925

Web Address

www.gmtshipping.com

Email

leonard.ocloo@gmtshipping.com/ ghana@gmtshipping.com

After Hours

Leonard D Ocloo

Mobile

+233 544 33 8290

Email

leonard.ocloo@gmtshipping.com

WILTEX LIMITED

P.O. Box 623 Tema 1st Floor, Room 6, Greenwich Tower House Meridian Road, Harbour Area, Tema

Telephone

+233 303 202 183

Fax

+233 303 206 540

Web Address

www.wiltexghana.com

Email

tema.wiltex@gmail.com

After Hours	Mobile
Thomas M Appiah	+233 208 11 5703
Anthony K Assifuah	+233 208 11 5745
Charles Asiedu	+233 244 98 2466

GIBRALTAR (+350) GMT +1

GIBRALTAR

	INCHCAPE SHIPPING SERVICES (GIBRALTAR) LTD.
	Suite D, Neptune House, Marina Bay, Gibraltar, GX11 1AA
Telephone	+350 200 72 685
Web Address	www.iss-shipping.com
Email	iss.gibraltar@iss-shipping.com
After Hours	Mobile
Jonathan Victory	+350 586 260 00

	*TRIAY LAWYERS LIMITED
	28 Irish Town, Gibraltar, GX11 1AA
Telephone	+350 200 72020
Fax	+350 200 72270
Web Address	www.triay.com
Email	info@triay.com/ enquiries@triay.com
After Hours	Mobile
Helen Murphy	+350 5403 0132
James Ramagge	+350 5790 8000
Raymond Andrew Triay	+34 607 927 808

GREECE (+30) GMT +2

ATHENS/PIRAEUS

	BUDD GREECE
	C/o Eurorisk S.A.5-7 Agiou Nikolaou Str.2nd Floor.18537 Piraeus. Greece
Telephone	+30 210 921 2720/+30 210 921 2721/+33 1 8488 0841 (AOH Switchboard)

Fax +30 210 921 2644
 Web Address www.budd-pni.com
 Email budd.greece@budd-pni.com/ general.marseille@budd-pni.com (in copy)
After Hours
 Arthur Vidal +33 0 679 822 539 arthur.vidal@budd-pni.com
 Stratis Porfyrtos +30 69 4464 8067/ +44 75 0562 7230
 Leonard Louloudis +30 69 4284 3933 budd.greece@budd-pni.com

KALIMBASSIERIS MARITIME

65 Akti Miaouli, 185 36 Piraeus, Greece
 Telephone +30 210 4294 444 / +30 694 45 41 622 (Emergency Telephone)
 Web Address www.kalimbassieris.com
 Email pir.maritime@kalimbassieris.com
After Hours
 Surveyor in charge +30 6944 541 622 pir.maritime@kalimbassieris.com
 Dimitrios Giannakouros +30 6946 504 405 d.giannakouros@kalimbassieris.com
 Achilles Mavranzeoulis +30 6946 504 399 a.mavranzeoulis@kalimbassieris.com
 George Vlachos +30 6945 858 891 g.vlachos@kalimbassieris.com
 Katerina Bali +30 6941 476 845 k.bali@kalimbassieris.com

COSCO SHIPPING LINES (GREECE) S.A.

85 Akti Miaouli, 18538 Piraeus, Greece
 Telephone +30 210 429 0810 (ext.3312)
 Email liner-ops@cosco.gr/ claims@cosco.gr
After Hours
 Wan Kun wan.kun@cosco.gr
 Angelos Karakostas angelos@cosco.gr
 Dimitra Tsetsenekou dimitra@cosco.gr
 Antonis Chiras +30 695 540 1000 a.chiras@cosco.gr

*DEUCALION REDIADIS LP

41, Akti Miaouli, GR-185.35 Piraeus, Greece
 Telephone +30 210 429 4900
 Email mail@rediadis.gr

After Hours

D. G. Rediadis

A-K. I Tzimas

F. Digkas

Mobile

+30 69 4430 4324

+30 69 3229 9805

+30 69 3745 5666

GREENLAND (+299) GMT 0/-4**NUUK****P&I SCANDINAVIA**

C/o Nuna Advokater P.O. Box 59, DK-3900 Nuuk Quillilerfik 2, 6

Telephone

+299 321 370

Web Address

www.pandiscan.com/ https://nunlaw.gl/

Email

email@nunlaw.gl/ ts@nunlaw.gl/ cv@nunlaw.gl

After Hours**Mobile**

Thor Suhr

+299 58 0100

Christian Vollsted

+299 49 0579

GUADELOUPE (+590) GMT -4**LAMENTIN****MCLEANS (FWI)**

Maison Petrel, Dorville Baie, Mahault, 97122

Telephone

+33 690 357 023

Fax

+33 4 9137 2981

Web Address

www.amcleangroup.com

Email

mcleansfwi@mcleans.fr

After Hours**Mobile****Email**

Luc Petrelluzzi

+33 690 357 023

Philippe Garo

+33 607 792 028

pgaro@mcleans.fr

GUATEMALA (+502) GMT -6**GUATEMALA****MARITIME CLAIMS ADMINISTRATORS (MCA)**

Km 27.5 Carretera Interamericana zona 0 San Lucas Sacatepequez, Gua-

temala, City Company: ASINTER

Telephone +502 5753 8042

Web Address www.maritime-claims.com

Email mariotager@mcaguate.com

After Hours	Mobile	Email
Mario Tager	+502 5753 8042	mariotager@mcaguate.com
Michelle Tager	+502 4010 3158	michelle@mcaguate.com
Christian Tager	+502 5905 9495	ctager@mcaguate.com
Estuardo Tager	+502 4010 1646	etager@mcaguate.com

In case of communication difficulties, please contact Maritime Claims Inc, New Orleans, Telephone: (1 504)3901515, E-mail: cayestas@maritime-claims.com

CORPORACION PIMAR

Diagonal 6, 12-42, Zona 10. Torre II, Oficina No.401 Edificio Designcentre Guatemala CA01010

Telephone +502 2255 0503

Email general@corporacionpimar.com

After Hours	Mobile	Email
R.J. Gutierrez	+502 5528 2357	rjgutierrez@corporacionpimar.com
Jorge A. Rivas	+502 5783 6121	lic.jorgerivas@corporacionpimar.com

GUINEA (+224) GMT 0

CONAKRY

TCI AFRICA CONAKRY

C/o Captain Diallo BP 5106 Conakry Republic of Guinea

Telephone +224 664 323 702

Web Address www.eltvedtosullivan.com

Email tc-conakry@tci-africa.com

After Hours	Mobile
Capt. Alpha Diallo	+224 655 323 702

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

BUDD GUINEA

BP 4259 Conakry Republic of Guinea

Telephone +224628255834/ +33184880841 (AOH Switchboard)

Web Address www.budd-pni.com

Email budd.guinea-conakry@budd-pni.com/
general.marseille@budd- pni.com (in copy)

After Hours

Mobile

Email

Mr. FM Camara +232 7934 2357/ +232 88 648 092 fode-mario.camara@budd- pni.com

Mr. Youssouf Sankhon +224 627 258 962/ 626 040 051 youssouf.sankhon@budd-pni.com

Mr. Omaru Cheriff +224 626 951 722/ +224 655 201 140 omaru.cheriff@budd-pni.com

GUINEA BISSAU (+245) GMT 0

BISSAU

TCI AFRICA

BP 401 Bissau Codex Rua 4, Porta 5, Bissau

Telephone +245 966 916 238

Web Address www.eltvedtosullivan.com

Email tci-bissau@tci-africa.com/ tci-dakar@tci-africa.com/
mail@eltvedtosullivan.com

After Hours

Mobile

Email

Mr. Fernando Tavares +245 955 171 981 tci-bissau@tci-africa.com

Mr. Ngagne Faye +221 77 332 7215 n.faye@tci-africa.com

For emergency or new instructions, please copy tci-dakar@tci-africa.com and mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

GUYANA (+592) GMT -4

GEORGETOWN

CARICONSULT GUYANA OFFICE

75 Sixth Street, Alberttown Georgetown

Telephone +592 231 8135

Fax +592 226 3960

Web Address www.steers.com.bb

Email	group@cconsult.com.bb		
After Hours	Telephone	Mobile	Email
4 Hrs Emergency	+1 246 231 2196		
Rupert Steer – Barbados	+124 64 2365 51	+1 246 253 6412	rupert@cconsult.com.bb
James Henderson	+1 592 626 6709		james@cconsult.com.bb

*CAMERON & SHEPHERD

2 Avenue of the Republic, P.O. Box 10109, Georgetown, Guyana

Telephone	+592 226 2671		
Fax	+592 226 7809		
Web Address	www.cameronandshepherd.com		
Email	csmain@cameronandshepherd.com		
After Hours	Mobile	Email	
Kamal Ramkarran	+592 679 7373	k.ramkarran@cameronandshepherd.com	
Josephine Whitehead	+592 623 4148	j.whitehead@cameronandshepherd.com	
Satanand Gopie	+592 613 1151		
Nikhil Ramkarran	+592 600 0101	n.ramkarran@cameronandshepherd.com	

HONDURAS (+504) GMT -6

PUERTO CORTES

MARITIME CLAIMS ADMINISTRATORS (MCA)

Puerto Cortes Segunda Avenida Este 6 /7 Calles Bo El Centro PO Box 13

Telephone	+504 9990 4540 / +504 9991 7581		
Email	mcahonduras@yahoo.com/ evagwork@gmail.com		
After Hours	Mobile	Email	
C Ayestas (New Orleans)	+1 504 390 1515	cayestas@maritime-claims.com	

SAN PEDRO SULA

AGENCIA MIVIGAR S.A. DE C.V.

21 Calle "A", 17 Avenida S.O. #1717 Colonia Lomas de Altamira, San Pedro Sula

Telephone	+504 2556 8446
-----------	----------------

Fax	+504 2516 0445	
Email	mivigar@mivigar.com	
After Hours	Telephone	Email
Mrs. MI de Rodriguez	+504 99 9299 68	mivigar@mivigar.com
Mrs. G de Reyes	+504 99 9299 69	gaby.rreyes@mivigar.com

ICELAND (+354) GMT 0

REYKJAVIK

GEIR ZOEGA

Kirkjubraut 21, 170 Seltjamarnes, Iceland

Telephone	+354 894 6292
Email	geirmzoega@gmail.com
After Hours	Mobile
Geir M Zoega	+354 894 6292

INDIA (+91) GMT +5½

CHENNAI (MADRAS)

JAMES MACKINTOSH & CO PVT LTD

Flat A, Ground Floor, TCR Regency Building, No. 10, Judge Jumbulin-gam Road Mylapore, Chennai 600 004, INDIA

Telephone	+91 44 2847 3591/ 2847 5871/ 2847 0829/ 2847 0831
Web Address	www.jamesmackintosh.com
Email	claims.chen@jamesmackintosh.com

After Hours	Telephone	Mobile	Email
Mr. Murali Rao	+914 42 2293 838	+91 98 4007 5293	muralirao@jamesmackintosh.com
Mr. PK Menon	+914 42 4422 633	+91 97 8992 2038	pkmenon@jamesmackintosh.com
Mr. Karthikeyan A	+91 97 8905 2448		akarthikeyan@jamesmackintosh.com

* Also covers Tuticorin, Vizag, Kakinada and minor ports in Tamil Nadu and Andhra Pradesh.

P&I SERVICES PVT. LTD.

Flat No.2-B, K. G. Vallencia, 2nd floor, No.57, 1st Main Road, Gandhi Nagar, Adyar, CHENNAI – 600 020 India

Telephone +91 44 2445 6115/ +91 44 2445 6116

Fax +91 44 2445 6113

Web Address www.pandiservices.in

Email chennai@piserve.in

After Hours

Mobile

Email

Mr. R. Jai Kumar

+91 887 056 9494

jaikumar@piserve.in

Ms. Smruthi Ajayan

+91 905 218 6805

smruthi@piserve.in

GOA

PANDI CORRESPONDENTS PVT LTD

Flat no. 204, 2nd Floor, Khalap Mansion, Near Vasco Police station,
Vasco Da Gama, Goa

Telephone +91 928 458 3229

Web Address www.pandiindia.in

Email goa@pandiindia.in

After Hours

Telephone

Mobile

Email

Capt. Clive Colaco

+91 800 749 5293/ +91 992 033 7969

goa@pandiindia.in

Capt. T. Manohar

+91 22 6129 6805 +91 982 141 2048

mumbai@pandiindia.in

Sonia T Gadekar

+91 744 779 4616

KANDLA

JAMES MACKINTOSH & CO PVT LTD

Office No.218, Level No.2, "Golden Arcade", Plot Nos. 141 and 142,
Sector No.8, Gandhidham – Kutch Gujarat 370 201

Telephone +91 2836 235226 / 297181

Web Address www.jamesmackintosh.com

Email ixy@jamesmackintosh.com

After Hours

Mobile

Email

Mr. Sathish Nair

+91 98 242 11164

sathish.ixy@jamesmackintosh.com

Mr. Bovas Daniel

+91 98 792 86477

ops.ixy@jamesmackintosh.com

KOCHI

P&I SERVICES PVT. LTD.

Swargath Madom Flower Junction, TD Road Kochi – 682035 India

Telephone	+91 484 359 8336	
Web Address	www.pandiservices.in	
Email	kochi@piserive.in	
After Hours	Mobile	Email
Ms. Rajashree Prabhu	+91 989 528 1040	rajashree@piserive.in

KOLKATA

JAMES MACKINTOSH & CO PVT LTD

OM Tower, Suite 508, 5th Floor 32 Chowringhee Road, Kolkata 700 071

Telephone	+91 33 2217 0115/ +91 33 2217 1686/ +91 33 2217 1687	
Fax	+91 33 2217 0116	
Web Address	www.jamesmackintosh.com	
Email	claims.cal@jamesmackintosh.com	
After Hours	Mobile	Email
Valli Srinivasan	+91 98 3002 0527	valli.s@jamesmackintosh.com
Mr. Indranil Datta	+91 98 3002 4510	indranil@jamesmackintosh.com

P&I SERVICES PVT. LTD.

50, Chowringhee, Jawahar Lal Nehru Road, Room No.3, 7th Floor, Rear Block, Kolkata - 700 071. India

Telephone	+91 33 4601 9307	
Web Address	www.pandiservices.in	
Email	kolkata@piserive.in	
After Hours	Mobile	Email
Mr. Pitam Basu	+91 98 3699 6680	pitam@piserive.in
Mr. Arka Dasgupta	+91 98 7434 6677	arka@piserive.in

MUMBAI

P&I SERVICES PVT. LTD.

B302, Pramukh Plaza, B Wing, 3rd Floor, Cardinal Gracias Road Chakala, Andheri (East), Mumbai 400 099 India

Telephone	+91 22 6761 8948	
Web Address	www.pandiservices.in	
Email	mumbai@piserive.in	

After Hours	Telephone	Mobile	Email
Mr. S. K. Mankad	+91 22 67618950	+91 98200 82027	suresh@piserve.in
Capt. V. K. Malik	+91 22 67618956	+91 98700 33947	vkmalik@piserve.in
Mr. K. S. Mankad	+91 22 67618955	+91 98202 84190	kaustubh@piserve.in
Mrs. N. D. Wadia	+91 22 67618945	+91 98195 19239	nilufer@piserve.in
Ms. R. K. Variava	+91 22 67618952	+91 83698 54709	roxanne@piserve.in

INDONESIA (+62) GMT +7

JAKARTA

PT POLYNESIA BHAKTI

JI Menteng Atas Selatan II No.4, Jakarta 12960 Indonesia

Telephone	+62 21 8379 0454/ +62 21 8370 9741		
Fax	+62 21 8378 0116		
Email	polyba@rad.net.id/ slamet.g@dnet.net.id		
After Hours	Telephone	Mobile	Email
Slamet Gijarto	+62 21 829 8409	+62 818 112 350	slametgijarto1@gmail.com
S Hadisoerjo	+62 21 820 3339		
Padmo Sardjono	+62 852 1230 0126		
Rini Indriani	+62 818 151 200		
Argyawan S Pramana	+62 822 4633 3732		

SPICA SERVICES (INDONESIA)

RPX Center Building, 12th Floor, Jl.Ciputat Raya No. 99, Pindok Pinang, Kebayoran Lama, Jakarta Selatan 12310 - Indonesia

Telephone	+62 21 2751 3535		
Fax	+62 21 2751 5873		
Web Address	indonesia@spicaina.co.id		
After Hours	Mobile	Email	
Capt M. Abdullah	+62 815 8640 8640	mohd.abdullah@spicaina.co.id	
Capt. Hamrin Rawia	+62 811 8904 088	hamrin.rawia@spicaina.co.id	
Ms. Leonora Febriany	+62 813 8046 0355	leonora.febriany@spicaina.co.id	
Mr. Mario Gideon Mandang	+62 815 1957 4294	mario.gideon.mandang@spicaina.co.id	
Capt. Dedhy Rahadian Syah	+62 813 8166 0048	dedhy.rahadian.syah@spicaina.co.id	

Ms. Erly Senjaya	+62 812 9061 5401	erly.senjaya@spicaina.co.id
Capt. Dodi Komendangi	+62 811-8252-001	Dody.Komendangi@spicaina.co.id
Murdany Ansary	+62 813 2853 7189	murdany.ansary@spicaina.co.id

PT. GPI SHIPPING INDONESIA

Jl. Ir.H.Juanda III No.25B, Jakarta 10120 Indonesia

Telephone +62 21 380 7882

Web Address www.gpi-g.com

Email trio@gpi-g.com

After Hours

Mobile

Email

Mr. Trio Sapto Aji +62 812 812 69694

trio@gpi-g.com

Robert Thio +62 818 713 387

thio.robert@gpi-g.com

IRAN (+98) GMT +3½

BANDAR ABBAS

CALM SEA CULTURE MARINE SERVICES LTD

Flat No. 11, 5th Floor, Next to Binesh 2 Alley Seyed Jamaledin Asadabadi
Street, Bandard Abbas 7914743937

Telephone +98 21 2241 1970 (central, 10 lines)

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

After Hours

Mobile

Mr. Farhang Ghasemi +98 912 114 2066

Mr. Mohammad

Jahanbakhsh +98 917 498 4088

BANDAR AMIR ABAD

CALM SEA CULTURE MARINE SERVICES LTD (SEE TEHRAN)

Telephone +98 21 2241 1970

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

BANDAR ASSALUYEH

CALM SEA MARINE SERVICES LIMITED (CSC)

Flat no. 124, Pasargad residential and commercial building, Assaluyeh,
7539148314, IRAN

Telephone +98 21 2241 1970 (central, 10 lines)

Fax +98 21 2241 1965

After Hours

Mobile

Mr. Farhang Ghasemi +98 912 114 2066

Mr. Yazdan Ayoubian +98 917 049 9001

Mr. Morteza Ayiubian +98 917 082 0509

BANDAR BUSHIRE

CALM SEA CULTURE MARINE SERVICES LTD

P.O. Box 55/1188, Saheli Ave, Mehraban Building Bandar Bushire, 75137

Telephone +98 21 2241 1970 (central, 10 lines)

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

After Hours

Mobile

Mr. Farhang Ghasemi +98 912 114 2066

Mr. Afshin Mehraban +98 917 775 5463

BANDAR IMAN KHOMEINI

CALM SEA CULTURE MARINE SERVICES LTD

Flat No.9, Noor Building, Chamran Alley, Chamran 3 Street, Sar Bandar,
6356144731, Iran

Telephone +98 21 2241 1970

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

After Hours

Mobile

Mr. Farhang Ghasemi +98 912 114 2066

Mr. Farhood Ghasemi +98 912 120 1615

CHABAHAH

CALM SEA CULTURE MARINE SERVICES LTD

Jetty No.5, Bandar Shahid Kalantary Chah Bahar, Iran

Telephone +98 21 2241 1970

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

After Hours

Mobile

Email

Mr. Farhang Ghasemi +98 92 114 2066

Farhang.Ghasemi@calmseaculture.com

Mr. Mohammad Hasan Hitavi +98 915 145 0246

info@calmseaculture.com

KHARG ISLAND

CALM SEA CULTURE MARINE SERVICES LTD

Taleghani Ave, Ebrahimi Building, Kharg Island

Telephone +98 21 2241 1970 (central, 10 lines)

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

After Hours

Mobile

Mr. Farhang Ghasemi +98 912 114 2066

Mr. Abdolkhalegh Ibrahimii +98 917 171 8013

Ms. Farzaneh Ibrahimii +98 917 773 4039

KISH ISLAND

CALM SEA CULTURE MARINE SERVICES LTD (SEE TEHRAN)

Telephone +98 21 2241 1970

Fax +98 21 2241 1965

Web Address www.calmseaculture.com

Email info@calmseaculture.com

TEHRAN

CALM SEA CULTURE MARINE SERVICES LTD

Office No. 9, 5th Floor, No. 35 Behzadi Boulevard Asef Avenue, Zaferanie, Tehran 1987745513

Telephone +98 21 2241 1970 (central, 10 lines)
Fax +98 21 2241 1965
Web Address www.calmseaculture.com
Email info@calmseaculture.com

After Hours	Mobile	Email
Mr. Mashaallah Ghasemi	+98 912 126 6894	m.ghasemi@calmseaculture.com
Mr. Farhang Ghasemi	+98 912 114 2066	farhang.ghasemi@calmseaculture.com
Mr. Farhood Ghasemi	+98 912 120 1615	farhood.ghasemi@calmseaculture.com
Ms. Solmaz Sadrzadeh	+98 912 132 6542	

SEA PARS SHIPPING SERVICES LTD.

No.22, 35th St. Alvand Avenue, Argentine Square, Postal Code:
1516695514 Tehran, Iran

Telephone +98 21 8877 5798 (Central Line)
Fax +98 21 8879 0467
Web Address www.seapars.com
Email info@seapars.com/ info@seapars.ir/ info@seapars.asia

After Hours	Mobile	Email
Mr. M. Rounaghi	+98 912 126 7155/ +971 50 100 8590	rounaghi@seapars.com
Mr. Saman Rounaghi	+98 912 326 8921/ +971 50 240 7171	s.rounaghi@seapars.com

IRAQ (+964) GMT +3

BAGHDAD

SADIQ JAAFAR & ASSOCIATES

Alyarmouk district, P.O. Box 15032, Al Yarmouk, District 616 Road 11,
Building 62/1, Baghdad, Iraq

Telephone +964 781 914 1633/ +964 780 742 6639
Email sadiqaljashamy@yahoo.com

After Hours	Mobile	Email
Mr. Sadiq Jaafar	+964 781 914 1633	sadiqaljashamy@yahoo.com
Dr. Buraq Alhamdy	+964 780 999 9777	buraq.alhamdy@sadiqjaafar.com
Mr. Ali Jaafar	+962 796 633 651	ali.jaafar@sadiqjaafar.com

BASRAH

Telephone
Web Address
Email

MUTUAL MARINE SERVICES AL MUSHTARAKA LLC

Al Maaqal, opposite Basrah Train Station, House No. 63 Basrah, Iraq
+964 7400 700 775
www.mushtaraka.net
claims.iraq@mushtaraka.com

After Hours

Augustine Abraham
Fahd Abdul Rahman
Capt. Alaa Mansour
Anterson Albert
Hassan Omar

Mobile

+971 50 477 2630
+971 50 961 4334
+964 771 843 8410
+971 50 422 0629
+966 561 277 775

Email

augustine.abraham@mushtaraka.com
fahd.abdulrahman@mushtaraka.com
alaa.mansour@mushtaraka-iraq.com
anterson.albert@mushtaraka.com
hassanomar@mushtaraka.com

UMM QASR

Telephone
Web Address
Email

MUTUAL MARINE SERVICES AL MUSHTARAKA LLC

Al Maaqal, opposite Basrah Train Station, House No. 63 Basrah, Iraq
+964 7400 700 775
www.mushtaraka.net
claims.iraq@mushtaraka.com

After Hours

Augustine Abraham
Fahd Abdul Rahman
Capt. Alaa Mansour
Anterson Albert
Hassan Omar

Mobile

+971 50 477 2630
+971 50 961 4334
+964 771 843 8410
+971 50 422 0629
+966 561 277 775

Email

augustine.abraham@mushtaraka.com
fahd.abdulrahman@mushtaraka.com
alaa.mansour@mushtaraka-iraq.com
anterson.albert@mushtaraka.com
hassanomar@mushtaraka.com

SADIQ JAAFAR & ASSOCIATES (SEE BAGHDAD)

Alyarmouk district, P.O. Box 15032, Al Yarmouk, District 616 Road 11,
Building 62/1, Baghdad, Iraq
+964 781 914 1633/ +964 780 742 6639
sadiqaljashamy@yahoo.com

Telephone
Email

After Hours

Mr. Sadiq Jaafar
Dr. Buraq Alhamdy

Mobile

+964 781 914 1633
+964 780 999 9777

Email

sadiqaljashamy@yahoo.com
buraq.alhamdy@sadiqjaafar.com

Mr. Ali Jaafar

+962 796 633 651

ali.jaafar@sadiqjaafar.com

ISRAEL (+972) GMT +2

ASHDOD

M. DIZENGOFF P&I REPRESENTATIVES LTD

P.O.BOX 120, Port Area Ashdod 77190 , Israel

Telephone

+972 8 856 5779

Fax

+972 8 856 4931

Web Address

www.dizrep.co.il

Email

ash@dizrep.co.il / ronon@dizrep.co.il

After Hours

Mobile

Email

Adv. Ronen Benjamin

+972 52 728 3848

Ronon@dizrep.co.il

HARPAZ P&I

13 Ez Haegoz Binyamina, Israel

Telephone

+972 4638 0303

Web Address

www.harpazpandi.com

Email

office@harpazpandi.com

After Hours

Mobile

Email

Ilan Goldenberg

+972 522 410 033

ilan@harpazpandi.com

Adi Goldenberg

+972 522 694 027

adi@harpazpandi.com

EILAT

M. DIZENGOFF P&I REPRESENTATIVES LTD (SEE HAIFA)

City Windows, Oren Bld. 2 Palyam St. Haifa 33095, Israel

Telephone

+972 4 867 3715/ +972 4 867 7584/ +972 4 862 6620

Fax

+972 4 867 8796

Web Address

www.dizrep.co.il

Email

mail@dizrep.co.il/ Shimon@dizrep.co.il

After Hours

Mobile

Email

Mr. Shimon Ziv

+972 50 523 1815

Shimon@dizrep.co.il

Adv. Nir Niessensweig

+972 54 476 5398

nir@dizrep.co.il

Adv. Adi Ben Ishai

+972 52 547 4749

AdiB@dizrep.co.il

Mr. Itai Ziv +972 52 488 7881 itai@dizrep.co.il

HARPAZ P&I (SEE ASHDOD)

13 Ez Haegoz Binyamina, Israel

Telephone +972 4638 0303

Web Address www.harpazpandi.com

Email office@harpazpandi.com

After Hours

Mobile

Email

Ilán Goldenberg +972 522 410 033

ilan@harpazpandi.com

Adi Goldenberg +972 522 694 027

adi@harpazpandi.com

HAIFA

M. DIZENGOFF P&I REPRESENTATIVES LTD

City Windows, Oren Bld. 2 Palyam St. Haifa 33095, Israel

Telephone +972 4 867 3715/ +972 4 867 7584/ +972 4 862 6620

Fax +972 4 867 8796

Web Address www.dizrep.co.il

Email mail@dizrep.co.il / ziv@dizrep.co.il

After Hours

Mobile

Email

Mr. Shimon Ziv +972 50 523 1815

Shimon@dizrep.co.il

Adv. Nir Niessensweig +972 54 476 5398

nir@dizrep.co.il

Adv. Adi Ben Ishai +972 52 547 4749

AdiB@dizrep.co.il

Mr. Itai Ziv +972 52 488 7881

ziv@dizrep.co.il

HARPAZ P&I (SEE ASHDOD)

13 Ez Haegoz Binyamina, Israel

Telephone +972 4638 0303

Web Address www.harpazpandi.com

Email office@harpazpandi.com

After Hours

Mobile

Email

Ilán Goldenberg +972 522 410 033

ilan@harpazpandi.com

Adi Goldenberg +972 522 694 027

adi@harpazpandi.com

ITALY (+39) GMT +1

ANCONA

MAURO GROUP S.R.L.

Via Loggia 16 – 60121 Ancona (AN) Italy

Telephone +39 0544 42 2288

Fax +39 0544 597 439

Web Address www.mgrp.it

Email info@mgrp.it

After Hours

Mobile

Email

Avv. Maurizio Mauro +39 348 560 0688

mm@mgrp.it

Mrs. Lori Mauro +39 338 299 9835

li@mgrp.it

Avv. Giovanni Bernardi +39 351 459 0618

gb@mgrp.it

Avv. Rebecca Mauro +39 349 383 2205

rm@mgrp.it

HUGO TRUMPY S.R.L.

Via Cialdini 57, 60122 Ancona, Italy

Telephone +39 071 501011

Fax +39 071 56752

Web Address www.hugotrumpy.it

Email ancona@hugotrumpy.it

After Hours

Mobile

Mrs. MiraNdreaJ +39 3297773 859

AndreaBiasotti +39 010 2494 311

AUGUSTA

TAGLIAVIA & CO. S.R.L.

Via Principe Umberto 104, 960141 Augusta

Telephone +39 091 587 377

Fax +39 091 322 435

Web Address www.tagliaviapandi.it

Email info@tagliaviapandi.it

After Hours

Mobile

Email

Mr. Antonio Sorrentino +39 348 601 7627

technical@tagliaviapandi.it

Mr. Gaetano Tagliavia +39 348 601 7625

gaetano.tagliavia@tagliaviapandi.it

Mr. James Tagliavia

+39 348 601 7622

james.tagliavia@tagliaviapandi.it

BARI

GIRONE PANDI S.R.L.

Via Cairoli, 126 - 70122 Bari

Telephone

+39 0586 240 205

Web Address

www.gironepandi.com

Email

info@gironepandi.com

After Hours

Mobile

Email

Damiano Vaudo

+39 335 625 7163

dv@gironepandi.com

Marco Paggini

+39 335 607 8248

BRINDISI

*STUDIO LEGALE MORDIGLIA

Via Gallipoli 7, 72100 Brindisi

Telephone

+39 0832 394 570

Fax

+39 0832 394 571

Web Address

www.mordiglia.it

Email

mail@mordiglia.it

After Hours

Mobile

Email

Aldo Mordiglia

+39 335 704 2104

aldo.mordiglia@mordiglia.it

Enrico Mordiglia

+39 339 772 1735

enrico.mordiglia@mordiglia.it

Pietro Palandri

+39 348 330 0827

pietro.palandri@mordiglia.it

Enrico Salvatico

+39 335 677 7273

enrico.salvatico@mordiglia.it

CAGLIARI

PLAISANT SHIPPING SRL

Via Roma 121 09124 Cagliari CA Italy

Telephone

+39 070 668 208

Fax

+39 070 330 9913

After Hours

Mobile

Email

Mr. S Plaisant

+39 348 601 6995

plaisant.cagliari@plaisant.it

Mr. C Civile

+39 348 016 3858

CATANIA

TAGLIAVIA & CO. S.R.L.

Emerico Amari 8 90139 Palermo

Telephone +39 091 331 981

Fax +39 091 331 981

Web Address www.tagliaviapandi.it

Email info@tagliaviapandi.it

After Hours

Mobile

Email

Mr. Antonio Sorrentino +39 348 601 7627

technical@tagliaviapandi.it

Mr. Gaetano Tagliavia +39 348 601 7625

gaetano.tagliavia@tagliaviapandi.it

Mr. James Tagliavia +39 348 601 7622

james.tagliavia@tagliaviapandi.it

CIVITAVECCHIA

HUGO TRUMPY S.R.L.

P.O. Box 81467 GE 14, 10 via San Siro, 16124 Genoa

Telephone +39 010 2494 265 / 264 / 311

Fax +39 010 249 4282

Web Address www.hugotrumpy.it

Email htpandi@hugotrumpy.it

After Hours

Mobile

Email

Roberto Sannino +39 335 7407 557

htpandi@hugotrumpy.it

Marco Noli +39 335 6515 295

htpandi@hugotrumpy.it

Mara Bresciani +39 347 7770 453

htpandi@hugotrumpy.it

Giampaolo Reggio +39 335 8318 035

htpandi@hugotrumpy.it

Enea Mane +39 342 1296 322

htpandi@hugotrumpy.it

GAETA

FERPANDI S.R.L. (SEE NAPLES)

Piazza Municipio 84, 80133 Naples

Telephone +39 081 551 4853

Fax +39 081 551 1617

Web Address www.ferpandi.com

Email napoli@ferpandi.com

After Hours

Enrico IACONO

Mariano MARESCA

Mobile

+39 335 876 3399

+39 331 640 8497

Email

iacono@ferpandi.com

maresca@ferpandi.com

GELA

TAGLIAVIA & CO. S.R.L.

Via Principe Umberto 104 96011 Augusta Italy

Telephone

+39 091 587 377

Fax

+39 091 322 435 / +39 091 580 495

Web Address

www.tagliaviapandi.it

Email

info@tagliaviapandi.it

After Hours

Mr. Antonio Sorrentino

Mr. Gaetano Tagliavia

Mr. James Tagliavia

Mobile

+39 348 601 7627

+39 348 601 7625

+39 348 601 7622

Email

technical@tagliaviapandi.it

gaetano.tagliavia@tagliaviapandi.it

james.tagliavia@tagliaviapandi.it

GENOA

FERPANDI S.R.L.

Via San Bartolomeo Degli Armeni, 5, 16122 Genoa

Telephone

+39 010 833 3301

Fax

+39 010 831 7006

Web Address

www.ferpandi.com

Email

ferpandi@ferpandi.com

After Hours

Fabrizio PESCAGLIA

Stefano GALLEANO

Massimiliano BET

Massimiliano VILLA

Gianluca VERSACI

Enrico PARODI

Alessio BRICHETTO

Mobile

+39 335 125 8507

+39 335 640 9444

+39 331 686 2152

+39 347 349 7211

+39 366 653 6823

+39 331 657 8140

+39 366 831 6515

Email

pescaglia@ferpandi.com

galleano@ferpandi.com

bet@ferpandi.com

villa@ferpandi.com

versaci@ferpandi.com

parodi@ferpandi.com

brichetto@ferpandi.com

*STUDIO LEGALE MORDIGLIA

Via XX Settembre 14/17, 16121 Genoa

Telephone +39 010 586 841
Fax +39 010 532 729 / +39 (010) 562 998
Web Address www.mordiglia.it
Email mail@mordiglia.it

After Hours

Aldo Mordiglia
Enrico Mordiglia
Michele Mordiglia
Pietro Palandri
Enrico Salvatico

Mobile

+39 335 704 2104
+39 339 772 1735
+39 335 698 3749
+39 348 330 0827
+39 335 677 7273

Email

aldo.mordiglia@mordiglia.it
enrico.mordiglia@mordiglia.it
michele.mordiglia@mordiglia.it
pietro.palandri@mordiglia.it
enrico.salvatico@mordiglia.it

HUGO TRUMPY S.R.L.

P.O. Box 81467 GE 14, 10 via San Siro, 16124 Genoa

Telephone +39 010 2494 265 / 264 / 311
Fax +39 010 249 4282
Web Address www.hugotrumpy.it
Email htpandi@hugotrumpy.it

After Hours

Roberto Sannino
Marco Noli
Mara Bresciani
Giampaolo Reggio
Enea Mane

Mobile

+39 335 7407 557
+39 335 6515 295
+39 347 7770 453
+39 335 8318 035
+39 342 1296 322

Email

htpandi@hugotrumpy.it
htpandi@hugotrumpy.it
htpandi@hugotrumpy.it
htpandi@hugotrumpy.it
htpandi@hugotrumpy.it

GIOIA TAURO

FERPANDI S.R.L.

C/o Mrs Veruska Romeo Taranto street, 42 89013 Gioia Tauro - Italy

Telephone +39 0966 903 122
Fax +39 0966 903 122
Web Address www.ferpandi.com
Email gioiatauro@ferpandi.com

After Hours

Veruska Romeo

Mobile

+39 338 915 5355

In case of difficulties please contact Genoa head office.

LA SPEZIA

FERPANDI S.R.L.

C/o Mr Enrico Marzaroli Centro Direzionale Portuale, Viale San Bartolomeo 20, 19126 La Spezia

Telephone +39 018 728 0311
Fax +39 018 756 9095
Web Address www.ferpandi.com
Email laspezia@ferpandi.com

After Hours

Stefano Galleano
Fabrizio Pescaglia
Massimiliano Bet
Massimiliano Villa
Enrico Parodi

Mobile

+39 335 640 9444
+39 335 125 8507
+39 331 686 2152
+39 347 349 7211
+39 331 657 8140

Email

galleano@ferpandi.com
pescaglia@ferpandi.com
bet@ferpandi.com
villa@ferpandi.com
parodi@ferpandi.com

HUGO TRUMPY S.R.L.

Viale San Bartolomeo, 20 - 19126 La Spezia

Telephone +39 018 755 11
Fax +39 0187 55 1301
Web Address www.hugotrumpy.it
Email htpandi@hugotrumpy.it

After Hours

Umberto Battolla
Alessandro Carletti
Roberto Sannino

Telephone

+39 018 7770 428
+39 018 7770 428
+393357407 557

Mobile

+39 348 8805 725
+39 348 7677 361

Email

u.battolla@lardon.com
a.carletti@lardon.it
rs.pandi@hugotrumpy.it

LIVORNO

FERPANDI S.R.L.

c/o Cosimo Fortuna-Ferrarese Via del Marmigliaio, 1 – Colognole, Livorno 57014

Telephone +39 058 697 2822
Fax +39 058 697 2808
Web Address www.ferpandi.com
Email livorno@ferpandi.com

After Hours

Stefano Galleano
Fabrizio Pescaglia
Massimiliano Bet
Massimiliano Villa
Gianluca Versaci

Mobile

+39 335 640 9444
+39 335 125 8507
+39 331 686 2152
+39 347 349 7211
+39366653 6823

Email

galleano@ferpandi.com
pescaglia@ferpandi.com
bet@ferpandi.com
villa@ferpandi.com
versaci@ferpandi.com

*VAUDO PAGGINI & C. STUDIO LEGALE ASSOCIATO

Scali Massimo d'Azeglio, 52 – 57123 Livorno

Telephone

+39 0586 240 001

Fax

+39 0586 240 002

Web Address

www.vaudopaggini.com

Email

info@vaudopaggini.com

After Hours

Damiano Vaudo
Marco Paggini
Alessandro Personi

Telephone

Mobile

Email

+39 058 680 5010 +39 335 625 7163 dv@vaudopaggini.com
+39 058 657 9162 +39 335 607 8248 mp@vaudopaggini.com
+39 346 607 0835 ap@vaudopaggini.com

MESSINA

TAGLIAVIA & CO. S.R.L.

Postal Address: Via Emerico Amari 8, 90139 Palermo Visiting Address:

Via V Emanuele II 45/48, 98122 Messina

Telephone

+39 091 587 377

Fax

+39 091 322 435

Web Address

www.tagliaviapandi.it

Email

info@tagliaviapandi.it

After Hours

Mr. Antonio Sorrentino
Mr. Gaetano Tagliavia
Mr. James Tagliavia

Mobile

+39 348 601 7627
+39 348 601 7625
+39 348 601 7622

Email

technical@tagliaviapandi.it
gaetano.tagliavia@tagliaviapandi.it
james.tagliavia@tagliaviapandi.it

NAPLES

FERPANDI S.R.L.

Piazza Municipio 84, 80133 Naples

Telephone	+39 081 551 4853	
Fax	+39 081 551 1617	
Web Address	www.ferpandi.com	
Email	napoli@ferpandi.com	
After Hours	Mobile	Email
Enrico IACONO	+39 335 876 3399	iacono@ferpandi.com
Mariano MARESCA	+39 331 640 8497	maresca@ferpandi.com

HUGO TRUMPY S.R.L.

Piazzale Stazione Marittima, 80133 Naples-Porto Italy

Web Address	www.hugotrumpy.it
Email	napoli@hugotrumpy.it
After Hours	Mobile
Luciano Nica	+39 348 4064 006
Roberto Marcucci Ellis	+39 348 373 8714
Lard Klingenberg	+39 348 380 6848

OLBIA

FERPANDI S.R.L.

Via Baldassarre Longhena 33 07089 Olbia

Telephone	+39 349 050 8935
Fax	+39 010 831 7006
Web Address	www.ferpandi.com
Email	olbia@ferpandi.com
After Hours	Mobile
Marilisa Mastino	+39 349 050 8935
In case of difficulties please contact Genoa head office.	

PALERMO

TAGLIAVIA & CO. S.R.L.

Via Emerico Amari 8, 90139 Palermo

Telephone	+39 091 587 377
Fax	+39 091 322 435
Web Address	www.tagliaviapandi.it
Email	info@tagliaviapandi.it

After Hours

Mr. Antonio Sorrentino
Mr. Gaetano Tagliavia
Mr. James Tagliavia

Mobile

+39 348 601 7627
+39 348 601 7625
+39 348 601 7622

Email

technical@tagliaviapandi.it
gaetano.tagliavia@tagliaviapandi.it
james.tagliavia@tagliaviapandi.it

RAVENNA

MAURO GROUP S.R.L.

Via Trieste 90/A 48122 Ravenna (RA)

Telephone

+39 0544 422 288

Email

info@mgrp.it

After Hours

Avv. Maurizio Mauro
Mrs. Lori Mauro
Avv. Giovanni Bernardi
Avv. Rebecca Mauro

Mobile

+39 348 560 0688
+39 338 299 9835
+39 351 459 0618
+39 349 383 2205

Email

mm@mgrp.it
li@mgrp.it
gb@mgrp.it
rm@mgrp.it

KANE RADONICICH S.R.L.

Via Magazzini Anteriori 27, 48122 Ravenna

Telephone

+39 0544 422 682

Fax

+39 0544 423 930

Email

general@krh-ravenna.it

After Hours

Mr. A. Conz
Mr. A. Archibugi

Mobile

+39 333 958 4043
+39 335 715 6149

HUGO TRUMPY S.R.L.

P.O. Box 81467 GE 14, 10 via San Siro, 16124 Genoa

Telephone

+39 010 2494 265 / 264 / 311

Fax

+39 010 249 4282

Web Address

www.hugotrumpy.it

Email

htpandi@hugotrumpy.it

After Hours

Roberto Sannino
Marco Noli
Mara Bresciani

Mobile

+39 335 7407 557
+39 335 6515 295
+39 347 7770 453

Email

htpandi@hugotrumpy.it
htpandi@hugotrumpy.it
htpandi@hugotrumpy.it

Giampaolo Reggio	+39 335 8318 035	htpandi@hugotrumpy.it
Enea Mane	+39 342 1296 322	htpandi@hugotrumpy.it

SALERNO

FERPANDI S.R.L. (SEE NAPLES)

Piazza Municipio 84, 80133 Naples

Telephone	+39 081 551 4853	
Fax	+39 081 551 1617	
Web Address	www.ferpandi.com	
Email	napoli@ferpandi.com	
After Hours	Mobile	Email
Enrico IACONO	+39 335 876 3399	iacono@ferpandi.com
Mariano MARESCA	+39 331 640 8497	maresca@ferpandi.com

SAVONA

HUGO TRUMPY S.R.L.

Via Agostino Chiodo, 1, 17100, Savona, Italy

Telephone	+39 019 821 129	
Web Address	www.hugotrumpy.it	
Email	savona@hugotrumpy.it/ htpandi@hugotrumpy.it	
After Hours	Mobile	Email
Mr. Carlo Dotta	+39 335 395 427	savona@hugotrumpy.it

TARANTO

GIRONE PANDI S.R.L.

Via Dentice, 18 - 74122 - Taranto

Telephone	+39 0586 240 205 / 099 733 1179
Web Address	www.gironepandi.com
Email	info@gironepandi.com
After Hours	Mobile
Damiano Vaudo	+39 335 625 7163
Marco Paggini	+39 335 607 8248
24/7 Emergency	+39 347 376 7049

TRIESTE

SAMER & CO SHIPPING S.P.A.

Piazza dell' Unità D' Italia 7, 34121 Trieste

Telephone +39 040 6702 7230
Web Address www.samer.com
Email daiana.gozzi@samer.com

After Hours

Ms. D Gozzi
Ms. L Decristini
Mrs. L Samer

Mobile

+39 335 243 341
+39 366 674 0532
+39 335 716 2490

Email

Daiana.gozzi@samer.com
laura.decristini@samer.com
lilli.samer@samer.com

VENICE

MAURO GROUP S.R.L.

c/o Studio Legale Duca, Viale Ancona, 12 30172 Venezia Mestre

Telephone +39 0544 422 288
Email info@mgrp.it

After Hours

Avv. Maurizio Mauro
Mrs. Lori Mauro
Avv. Giovanni Bernardi
Avv. Rebecca Mauro
Avv. Giuseppe Duca

Mobile

+39 348 560 0688
+39 338 299 9835
+39 351 459 0618
+39 349 383 2205
+39 348 476 2643

Email

mm@mgrp.it
li@mgrp.it
gb@mgrp.it
rm@mgrp.it
g.duca@giuseppeduca.it

RADONICICH INSURANCE SERVICES S.R.L.

Via Orsini 6/A, 30175, Venice

Telephone +39 041 538 2103
Web Address www.radinsur.com
Email info@radinsur.com

After Hours

Alessandro Conz
Mr. Alain Wittwer

Mobile

+39 349 664 9660
+39 342 749 6657

JAMAICA (+1) GMT -5

KINGSTON

CARIBBEAN MARINE AND P&I SERVICES LTD

	4, Fourth Avenue Newport West Kingston 13	
Telephone	+1 876 758 9651 / +1 876 758 9652	
Fax	+1 876 758 9654	
Web Address	www.carimar-pandi.com	
Email	carimarusa@carimar-pandi.com / jamaicaadmin@carimar-pandi.com	
After Hours	Mobile	Email
Capt. Franklin Henry	+1 876 999 2523	frankhenry@carimar-pandi.com
Ralph Sugden	+1 954 854 1093	ralphsugden@carimar-pandi.com
Tevan Thomas	+1 876 819 5195	tevanthomas@carimar-pandi.com

JAPAN (+81) GMT +9

KOBE

SCUA MCO Japan

	4F Sannomiya Kokusai Bldg., 1-30, Hamabe-dori, 2-Chome, Chuo-ku,Kobe 651-0083 Japan	
Telephone	+81 78 272 1701/ +81 90 3274 8816 (Emergency)	
Fax	+81 78 272 1702	
Email	office@scua-mco.co.jp	
After Hours	Mobile	Email
Hideo Joya	+81 90 3274 8816	joya@scua-mco.co.jp
Mitsuru Ikeuchi	+81 80 8318 5287	ikeuchi@scua-mco.co.jp

OSAKA

ISS P&I JAPAN

	Yodoyabashi Square 6F, 2-6-18, Kitahama, Chuo-ku, Osaka 5410041	
Telephone	+81 06 6203 7357	
Fax	+81 06 62037358	
Web Address	www.iss-shipping.com	
Email	all-iss-p&i-case-handlers@iss-shipping.com	
After Hours	Mobile	Email
Mr. Tsuneari Higuchi	+81 80 4359 4998	tsuneari.higuchi@iss-shipping.com

Ms. Chiemi Wada +81 90 3451 7381 chiemi.wada@iss-shipping.com

TOKYO

ISS P&I JAPAN

Ryuen Building 4F 1-3-1, Shibakoen, Minato-ku, Tokyo 105- 0011, Japan

Telephone +81 3 5442 5001

Fax +81 3 3433 1144

Web Address www.iss-shipping.com

Email all-iss-p&i-case-handlers@iss-shipping.com

After Hours

Mobile

Email

Mr. Tsuneari Higuchi +81 80 4359 499 8 tsuneari.higuchi@iss-shipping.com

Ms. Hiromi Kubota +81 90 9140 2682 hiromi.kubota@iss-shipping.com

COSCO SHIPPING (JAPAN) TOHO CO., LTD.

33rd Floor, Kasumigaseki Common Gate West Tower, Kasumigaseki
3-2-1, Chiyoda-Ku, TOKYO, 100-0013, JAPAN

Telephone +81 3 5532 5400

Fax +81 3 5532 5404

Web Address http://www.cosco.co.jp/W040_Toho

Email chart@cosco.co.jp

After Hours

Mobile

Email

Mr. Wang Feng +81 90 4721 6316 wangfeng2@cosco.co.jp

Ms. Zhang Yi +81 80 1986 4278 zhangyi11@cosco.co.jp

Mr. Xiao Qijun +81 90 7274 8166 xiaoqj@cosco.co.jp

JORDAN (+962) GMT +2

AMMAN

JORDAN PANDI CONSULTANTS CORPORATION

Prince Shaker Bin Zaid Street, Shmesani District 2nd Floor, Hesham
Center P.O. Box: 941250 Amman 11194 Jordan

Telephone +962 6 562 0447

Fax +962 6 569 6897

Web Address www.jordanpandi.com

Email	info@jordanpandi.com	
After Hours	Mobile	Email
Mr. Wael Baconi	+962 79 558 8165	wbaconi@jordanpandi.com
Ms. Mona Zomot	+962 79 551 9624	admin@jordanpandi.com

AMIN KAWAR & SONS CO WLL

	14 Rafiq Hariri Avenue Boulevard, Abdali Amman, Jordan	
Telephone	+962 6 560 9500	
Web Address	www.kawarshipping.com	
Email	claimsp&i@kawar.com	
After Hours	Mobile	Email
Nadia Shahin	+962 79 525 5222	nadia.shahin@kawar.com
Ahmad Mustafa	+962 79 674 6535	ahmad.mustafa@kawar.com

AQABA

JORDAN PANDI CONSULTANTS CORPORATION

	Rashid Street, Jordan Commercial Bank Building, 4th Floor, Office No. 402 P.O. Box 2452, Aqaba 77110 Jordan	
Telephone	+962 3 201 9644	
Fax	+962 3 203 9644	
Web Address	www.jordanpandi.com	
Email	info@jordanpandi.com	
After Hours	Mobile	Email
Mohammed Kettaneh	+962 79 620 0550	mkettaneh@jordanpandi.com

AMIN KAWAR & SONS CO WLL

	P.O. Box 22, Aqaba, 77110 Hammamat Tunis Street, Aqaba	
Telephone	+962 3 201 4217/19	
Fax	+962 3 201 3618	
Web Address	www.kawarshipping.com	
Email	management.aqaba@kawar.com	
After Hours	Mobile	Email
Mr. Munir Muammar	+962 79 822 4451	munir.muammar@kawar.com
Mr. Huthaifa Aldiabat	+962 79 996 4603	huthaifa.aldiabat@kawar.com

KENYA (+254) GMT +3

MOMBASA

PROTECTING AND INDEMNITY (K) LTD

Jubilee Insurance Building Office3A First Floor Moi Avenue,
P.O. Box9934280107 Kilindini, Mombasa

Telephone	+254 41 222 2494		
Web Address	www.pandi.co.ke		
Email	pimombasa@pandi.co.ke		
After Hours	Mobile	Email	
Capt. M Ittiso	+254 733 803 226 / +254 41	pimombasa@pandi.co.ke	

PANDI SERVICES J. & K. BRONS (KENYA) LTD.

Cotts House, MOI Avenue, PO Box 85593-80100, Mombasa, Kenya

Telephone	+254 715 590 972
E-mail	ops@pandieastafrica.com
After Hours	Mobile
Robert Minnis	+254 715 590 972
Katy Aldrick	+254 700 111 514
Alexander Garber	+254 714 937 502

KUWAIT (+965) GMT +3

SAFAT

GULF AGENCY COMPANY (KUWAIT) LTD

P.O. Box 20637, Faisal Centre, Ground Floor, Dajeej, Farwaniya, 13067
Safat, Kuwait

Telephone	+965 2 220 5800		
Web Address	www.gac.com		
Email	claims.kuwait@gac.com / claims.iraq@gac.com		
After Hours	Telephone	Mobile	Email
Mr. Hussain Bazarwala	+965 22 205 816	+965 9696 6108	hussain.bazarwala@gac.com

Ms. Meville Lobo +965 22 205 895 +965 9099 3426 meville.loba@gac.com

MUTUAL MARINE SERVICES AL MUSHTARAKA CO

Ali Khalifa Belaisha Bin Belaisha Alketbi Building 209, Al Karama,
Dubai, UAE

Telephone +971 4552 8183/ +971 4552 8113

Web Address www.mushtaraka.net

Email claims.dubai@mushtaraka.com

After Hours

Mobile

Email

Augustine Abraham +971 50 477 2630 augustine.abraham@mushtaraka.com

Fahd Abdul Rahman +971 50 961 4334 fahd.abdulrahman@mushtaraka.com

Capt. Alaa Mansour +964 771 843 8410 alaa.mansour@mushtaraka-iraq.com

Anterson Albert +971 50 422 0629 anterson.albert@mushtaraka.com

Hassan Omar +966 561 277 775 hassanomar@mushtaraka.com

LATVIA (+371) GMT +2

RIGA

PANDI BALT LTD

7 Maza Aluksnes Str. LV-1045 Riga

Telephone +371 67 383 951

Fax +371 67 383 965

Web Address www.pandibalt.eu

Email pandi@pandibalt.eu

After Hours

Mobile

Email

Capt. Sergey Batmanov +371 2921 6619 bsi@pandibalt.eu

Roman Rozkov +371 2941 8601 roman.rozkov@pandibalt.eu

VENTSPILS

PANDI BALT LTD (SEE RIGA)

7 Maza Aluksnes Str. LV-1045 Riga

Telephone +371 67 383 951

Fax +371 67 383 965

Web Address www.pandibalt.eu

Email pandi@pandibalt.eu

After Hours

Mobile

Email

Capt. Sergey Batmanov

+371 2921 6619

bsi@pandibalt.eu

Roman Rozkov

+371 2941 8601

roman.rozkov@pandibalt.eu

LEBANON (+961) GMT +2

BEIRUT

***MAURICE G. MOURACADE & CO**

P.O. Box 11-0367, Riad El Solh, Beirut 1107 2040 Chammah Building,
Selim Bustros Street, Tabaris, Beirut

Telephone

+961 1 201 821 / +961 1 324 116

Fax

+961 1 200 590

Email

mgmpandi@dm.net.lb

After Hours

Mobile

Mr. Roger Mouracade

+961 71 621 999

Mr. A Dakessian

+961 3 325 615

TRIPOLI

***MAURICE G. MOURACADE & CO (SEE BEIRUT)**

P.O. Box 11-0367, Riad El Solh, Beirut 1107 2040 Chammah Building,
Selim Bustros Street, Tabaris, Beirut

Telephone

+961 1 201 821 / +961 1 324 116

Fax

+961 1 200 590

Email

mgmpandi@dm.net.lb

After Hours

Mobile

Roger Mouracade

+961 71 621 999

Mr. A Dakessian

+961 3 325 615

LIBERIA (+231) GMT 0

MONROVIA

AFRICA MARINE SERVICES (LIBERIA)

P.O. Box 10-5697 1000 Monrovia 10 Business Incubator Plaza, 80 Broad
Street, Monrovia

Telephone	+231 77 226 611	
Web Address	www.africamarineserv.com	
Email	africamarine@aol.com/ headoffice@africamarineserv.com	
After Hours	Mobile	Email
Henry Brunson	+231 886 511 644	henrybrunson@safewaycargo.com

In case communication difficulties, please contact Africa Marine Services (Europe) Ltd. London:
 Nick Williams Telephone +44 2076 130 131 (24 Hrs)

LIBYA (+218) GMT +2

BENGHAZI

SHTEWI LEGAL AND PANDI SERVICES (SEE TRIPOLI)

207 Istklal Street, Second Floor, No.3 Tripoli, Libya

Telephone	+218 21 334 1588/ +218 21 444 2261	
Fax	+218 21 334 1589/ +218 21 444 2261	
Email	shtewi69@hotmail.com/ shtewilegalandpandi@gmail.com	
After Hours	Mobile	Email
Mr. Taher Shtewi	+218 91 214 1080	shtewi69@hotmail.com
Mr. Alan Salisbury	+44 792 082 8725	alansalsbury78@gmail.com
Miss. Fadwa Shtewi	+44 747 113 9984	fadwashtewi99@gmail.com
Mr. Mohamed Shtewi	+218 91 218 8631	

MISURATA

SHTEWI LEGAL AND PANDI SERVICES (SEE TRIPOLI)

207 Istklal Street, Second Floor, No.3 Tripoli, Libya

Telephone	+218 21 334 1588/ +218 21 444 2261	
Fax	+218 21 334 1589/ +218 21 444 2261	
Email	shtewi69@hotmail.com/ shtewilegalandpandi@gmail.com	
After Hours	Mobile	Email
Mr. Taher Shtewi	+218 91 214 1080	shtewi69@hotmail.com
Mr. Alan Salisbury	+44 792 082 8725	alansalsbury78@gmail.com
Miss. Fadwa Shtewi	+44 747 113 9984	fadwashtewi99@gmail.com
Mr. Mohamed Shtewi	+218 91 218 8631	

TRIPOLI

SHTEWI LEGAL AND PANDI SERVICES

207 Istklal Street, Second Floor, No.3 Tripoli, Libya

Telephone	+218 21 334 1588/ +218 21 444 2261	
Fax	+218 21 334 1589/ +218 21 444 2261	
Email	shtewi69@hotmail.com/ shtewilegalandpandi@gmail.com	
After Hours	Mobile	Email
Mr. Taher Shtewi	+218 91 214 1080	shtewi69@hotmail.com
Mr. Alan Salsbury	+44 792 082 8725	alansalsbury78@gmail.com
Miss. Fadwa Shtewi	+44 747 113 9984	fadwashtewi99@gmail.com
Mr. Mohamed Shtewi	+218 91 218 8631	

MEDITERRANEAN COAST CONSULTANTS

Ben Ashore Street Tripoli, Libya

Telephone	+218 21 728 0360	
Fax	+218 21 726 8842	
Email	info@medcoast.ly	
After Hours	Mobile	Email
Osama Nuri	+218 91 219 0084	o.nuri@medcoast.ly
Nuri Khalifa	+218 91 374 9372	n.khalifa@medcoast.ly

LITHUANIA (+370) GMT +2

KLAIPEDA

PANDI BALT LTD

8-2 Tilzes str., LT-91132 Klaipeda, Lithuania

Telephone	+370 46 313 428	
Fax	+370 46 313 428	
Web Address	www.pandibalt.eu	
Email	lithuania@pandibalt.eu/ pandi@pandibalt.eu	
After Hours	Mobile	Email
Oleg Drobitko	+370 6983 1457	oleg.drobitko@pandibalt.eu
In case of necessity please contact Pandi Balt Riga: pandi@pandibalt.eu		

MADAGASCAR (+261) GMT +3

TOAMASINA

TCI AFRICA MADAGASCAR

C/o Faustin Tsiresy, Lot 0105AB0361 Mangarivotra, 401 Majunga

Telephone +261 32 04 61734

Web Address www.eltvedtosullivan.com

Email tc-madagascar@tci-africa.com / mail@eltvedtosullivan.com

After Hours

Mobile

Email

Faustin Tsiresy +261 34 056 1734

tc-madagascar@tci-africa.com

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

MALAYSIA (+60) GMT +8

JOHOR

SPICA SERVICES (M) SDN BHD

Unit 18-05, P.O. Box 185 18th Floor, Menara Landmark 12 Jalan Ngee
Heng 80000 Johor Bahru, Johor

Telephone +60 7 226 1467

Fax +60 7 226 5599

Email kl_claims@spica.com.my / claims@spica.com.sg

After Hours

Mobile

Email

Dughall Aitken +65 9625 8986

dughall@spica.com.sg

Mr. Thomas Larsen +65 9155 7719

thomaslarsen@spica.com.sg

Gary Edgar Tom +60 12 300 9897

gary@spica.com.my

KOTA KINABALU

SPICA SERVICES (M) SDN BHD

Lot 26A, Jalan Kilang, Sedco Industrial Estate, Kolombong, 5
1/2 Miles, Jalan Tuaran, 88450 Kota Kinabalu, Sabah

Telephone +60 88 386 619

Fax +60 88 435 619

Email kk_claims@spica.com.my

After Hours

Thomas Larsen

Gary Edgar Tom

Otniel Joachim Mathew

Ray Marco Jipin

Mobile

+65 9155 7719

+60 12 300 9897

+60 12-332 7054

+60 19 897 4928

Email

thomaslarsen@spica.com.sg

gary@spica.com.my

otniel@spica.com.my

ray@spica.com.my

PASIR GUDANG

SPICA SERVICES (M) SDN BHD

Unit 18-05, Menara Landmark 12, Jalan Ngee Heng 9000, Johor Bahru

Telephone

+60 7 226 1478 / +60 3 7947 7440

Fax

+60 7 226 5599 / +60 3 7947 7441

Email

kl_claims@spica.com.sg / claims@spica.com.sg

After Hours

Gary Edgar Tom

Mr. Thomas Larsen

Dughall Aitken

Mobile

+60 12 300 9897

+65 9155 7719

+65 6344 4066 / +65 9625 8986 dughall@spica.com.sg

Email

gary@spica.com.my

thomaslarsen@spica.com.sg

PENANG

SPICA SERVICES (M) SDN. BHD.

Unit 9.05, 9th Floor, MENARA BOUSTEAD No. 39, Jalan Sultan Ahmad Shah 10050 Penang

Telephone

+60 4 2278 375

Fax

+60 4 2199 728

Email

pen.spica@spica.com.my

After Hours

Gary Edgar Tom

Michael Raja

Mobile

+60 12 300 9897

+60 19 440 0012

Email

gary@spica.com.my

michael@spica.com.my

PORT KELANG

SPICA SERVICES (M) SDN. BHD.

Level 22, Block E, Menara Suezcap 2, KL Gateway No. 2, Jalan Kerinchi, Gerbang Kerinchi Lestari 59200 Kuala Lumpur

Telephone

+60 3 7932 7100

Fax

+60 3 7932 7099

Email kl_claims@spica.com.my

After Hours

Mobile

Email

Gary Edgar Tom

+60 12 300 9897

gary@spica.com.my

Fairuz Binti Mohd Fauzi

+60 12 225 4762

fairuz@spica.com.my

Wan Akmal Hakim

+60 12 524 2855

wanakmal@spica.com.my

SIBU

SPICA SERVICES (M) SDN. BHD.

Lot 26A, Jalan Kilang, Sedco Industrial Estate, Kolombong 5½Miles,
Jalan Tuaran 88450 Kota Kinabalu, Sabah Malaysia

Telephone

+608838 6619

Web Address

<https://spicaservices.com/malaysia-kk/>

Email

kk_claims@spica.com.my

After Hours

Mobile

Email

Ray Marco Jipin

+60019897 4928

ray@spica.com.my

Otniel O.JJoachim Mathew+60012332 7054

otniel@spica.com.my

Gary Edgar Tom

+60012300 9897

gary@spica.com.my

Thomas Larsen

+65 9155 7719

thomaslarsen@spica.com.sg

MALDIVES (+960) GMT +5

MALDIVES

CENTURION TRANSPORT SOLUTIONS PVT LTD

M. Faamudheyryge 8A Male', 20209 Rep of MALDIVES

Telephone

+960 3338 530/ +960 3309 668

Fax

+960 3321 367

Web Address

www.centurion.mv

Email

pandi@centuriontransport.com

After Hours

Mobile

Email

Capt. Ahmed Maumoon

+960 777 4636

maumoon@centuriontransport.com

Capt. Adhil Rasheed

+960 999 8700

adhil.rasheed@centuriontransport.com

Aimon Jameel

+960 777 3782

aimon.jameel@centuriontransport.com

Ahmed Musthafa

+960 777 4937

male@centuriontransport.com

GAC SHIPPING LIMITED

284 Vauxhall Street, PO Box 1116, Colombo 02, Sri Lanka

Telephone +94 114 797 900 (24/7)

Fax +94 114 797 910

Web Address www.gac.com

Email pandi.srilanka@gac.com

After Hours

Mobile

Email

Debbie Jones +94 777 689 550

debbie.jones@gac.com

Sadisha Gamage +94 742 949 951

sadisha.gamage@gac.com

Hirushi Mohotti +94 775 496 842

hirushi.mohotti@gac.com

Ranga Eranda +94 777 306 687

ranga.eranda@gac.com

MALTA (+356) GMT +1

VALLETTA

H. VASSALLO & ASSOCIATES LIMITED

53 Old Theatre Street, Valletta VLT 1427 Malta

Telephone +356 2540 7900

Fax +356 2540 7901

Web Address www.hvassallo.com

Email malta@hvassallo.com

After Hours

Mobile

Email

John Bugeja +356 7904 7880

john.bugeja@hvassallo.com

Joe Cassano +356 9945 9716

joe.cassano@hvassallo.com

Abigail Bugeja +356 7990 3264

abigail.bugeja@hvassallo.com

MARTINIQUE (+596) GMT -4

FORT-DE-FRANCE

PORRY EURL

Quai de l'Hydrobase, Port de Fort de France, 97200 Fort de France

Telephone +596 596 63 7345 / +596 696 337 604

Email claims@porry.fr

After Hours	Mobile	Email
Jean-Pierre Porry	+596 696 33 7604	jpp@porry.fr
Edward Porry	+596 696 44 7740	edp@porry.fr
Marie José Guilon	+596 696 25 8555	claims@porry.fr

MAURITANIA (+222) GMT 0

NOUADHIBOU

MCLEANS

	C/o Ets A. O. Ismail BP 77 Nouadhibou
Telephone	+222 4641 2194
Web Address	www.amcleangroup.com
Email	mauritania@mcleans.fr/ info@mcleans.fr

After Hours	Mobile	Email
Philippe Garo	+33 607 792 028	pgaro@mcleans.fr
Matthieu Leroux	+33 674 759 148	mleroux@mcleans.fr
Hugo Ciaccafava	+33 681 978 191	hciaccafava@mcleans.fr
Ahmed Jddou	+222 4641 2194	mauritania@mcleans.fr

NOUAKCHOTT

TCI AFRICA

	BP 3033, T038/039 - Tévragh Zeina, Nouakchott, Mauritania	
Telephone	+222 4 525 6894	
Fax	+222 4 525 3287	
Web Address	www.eltvetosullivan.com	
Email	tci-nouakchott@tci-africa.com	
After Hours	Telephone	Mobile
Mohamed Lemine	+222 3 630 5160	+222 2 226 0352 /+222 4 400 1161
Abdoulaye Diop	+222 4 677 4782	
For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808		

MCLEANS

c/o Ets A.O. Ismail ZRB 585 Avenue du Sahel BP 40254 Nouakchott

Telephone +222 4 529 5252/ +222 4 525 3638/ +222 4 525 3709

Web Address www.amcleangroup.com

Email mauritania@mcleans.fr/ info@mcleans.fr

After Hours

Mobile

Email

Ahmed Jiddou +222 4641 2194 mauritania@mcleans.fr

Philippe Garo +33 607 792 028 pgaro@mcleans.fr

Matthieu Leroux +33 674 759 148 mleroux@mcleans.fr

Hugo Ciaccafava +33 681 978 191 hciaccafava@mcleans.fr

MAURITIUS (+230) GMT +4

PORT LOUIS

SCOTT SHIPPING INTERNATIONAL LTD.

Ground Floor, IKS House, Marine Road, Port Louis, Mauritius

Telephone +230 216 3042

Web Address www.scottship.net

After Hours

Mobile

Email

Miss Marine Jery (admin) mj@scottship.com

Mr. Rudolphe Séblin(admin) rs@scottship.com

Mr. Fabrice Vencatareddy +230 5492 2944 fv@scottship.com

Mr. Devadessen Venketasamy +230 5490 9893 dv@scottship.com

Mr. Zacharie Meunier +230 5984 0371 zm@scottship.com

Mr. Nirnaye Gopaul +230 5429 4149 ng@scottship.com

Mr. Daren Vaythy +230 5857 8486 dvy@scottship.com

INDOCEANIC SERVICES

c/o Port Agency Services Mauritius Limited (PAS), Suite G13, St James Court, St Denis Street, Port Louis, MAURITIUS

Telephone +230 211 0278/ +230 211 4089

Fax +230 213 6739

Email contact@indoceanic.com/ operations@portagent.mu/
vick@tahalooa.com

After Hours

Mobile

Vick Tahalooa +230 5 252 2122

Dominique Thomson +262 692 01 7777

All new matter during weekend should be notified via phone call before sending email.

MEXICO (+52) GMT -6

MANZANILLO

P&I SERVICES (MEXICO) S.A. DE C.V.

Av. Miguel de la Madrid 874-402, Col. Salahua Centro 28869, Manzanillo, Coloma, México

Telephone	+52 314 688 5044	
Web Address	www.grupodelmex.com	
Email	kangeles@grupodelmex.com/ pandiser@grupodelmex.com	
After Hours	Telephone	Email
Karla Angeles	+52 314 157 8488	kangeles@grupodelmex.com
Duty Line	+52 55 5395 9211	

MEXICO CITY

P&I SERVICES (MEXICO) S.A. DE C.V.

Homero 1425-501 Col. Los Morales Polanco Sección Palmas Delegación Miguel Hidalgo. 11510, México, D.F. México

Telephone	+52 55 5395 1221/ 55 5995 5357/ 55 5580 3640		
Fax	+52 55 5395 4911		
Web Address	www.grupodelmex.com		
Email	pandiser@grupodelmex.com		
After Hours	Telephone	Mobile	Email
Fernando Delfin García	+52 55 5281 3277	+52 55 5501 9679	fedelfin@grupodelmex.com
Ismael Sánchez Delfin	+52 55 5280 3640	+52 55 8367 5489	isanchezdelfin@grupodelmex.com
Alejandro Lobatón Garnier	+52 229 931 5186	+52 229 929 1249	alobaton@grupodelmex.com
Karla Angeles	+52 314 157 8488		kangeles@grupodelmex.com
Duty Line	+52 55 5395 9211		

PANDI NAVE SA DE CV

Fuente del Amor 42 dept.7, Col.Fuentes del Pedregal, AlcaldíaTlalpan, C.P14140, CDMX, Mexico

Telephone	+52 55 1675 6408	
Web Address	www.pandinave.com	
Email	pandinave@pandinave.com	
After Hours	Mobile	Email
Ms. Stephanie Meyer	+52 55 5433 2033	stephanie@pandinave.com
Mr. Mauricio Acuna	+52 55 5401 6521	mauricio@pandinave.com
Mr. Roberto Figueroa	+52 55 5405 2937	roberto@pandinave.com

VERACRUZ

P&I SERVICES (MEXICO) S.A. DE C.V.

independencia 837, Colonia Centro 91700, Veracruz, Veracruz México

Telephone	+52 229 931 4654 / +52 229 931 5278		
Fax	+52 229 932 4422		
Web Address	www.grupodelmex.com		
Email	pandiser@grupodelmex.com/ alobaton@grupodelmex.com		
After Hours	Telephone	Mobile	Email
Alejandro Lobatón Garnier	+52 229 931 5186	+52 229 929 1249	alobaton@grupodelmex.com
AnaPamelaLuengasMora	+52 229 338 0114		pmora@grupodelmex.com
Duty Line	+52 55 5395 9211		

PANDI NAVE SA DE CV

Francisco Javier Mina 266-A, Col. Ricardo Flores Magon, Veracruz, Ver. MX

Telephone	+52 229 922 5797		
Email	pandinave@pandinave.com		
After Hours	Mobile	Email	
Capt. W Watt	+52 229 929 0799	moramarine@moramarine.com.mx	

MONTENEGRO (+382) GMT +1

BAR

SAMER & STRUGAR SHIPPING D.O.O.

St Marsala Tita D-5 85000 Bar

Telephone	+382 30 317 350
-----------	-----------------

Fax	+382 30 315 563
Email	samer.strugar@t-com.me / Daiana.gozzi@samer.com
After Hours	Mobile
Ms. Daniela Strugar	+382 69 324 583
Capt. N Strugar	+382 69 031 125

JADROAGENT BAR DOO

Obala 13. jula 2, P.O.Box 10 85000 Bar, Montenegro

Telephone	+382 30 315 996
Fax	+382 30 312 342
Web Address	www.jadroagentbar.com
Email	jadroa@jadroagentbar.com
After Hours	Mobile
Dragana Radovic	+382 6937 9709

MOROCCO (+212) GMT 0

CASABLANCA

SOCIETE MAGHREBINE DE DEFENSE MARITIME (DEFMAR)

Espace Paquet, Suite No 506, Place Nicolas Paquet, Casablanca 20 000

Telephone	+212 522 452 525	
Fax	+212 522 450 501	
Web Address	www.defmar.com	
Email	somadef@defmar.com	
After Hours	Mobile	Email
Mr. Tarik Baalla	+212 666 269 518	t.baalla@defmar.com
Mrs. Fatima Anchoum	+212 642 757 957	f.anchoum@defmar.com
Mrs. Sanae El ALAMI	+212 664 541 255	s.elalami@defmar.com

MACLAIMS MARITIME MOROCCO SARL

6 bis rue Najib Mahfoud 20060 Casablanca

Telephone	+212 5 2288 0001
Fax	+212 5 2288 0003

Web Address	www.amcleangroup.fr	
Email	morocco@mcleans.fr	
After Hours	Mobile	Email
Ms. Veronique Javelaud	+33 789 227 390 / +212 661 191 409	vjavelaud@mcleans.fr
Mr. Issam Ennassiri	+212 661 985 429	iennassiri@mcleans.fr

JORF LASFAR

SOCIETE MAGHREBINE DE DEFENSE MARITIMESEE CASABLANCA

Espace Paquet, Suite No 506, Place Nicolas Paquet, Casablanca 20 000		
Telephone	+212 522 452 525	
Fax	+212 522 450 501	
Web Address	www.defmar.com	
Email	somadef@defmar.com	
After Hours	Mobile	Email
Mr. Tarik Baalla	+212 666 269 518	t.baalla@defmar.com
Mrs. Fatima Anchoum	+212 642 757 957	f.anchoum@defmar.com
Mrs. Sanae El ALAMI	+212 664 541 255	s.elalami@defmar.com

TANGIERS

MACLAIMS MARITIME MOROCCO SARL

Avenue Moulay Rachid, Val Fleuri, complexe Al Boutrouss n° 11 Tanger 90000		
Telephone	+212 522 880 001	
Fax	+212 522 880 003	
Web Address	www.amcleangroup.fr	
Email	morocco@mcleans.fr	
After Hours	Mobile	Email
Ms. Veronique Javelaud	+33 789 227 390 / +212 661 191 409	vjavelaud@mcleans.fr
Mr. Issam Ennassiri	+212 661 985 429	iennassiri@mcleans.fr

MOZAMBIQUE (+258) GMT +2

BEIRA

P&I ASSOCIATES (PTY) LTD

c/o Rennies Ships Agency Mozambique Limitada Rua Travessa De
Catembe Nr 21, 1st floor, Maputo Mozambique

Telephone +27 31 301 1102 (Durban)

Web Address www.pandi.co.za

Email pidurban@pandi.co.za

After Hours

Telephone

Email

Durban Office (24 Hrs) +27 83 250 3398

Thami Mhlongo +27 83 561 8551

mhlongot@pandi.co.za

Lungelo Thabethe +27 60 567 2041

thabethe1@pandi.co.za

Roy Carby Thompson +27 83 448 7787

pirbay@pandi.co.za

Nkulu Mngadi +27 83 556 5144

mngadin@pandi.co.za

MAPUTO

P&I ASSOCIATES (PTY) LTD

c/o Rennies Ships Agency Mozambique Limitada Travessa da Catembe
No. 21, Maputo, Mozambique

Telephone +27 31 301 1102 (Durban)

Web Address www.pandi.co.za

Email pidurban@pandi.co.za

After Hours

Telephone

Email

Durban Office (24 Hrs) +27 83 250 3398

Thami Mhlongo +27 83 561 8551

mhlongot@pandi.co.za

Lungelo Thabethe +27 60 567 2041

thabethe1@pandi.co.za

Roy Carby Thompson +27 83 448 7787

pirbay@pandi.co.za

Nkulu Mngadi +27 83 556 5144

mngadin@pandi.co.za

MYANMAR (+95) GMT +6½

YANGON

SPICA SERVICES (S) PTE. LTD

Unit #15-03, Sakura Tower, 339 Bogyoke Aung San Road, Kyauktada
Township, 11181 Yangon, Myanmar.

Telephone +95 1 255160 (ext. 140)
Fax +95 1 255 171
Email claims.myanmar@spica.com.sg

After Hours

	Mobile	Email
Han Zaw Oo	+95 9782 001 088	han.myanmar@spica.com.sg
Aung Myo Myat Naing	+95 9797 031 904	aung@spica.com.sg
Dughall Aitken	+65 9625 8986	dughall@spica.com.sg
Sainn Sainn	+95 9421 063 053	sainn.myanmar@spica.com.sg
Aye Mon Kyaw	+95 9972 992 569	amk.myanmar@spica.com.sg

BUDD MYANMAR

C/O Mr. Desmond David @ Myo Min Nyunt 976-(A)-2nd Floor, 43 rd Street, Ward 8 Botahtaung Township, Yangon, Myanmar

Telephone +95 9 799 868 642 / +959 258 607 093 (Emergency)
Web Address www.budd-pni.com
Email budd.myanmar@budd-pni.com/ general.marseille@budd- pni.com (in copy)

After Hours

	Mobile	Email
Mr. Desmond David	+95 9 2586 07093/ +95 9 799 868 642	
Mr. Van Hong Dang	+84 987 41 28 33	van.hong@budd-pni.com

***TIN OHNMAR TUN & THE LAW CHAMBERS LTD**

Room 305, Building (A), Tetkatho Yeikmon Housing No 25 (D), New University Avenue Road Bahan Township, P.O. Box 109, Yangon Myanmar

Telephone +95 1 557 990
Fax +95 1 557 990
Web Address www.thelawchambersmm.com
Email tin_o_tun@seasiren.com.mm / law_chambers@seasiren.com.mm

After Hours

	Mobile	Email
Ms. Tin Ohnmar Tun	+95 9 512 1024	tin_o_tun@seasiren.com.mm
Ms. Tin Thiri Aung	+95 9 500 8833	tinthiri.aung@thelawchambersmm.com
Mr. Thu Ra Thauang	+ 95 9 512 3753	law_chambers@seasiren.com.mm
Dr.M.M.Thant (Ms.)	+95 944 800 8719	law_chambers@seasiren.com.mm

NAMIBIA (+264) GMT +1

WALVIS BAY

P&I ASSOCIATES (PTY) LTD (SEE CAPE TOWN, SOUTH AFRICA)

P.O. Box 1270 Cape Town 8000, Unit 1B, Foregate Square, 1
Heerengracht Street, Table Bay Boulevard, 8001

Telephone +27 21 425 4924
Web Address www.pandi.co.za
Email pict@pandi.co.za

After Hours

Mobile

Email

Innocent Manengele	+27 60 570 8122	manengelei@pandi.co.za
Thami Mhlongo	+27 83 561 8551	mhlongot@pandi.co.za
Tebogo Molefe	+27 60 759 7541	molefet@pandi.co.za
David Macdonald	+27 83 253 0170	macdonaldd@pandi.co.za
Office Mobile (24 Hrs)	+27 60 570 8122/ +27 83 250 3398 - Durban	

NETHERLANDS (+31) GMT +1

AMSTERDAM

DUTCH P&I CORRESPONDENTS BV (SEE ROTTERDAM)

Twentestraat 88, 3083 BD Rotterdam -P.O. Box 9000,
3007AARotterdam, The Netherlands

Telephone +31 10 440 5555 (24/7)
Web Address www.dutchpandi.com
Email correspondents@dutchpandi.com

After Hours

Mobile

Email

Reid de Jong	+31 6 1436 4264	reid.dejong@dutchpandi.com
Sander Jongenelen	+31 6 1269 6071	sander.jongenelen@dutchpandi.com
Muhammed Bostan	+31 6 4139 1840	muhammed.bostan@dutchpandi.com
Allen Bashford	+31 6 3011 3266	allen.bashford@dutchpandi.com
Nils Heijboer	+31 6 5424 2073	nils.heijboer@dutchpandi.com

FLUSHING

DUTCH P&I CORRESPONDENTS BV (SEE ROTTERDAM)

Twentestraat88,3083BDRotterdam-P.O.Box9000,3007AARotterdam,
The Netherlands

Telephone +31 10 440 5555 (24/7)

Web Address www.dutchpandi.com

Email correspondents@dutchpandi.com

After Hours

Mobile

Email

Reid de Jong +31 6 1436 4264

reid.dejong@dutchpandi.com

Sander Jongenelen +31 6 1269 6071

sander.jongenelen@dutchpandi.com

Muhammed Bostan +31 6 4139 1840

muhammed.bostan@dutchpandi.com

Allen Bashford +31 6 3011 3266

allen.bashford@dutchpandi.com

Nils Heijboer +31 6 5424 2073

nils.heijboer@dutchpandi.com

ROTTERDAM

DUTCH P&I CORRESPONDENTS

Twentestraat 88, 3083 BD Rotterdam -P.O. Box 9000, 3007 AA Rotterdam,
The Netherlands

Telephone +31 10 440 5555 (24/7)

Web Address www.dutchpandi.com

Email correspondents@dutchpandi.com

After Hours

Mobile

Email

Reid de Jong +31 6 1436 4264

reid.dejong@dutchpandi.com

Sander Jongenelen +31 6 1269 6071

sander.jongenelen@dutchpandi.com

Muhammed Bostan +31 6 4139 1840

muhammed.bostan@dutchpandi.com

Allen Bashford +31 6 3011 3266

allen.bashford@dutchpandi.com

Nils Heijboer +31 6 5424 2073

nils.heijboer@dutchpandi.com

NETHERLANDS ANTILLES (+599) GMT -4

WILLEMSTAD

NV V/H FIRMA CS GORSIRA JP EZ/ GORSIRA P&I

P.O. Box 3677, VR Shipping Building, Fokkerweg 26, Salina, Willemstad

Telephone +599 9 510 1723/ 9 461 5873/ 9 461 4700

Fax	+599 9 461 2576/ 9 461 5253	
Email	gorsira@gorsira.com	
After Hours	Mobile	Email
David van Nierop	+599 9 510 1723	vannieropd@vrshipping.com
Joop van Vliet	+599 9 514 6609/ 461 4656	vanvlietj@vrshipping.com

NEW CALEDONIA (+687) GMT +11

NOUMEA

MCLEANS C/O ALB NAVAL

P.O. Box 8745 98 807 Noumea Cedex New Caledonia

Telephone	+687 78 1084	
Web Address	www.amcleangroup.com	
Email	jackalain@gmail.com / info@mcleans.fr	
After Hours	Mobile	Email
Capt. A Le Breton	+687 78 1084	jackalain@gmail.com
Philippe Garo	+33 6077 92028 / 496 102525	pgaro@mcleans.fr

NEW ZEALAND (+64) GMT +12

AUCKLAND

P&I SERVICES LIMITED

Level 1, 373 Remuera Road, Remuera, Auckland 1050, New Zealand

Telephone	+64 9 303 1900	
Web Address	www.pandinz.co.nz	
Email	michael.mccarthy@pandinz.co.nz	
After Hours	Mobile	Email
Michael McCarthy	+64 21 646 299	michael.mccarthy@pandinz.co.nz
Bevan Marten	+64 274 411 511	bevan.marten@pandinz.co.nz
Tom Lynskey	+64 273 465 204	tom.lynskey@pandinz.co.nz

WELLINGTON

P&I SERVICES LIMITED (SEE AUCKLAND)

Level 1, 373 Remuera Road, Remuera, Auckland 1050, New Zealand

Telephone	+64 9 303 1900	
Web Address	www.pandinz.co.nz	
Email	michael.mccarthy@pandinz.co.nz	
After Hours	Mobile	Email
Michael McCarthy	+64 21 646 299	michael.mccarthy@pandinz.co.nz
Bevan Marten	+64 274 411 511	bevan.marten@pandinz.co.nz
Tom Lynskey	+64 273 465 204	tom.lynskey@pandinz.co.nz

NICARAGUA (+505) GMT -6

MANAGUA

J.L. GRIFFITH SUCESTORES S.A.

Edificio ECO De la Rotonda Universitario 200 mts. al sur Modulo 3D
Managua Nicaragua

Telephone	+505 2278 6394	
Web Address	www.jlgriffith.com	
Email	ggriffith@jlgriffith.com/ lcarrion@jlgriffith.com	
After Hours	Mobile	Email
Georgina Griffith	+505 872 22359	ggriffith@jlgriffith.com
Lina Carrion	+505 873 94938	lcarrion@jlgriffith.com
Marvin Martinez	+505 8739 4947	mmartinez@jlgriffith.com

NIGERIA (+234) GMT +1

LAGOS (APAPA)

AFRICA MARINE SERVICES (NIGERIA)

1A Plateau Road Apapa, Lagos (Please copy all emails to: africamarine@aol.com)

Telephone	+234 8033 218 030	
Fax	+234 1 587 2882	
Web Address	www.africamarineserv.com	
Email	africamarinelos@aol.com/ headoffice@africamarineserv.com	
After Hours	Mobile	Email
Allen Hardcastle	+234 803 321 8030	allenhardcastle@aol.com

Olusoji Fagboun	+234 803 330 5036	wampisoji@outlook.com
Nikhil Bhat	+234 708 327 0972	nikhilbhat01@gmail.com
Ujjwal Kumar	+234 814 682 0854	ujjwal.kumar@africamarineserv.com

In case of communication difficulties, please contact Africa Marine Services (Europe) Ltd, London: Jeremy Barrett or Nick Williams, Telephone: +44 20 76130131 (24 Hrs)

	*BLOOMFIELD LP	
	15, Agodogba Avenue, Parkview, Ikoyi, Lagos, Nigeria	
Telephone	+234 1 454 2130 / +234 1 454 7944	
Web Address	www.bloomfield-law.com	
Email	enquiries@bloomfield-law.com / adedoyin.afun@bloomfield- law.com	
After Hours	Mobile	Email
Adedoyin Afun	+234 706 4379 421	adedoyin.afun@bloomfield-law.com

	TCI AFRICA LAGOS	
	15B Joseph Street – LAGOS - NIGERIA	
Telephone	+234 809 111 3249	
Web Address	www.eltvedtosullivan.com	
Email	tci-lagos@tci-africa.com	
After Hours	Telephone	Email
Puis Chikodi	+234 803 726 4547	tci-lagos@tci-africa.com
24/7 Emergency line	+33 625 730 808	mail@eltvedtosullivan.com

PORT HARCOURT

	TCI AFRICA LAGOS (SEE LAGOS)	
	15B Joseph Street – LAGOS - NIGERIA	
Telephone	+234 809 111 3249	
Web Address	www.eltvedtosullivan.com	
Email	tci-lagos@tci-africa.com	
After Hours	Telephone	Email
Puis Chikodi	+234 803 726 4547	tci-lagos@tci-africa.com
24/7 Emergency line	+33 625 730 808	mail@eltvedtosullivan.com

WARRI

TCI AFRICA LAGOS (SEE LAGOS)

15B Joseph Street – LAGOS - NIGERIA

Telephone	+234 809 111 3249	
Web Address	www.eltvedtosullivan.com	
Email	tc-lagos@tci-africa.com	
After Hours	Telephone	Email
Puis Chikodi	+234 803 726 4547	tc-lagos@tci-africa.com
24/7 Emergency line	+33 625 730 808	mail@eltvedtosullivan.com

NORWAY (+47) GMT +1

OSLO

WESMANS AS

Bernt Ankers Gate 19, 1534, Moss, Norway

Telephone	+47 2241 5905	
Fax	+47 2233 5020	
Web Address	www.wesmans.com	
Email	marineclaims@wesmans.com	
After Hours	Mobile	Email
Karl Erik Presterud	+47 9130 4104	kep@wesmans.com
Pallav Gupta	+46 728 853 826	pgu@wesmans.com
Oskar von Ekensteen	+46 728 853 812	ove@wesmans.com

OMAN (+968) GMT +4

MUSCAT

INCHCAPE SHIPPING SERVICES

Haffa House Hotel Office No. 302 Block No. 133 Level 2, Al Farahidi Street, Way No.3338, PO: 36, PC:112, Muscat –Sultanate of Oman
pandimuscat@iss-shipping.com

Email		
After Hours	Mobile	Email
Abhir Porobo	+968 9931 5968	abhir.porobo@iss-shipping.com
Ibrahim Alkhanjari	+968 9934 1863	ibrahim.alkhanjari@iss-shipping.com

Govindaraj Damodharan +968 9389 1972

govindaraj.damodharan@jss-shipping.com

SOHAR

MUTUAL MARINE SERVICES AL MUSHTARAKA CO DUBAI-BRANCH

Ali Khalifa Belaisha Bin Belaisha Alketbi Building 209, Al Karama,
Dubai, UAE

Telephone +971 4552 8183/ +971 4552 8113

Web Address www.mushtaraka.net

Email claims.dubai@mushtaraka.com

After Hours

Mobile

Email

Augustine Abraham +971 50 477 2630

augustine.abraham@mushtaraka.com

Fahd Abdul Rahman +971 50 961 4334

fahd.abdulrahman@mushtaraka.com

Anterson Albert +971 50 422 0629

anterson.albert@mushtaraka.com

Hassan Omar +966 561 277 775

hassanomar@mushtaraka.com

PAKISTAN (+92) GMT +5

KARACHI

AIV PRIVATE LTD

House No. C – 118 Block 2 Clifton, Karachi Pakistan

Telephone +92 21 3529 1808/ 1803/ 1802/ 1801

Fax +92 21 3529 1805

Web Address www.aivpak.com

Email pni@aivpak.com/ ivazeer@aivpak.com/
irfan.vazeer.pni@gmail.com/ imtiazh.vazeer@aivpak.com

After Hours

Telephone

Mobile

Email

Mr. Irfan H.A. Vazeer +92 21 388 3452 +92 345 200 9900 ivazeer@aivpak.com

Mr. Imtiaz Ahmed H.A Vazeer +92 307 252 5417 imtiazh.vazeer@aivpak.com

Ms. Sania Irfan Vazeer +92 346 828 7097 sania.vazeer@aivpak.com

PANAMA (+507) GMT -5

BALBOA

C. FERNIE & CO S.A.

Building 798-X Marr Center, Williamson Place, La Boca, Balboa, Ancon,
Republic of Panama

Telephone +507 211 9488

Web Address www.cfernie.com

Email ferniepi@cfernie.com

After Hours **Mobile**

Luis Arcia +507 6614 1629

Keisy Stanfield +507 6416 6856

CRISTOBAL

C. FERNIE & CO S.A.

1110 Columbus Avenue, Cristobal, Colon, Republic of Panama

Telephone +507 433 8500

Web Address www.cfernie.com

Email ferniepi@cfernie.com

After Hours **Mobile**

John Blennerhassett +507 6612 1152

PAPUA NEW GUINEA (+675) GMT +10

PORT MORESBY

*BRIAN WHITE & ASSOCIATES

Allotment 1, Section 52 Tandy House Waigani Drive Hohola NCD

Telephone +617 4031 4711

Web Address www.thymac.com.au

Email moresby@bwamarine.com

After Hours **Mobile**

Email

Mr. Michael Fisher +61 408 735 653

mfisher@thymac.com.au

Mr. Matthew Hockaday +61 422 318 678

mhockaday@thymac.com.au

PARAGUAY (+595) GMT -4

ASUNCION

PANDI LIQUIDADORES S.R.L.

Avda. Aviadores del Chaco esq. Tte. Iro. Carlos Rocholl, Edif. Kuarahy Center, 1st floor, Barrio San Jorge, Asunción, Paraguay

Telephone + 54 11 4313 3500

Email pandi@pandi.com.ar

After Hours

Mobile

Email

Mr. Paul Gunther

+595 971 917 970

pandipar@pandi.com.ar

Mr. Sebastián Trigub

+54 911 4407 2602

sebastian.trigub@pandi.com.ar

PERU (+51) GMT -5

LIMA

ANDES PACIFIC SERVICES S.A.

Jr. Federico Recavarren 131 - Of. 404 Miraflores Lima 18

Telephone +51 1243 0033

Web Address www.pandiperu.com

Email andespacific@pandiperu.com

After Hours

Telephone

Mobile

Email

Frederick Korswagen

+51 12712861

+51 99 900 5483

andespacific@pandiperu.com

Jean Pierre Guembes

+51 93 608 7779

legal@pandiperu.com

Christian De Riglos

+51 94 700 1577

cderiglos@pandiperu.com

OVERSEAS SERVICE AGENCY S.A.

Calle Amador Merino Reyna 195 San Isidro, Lima P.O. Box 18- 0258

Telephone +51 1 442 9090 (Switchboard)

Web Address www.osa.com.pe

Email osa@osa.com.pe

After Hours

Mobile

Email

Mrs. Sylvia Grant

+51 999 702 897

slg@osa.com.pe

Mr. Martin Grant

+51 999 041 949

mg@osa.com.pe

INTERLOG SERVICIOS S.A.C.

Calle Virtud y Unión N° 160, Urb. Corpac, San Isidro, Lima 27

Telephone	+511 475 2930	
Web Address	www.interlog.com.pe	
Email	interlog@interlog.com.pe	
After Hours	Mobile	Email
Carla Paoli	+51 99 3539 273	cpaolic@interlog.com.pe
Aldo Cassinelli	+51 98 9314 945	acassinelli@interlog.com.pe

PHILIPPINES (+63) GMT +8

MANILA

PANDIMAN PHILIPPINES INC

3F Pandiman Building, General Luna Street, Intramuros, Manila,
Philippines 1002 P.O. Box 1418, Manila CPO 1054

Telephone	+63 2 8527 7831 to 33 / +63 2 8249 9050 to 56	
Fax	+63 2 8527 2167 / +63 2 8527 2171	
Web Address	www.pandiman.com	
Email	mis@pandiman.com / mis@pandiman.net	
After Hours	Mobile	Email
Capt. Andrew J Malpass	+63 917 536 5315	andymalpass@pandiman.net
Ms. Abigail GallanoTraqueria	+63 917 529 5957	argallano@pandiman.com
Jennifer M. Magsino	+63 917 892 6875	jmmagsino@pandiman.com
Robert John Manzano	+63 917 810 2655	rjamanzano@pandiman.com
Arnie Fornoles	+63 966 657 7533	aeornoles@pandiman.com

P&I CLAIMS SPECIALIST INC

784-A Quirino Avenue, Tambo, Paranaque City

Telephone	+63 2 8400 5514	
Web Address	www.picsi.com.ph	
Email	claims@picsi.com.ph	
After Hours	Mobile	Email
Katrina Talon	+63 917 625 0323	katrina.talon@picsi.com.ph
Nerissa Banaag	+63 917 300 5600	nerissa.neri@picsi.com.ph

*DEL ROSARIO & DEL ROSARIO LAW OFFICES

	14F DelRosarioLaw Centre 21st Drive corner 20th Drive Bonifacio Global City, Taguig 1630 Metro Manila, PHILIPPINES	
Telephone	+63 2 8810 1791/ +63 2 5317 7888	
Fax	+63 2 5317 7890	
Web Address	www.delrosariolaw.com/ www.delrosario-pandiphil.com	
Email	mail@delrosariolaw.com/ mail@delrosario-pandiphil.com	
After Hours	Mobile	Email
Ruben T. Del Rosario	+63 920 947 1892	ruben.delrosario@delrosariolaw.com
Arturo T. Del Rosario	+63 920 947 1901	arturo.delrosario@delrosariolaw.com
Joseph R. Rebano	+63 920 938 4634	Joseph.rebano@delrosariolaw.com
Veronica Del Rosario	+63 920 947 1893	veronica.delrosario@delrosario-pandiphil.com
Aguinaldo		

TMS SHIP AGENCIES, INC.

8th Floor Carolina Building, 2016 Madre Ignacia Street, Malate, Manila, Philippines

Telephone	+632 8526 5996	
Fax	+632 8525 0016	
Web Address	www.tmsshipagencies.com	
Email	agency@tmsship.com.ph	
After Hours	Mobile	Email
Capt. Ramon A. Santos II	+63 918 939 0715	rsantos@tmsship.com.ph
Mr. Anthony Guevarra	+63 917 527 2520	anthony@tmsship.com.ph
Mr. Joselito Ilagan	+63 917 848 7176	jilagan@tmsship.com.ph

POLAND (+48) GMT +1

GDYNIA

MORSKA AGENCJA GDYNIA SP. Z.O.O.

15 T. Wendy Street, 81-341 Gdynia

Telephone	+48 58 785 3855/ +48 58 785 3856
Fax	+48 58 785 3786
Web Address	www.mag.pl
Email	pandi@mag.pl

After Hours

Mr. Krzysztof Kuchta
Mrs. Ola Langowska
Mrs. Marlena Lulenska

Mobile

+48 603 650 494
+48 785 075 345
+48 695 232 366

SZCZECIN

SULNAVE SP. Z.O.O.

Nowy Rynek 1/5, 70-533, Szczecin, Poland

Telephone

+48 91 814 2203

Email

west@sulnave.com.pl

After Hours

Mrs Ewa Sztafiej

Mobile

+48 502 573 513

PORTUGAL (+351) GMT 0

LISBON

PINTO BASTO COMERCIAL LDA

Avenida 24 De Julho 1-D, 1200-478 Lisbon

Telephone

+351 21 323 0400

Fax

+351 21 347 1231

Web Address

www.pintobasto.com

Email

piportugal@pintobasto.com

After Hours

Mr. João Bobone

Mr. Lino Carrilho

Mr. Thamis Tito

Mobile

+351 91 821 5353

+351 91 723 5994

+351 91 011 3256

Email

joao.bobone@pintobasto.com

lino.carrilho@pintobasto.com

thamis.tito@pintobasto.com

Always copy in e-mail piportugal@pintobasto.com

OPORTO

PINTO BASTO COMERCIAL LDA

Rua Dr Francisco Sa Carneiro 336, R/C 4450-676 Leça da Palmeira

Telephone

+351 22 999 4300

Fax

+351 22 996 7381

Web Address

www.pintobasto.com

Email	piportugal@pintobasto.com	
After Hours	Mobile	Email
Mr. João Bobone	+351 91 821 5353	joao.bobone@pintobasto.com
Mr. Thamis Tito	+351 91 011 3256	thamis.tito@pintobasto.com
Mr. Rui Gonçalves	+351 91 972 6617	rui.goncalves@pintobasto.com
Mr. Armindo Santos	+351 91 754 2188	armindo.santos@pintobasto.com
Always copy in e-mail piportugal@pintobasto.com		

PONTA DELGADA

ALBANO OLIVEIRA SUCESSOR LDA

Av Infante D Henrique 5-1, PO Box 153, 9500-762 Ponta Delgada

Telephone	+351 296 282 638
Fax	+351 296 283 746
Web Address	www.albano-agency-azores.com
Email	office@albanoagency.com/ albano.agency@aosl.pt
After Hours	Mobile
Mr. Jose Raposo	+351 917 287 275
Dr. Antonio Raposo	+351 917 765 828
Mr. Rui Fragata	+351 963 454 834
Mr. Ricardo Paulino	+351 917 205 230

PUERTO RICO (+1) GMT -4

SAN JUAN

*JGL ATTORNEYS AT LAW LLC

P.O. Box 366104, San Juan PR 00936-6104, Midtown Building, 4th Floor
420 Ponce de Leon Avenue, San Juan PR

Telephone	+1 787 767 1000 / +1 787 767 1030	
Fax	+1 787 751 4068	
Web Address	www.jgl.com	
Email	maritime@jgl.com	
After Hours	Mobile	Email
Mr. Andrés F. Picó	+1 787 432 5198	apico@jgl.com
Mr. Edgardo Vega Lopez	+1 787 430 4138	evega@jgl.com

Mr. Jorge Blasini	+1 787 644 1901	jblasini@jgl.com
Mr. Christian Carrasquillo	+17874622124	ccarrasquillo@jgl.com

QATAR (+974) GMT +3

DOHA

GULF AGENCY COMPANY (QATAR) LLC

QFZ Branch, Building 200, Street 514, Zone 49, Ras Bufontas Freezone,
Doha, Qatar P.O. Box 6534, Doha, Qatar

Telephone	+974 4420 5600	
Web Address	www.gac.com	
Email	claims.qatar@gac.com	
After Hours	Mobile	Email
Nobin Norbert	+974 3328 9102	claims.qatar@gac.com
Mohamed Ashker	+974 7022 7285	claims.qatar@gac.com
Suren Motha	+974 5104 7156	claims.qatar@gac.com

MILAHA INTEGRATED MARITIME AND LOGISTICS

Milaha New Building, East Industrial Road, Street No.523, Zone 56, Um
Al Saneem, DOHA, Qatar

Telephone	+974 4494 9666	
Fax	+974 4483 3244	
Web Address	www.milaha.com	
Email	ms-pi@milaha.com / rgomez@milaha.com / mmohan@milaha.com	
After Hours	Mobile	Email
Midhun Mohan	+974 7475 7192	mmohan@milaha.com
C. Raja Gomez	+974 5565 2094	rgomez@milaha.com

ACES QATAR LTD

Office No. 18, Building No. 58 Al Saad Main Street, Al Saad area, Doha

Telephone	+974 4413 0205/ 0206
Fax	+974 4413 0207
Email	mail@acesqatar.com/ aceqatar@gmail.com

After Hours	Mobile	Email
P.M. Abdul Rahiman	+974 5547 7953	prahiman@acesqatar.com
Mohammed Savad V.T.	+974 7030 6053	msavad@acesqatar.com

REUNION (+262) GMT +4

PORT REUNION

INDOCEANIC SERVICES

BP 10186 - 97825 Le Port Cedex Reunion 17 Rue Roland Hoareau, Tour
Belvedere, 4th Floor, Zac Belvedere, 97420 Le Port Reunion

Telephone +262 262 433 333/ +262 262 438 585

Web Address www.indoceanic.com

Email contact@indoceanic.com

After Hours	Mobile
--------------------	---------------

Dominique Thomson	+262 692 017 777
-------------------	------------------

Mr. G Philippe	+262 692 019 999
----------------	------------------

Mrs. Madhvi	+230 5251 1243
-------------	----------------

All new matter during weekend should be notified via phone call before sending email.

ROK (REPUBLIC OF KOREA) (+82) GMT +9

BUSAN

SPARK INTERNATIONAL

1109 Korea Express Building 176 Jungang-Daero Dong-Gu Pusan
48822, South Korea

Telephone +82 51 464 5924

Fax +82 51 464 8715

Web Address www.sparkinternational.com

Email spark@sparkinternational.com

After Hours	Mobile
--------------------	---------------

Leo S.I. Min	+82 10 6337 5924
--------------	------------------

Mac M.K. Park	+82 10 4457 1575
---------------	------------------

Hans H.M. Je	+82 10 8010 3920
--------------	------------------

Sheldon S.I. Kang	+82 10 2564 4622
-------------------	------------------

John J.S. Kim
Conan J.S. Oh

+82 10 5253 9246
+82 10 8608 9135

KOMOS MARINE SURVEYORS AND ENGINEERING CONSULTANTS CO., LTD

Suite 302, Eunsung bldg. 261 Daeyoung-ro, Dong-gu, Busan

Telephone

+82 51 466 2581

Fax

+82 51 464 4991

Web Address

www.komos.co.kr

Email

busan@komos.co.kr

After Hours

Mobile

Capt. J.S. Kim

+82 10 2557 3581

KOREA UNIVERSAL MARINE CO., LTD.

906, 9th Floor, Yuchang Bldg, 72 Jungang-daero, Jung-gu, Busan, 48941

Korea

Telephone

+82 51 462 3531

Fax

+82 51 464 8488

Email

unimar@chol.com

After Hours

Mobile

Mr. J.S. CHOI

+82 10 2553 3531

DANGJIN

SPARK INTERNATIONAL

B-201, Hyundai Heights, 39-42 Hanjinpogu-gil, Songak-eup, Dangjin-si, Chungnam 31720, South Korea

Telephone

+82 32 885 1236

Fax

+82 32 886 4540

Web Address

www.sparkinternational.com

Email

spark@sparkinternational.com

After Hours

Mobile

Lucas J.Y. Jeong

+82 10 8821 9113

INCHON

SPARK INTERNATIONAL

601-1 Jungsuk New Building, 366 Seohae-Daero, Jung-Gu, Inchon
22332, Korea

Telephone +82 32 885 1236
Fax +82 32 886 4540
Web Address www.sparkinternational.com
Email spark@sparkinternational.com

After Hours

Mobile

Hubert H.S. Lee +82 10 3013 0271
Darwin D.W. Lee +82 10 9531 0219
Justin J.Y. Hwang +82 10 3402 1550
Ethan M.K. Seo +82 10 7756 1290

KOMOS MARINE SURVEYORS AND ENGINEERING CONSULTANTS CO., LTD

Suite 901, Nasung Bldg., 176 Injung-ro, Jung-gu, Inchon

Telephone +82 32 766 5301
Fax +82 32 766 5303
Email incheon@komos.co.kr

After Hours

Mobile

Mr. H.M. Kim +82 10 2329 5131

KWANGYANG / YOSU

SPARK INTERNATIONAL

303 Miso Palace, 6 Sedong-Gil Kwangyang, Chonnam 57777, South
Korea

Telephone +82 61 795 1146
Fax +82 61 791 8623
Web Address www.sparkinternational.com
Email spark@sparkinternational.com

After Hours

Mobile

Caleb G.L. Choi +82 10 7444 0199
Herald H.G. Chu +82 10 5160 2680

POHANG

SPARK INTERNATIONAL

303 Well Rich, 13 Naengcheon-ro 284beon-gil, Ocheon-eup, Nam-Gu
Pohang, Kyeongbuk 37884, South Korea

Telephone	+82 54 276 2646
Fax	+82 54 276 2647
Web Address	www.sparkinternational.com
Email	spark@sparkinternational.com
After Hours	Mobile
Luke S.R. Kim	+82 10 5050 4749

SEOUL

SPARK INTERNATIONAL

702 Officia, 92 Saemun-ro Jongno-Gu, Seoul 03186 South Korea

Telephone	+82 2 3276 2622	
Fax	+82 2 3276 2604	
Web Address	www.sparkinternational.com	
Email	spark@sparkinternational.com	
After Hours	Telephone	Mobile
Joseph Y.S. Park	+82 10 8945 2622	
Capt. Richard G.S. Gim	+82 10 6267 4406	
Mason M.S. Kim	+82 10 5502 2516	
Samuel J.H. Lee	+82 10 8837 3929	
Simon S.H. Kim	+82 10 2466 2749	
Winslet E.H. Noh	+82 10 8000 7631	
Capt. Sam S.H. Park	+82 2 576 2622	+82 10 8986 2622

KOMOS MARINE SURVEYORS AND ENGINEERING CONSULTANTS CO., LTD

Suit 407 Somerset Palace, 7, Yulgok-ro 2-gil, Jongno-gu, Seoul

Telephone	+82 2 774 9296
Fax	+82 2 774 9298
Email	survey@komos.co.kr

After Hours

Dr. D.H. Kim

Mobile

+82 10 4021 1796

COHEUNG MARINE SHIPPING CO.,LTD.

15fl, Dongwoo Bldg, (yeuksam-dong) 328, Teheran- ro, Kangnam-gu, Seoul, 06212 Korea

Telephone

+82 2 2184 3375

After Hours

Mr. Chung HyoSeok

+82 2 2184 3309

Email

chunghs@coheung.com

Mr. Kwon HyukTae

+82 2 2184 3310

kwonht@coheung.com

KOREA UNIVERSAL MARINE CO., LTD.

6F, Royal Building, 19 Saemunan-ro, 5-gil, Jongno-gu, Seoul, Korea

Telephone

+82 2 757 1671 / +82 2 757 1672

Fax

+82 2 774 2706

Web Address

www.koreauniversal.com

Email

kum@koreauniversal.com

After Hours

Ms. H.J. Kim

Mobile

+82 10 8895 3706

Email

hjkim@koreauniversal.com

ULSAN

KOMOS MARINE SURVEYORS AND ENGINEERING CONSULTANTS CO., LTD

Suite 1506, Namwoon Plaza Bldg., 17, Bukbusunwandoro, Nam-gu, Ulsan

Telephone

+82 52 265 2231

Fax

+82 52 265 2230

Web Address

www.komos.co.kr

Email

ulsan@komos.co.kr

After Hours

A.N. Park

Mobile

+82 10 6203 9569

ROMANIA (+40) GMT +2

BUCHAREST

INTERSERVICES S.A.

Strada Daniel Barcianu Nr 4 Bucharest, 030901 Romania

Telephone +40 21 321 9235/ +40 21 323 9235

Fax +40 21 326 9235/ +40 21 320 4066

Web Address www.mancas.ro

Email office@mancas.ro

After Hours Telephone

Mrs. Luciana Mancas +40 722 230 759

Mr. Gabriel Mancas +40 722 230 758

Mr. Gabriel Ciutu +40 744 568 028

Mrs. Manuela Dumitru +40 745 605 364

Mr. Vlad Mancas +40 723 298 226

Mrs. Catalina Mancas +40 723 200 948

CONSTANTZA

INTERSERVICES S.A.

Strada Revolutiei din 22 Decembrie 1989 No. 41 Bloc SNC, Etaj 2, Apt. 31, Constantza 900735 Romania

Telephone +40 241 611 644/ +40 241 616 543/ +40 241 616 507

Fax +40 241 611 644/ +40 241 616 507

Web Address www.mancas.ro

Email constantza@mancas.ro

After Hours Mobile

Mr. Gabriel Tudorache +40 241 744 075/ +40 744 656 604

Mr. Viorel Tanase +40 744 625 379

Mr. Laurentiu Badila +40 341 441 539/ +40 745 764 629

KALIMBASSIERIS MARITIME SRL

67 Zorelelor Street, 900553 Constantza, Romania

Telephone +40 241 693 750

Fax +40 241 693 700

Web Address www.kalimbassieris.com

Email constantza@kalimbassieris.com

After Hours	Telephone	Mobile	Email
Cristian Ciocan	+40 7233 13625		c.ciocan@kalimbassieris.com
Cristian Serban		+40 7233 13618	c.serban@kalimbassieris.com
Antonios Kalmoukis	+30 694 650 4401	+40 7233 13620	a.kalmoukis@kalimbassieris.com

GALATZ

INTERSERVICES S.A.

Strada Traian No 5, Bloc C5, Scara 2, Apt.21 Galatz 800049 Romania

Telephone	+40 236 462 603/ +40 236 463 759
Fax	+40 236 461 707
Web Address	www.mancas.ro
Email	galatz@mancas.ro

After Hours	Mobile
Mr. Devy Buescu	+40 738 742 713
Mr. Mihai Balis	+40 745 616 457

RUSSIA (+7) GMT +2 / +12

KALININGRAD

PANDI SERVICES EAST LTD., RUSSIA

11 Minina i Pozharskogo Street 236017 Kaliningrad, Russia

Telephone	+7 401 291 6528
Fax	+7 401 291 6583
Web Address	www.pandi-service.com
Email	pandi@038.ru

After Hours	Mobile
Capt. Sergey Balabanov	+7 9062 379 800
Mr. Yaroslav Churakov	+7 9062 121 122
Mr. Sergey Chubukov	+7 9062 340 360
Mrs. Marina Skimbator	+7 9062 135 064

MOSCOW

CIS PANDI SERVICES LTD

7, Khlebozavodskiy proyezd, build. 9, Moscow 115230, Russia

Telephone +7 903 232 82 76
 Fax +357 2576 3360
 Web Address www.cispandi.com
 Email moscow@cispandi.com
After Hours **Mobile**
 Rina Kashirina +7 903 232 8276

MURMANSK

MURMANSK P&I AGENCY

82 Lenin Avenue, office 610 183038, Murmansk, Russia

Telephone +7 815 240 0038
 Fax +7 815 240 0038
 Email murmanskpandi@gmail.com
After Hours **Mobile**
 Capt. A Popov +7 911 303 7493
 Mr. Sergey Tkachuk +7 921 725 5451 (24 hrs)
 Ms. Natalya Bogdanova +7 952 294 9935 (24 hrs)

NOVOROSIYSK

ANTARICA LTD

93 Fabrichnaya street, Novorossiysk, 353923 Russian Federation

Telephone +7 8617 711 533 / +7 8617 711 534 / +7 995 2206088
 Fax +7 8617 711 533
 Web Address <https://antarica.ru/en/>
 Email group@antarica.com
After Hours **Mobile** **Email**
 Denis Shashkin +7 988 343 4592 denis.shashkin@antarica.com
 Konstantin Kulakov +7 988 762 7563 group@antarica.com

NOVOROSIYSK MARINE COMPANY LTD.

10 Kommunisticheskaya Street Novorossiysk 353900 Krasnodar Region

Telephone +7 8617 613 162
 Fax +7 8617 613 356
 Email operations.nmc@outlook.com / mcnostra@mail.ru

After Hours

Alexey Sobolev

Artur Trukhanov

Mobile

+7 988 762 6402

+7 988 762 9673

CIS PANDI SERVICES LTD

1, Vidova Street, Floor 3, 353900 Novorossiysk, Russian Federation

Telephone

+7 8617 720 022

Fax

+7 8617 720 022

Web Address

www.cispandi.com

Email

novo@cispandi.com / ho@cispandi.com

After Hours

Capt. Igor Popyvanov

Violeta Eftychiou

Mobile

+7 9887 695 046

+35799461791

Email

novo@cispandi.com

ho@cispandi.com

ST. PETERSBURG

CIS PANDI SERVICES LTD

5A Mezhevoy Channel, "Baltic Marine Centre" Office 313 St. Petersburg
198035, Russia

Telephone

+7 914 703 5833

Fax

+357 2576 3360

Web Address

www.cispandi.com

Email

st.petersburg@cispandi.com

After Hours

Sergey Polonskiy

Mobile

+7 914 703 5833

ANTARICA LTD

suite 1397, b.1, 70 Kondratievskiy av., St. Petersburg, 195271, the Russian Federation

Telephone

+7 812 9200420 / +7 995 2206088

Web Address

<https://antarica.ru/en/>

Email

spb@antarica.com / group@antarica.com

After Hours

Denis Shashkin

Capt. Konstantin Kulakov

Mobile

+7 988 343 4592

+7 988 762 7563

Email

denis.shashkin@antarica.com

group@antarica.com

VLADIVOSTOK

CIS PANDI SERVICES LTD

58 Partizansky Prospect, Apt 404, Vladivostok 690002, Russian Federation

Telephone +7 914 703 5833

Fax +7 8617 720 022

Web Address www.cispandi.com

Email nakhodka@cispandi.com vladivostok@cispandi.com

After Hours

Mobile

Email

Ms. Violeta Eftychiou +357 25 763340

ho@cispandi.com

Sergey Polonskiy +7 4232 735 833

vladivostok@cispandi.com

SALVADOR (+ 503) GMT -6

ACAJUTLA

MARITIME CLAIMS ADMINISTRATORS (MCA)

Operations Building CEPA, 1st Floor Acajutla, Sonsonate

Telephone +503 2452 4792

Fax +503 2452 5117

Web Address www.maritime-claims.com

Email mcaelsalvador@remasur.net mcaelsalvador@gmail.com

After Hours

Mobile

Milton Guillen +503 7853 4140/ 2452 3447

Guillermo Polio +503 7850 1160

Jonathan Vides +503 7744 9241/ 2452 5382

Andrea Guillen +503 7986 6361

SAO TOME AND PRINCIPE (+239) +0

SAO TOME

BUDD SAO TOME AND PRINCIPE

c/o Image SA STP: Sao Tome e Principe Av. Marginal 12 de Julho 451,

Sao Tome

Telephone +239 222 210 03

Email	budd.sao-tome@budd-pni.com/ general.marseille@budd- pni.com		
After Hours	Telephone	Mobile	Email
Mrs. Suzanne Moume	+237 233 428 476	+237 677 789 100/	suzanne.moume@budd-pni.com
		+237 699 118 226	
Mr. Luiz Ceita	+239 990 4011		I.ceita@image-sa.com
Ms. Esther Garcia	+239 999 6895		e.garcia@image-sa.com
Mr. Enrique Baltanas	+34 91 564 9431	+34 626 279 448	

SAUDI ARABIA (+966) GMT +3

DAMMAM

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD

Bokhari Commercial Building, al Tobaishi, P.O. Box 8972 31492, Dam-
mam, Saudi Arabia

Telephone	+966 13 826 7201		
Fax	+966 13 827 5342		
Web Address	www.mushtaraka.net		
Email	claims.dammam@mushtaraka.com		
After Hours	Mobile	Email	
Nizamuddin Ahmed	+966 505 840 518	nizamuddin@mushtaraka.com	
Ali Abdullatif	+966 504 990 865	ali.alatif@mushtaraka.com	
Syed Moizuddin	+966 566 514 678	syed.moizuddin@mushtaraka.com	
Hassan Omar	+966 561 277 775	hassanomar@mushtaraka.com	

JEDDAH

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD

3rd floor, Saudi Business Centre, Medina Road P.O. Box 12635 21483,
Jeddah, Saudi Arabia

Telephone	+966 12 652 2666		
Fax	+966 12 652 1944		
Web Address	www.mushtaraka.net		
Email	claims@mushtaraka.com		
After Hours	Mobile	Email	
Hassan Omar	+966 561 277 775	hassanomar@mushtaraka.com	

Larry Heron	+966 50 466 7728	larry.heron@mushtaraka.com
Fahd Baqis	+966 56 622 1788	fahd.baqis@Mushtaraka.com

JIZAN

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD (SEE JEDDAH)

3rd floor, Saudi Business Centre, Medina Road P.O. Box 12635
21483 Jeddah, Saudi Arabia

Telephone	+966 12 652 2666
Fax	+966 12 652 1944
Web Address	www.mushtaraka.net
Email	claims@mushtaraka.com

After Hours

Hassan Omar
Larry Heron
Fahd Baqis

Mobile

+966 561 277 775
+966 50 466 7728
+966 56 622 1788

Email

hassanomar@mushtaraka.com
larry.heron@mushtaraka.com
fahd.baqis@Mushtaraka.com

JUBAIL

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD (SEE DAMMAM)

Bokhari Commercial Building, al Tobaishi, P.O. Box 8972
31492 Dammam Saudi Arabia

Telephone	+966 13 826 7201
Fax	+966 13 827 5342
Web Address	www.mushtaraka.net
Email	claims.dammam@mushtaraka.com

After Hours

Nizamuddin Ahmed
Ali Abdullatif
Syed Moizuddin
Hassan Omar

Mobile

+966 505 840 518
+966 504 99 0865
+966 566 514 678
+966 561 277 775

Email

nizamuddin@mushtaraka.com
ali.alatif@mushtaraka.com
syed.moizuddin@mushtaraka.com
hassanomar@mushtaraka.com

YANBU

MUTUAL MARINE SERVICES AL MUSHTARAKA LTD (SEE JEDDAH)

3rd floor, Saudi Business Centre, Medina Road P.O. Box 12635
21483 Jeddah Saudi Arabia

Telephone +966 12 652 2666

Fax +966 12 652 1944

Web Address www.mushtaraka.net

Email claims@mushtaraka.com

After Hours

Mobile

Email

Hassan Omar

+966 561 277 775

hassanomar@mushtaraka.com

Larry Heron

+966 50 466 7728

larry.heron@mushtaraka.com

Fahd Baqis

+966 56 622 1788

fahd.baqis@Mushtaraka.com

SENEGAL (+221) GMT 0

DAKAR

TCI AFRICA DAKAR

5 Avenue Georges Pompidou P.O. Box 2540 Dakar

Telephone +221 33 849 1399

Fax +221 33 823 5019

Web Address www.eltvtdtosullivan.com

Email tc-dakar@tci-africa.com

After Hours

Mobile

Email

Ngagne Faye

+221 77 332 7215

n.faye@tci-africa.com

Mamadou Lamine Diakhate +221 77 461 2043

For emergency or new instructions, please copy mail@eltvtdtosullivan.com 24/7 emergency telephone +33 6 2573 0808

BUDD SENEGAL

BP 23048 4 Rue Mage X Parchappe, 3rd Floor, Dakar

Telephone +221 33 821 3722 / +33 1 8488 0841 (AOH Switchboard)

Fax +221 33 821 3911

Web Address www.budd-pni.com

Email budd.senegal@budd-pni.com/ general.marseille@budd-pni.com (in copy)

After Hours

Mobile

Email

Mr. Samba Fall

+221 776 365 558

samba.fall@budd-pni.com

Mr. Ngueye Thiam

+221 776 734 774

ngueye.thiam@budd-pni.com

SEYCHELLES (+248) GMT +4

MAHE

INDOCEANIC SERVICES

c/o Capt. J.J Benoiton, Pointe au Sel, MAHE - SEYCHELLES

Telephone

+248 251 9708

Fax

+248 424 7839

Web Address

www.indoceanic.com

Email

contact@indoceanic.com

After Hours

Mobile

Email

Capt. J.J Benoiton

+248 251 9708

jjbenoiton@hotmail.com

Mrs. Dominique Thomson +262 692 01 7777

Capt. S. Thomson

+262 692 85 2929

All new matter during weekend should be notified via phone call before sending email. Please copy all messages to HEAD OFFICE at REUNION (contact@indoceanic.com).

SIERRA LEONE (+232) GMT 0

FREETOWN

AFRICA MARINE SERVICES (SIERRA LEONE)

c/o West Africa Marine P&I (SL) Limited, Port Office, Q.E II Port, Freetown, Sierra Leone

Telephone

+232 7731 6763

Web Address

www.africamarineserv.com

Email

africamarine@aol.com/ headoffice@africamarineserv.com

After Hours

Mobile

Max Williams

+232 7660 2813

In case of communication difficulties, please contact Africa Marine Services (Europe) Ltd, London: Nick Williams, Telephone: +44 2076 130 131 (24 Hrs)

SINGAPORE (+65) GMT +8

SINGAPORE

COSMARINE CONSULTANTS PTE LTD

#26-04 Prudential Tower 30 Cecil Street, Singapore 049712

Telephone +65 6273 5727

Fax +65 6222 2433

Email business@cosmarine.com.sg

After Hours

Telephone

Email

Laura Voo Shu Min

+6568850935

wusm@cosmarine.com.sg

SPICA SERVICES (S) PTE. LTD

200 Cantonment Road, #13-03 Southpoint Singapore 089763

Telephone +65 6225 5711

Fax +65 6221 2053

Web Address spicaservices.com

Email claims@spica.com.sg

After Hours

Mobile

Email

Mani Vanan +65 9169 6800

mani@spica.com.sg

Shivani Raswan +65 9297 0690

shivani@spica.com.sg

Thomas Larsen +65 9155 7719

thomaslarsen@spica.com.sg

Dughall Aitken +65 9625 8986

dughall@spica.com.sg

ABCL CONSULTANTS PTE LTD

2 Venture Drive, #24-01, Vision Exchange, Singapore 608526

Telephone +65 9658 6228 (24 hours)

Web Address www.abclconsultants.com

Email business@abclconsultants.com

After Hours

Mobile

Email

Capt. CHEN Lin +65 9658 6228

ops@abclconsultants.com

Vanessa ZHANG +65 9775 3089

zhang@abclconsultants.com

Philip HAU +65 9868 9144

philip@abclconsultants.com

Gabriel Chew +65 9380 4846

gabriel@abclconsultants.com

SLOVENIA (+386) GMT +1

KOPER

SAMER & CO SHIPPING LTD D.O.O.

Ferrarska ulica 10 – 1st floor SI-6000 Koper

Telephone +386 5 993 5660

Web Address www.samer.com

Email samer.koper@samer.com

After Hours

Mobile

Email

Mr. Matteo Slocovich +386 40 305 131

matteo.slocovich@samer.com

Ms. Daiana Gozzi +39 335 243 341

daiana.gozzi@samer.com

(In case of communication difficulties, please contact: Samer & Co Shipping- Trieste, Italy daiana.gozzi@samer.com)

SOMALIA (+252) GMT +3

BERBERA

OMER ALI DUALEH & CO

P.O. Box 114 Berbera

Telephone +252 2 740 186 / 2 572 043

Fax +252 2 572 035

Email omaarco@yahoo.com

After Hours

Mobile

Omer Ali Dualeh +252 2 442 7016

Abdulkadir O. Ali +252 2 447 1058

Sid A. Mohamed +252 61 577 7714

MOGADISHU

OMER ALI DUALEH & CO

C/o P.O. Box 3050

Telephone +252 1 215 635

Fax +252 1 215 635

Email omaarco@yahoo.com

After Hours

Mobile

Omer Ali Dualeh +252 2 442 7016

Abdulkadir O. Ali	+252 2 447 1058
Sid A. Mohamed	+252 61 577 7714

SOUTH AFRICA (+27) GMT +2

CAPE TOWN

P&I ASSOCIATES (PTY) LTD

P.O. Box 1270 Cape Town 8000, Unit 9, Foregate Square, 1 Heerengracht Street, Table Bay Boulevard, 8001

Telephone +27 21 425 4924

Web Address www.pandi.co.za

Email pict@pandi.co.za

After Hours

Mobile

Email

Office Mobile (24 Hrs) +27 60 570 8122/ +27 83 283 3483

Innocent Manengele +27 060 570 8122 manengelei@pandi.co.za

2OPIC (PTY) LTD

9311th Avenue, Boston, Cape Town

Telephone +27 65 749 7338

Web Address www.2opic.co.za

Email ops@2opic.co.za

After Hours

Mobile

Email

Neil Chetty +27 83 250 3381 neile@2opic.co.za

Michael Heads +27 83 453 4899 michaelh@2opic.co.za

Melanie Martin +27 69 006 5204 melaniem@2opic.co.za

DURBAN

P&I ASSOCIATES (PTY) LTD

1stFloor,MillweedHouse,169-175MaydonRoad,MaydonWharf

Telephone +27313011102

Web Address www.pandi.co.za

Email pidurban@pandi.co.za

After Hours

Mobile

Email

David Macdonald +27 83 253 0170 macdonaldd@pandi.co.za

Thami Mhlongo	+27 83 561 8551	mhlongot@pandi.co.za
Lungelo Thabethe	+27 60 567 2041	thabethel@pandi.co.za
Nkulu Mngadi	+27 83 556 5144	mngadin@pandi.co.za
Tebogo Molefe	+27 60 759 7541	molefet@pandi.co.za

2OPIC (PTY) LTD

1st Floor Technology House 29 Salisbury Avenue Westville, DURBAN, 3629

Telephone	+27 65 749 7338
Web Address	www.2opic.co.za
Email	ops@2opic.co.za

After Hours

Mobile

Email

Jason Hossack	+27 83 303 1549	jasonh@2opic.co.za
Vishal Pragaj	+27 83 441 5685	vishalp@2opic.co.za
Shikara Premchand-Balgobind	+27 71 462 6766	shikarap@2opic.co.za
Michael Heads	+27834534899	michaelh@2opic.co.za
Michael Armstrong	+27 81 047 4754	michaela@2opic.co.za
Byron Elkington	+27 71 340 7807	byrone@2opic.co.za

PORT ELIZABETH

P&I ASSOCIATES (PTY) LTD

Bidfreight Port Operations Building, Shed10&11 Multipurpose Terminal
Quay3 Port of Port Elizabeth Port Elizabeth6001

Telephone	+ 27 83 250 3398
Web Address	www.pandi.co.za
Email	pidurban@pandi.co.za/pipe@pandi.co.za

After Hours

Mobile

Email

Kevin Allers	+27 83 553 8136	pipe@pandi.co.za
--------------	-----------------	------------------

RICHARDS BAY

P&I ASSOCIATES (PTY) LTD

P.O. Box 1478, 3900 Richards Bay Office 3. 1st Floor, 15 On Cent. Cent
Circle, CBD, Richards Bay

Telephone	+27 60 565 9707
-----------	-----------------

Web Address	www.pandi.co.za	
Email	pirbay@pandi.co.za	
After Hours	Mobile	Email
Roy Carby-Thompson	+27 83 448 7787	pirbay@pandi.co.za
Lungelo Thabethe	+27 60 567 2041	thabethel@pandi.co.za

SALDANHA BAY

P&I ASSOCIATES (PTY) LTD

	P.O. Box 596, Langebaan 7357, 98 Harpuisbos Street, Langebaan 7357	
Telephone	+27 21 425 4924	
Web Address	www.pandi.co.za	
Email	pict@pandi.co.za	
After Hours	Mobile	Email
Innocent Manengele	+27 83 283 3493	manengelei@pandi.co.za
Duty number: +27 60 570 8122 -Cape Town / +27 83 250 3398 -Durban		

SPAIN (+34) GMT +1

ALGECIRAS

*TABLADA PANDI SERVICES SL

	Calle Bailen, 6, 11201 Algeciras -Cádiz- Spain	
Telephone	+34 954 241 212	
Fax	+34 954 241 213	
Web Address	www.tabladaservices.com	
Email	algeciras@tabladaservices.com	
After Hours	Mobile	Email
Mrs. Julia Soriano	+34 687 344 292	algeciras@tabladaservices.com
Mr. Jeronimo Soriano	+34 607 209 997	tabladaservices@futurnet.es

BARCELONA

HISPANIA P&I CORRESPONDENTS S.L.

	C/Còrsega 299,3r 3a, 08008 Barcelona, Spain	
Telephone	+34 93 268 1853	
Web Address	www.pandihispania.com	

Email	barcelona@pandihispania.com		
After Hours	Telephone	Mobile	Email
Mr. James McKinnell	+3493268 4701	+34 670 458 646	james.mckinnell@pandihispania.com
Ms. Rosana Velasco	+3493268 0555	+34 670 458 642	rosana.velasco@pandihispania.com
Ms. Marta Fernandez	+3493269 1946	+34 650 711 185	marta.fernandez@pandihispania.com

BILBAO

AMAZSA SPAIN MARITIME GROUP S.L.U.

	C/Campo Volantin nº 24, 4 plta, 48007 Bilbao Vizcaya Spain		
Telephone	+34 944 236 665		
Web Address	www.amazsa.com		
Email	amazsa@amazsa.com		
After Hours	Mobile	Email	
Mr. Gonzalo Grande	+34 606 255 753	ggrande@amazsa.com	
Mr. Eneko Cubas	+34 944 236 665	ecubas@amazsa.com	
Mr. Sebastian Sainz	+34 609 425 566	ssainz@amazsa.com	

CADIZ

NAVIERA GADITANA S.L. (NAGASA)

	Calle Nueva – No. 2 Duplicado – 4a Planta, 11005 Cadiz		
Telephone	+34 956 201 355		
Web Address	www.nagasa.ws		
Email	pandicorrespondents@nagasa.ws/ marinesurveyors@nagasa.ws		
After Hours	Mobile	Email	
Mr. JL Bastos	+34 607 606 961	jlbastos@nagasa.ws	
Mr. Gonzalo M. Lopez	+34 617178152		

CANARY ISLANDS - LAS PALMAS

VB COMISARIOS DE AVERIAS SA

	Avda de las Petrolíferas s/n, Edificio Grupo Boluda 35008 Las Palmas de Gran Canaria		
Email	bldeasa@vbcomisarios.com		
After Hours	Mobile	Email	
Cristina S Dominguez	+34 609 579 579	csanchez@vbcomisarios.com	

Ivan Marquez Olmedo	+34 629 765 831	imarquez@vbcomisarios.com
Christian Cabral Cabrera	+34 679 728 947	ccabral@vbcomisarios.com

CARTAGENA

HISPANIA P&I CORRESPONDENTS S.L.

c/ Bruselas esquina c/Berlin s/n. Edificio Usos Múltiples 2ª planta, oficina,
A-11 Pol. Industrial Cabezo Beaza 30353 CARTAGENA

Web Address	www.pandihispania.com
Email	south@pandihispania.com
After Hours	Mobile
James McKinnell	+34 670 458 646
Araceli Payo	+34 647 187 587

HUELVA

HIFESU P&I SERVICES SL.

Calle Amazonas 11, Huelva 21005 Spain

Telephone	+34 959 874 333	
Web Address	www.hifesu.com	
Email	mail@hifesu.com	
After Hours	Mobile	Email
Jose Fernandez	+34 625 344 413	jose.fernandez@hifesu.com

LAS PALMAS

VB COMISARIOS DE AVERIAS SA (SEE SPAIN)

Avda de las Petrolíferas s/n 35008 Las Palmas de Gran Canaria Spain

Email	blcasa@vbcomisarios.com	
After Hours	Mobile	Email
Cristina S Dominguez	+34 609 579 579	csanchez@vbcomisarios.com
Ivan Marquez Olmedo	+34 629 765 831	imarquez@vbcomisarios.com
Christian Cabral Cabrera	+34 679 728 947	ccabral@vbcomisarios.com

MALAGA

THOMAS WILSON, S.L.U.

Aligustres de Baviera 59, 29751 Vélez Málaga, Malaga, Spain

Telephone	+ 34 661 250 163
Email	admin@thwilson.com
After Hours	Mobile
Mr. Gustavo Echevarria	+34 670 085 355
Mrs. Loreto del Valle	+34661250 163
Mrs. M.J. Rico	+34 661 250 163

SEVILLE

*TABLADA PANDI SERVICES SL

Avenida Reina Mercedes, 19-C, Esc. A, 1-3- 41012 Seville Spain

Telephone	+34 954 241 212	
Fax	+34 954 241 213	
Web Address	www.tabladaservices.com	
Email	sevilla@tabladaservices.com	
After Hours	Mobile	Email
Mrs. Julia Soriano	+34 687 344 292	sevilla@tabladaservices.com
Mr. Jeronimo Soriano	+34 607 209 997	tabladaservices@futurnet.es

TARRAGONA

HISPANIA P&I CORRESPONDENTS S.L. (SEE BARCELONA)

C/Còrsega 299,3r 3a, 08008 Barcelona, Spain

Telephone	+34 93 268 1853	
Web Address	www.pandihispania.com	
Email	barcelona@pandihispania.com	
After Hours	Mobile	Email
Mr. James McKinnell	+34 670 458 646	james.mckinnell@pandihispania.com
Ms. Rosana Velasco	+34 670 458 642	rosana.velasco@pandihispania.com
Ms. Marta Fernandez	+34 650 711 185	marta.fernandez@pandihispania.com

VALENCIA

HISPANIA P&I CORRESPONDENTS S.L.

Plaza Honduras 26, bj, 46022 Valencia, Spain

Telephone	+34 96 070 0528
Web Address	www.pandihispania.com

Email valencia@pandihispania.com
After Hours **Mobile**
 Araceli Payo +34 647 187 587
 Rosana Velasco +36 670 458 642

NIMES ESPANA, S.L.

Almirante Cadarso, 8 - 6, 46005, Valencia
 Telephone +34 96 395 2008
 Web Address www.nimes.es
 Email pandi@nimes.es
After Hours **Mobile**
 Ian Nicholas +34 607 310 314
 Magdalena Etcheverria +34 627 820 370
 Trevor Nicholas +34 670 400 622

VIGO

HISPANIA P&I CORRESPONDENTS S.L.

c/ Policarpo Sanz, 29, 4º Derecha, 36202 VIGO
 Telephone +34 607 162 841
 Web Address www.pandihispania.com
 Email galicia@pandihispania.com
After Hours **Mobile** **Email**
 Angel Taboas +34 607 162 841 angel.taboas@pandihispania.com
 James McKinnell +34 670 458 646 james.mckinnell@pandihispania.com

SRI LANKA (+94) GMT +5½

COLOMBO

GAC SHIPPING LIMITED

284 Vauxhall Street, PO Box 1116, Colombo 02, Sri Lanka
 Telephone +94 114 797 900 (24/7)
 Fax +94 114 797 910
 Web Address www.gac.com
 Email pandi.srilanka@gac.com

After Hours	Mobile	Email
Debbie Jones	+94 777 689 550	debbie.jones@gac.com
Sadisha Gamage	+94 742 949 951	sadisha.gamage@gac.com
Hirushi Mohotti	+94 775 496 842	hirushi.mohotti@gac.com
Ranga Eranda	+94 777 306 687	ranga.eranda@gac.com

INTERMARC SERVICES

30/63 Longdon PlaceColombo 07 Sri Lanka 00700

Telephone	+94 11 258 5544 / +94 11 258 5545
Fax	+94 11 258 5546
Email	intermarc@intermarc.lk

After Hours	Mobile	Email
Capt. Errol Dharmaratne	+94 77 776 0277	errol@intermarc.lk
Chanaka Dharmaratne	+94 77 774 8758	chanaka@intermarc.lk
Mr. R Randeniya	+94 77 776 0279	

SUDAN (+249) GMT +3

PORT SUDAN

MUTUAL MARINE SERVICES & TRANSPORT AL MUSHTARAKA LIMITED

Somaraïn Oriental Building 1st Floor, Block No. 14, Engineering
Faculty Road North of Sheikan Insurance Building, First Floor,
P.O. Box 1022, Port Sudan Shokan

Telephone	+249 311 827 656
Fax	+249 311 827 660
Web Address	www.mushtaraka.net
Email	claims.sudan@mushtaraka.com

After Hours	Mobile	Email
Amir Hassan Ahmed	+249 912 518 463	amir.hassan@mushtaraka.com
Osman Azim Badawi	+249 912 334 920	osman.badawi@mushtaraka.com
Larry Heron	+966 50 466 7728	larry.heron@mushtaraka.com
Hassan Omar	+966 561 277 775	hassanomar@mushtaraka.com

In case of communication difficulties, please contact Jeddah office.

ELDIB PANDI

Baladiya Avenue, Tadamon Tower, Sixth Floor, Flat 608 Khartoum,
Sudan

Telephone +249 91 039 6830

Web Address www.eldibpandi.com

Email portsudan@eldibpandi.com

After Hours

Mobile

Email

Ahmed Metwally +2 012 2 327 3624

ahmed.metwally@eldibpandi.com

Nada Eldib +2 010 0 188 4433

nada.eldib@eldibpandi.com

SURINAME (+597) GMT -3

PARAMARIBO

CARICONSULT SURINAME N.V.

J.D. Gompertstraat 115, Paramaribo

Telephone +597 454 986 / +597 454 987

Fax +597 454 760

Web Address www.steers.com.bb

Email group@cconsult.com.bb

After Hours

Mobile

Email

24 Hrs Emergency +1 246 231 2196

Michael White +44 7393 964 001

mike@cconsult.com.bb

Mr. Sewdajal +597 888 5471

amar@cconsult.com.bb

SWEDEN (+46) GMT +1

GOTHENBURG

P&I SCANDINAVIA AB

Indiska Oceanen 4, 418 34 Gothenburg, Sweden

Telephone +46 700 435 468

Web Address www.pandiscan.com

Email info.se@pandiscan.com

After Hours

Mobile

Email

Zacharias Bjar +46 73 908 0419

zacharias.bjar@pandiscan.com

Daniel Brand	+46 70 371 3531	daniel.brand@pandiscan.com
Martin Olofsson	+46706102073	martin.olofsson@pandiscan.com

STOCKHOLM

*SETTERWALLS ADVOKATBYRA

Sankt Eriksgatan 5 411 05 Gothenburg P.O. Box 112 35, 40425 Gothenburg

Telephone	+31 701 1700/ +46 72 529 3292 (24 hrs)	
Web Address	www.setterwalls.se	
Email	maritime@setterwalls.se	
After Hours	Mobile	Email
Andrea Jällbrink	+46 72 529 3292	andrea.jallbrink@setterwalls.se

SYRIA (+963) GMT +2

LATTAKIA

SYRIAN MARITIME & TRANSPORT AGENCIES SA

P.O. Box 93, Lattakia, Syria

Telephone	+963 21 212 1191	
Fax	+963 41 470 210	
Email	maritime@net.sy/ fkhilal@icloud.com/ smta@scs-net.org	
After Hours	Mobile	Email
Kamel Hilal	+963 944 342 633	kamel-hilal@hotmail.com

*RAJA & OMAR HAROUN

Baghdad Street, Raja Haroun Building - No. 108 P.O. Box : 150

Telephone	+963 41 276 0060	
Fax	+963 41 276 0064	
Web Address	www.harounlaw.com	
Email	info@harounlaw.com/ rohroun@gmail.com	
After Hours	Mobile	
Omar Haroun	+963 944 238 090 (Syria)/ +961 372 1412 (Lebanon)	

TAIWAN, CHINA (+886) GMT+8

KAOHSIUNG

TAIWAN MARITIME SERVICES LIMITED

4th Floor No.553 Chung Shan 2nd Road, Kaohsiung Taiwan, China

Telephone +886 7 282 3511/ +886 983 345 693 (24 hours duty call)
Fax +886 7 241 3326
Email tmspis@panditms.com.tw / cmskao@ms3.hinet.net
After Hours **Mobile**
Duty Team +886 993 345 693

KEELUNG

TAIWAN MARITIME SERVICES LIMITED

6th Floor-2 No.3 Hsiao 4th Road, Keelung, Taiwan, China

Telephone +886 2 2422 3265/ +886 983 345 693 (24 hours duty call)
Fax +886 2 2428 7965
Email tmspis@panditms.com.tw / cmskee@ms15.hinet.net
After Hours **Mobile**
Duty Team +886 983 345 693

TAICHUNG

TAIWAN MARITIME SERVICES LIMITED

4F-8, No.82-1, Ba-De Road, Wuqi Taichung, Taiwan, China

Telephone +886 4 2656 4002/ +886 983 345 693 (24 hours duty call)
Fax +886 4 2656 4069
Email tmspis@panditms.com.tw / cmstch@ms4.hinet.net
After Hours **Mobile**
Duty Team +886 983 345 693

TAIPEI

TAIWAN MARITIME SERVICES LIMITED

8th Floor, No.36-9 Fu Hsin S Rd. Section 1, Taipei 10492,
Taiwan, China

Telephone +886 2 2741 2968/ +886 983 345 693 (24 hours duty call)
Fax +886 2 2740 1098
Email tmspis@panditms.com.tw

After Hours

Mr. William Chang

Mr. John Chou

Mrs. Nina Hsu

Mobile

+886 9 1265 5664

+886 9 3009 4993

+886 9 6007 1248

Email

william.chang@panditms.com.tw

john.chou@panditms.com.tw

nina.hsu@panditms.com.tw

TAIWAN TRANSPORT INSURANCE SERVICES LTD

1F, No.29, Aly. 29, Ln. 120, Sec. 4, Nanjing East Road, Taipei 10553

Telephone

+886 2 2577 6626

Fax

+886 2 2577 8576

Email

ttisltd@ms75.hinet.net/ adelaide.yang@ttis.com.tw

After Hours

Adelaide Yang

Jean Hsu

Laurel Hung

Tamon Tseng

Mobile

+886 935 632 990

+886 912 088 442

+886 918 140 175

+886 932 386 819

Email

adelaide.yang@ttis.com.tw

jean.hsu@ttis.com.tw

laurel.hung@ttis.com.tw

TANZANIA (+255) GMT +3

DAR ES SALAAM

ROBMARINE P&I SERVICES LTD

10 Chato Street 264 Regent Estate Dar-Es-Salaam Tanzania

Telephone

+255 22 2700 265/ +255 22 2700 501

Web Address

www.robmarine.com

Email

alan@robmarine.com/ info@robmarine.com

After Hours

Joseph Mgya

Uhuru Kikwete

Alan Sutton

Said Abbas

Mobile

+255 754 304 776

+255 784 665 555

+255 754 304 776

+255 754 307 740

Email

joseph@robmarine.com

ukikwete@robmarine.com

alan@robmarine.com

said.abbas@robmarine.com

TCI AFRICA (TANZANIA) LIMITED

Posta House, No.312, Ghana Avenue Dar-Es-Salaam, BP78553

Telephone

+255 748 880 550

Web Address

www.eltvtdtosullivan.com

Email tci-dar-es-salaam@tci-africa.com

After Hours

Mobile

Email

Anthony Muhuni

+255 748 880 550

tci-dar-es-salaam@tci-africa.com

For emergency or new instructions, please copy mail@eltvedtosullivan.com 24/7 emergency telephone +33 6 2573 0808

THAILAND (+66) GMT +7

BANGKOK

THAI P&I SERVICES INTERNATIONAL LTD

723 Supakarn Building, 3rd Floor, Room No. 3D01 Charoennakorn Road, Klongtonsai, Bangkok 10600 Thailand

Telephone +66 2 438 1693-4

Fax +66 2 438 1695

Web Address www.tpni.co.th

Email tpni@tpni.co.th

After Hours

Mobile

Email

Capt. Ravinder Ghai

+66 91 449 1878

ravinder@tpni.co.th

Ms. Chanida Sripen

+66 90 658 8924

chanida@tpni.co.th

Ms. Panthip Pholkaew

+66 81 925 1540

panthip@tpni.co.th

*TILLEKE & GIBBINS INTERNATIONAL LTD

Supalai Grand Tower, 26th Floor 1011 Rama 3 Road, Chongnonsi Yanna-wa, Bangkok 10120

Telephone +66 2 056 5555

Fax +66 2 056 5678

Web Address www.tilleke.com

Email bangkok@tilleke.com

After Hours

Mobile

Pimvimol Vipamaneerut +66 8 1842 1363

Micahael Ramierz +66 8 1824 7271

Noppramart

Thammateeradaycho +66 84 160 0985

SPICA SERVICES (THAILAND) LIMITED

15th Floor, Sethiwan Tower, 139 Pan Road, Silom, Bangrak, Bangkok
10500, Thailand

Telephone +66 (2) 266 6049

Fax +66 (2) 266 6048

Email claims@spica-thailand.com

After Hours

Mobile

Email

Capt. S. Sansook +66 81 611 6449

capt.saroch@spica-thailand.com

Mr. T. Songboonkeaw +66 81 822 5187

tipakorn@spica-thailand.com

Capt. C. Thanapansakul +66 81 823 6712

chaiyan@spica-thailand.com

THE REPUBLIC OF HAITI (+509) GMT -5

PORT AU PRINCE

ANTOINE HOGARTH S.A.

Rue Assad No. 1, Turgeau Port Au Prince HAITI/CAP HAITIEN/ST
LOUIS DU SUD

Telephone +509 2813 1965/ +509 2813 1966

Email ahogarthsa@aol.com/ mo2781@aol.com/ maurice@hogarthsa.com

After Hours

Telephone

Mobile

Email

Mr. Maurice Hogarth +509 3701 5414

maurice@hogarthsa.com

Mr. Jean Hogarth +9549975333 +50937016668

ean@hogarthsa.com

TOGO (+228) GMT 0

LOME

AFRICA MARINE SERVICES (TOGO)

34 BP 12, Lomé-Djagblé, Togo

Telephone +228 9026 2174

Web Address www.africamarineserv.com

Email michelkouevi@gmail.com/ headoffice@africamarineserv.com/
africamarine@aol.com

After Hours

Mobile

Email

Michel Kouevi +228 90 26 21 74/+228 99 66 64 33 michelkouevi@gmail.com

In case of communication difficulties, please contact Africa Marine Services (Europe) Ltd, London:
Nick Williams, Telephone: +44 20 76130131 (24 Hrs)

PANDISHIP (WA) LTD.

Geemas-SARL, P.O.BOX 14199, Lome, Togo

Telephone +228 222 9006
Fax +228 222 9006
Email info@pandishipwa.com

After Hours

Telephone

Mobile

Yaovi B. Timidiba +228 949 5132 +228 9226 14337
Tawelessi B. Domimque +228 911 3099

In case of communication difficulties, please contact pandiship (WA) Ltd. on Mobile:
(447766)206723, E-mail: vinod.halai@pandishipwa.com

TRINIDAD AND TOBAGO (+1868) GMT -4

PORT OF SPAIN

TEAL PANDI & MARINE SERVICES LIMITED

P.O. Box 1407, Port of Spain, Trinidad W.I. #4 Warren Street, Woodbrook, Trinidad W.I.

Telephone +1 868 632 0506
Fax +1 868 633 1688
Email mail@tealpandi.com

After Hours

Telephone

Mobile

Paul L. Taylor +1868 678 8518 +1868 361 2189
Capt. Andrew Taylor +1868 361 2284
Amanda Llanos +1868 293 9779

TUNISIA (+216) GMT +1

BIZERTE

TUNISIAN INTERNATIONAL P&I CORRESPONDENT

Rue 8 Janvier 1938, Galerie Des Arts No 4s3Eme Etage, BN9 Bizerte

Telephone +216 72 432 638

Fax +216 72 433 599
 Web Address www.tipic.com.tn
 Email tipic.bizerte@tipic.com.tn/ khaled.gmati@tipic.com.tn
After Hours **Mobile**
 Makram Mejri +216 98 346 743
 Khaled Gmati +216 98 346 749

GABES

TUNISIAN INTERNATIONAL P&I CORRESPONDENT

Gabes Center, B.P. 49 Gabes 6000

Telephone +216 75 270 115
 Fax +216 75 270 504
 Web Address www.tipic.com.tn
 Email tipic.sfax@tipic.com.tn/ khaled.gmati@tipic.com.tn
After Hours **Telephone** **Mobile**
 Khaled Gmati +216 98 3467 49
 Jalel B Messoud +216 74 2007 45 +216 98 337 491
 Sofien Marweni +216 96 857 657

LA SKHIRA

AFRICA P&I TUNISIA C/O A.C.A.T. (SEE TUNIS)

Résidence Isis, Appt B-3-1 60, rue Mohamed Rached El Béji Ennaser 1 –
 2037 Ariana Tunisia

Telephone +216 7181 8097
 Fax +216 7181 8436
 Web Address www.etic-sas.com
 Email tunisia@africapandi.com/ pandi@acat.tn/ legal@acat.tn
After Hours **Mobile** **Email**
 Mrs. Hedia Alaoui +216 94 694 864 hedia.alaoui@acat.tn
 Agathe Le Dem +33 612 882 615 a.ledem@eticmar.com
 Frank Benham +33 616 962 849 f.benham@eticmar.com
 Pierre de Massiac +33 604 593 315 p.demassiac@eticmar.com

In case of emergency or communication difficulties, please contact ETIC sas, Marseilles contact@eticmar.com, or Phone: +33 4 9506 1192

SFAX

TUNISIAN INTERNATIONAL P&I CORRESPONDENT

Immeuble Marhaba Centre Intersection Rue Tahar Sfâr Et Aboulkacem
Chebbi

Telephone	+216 74 298 734/ +216 74 221 400	
Fax	+216 74 221 400	
Web Address	www.tipic.com.tn	
Email	tipic.sfax@tipic.com.tn/ khaled.gmati@tipic.com.tn	
After Hours	Telephone	Mobile
Khaled Gmati	+216 98 346 749	
Jalel B Messaoud	+216 74 200 745	+216 98 337 491
Sofien Marweni	+216 96 857 657	

AFRICA P&I TUNISIA C/O A.C.A.T. (SEE TUNIS)

Résidence Isis, Appt B-3-1 60, rue Mohamed Rached El Béji Ennaser 1 –
2037 Ariana Tunisia

Telephone	+216 7181 8097	
Fax	+216 7181 8436	
Web Address	www.etic-sas.com	
Email	tunisia@africapandi.com/ pandi@acat.tn/ legal@acat.tn	
After Hours	Mobile	Email
Mrs. Hedia Alaoui	+216 94 694 864	hedia.alaoui@acat.tn
Agathe Le Dem	+33 612 882 615	a.ledem@eticmar.com
Frank Benham	+33 616 962 849	f.benham@eticmar.com
Pierre de Massiac	+33 604 593 315	p.demassiac@eticmar.com

In case of emergency or communication difficulties, please contact ETIC sas, Marseilles contact@eticmar.com, or Phone: +33 4 9506 1192

SOUSSE

TUNISIAN INTERNATIONAL P&I CORRESPONDENT

P.O. Box 109, 4002 Sousse 5 Avenue Habib Bourguiba, Immeuble Ghen-
ima Apt B 25 Eme 2eme Etage, Sousse

Telephone	+216 73 219 022/ +216 73 213 620
Fax	+216 73 219 022

Web Address	www.tipic.com.tn
Email	tipic.sousse@tipic.com.tn/ khaled.gmati@tipic.com.tn
After Hours	Mobile
Ali Zrida	+216 94 990 731
Khaled Gmati	+216 98 346 749

TUNIS

TUNISIAN INTERNATIONAL P&I CORRESPONDENT

P.O. Box 5, 1073 Tunis Immeuble Luxor II – 2em Etage, Rue 8300 Mont-plaisir, Tunis

Telephone	+216 71 950 721/ +216 71 950 741/ +216 71 950 641
Fax	+216 71 950 650
Web Address	www.tipic.com.tn
Email	mehdi.dahen@tipic.com.tn/ khaled.gmati@tipic.com.tn
After Hours	Mobile
Khaled Gmati	+216 98 346 749
Mehdi Dahen	+216 98 675 717

AFRICA P&I TUNISIA C/O A.C.A.T.

Résidence Isis, Appt B-3-1 60, rue Mohamed Rached El Béji Ennaser 1 – 2037 Ariana Tunisia

Telephone	+216 7181 8097	
Fax	+216 7181 8436	
Web Address	www.etic-sas.com	
Email	tunisia@africapandi.com/ pandi@acat.tn/ legal@acat.tn	
After Hours	Mobile	Email
Mrs. Hedia Alaoui	+216 94 694 864	hedia.alaoui@acat.tn
Agathe Le Dem	+33 612 882 615	a.ledem@eticmar.com
Frank Benham	+33 616 962 849	f.benham@eticmar.com
Pierre de Massiac	+33 604 593 315	p.demassiac@eticmar.com

In case of emergency or communication difficulties, please contact ETIC sas, Marseilles contact@eticmar.com, or Phone: +33 4 9506 1192

ZARZIS

AFRICA P&I TUNISIA C/O A.C.A.T. (SEE TUNIS)

Résidence Isis, Appt B-3-1 60, rue Mohamed Rached El Béji Ennaser 1 –
2037 Ariana Tunisia

Telephone +216 7181 8097
Fax +216 7181 8436
Web Address www.etic-sas.com
Email tunisia@africapandi.com/ pandi@acat.tn/ legal@acat.tn

After Hours

Mobile

Email

Mrs. Hedia Alaoui	+216 94 694 864	hedia.alaoui@acat.tn
Agathe Le Dem	+33 612 882 615	a.ledem@eticmar.com
Frank Benham	+33 616 962 849	f.benham@eticmar.com
Pierre de Massiac	+33 604 593 315	p.demassiac@eticmar.com

In case of emergency or communication difficulties, please contact ETIC sas, Marseilles contact@eticmar.com, or Phone: +33 4 9506 1192

TÜRKİYE (+90) GMT +2

ISKENDERUN

VITSAN MUMESSILLIK VE MUSAVIRLIK A.S.

Sariseki Mah. Zafer Cad. Port Center B Blok K.1 No.146/15 Iskenderun/
Hatay

Telephone +90 326 614 0731
Fax +90 326 617 9439
Web Address www.vitsan.com.tr
Email iskenderun@vitsan.com.tr

After Hours

Mobile

Email

Capt. Erdem Erdogan	+90 530 078 4420	erdem@vitsan.com.tr
---------------------	------------------	--

All correspondence to head office of Vitsan/ Istanbul, EMAIL: vitsan@vitsan.com.tr

OMUR MARINE LTD

Savas Mah, Ataturk Bulvari, Unsal Han, no:10 Kat:4 D:1, Iskenderun,
Turkey

Telephone +90 326 617 7635

Fax +90 326 613 9737
 Web Address www.omurmarine.com
 Email omurmarine@omurmarine.com
After Hours **Mobile** **Email**
 Murat Ersan +90 531 161 1653 m.ersan@omurmarine.com
 Emergency phone number: +90 538 272 1273. All correspondence through Istanbul office.

ISTANBUL

VITSAN MUMESSILLIK VE MUSAVIRLIK A.S.

Bilezik Sokak No. 4 34427 Findikli Istanbul

Telephone +90 212 252 0600
 Fax +90 212 249 4434
 Web Address www.vitsan.com.tr
 Email vitsan@vitsan.com.tr
After Hours **Telephone** **Mobile** **Email**
 Mr. Selim Bilgisin +90 212 239 9652 +90 532 211 1248 selim@vitsan.com.tr
 Mr. Ziya Mesut KOC +90 531 684 9053 mesut@vitsan.com.tr
 Mr. Cem Bilgisin +90 530 078 4420 cem@vitsan.com.tr
 Mr. Nedim Sener +90 532 296 0947 nedim@vitsan.com.tr
 Capt. Erdem Erdogan Vitsan Gozetim A.S +90 530 078 4420 erdem@vitsan.com.tr

OMUR MARINE LTD

Kosuyolu Mahallesi, Kosuyolu Caddesi, Mahmut Yesari Sok. No. 45,
 Kosuyolu, Istanbul, 34718, Turkey

Telephone +90 216 326 9949
 Fax +90 216 326 7838
 Web Address www.omurmarine.com
 Email omurmarine@omurmarine.com
After Hours **Mobile** **Email**
 Ahmet Can Bozkurt +90 532 285 8994 a.bozkurt@omurmarine.com
 Cagdas Kircali +90 530 469 4598 c.kircali@omurmarine.com
 Murat Ersan +90 531 161 1653 m.ersan@omurmarine.com
 Emergency phone number: +90 538 272 1273.

IZMIR

VITSAN MUMESSILLIK VE MUSAVIRLIK A.S.

Sehit Fethi Bey Caddesi, 1328 Sokak Borsa Is Merkezi No. 1, Kat: 6 35210

Telephone +90 232 483 1810/ 232 441 1939

Fax +90 232 484 0314

Web Address www.vitsan.com.tr

Email izmir@vitsan.com.tr

After Hours Mobile

Mehmet Tumer +90 532 282 3270

Emergency Phone +90 530 129 1212

All correspondence to head office of Vitsan/ Istanbul, EMAIL: vitsan@vitsan.com.tr

MERSIN

VITSAN MUMESSILLIK VE MUSAVIRLIK A.S.

Guvencevler Mah. Dumlupinar Cad. 1913 Sk. Dogan Yildiz Is Merkezi, C

Blok, Kat: 2, Daire: 8, 33140, Yenisehir/Mersin

Telephone +90 324 231 1652/ +90 324 238 0823/ +90 324 232 5340

Fax +90 324 231 7281

Web Address www.vitsan.com.tr

Email mersin@vitsan.com.tr

After Hours Mobile

Email

Capt. Erdem Erdogan +90 530 078 4420

erdem@vitsan.com.tr

OMUR MARINE LTD

Nusretiye Mah, Uray Cad, Guvenc Is Merkezi, B Blok K: 1 D: 22, 33060

Mersin

Telephone +90 324 232 2953

Fax +90 324 233 6360

Web Address www.omurmarine.com

Email omurmarine@omurmarine.com

After Hours Mobile

Email

Murat Ersan +90 531 161 1653

m.ersan@omurmarine.com

Emergency phone number: +90 538 272 1273. All correspondence through Istanbul office.

TRABZON

VITSAN MUMESSILLIK VE MUSAVIRLIK A.S.

Bilezik Sokak No. 4 34427 Fındıklı İstanbul

Web Address

www.vitsan.com.tr

Email

vitsan@vitsan.com.tr

After Hours

Mobile

Email

Mr. Ziya Mesut KOC

+90 531 684 9053

mesut@vitsan.com.tr

Emergency Phone

+90 530 129 1212

UAE(UNITED ARAB EMIRATES) (+971) GMT +4

ABU DHABI

GAC SHIPPING AND LOGISTICS LLC

Office 701 Guardian Towers Mustarhim St., Al Aman, P.O. Box 110053,
Abu Dhabi, UAE

Telephone

+971 2 811 9416 / +971 4 805 9446 (AOH)

Web Address

www.gac.com

Email

claims.abudhabi@gac.com

(Please copy all emails to claims.dubai@gac.com)

After Hours

Mobile

Email

Kavita Devadiga

+971 565 495 052

kavita.devadiga@gac.com

Arju Krishnan

+971 566 812 981

arju.krishnan@gac.com

Akhil Das

+971 506 143 079

akhil.das@gac.com

Yagnesh Patel

+971 501 895 308

yagnesh.patel@gac.com

DUBAI

INCHCAPE SHIPPING SERVICES (DUBAI) LLC

P.O. Box 33166, Marina View C6 & C7, Mina Rashid, Dubai, UAE

Telephone

+971 4 303 8584

Web Address

www.iss-shipping.com

Email

claims.dxb@iss-shipping.com

After Hours

Mobile

Email

Muzaffer Hussain

+971 50 455 4846

muzaffer.hussain@iss-shipping.com

Capt. Atul Shukla

+971 50 658 9731

atul.shukla@iss-shipping.com

Capt. Nikhil Saxena

+971 50 658 2036

nikhil.saxena@iss-shipping.com

GULF AGENCY CO (DUBAI) LLC

P.O. Box 17041 Jebel Ali Free Zone, Jebel Ali, Dubai, UAE

Telephone

+971 4 805 9446

Web Address

www.gac.com

Email

claims.dubai@gac.com

After Hours

Mobile

Email

Kavita Devadiga

+971 565 495 052

kavita.devadiga@gac.com

Arju Krishnan

+971 566 812 981

arju.krishnan@gac.com

Akhil Das

+971 506 143 079

akhil.das@gac.com

Yagnesh Patel

+971 501 895 308

yagnesh.patel@gac.com

MUTUAL MARINE SERVICES AL MUSHTARAKA CO DUBAI-BRANCH

Ali Khalifa Belaisha Bin Belaisha Alketbi Building 209, Al Karama, Dubai, UAE

Telephone

+971 4552 8183/ +971 4552 8113

Web Address

www.mushtaraka.net

Email

claims.dubai@mushtaraka.com

After Hours

Mobile

Email

Augustine Abraham

+971 50 477 2630

augustine.abraham@mushtaraka.com

Fahd Abdul Rahman

+971 50 961 4334

fahd.abdulrahman@mushtaraka.com

Anterson Albert

+971 50 422 0629

anterson.albert@mushtaraka.com

Hassan Omar

+971 50 113 9925

hassanomar@mushtaraka.com

SHARJAH

GULF AGENCY CO SHJ LTD

Office No. 809, 8th Floor, Al Ghanem Business Centre Sharjah, UAE P.O. Box 435, Sharjah, UAE

Telephone

+971 6 526 4264

Web Address

www.gac.com

Email

claims.sharjah@gac.com / claims.dubai@gac.com

After Hours

Zubair Ali
Stephen James
Ishola Miftau

Mobile

+971 56 188 5851
+971 50 929 5603
+971 56 188 3558

Email

zubair.ali@gac.com
stephen.james@gac.com
ishola.miftau@gac.com

UKRAINE (+380) GMT +2

CHORNOMORSK

DIMAR CONSULTING GROUP CO. LTD. (SEE ODESSA)

24B Genuevka Str., Odessa, 65058, Ukraine Kadorr Business Center (5th Floor)

Telephone

+38 048 753 8208

Web Address

www.dimar-group.com

Email

claims@dimar-group.com

After Hours

Dmitriy Gololobov
Artyom Nanev
Natalia Daud

Mobile

+38 067 480 4899
+38 067 484 8656
+38 067 755 4988

Email

gololobov@dimar-group.com
nanev@dimar-group.com
daud@dimar-group.com

IZMAIL

CIS PANDI SERVICES LTD

1, Preobrazhenskaya Street, Suite 2, 65082 Odessa, Ukraine

Telephone

+380 48 7972464

Fax

+380 48 7972464

Web Address

www.cispandi.com

Email

odessa@cispandi.com

After Hours

Ms. Anna Biliuga

Mobile

+380 66 571 9873

DIAS MARINE CONSULTING PC (SEE ODESSA)

48T, Lvivska Street office 100/4, Odessa 65113, Ukraine

Telephone

+38 048 234 6124/ +38 048 232 3564

Web Address

www.dias-co.com

Email

company@dias-co.com

After Hours

Sana Cherezova
Evgeniy Bogatsan
Slava Dinov
Alex Bobrik

Mobile

+380 67 4803 434
+380 67 4842 048
+380 50 416 6267
+380 63 260 4254

Email

cherezov@dias-co.com
bogatsan@dias-co.com
dinov@dias-co.com
bobrik@dias-co.com

KHERSON

DIAS MARINE CONSULTING PC

5 Kommunarov Street Kherson 423450

Telephone

+380 552 264 308/ 552 422 032/ 552 422 037

Fax

+380 552 264 308 / 552 422 032 / 552 422 037

Email

company@dias-co.com

After Hours

Capt. Sergey Kozak

Mobile

+380 552 531 490/ 503 188 155

In case of any communication problems please see contact details of Dias Marine Consulting PC, Odessa

MARIUPOL

AZOVLLLOYD PANDI SERVICES LTD

4/2 Khoriva lane, Kyiv, Ukraine, 04071

Telephone

+ 380 67 6211 006

Web Address

www.pandi.com.ua

Email

aps@pandi.com.ua

After Hours

Alexander Nikityuk
Helen Yekhevich
Dmitriy Filatov

Mobile

+380 676 211 006
+380 965 397 826
+380 677 394 942

Email

nikityuk@pandi.com.ua
elena@pandi.com.ua
dmitriyfilatov@pandi.com.ua

NIKOLAYEV

DIAS MARINE CONSULTING PC

Chkalova 91a, 8, Nikolayev, Ukraine 54055

Telephone

+38 098 583 5388

Web Address

www.dias-co.com

Email

company@dias-co.com

After Hours

Podoriako Oleksandr

Mobile

+380 98 5835 388

Email

company@dias-co.com

In case of any communication problems please see contact details of Dias Marine Consulting PC, Odessa

ODESSA

DIAS MARINE CONSULTING PC

48T, Lvivska Street office 100/4, Odessa 65113, Ukraine

Telephone

+38 048 234 6124/ +38 048 232 3564

Web Address

www.dias-co.com

Email

company@dias-co.com

After Hours

Sana Cherezov

Mobile

+380 67 4803 434

Email

cherezov@dias-co.com

Slava Dinov

+380 50 416 6267

dinov@dias-co.com

COSCO SHIPPING LINES (UKRAINE) CO., LTD.

4 Nechipurenko Lane, office 12, 65045, Odessa, Ukraine

Telephone

+380 48 734 1548

Fax

+380 48 734 0785

Email

Wang@csukraine.com

After Hours

Mr. Wang

Mobile

+380 50 492 4888

Email

Wang@csukraine.com

CIS PANDI SERVICES LTD

1, Preobrazhenskaya Street, Suite 2, 65082 Odessa, Ukraine

Telephone

+380 48 797 2464

Fax

+380 48 797 2464

Web Address

www.cispandi.com

Email

odessa@cispandi.com

After Hours

Mr. Gennadiy Markov

Mobile

+380 50 316 6536

Ms. Anna Biliuga

+380 66 571 9873

DIMAR CONSULTING GROUP CO. LTD.

24B Genuiezka Str., Odessa, 65058, Ukraine Kadorr Business Center (5th Floor)

Telephone +38 048 753 8208
Web Address www.dimar-group.com
Email claims@dimar-group.com

After Hours

Dmitriy Gololobov
Artyom Nanev
Natalia Daud

Mobile

+38 067 480 4899
+38 067 484 8656
+38 067 755 4988

Email

gololobov@dimar-group.com
nanev@dimar-group.com
daud@dimar-group.com

RENI

DIMAR CONSULTING GROUP CO. LTD. (SEE ODESSA)

24B Genuiezka Str., Odessa, 65058, Ukraine Kadorr Business Center (5th Floor)

Telephone +38 048 753 8208
Web Address www.dimar-group.com
Email claims@dimar-group.com

After Hours

Dmitriy Gololobov
Artyom Nanev
Natalia Daud

Mobile

+38 067 480 4899
+38 067 484 8656
+38 067 755 4988

Email

gololobov@dimar-group.com
nanev@dimar-group.com
daud@dimar-group.com

UNITED KINGDOM (+971) GMT +4

LONDON

PANDI CLAIMS

Webster House, 207 Longlands Road Sidcup, Kent DA15 7JH, UK

Telephone +44 20 8302 6311
Fax +44 20 8309 1266
Web Address www.pandiclaims.co.uk
Email info@pandiclaims.co.uk

After Hours

Mark Dawson

Mobile

+44 7513 717 724

Email

mdawson@pandiclaims.co.uk

Clive Beesley +44 7720 740 195 cbeesley@pandicclaims.co.uk

Sarah Bloomer +44 7715 003653 sbloomer@pandicclaims.co.uk

Please always copy info@pandicclaims.co.uk into all correspondence.

COSCO MARITIME (UK) LIMITED

Cosco Maritime (UK) Limited Cosco House Vicarage Drive Barking
Essex IG11 7NA

Telephone +44 20 8477 8171 / +44 20 8477 8196

Email craig-bennetta@coscoshipping.co.uk

After Hours

Mobile

Email

Andrew Craig-Bennett +44 7793 256 863

craig-bennetta@coscoshipping.co.uk

NEWCASTLE

MARINE RESPONSE

3 Grainger, Prestwick Park, Newcastle-upon-Tyne NE20 9SJ, U.K.

Telephone +44 1661 822 904

Fax +44 1661 825 620

Web Address www.crewclaims.com

Email claims@marine-response.com

After Hours

Mobile

Email

Robert Compton +44 07717 150 575

robert.compton@marine-response.com

Patrick Bond +44 07889 654 576

patrick.bond@marine-response.com

UNITED STATES OF AMERICA (+1) GMT -4 / -12

ANCHORAGE

*KEESAL YOUNG & LOGAN

821NStreet, Suite208, Anchorage, Alaska99501USA

Telephone +1 907 279 9696

Fax +1 562 436 7416

Web Address www.kyl.com

Email maritime@kyl.com

After Hours

Mobile

Email

John Giffin +1 415 515 2855

john.giffin@kyl.com

Brent R. Cole +19072778001 brent.cole@kyl.com

***SCHWABE, WILLIAMSON & WYATT**

420 L Street, Suite 400, Anchorage, AK 99501

Telephone +1 907 339 7125

Web Address www.schwabe.com

After Hours

Mobile

Email

Molly Henry +1 206 852 1243 mhenry@schwabe.com

David Boyajian +1 401 368 1151 dboyajian@schwabe.com

Philip Lempriere +1 206 399 7412 plemprerie@schwabe.com

William Wright +1 907 206 0477 wwright@schwabe.com

BALTIMORE

LAMORTE BURNS & COMPANY INCORPORATED

One Gateway Center, Suite 2600, Newark, NJ 07102 USA

Telephone +1 203 761 6020

Fax +1 203 761 6007

Web Address http://www.lamorte.com

Email headquarters@lamorte.com

After Hours

Mobile

Email

Harry Halpin +1 203 918 2366 HarryH@lamorte.com

BROWNSVILLE

***ROYSTON RAYZOR VICKERY & WILLIAMS LLP**

55 Cove Circle, Brownsville, Texas 78521

Telephone +1 956 542 4377

Fax +1 956 542 4370

Web Address www.roystonlaw.com

Email royston@roystonlaw.com

After Hours

Mobile

Email

Mr. Jim H Hunter +1 956 495 5100 jim.hunter@roystonlaw.com

Mr. Eddie E Sikes +1 956 443 0338/ 454 5670 eddie.sikes@roystonlaw.com

Mr. Javier Gonzalez +1 956 541 0114/ 490 3328 javier.gonzalez@roystonlaw.com

CHARLESTON

*WOMBLE BOND DICKINSON (US) LLP

P.O. Box 999, Charleston, SC 29402-0999 5 Exchange Street, Charleston, SC 29401-2530

Telephone +1 843 722 3400

Fax +1 843 723 7398

Web Address www.womblebond dickinson.com

Email sean.houseal@wbd-us.com

After Hours

Mobile

Email

Mr David Collins +1 843 442 1747

david.collins@wbd-us.com

Mr Sean Houseal +1 843 437 6620

sean.houseal@wbd-us.com

CORPUS CHRISTI

*ROYSTON RAYZOR VICKERY & WILLIAMS LLP

Suite 1300, 802 North Carancahua Corpus Christi, Texas 784010021

Telephone +1 361 884 8808

Fax +1 361 884 7261

Web Address www.roystonlaw.com

Email royston@roystonlaw.com

After Hours

Mobile

Email

Mr. Ron Dennis +1 361 438 4556

ron.dennis@roystonlaw.com

Mr. Robert Spangler +1 361 244 6639

robert.spangler@roystonlaw.com

GALVESTON

*ROYSTON RAYZOR VICKERY & WILLIAMS LLP

306, 22nd Street, Suite 301 Galveston, Texas 77550

Telephone +1 409 763 1623

Fax +1 713 225 9945

Web Address www.roystonlaw.com

Email royston@roystonlaw.com

After Hours

Mobile

Email

Mr. Richard Branca +1 917 653 6477

richard.branca@roystonlaw.com

Mr. Eugene Barr +1 281 705 9748

eugene.barr@roystonlaw.com

HONOLULU

*ADAMS KREK LLP

1100 Alakea Street, Suite 3150, Honolulu, Hawaii 96813, USA

Telephone +1 808 777 2900

Fax +18086648625

Web Address www.adamskrekllp.com

Email nkrek@adamskrek.com

After Hours

Mobile

Email

Nenad Krek +1 808 220 3489

nkrek@adamskrek.com

Christian K. Adams +1 808 343 6388

cadams@adamskrek.com

HOUSTON

LAMORTE BURNS & COMPANY INCORPORATED

1002 Gemini Street, Suite 225A Houston, Texas 77058

Telephone +1 281 335 9200

Fax +1 281 332 0783

Email houston@lamorte.com

After Hours

Mobile

Email

Patricia Crumpler +1 281 520 3642

houston@lamorte.com

Capt. Bally Duggal +1 281 335 9200

ballyd@lamorte.com

*ROYSTON RAYZOR VICKERY & WILLIAMS LLP

1415 Louisiana Street, Suite 4200, Houston, Texas 77002

Telephone +1 713 224 8380

Fax +1 713 225 9945

Web Address www.roystonlaw.com

Email royston@roystonlaw.com

After Hours

Mobile

Email

Mr. Eugene Barr +1 281 705 9748

eugene.barr@roystonlaw.com

Mr. Richard Branca +1 917 653 6477

richard.branca@roystonlaw.com

JACKSONVILLE

*HOLLAND & KNIGHT LLP

50 North Laura Street, Suite 3900 Jacksonville, Florida 32202, U.S.A.

Telephone	+1 904 353 2000	
Fax	+1 904 358 1872	
Web Address	www.hklaw.com	
Email	timothy.conner@hklaw.com	
After Hours	Mobile	Email
T. J. Conner	+1 904 716 9276	timothy.conner@hklaw.com
M. Decembrino	+1 215 704 6745	michael.decembrino@hklaw.com

LONG BEACH

LAMORTE BURNS & COMPANY INCORPORATED

111 W. Ocean Blvd Ste 400 Long Beach, California 90802-4389 U.S.A.

Telephone	+1 562 435 8417	
Fax	+1 562 435 6119	
Email	longbeach@lamorte.com	
After Hours	Mobile	Email
Mr. Geoffrey Gill	+1 203 761 6012	geoffreyg@lamorte.com

*KEESAL YOUNG & LOGAN

310 Golden Shore, Suite 400, Long Beach, CA 90802

Telephone	+1 562 436 2000	
Fax	+1 562 436 7416	
Web Address	www.kyl.com	
Email	maritime@kyl.com	
After Hours	Mobile	Email
Chris Cammiso	+1 562 331 5610	christopher.cammiso@kyl.com
John Giffin	+14155152855	john.giffin@kyl.com
Andrea Trucios	+15622793798	andrea.trucios@kyl.com

MIAMI

LAMORTE BURNS & COMPANY INCORPORATED

501 East Las Olas Blvd, Suite 200/300 Fort Lauderdale, FL 33301

Telephone	+1 954 923 6774
Fax	+1 954 903 0188
Web Address	www.lamorte.com

Email	florida@lamorte.com	
After Hours	Mobile	Email
Mr. Rewar Diaz	+1 203 761 6021	reward@lamorte.com

NEW JERSEY

*FREEHILL HOGAN & MAHAR LLP

c/o Schenck, Price, Smith & KING, LLP 220 Park Avenue, Florham Park, NJ 07932

Telephone	+1 212 425 1900	
Fax	+1 212 425 1901	
Web Address	www.freehill.com	
Email	reception@freehill.com	
After Hours	Mobile	Email
Eric Matheson (Collision/ Cargo/ C. Party/ Casualty/ Pollution)	+1 347 324 7958	matheson@freehill.com
Dan Fitzgerald (Collision/ Cargo/ C. Party/ Casualty/ Pollution)	+1 917 658 7268	fitzgerald@freehill.com
William J. Pallas(Sanctions)	+1 516 330 5268	pallas@freehill.com
Mike Dehart (Sanctions)	+1 443 878 8153	dehart@freehill.com
John Karpousis (Personal Injury)	+1 201 218 4423	karpousis@freehill.com
Justin Nastro (Personal Injury)	+1 347 439 5266	nastro@freehill.com

NEW ORLEANS

LAMORTE BURNS & COMPANY INCORPORATED

3900 N. Causeway Blvd.,Suite 1200 Metarie, LA 70002

Telephone	+1 504 833 0312	
Fax	+1 504 833 9071	
Email	neworleans@lamorte.com	
After Hours	Mobile	Email
Taylor Trumbower	+1 504 754 5214	neworleans@lamorte.com

***BAKER, DONELSON, BEARMAN, CALDWELL & BERKOW-ITZ, PC**

201 St. Charles Avenue, Suite 3600 New Orleans, LA 70170

Telephone +1 504 566 5200

Fax +1 504 636 4000

Web Address www.bakerdonelson.com

After Hours

Mobile

Email

Dawei Zhang +1 504 650 1893

dzhang@bakerdonelson.com

Christopher O. Davis +1 504 566 5251

codavis@bakerdonelson.com

Lauren Burk +1 504 566 8632

lburk@bakerdonelson.com

***PHELPS DUNBAR LLP**

Canal Place 365 Canal Street, Suite 2000 New Orleans, LA 70130

Telephone +1 504 566 1311

Fax +1 504 568 9130

Web Address www.phelpsdunbar.com

Email phelpsadmiralty@phelps.com

After Hours

Mobile

Email

Michael F. Held +1 228 623 6464

phelpsadmiralty@phelps.com

T. Kent Morrison +1 504 952 0169

kent.morrison@phelps.com

Kevin J. LaVie +1 504 495 1049

kevin.lavie@phelps.com

NEW YORK

LAMORTE BURNS & COMPANY INCORPORATED

8 Wright Street, Suite 107, Westport, CT 06880 USA

Telephone +1 203 761 6000

Fax +1 203 761 6007

Web Address <http://www.lamorte.com>

Email headquarters@lamorte.com

After Hours

Telephone

Mobile

Email

Tony Branco +1 203 761 6027

+1 203 260 7544 tonybranco@lamorte.com

***FREEHILL HOGAN & MAHAR LLP**

80 Pine Street, 25th Floor, New York NY 10005-1759

Telephone	+1 212 425 1900	
Fax	+1 212 425 1901	
Web Address	www.freehill.com	
Email	reception@freehill.com	
After Hours	Mobile	Email
Eric Matheson (Collision/ Cargo/ C. Party/ Casualty/ Pollution)	+1 347 324 7958	matheson@freehill.com
Dan Fitzgerald (Collision/ Cargo/ C. Party/ Casualty/ Pollution)	+1 917 658 7268	fitzgerald@freehill.com
William J. Pallas(Sanctions)	+1 516 330 5268	pallas@freehill.com
Mike Dehart (Sanctions)	+1 443 878 8153	dehart@freehill.com
John Karpousis (Personal Injury)	+1 201 218 4423	karpousis@freehill.com
Justin Nastro (Personal Injury)	+1 347 439 5266	nastro@freehill.com

***HOLLAND & KNIGHT LLP**
787 Seventh Avenue, 31st Floor | New York, New York 10019

Telephone	+1 212 513 3200
Fax	+1 212 385 9010
Web Address	www.hklaw.com
Email	chris.nolan@hklaw.com
After Hours	Telephone
C. Nolan	+164 62 8489 96
V. Foley	+191 76 5617 21
M. Frevola	+151 65 2163 65
J. Power	+191 75 8608 67
M. Larsen	+120 35 6125 07

OAKLAND
LAMORTE BURNS & COMPANY INCORPORATED
66 Franklin Street, Suite 300 Oakland, California 94607

Telephone	+1 510 835 2900	
Fax	+1 562 435 6119	
Email	oakland@lamorte.com	
After Hours	Mobile	Email
Noak Cowart	+1 203 761 6108	oakland@lamorte.com

PHILADELPHIA

*PALMER BIEZUP & HENDERSON LLP

Suite 401, 190 N. Independence Mall West Philadelphia PA 19106

Telephone	+1 215 625 9900	
Fax	+1 215 625 0185	
Web Address	www.pbh.com	
Email	main@pbh.com/ fpd@pbh.com	
After Hours	Telephone	Mobile
Frank P DeGiulio	+1 215 808 2028	
Kevin G. O'Donovan	+1 215 843 0752	+1 215 260 3705
Daniel H. Wooster	+1 215 327 3377	+1 215 327 3377

PORTLAND

LAMORTE BURNS & COMPANY INCORPORATED

1511 Third Avenue, Suite 800, Seattle, WA 98101 U.S.A.

Telephone	+1 206 292 1217	
Fax	+1 206 274 4004	
Web Address	http://www.lamorte.com	
Email	headquarters@lamorte.com	
After Hours	Mobile	Email
John Lenker	+1 203 761 6028	johnl@lamorte.com

*SCHWABE, WILLIAMSON & WYATT, P.C.

1211 SW 5th Avenue, Suite 1800, Portland, OR 97204 U.S.A.

Telephone	+1 503 222 9981
Fax	+1 503 796 2900
Web Address	www.schwabe.com

After Hours	Telephone	Mobile	Email
Noah Jarrett	+1 503 796 2936	+1 503 413 0704	njarrett@schwabe.com
Elizabeth Graves	+1 503 796 2482	+1 971 801 4119	egraves@schwabe.com

SAN FRANCISCO

*KEESAL YOUNG & LOGAN

578 Jackson Street San Francisco, CA 94133 USA

Telephone	+1 415 398 6000
Fax	+1 415 981 0136
Web Address	www.kyl.com
Email	maritime@kyl.com

After Hours	Mobile	Email
John Giffin	+1 415 515 2855	john.giffin@kyl.com
Andrea Trucios	+1 562 279 3798	andrea.trucios@kyl.com
Chris Cammiso	+1 562 331 5610	christopher.cammiso@kyl.com

SAVANNAH

*HUNTER, MACLEAN, EXLEY & DUNN, P.C.

200 East Saint Julian Street P.O.Box 9848 SAVANNAH Georgia 31412-0048 U.S.A.

Telephone	+1 912 236 0261
Fax	+1 912 236 4936
Email	maritime@huntermaclean.com

After Hours	Mobile	Email
Colin A. McRae	+1 912 484 0467	cmcrae@huntermaclean.com
Justin Guthrie	+1 757 756 6540	jguthrie@huntermaclean.com
David F. Sipple	+1 912 220 0587	dsipple@huntermaclean.com
Lucken Wilson	+1 843 902 8804	lwilson@huntermaclean.com

SEATTLE

*KEESAL YOUNG & LOGAN

1420 Fifth Avenue, Suite 2200, Seattle, Washington 98101

Telephone	+1 206 622 3790
Fax	+1 206 343 9529

Web Address	www.kyl.com	
Email	maritime@kyl.com	
After Hours	Mobile	Email
John Giffin	+1 415 515 2855	john.giffin@kyl.com
Igor Stadnik	+1 206 940 3146	igor.stadnik@kyl.com

***LEGROS BUCHANAN & PAUL, P.S.**

4025 Delridge Way SW, Suite 500 Seattle, WA 98106-1271		
Telephone	+1 206 623 4990	
Fax	+1 206 467 4828	
Web Address	www.legros.com	
Email	seattle@legros.com	
After Hours	Mobile	Email
Ms. Carey Gephart	+1 206 310 5543	cgephart@legros.com
Mr. Nathan Beard	+1 206 818 9991	nbeard@legros.com
Mr. Markus Oberg	+1 206 661 1486	moberg@legros.com

LAMORTE BURNS & COMPANY INCORPORATED

506 Second Avenue, Suite 1400 Seattle, Washington 98104		
Telephone	+1 206 292 1217	
Fax	+1 206 274 4040	
Web Address	www.lamorte.com	
Email	seattle@lamorte.com	
After Hours	Mobile	Email
John Lenker	+1 203 761 6028	seattle@lamorte.com

STAMFORD

**LAMORTE BURNS & COMPANY INCORPORATED (SEE
NEW YORK)**

8 Wright Street, Suite 107 Westport, Connecticut, 06880		
Telephone	+1 203 761 6000	
Fax	+1 203 761 6007	
Email	headquarters@lamorte.com	

After Hours
Mr. Hal Halpin

Mobile
+1 203 761 6020

Email
headquarters@lamorte.com

WILMINGTON

***PALMER BIEZUP & HENDERSON LLP**

190 N. Independence Mall W., Philadelphia, Pennsylvania 19106 U.S.A.

Telephone +1 215 625 9900

Fax +1 215 625 0185

Web Address www.pbh.com

Email main@pbh.com

After Hours

Telephone

Mobile

Frank P DeGiulio +1 215 808 2028

Kevin G. O'Donovan +1 215 843 0752

+ 1 215 260 3705

Daniel H. Wooster +1 215 327 3377

+ 1 215 327 3377

URUGUAY (+598) GMT -3

MONTEVIDEO

CHADWICK WEIR NAVEGACION S.A.

Bartolomé Mitre 1431, off. 501 11000 Montevideo Uruguay

Telephone +598 2 916 1168

Fax +598 2 916 2265

Web Address www.chw.com.uy

Email chw@chw.com.uy

After Hours

Mobile

Email

Sergio Chertkoff +598 9965 6367

sergio.chertkoff@chw.com.uy

Enrique Laborde +598 9560 9251

enrique.laborde@chw.com.uy

Bettina Polo +598 9565 9115

bettina.polo@chw.com.uy

VANUATU (+678) GMT +11

PORT VILA

MCLEANS S.A.

Telephone +33 4 9610 2525

Web Address	www.amcleangroup.com	
Email	info@mcleans.fr	
After Hours	Mobile	Email
Philippe Garo	+33 607 792 028	pgaro@mcleans.fr
Hugo Ciaccafava	+33 681 978 191	hciaccafava@mcleans.fr
Matthieu Leroux	+33 674 759 148	mleroux@mcleans.fr

VENEZUELA (+58) GMT -4½

CARACAS

GLOBALPANDI S.A.

Centro Dos Caminos, Piso4, Oficina4 D. Avenida El Carmen, Los Dos Caminos, Caracas, Venezuela

Telephone	+584144071412/4071422	
Web Address	www.globalpandi.com	
Email	caracas@globalpandi.com/ mail@globalpandi.com	
After Hours	Mobile	Email
Mr. Jose A.S. Pizzolante	+58 412 421 0036/ +507 6469	jose.sabatino@sabatinop.com

VENEPANDI CA

CCCT, Torre B, Piso 10, Oficina B 1001, Av Ernesto Blohm, Chuao 1064, Caracas, Venezuela

Telephone	+58 212 959 3338	
Web Address	www.venepandi.com	
Email	principal@venepandi.com	
After Hours	Mobile	Email
Francisco Villanova	+584122229494	francisco.villanova@venepandi.com

MARACAIBO

GLOBALPANDI S.A.

Av. 60 Patio 58-180, Zona Industrial Maracaibo Maracaibo, Edo. Zulia. Venezuela

Telephone	+58 412 421 0545	
Email	mail@globalpandi.com/ maracaibo@globalpandi.com	

After Hours

Mobile

Capt. Americo Gomez +58 412 415 2585

Mr. Aroldo Huerta +58 412 854 3510

Mr. Oswaldo Guerreiro +58 412 444 5715

Please copy ALL correspondence to Puerto Cabello Office

VENEPANDI CA

Urb La Florida Av. 85B no.79H-124 Maracaibo, P.O. Box 15414, Estado Zulia, Venezuela

Telephone +58 212 959 3338

Web Address www.venepandi.com

Email mbo@venepandi.com / principal@venepandi.com

After Hours

Mobile

Francisco Villanova +58 412 322 9393

Vittorio Villanova +58 414 377 9525

PUERTO CABELLO

GLOBALPANDI S.A.

Centro Comercial "Las Valentinas", Nivel 2, Oficinas 12/13, Calle Puerto Cabello. Puerto Cabello 2050, Edo. Carabobo, Venezuela

Telephone +58 414 407 1422/ 414 407 1412

Web Address www.globalpandi.com

Email mail@globalpandi.com / globalpandi@sabatinop.com

After Hours

Mobile

Email

Mr. Jose A.S. Pizzolante +58 412 421 0036

jose.sabatino@sabatinop.com

Ms. Irina Ramirez +58 412 137 9383

irina.ramirez@sabatinop.com

Mr. Oswaldo Guerreiro +58 412 444 5715

mail@globalpandi.com

Capt. Adam Villamizar +58 412 444 8172

adam.villamizar@globalpandi.com

VIETNAM (+84) GMT +7

HAIPHONG

SPICA SERVICES (SEE HO CHI MINH CITY)

2 Phung Khac Khoan St District 1 Ho Chi Minh City (Please copy all emails to Spica Singapore - claims@spica.com.sg)

Telephone	+84 28 3823 2527	
Fax	+84 28 3823 2530	
Email	claims@spica.com.vn	
After Hours	Mobile	Email
Eske Munk	+84 931 887 196	eske@spica.com.vn
Nguyen Duc Tam	+84 906 614 916	tam@spica.com.vn
Tran Minh Tai	+84 905 122 714	tai@spica.com.vn
Mrs. Lynn Phan	+84 903 001 063	lynn@spica.com.vn
Nguyen Hoang ThanhTrang	+84 933 780 114	trang@spica.com.vn

HO CHI MINH

SPICA SERVICES (VIETNAM OFFICE)

2 Phung Khac Khoan St District 1 Ho Chi Minh City (Please copy all emails to Spica Singapore - claims@spica.com.sg)

Telephone	+84 28 3823 2527	
Fax	+84 28 3823 2530	
Email	claims@spica.com.vn	
After Hours	Mobile	Email
Eske Munk	+84 931 887 196	eske@spica.com.vn
Mrs. Lynn Phan	+84 903 001 063	lynn@spica.com.vn
Nguyen Duc Tam	+84 906 614 916	tam@spica.com.vn
Tran Minh Tai	+84 905 122 714	tai@spica.com.vn
Nguyen Hoang ThanhTrang	+84 933 780 114	trang@spica.com.vn

THE NATIONAL SURVEY JOINT STOCK COMPANY

11 Nguyen Cong Tru Street, (01st Floor), Sai Gon Ward, Hochiminh City, Vietnam

Telephone	+84 28 3914 2076 / 3914 3306 / 3914 3307	
Fax	+84 28 3821 3956	
Web Address	www.nsc.com.vn	
Email	nsc@nsc.com.vn	
After Hours	Mobile	Email
Mr. Thanh	+84 903 844 237 / +84 918 137 158	nsc@nsc.com.vn

Mr. Hoan	+84 906 136 149	vanhoan@nsc.com.vn
Mr. Huy	+84 976 863 366	huyphuc@nsc.com.vn

VUNG TAU

SPICA SERVICES (VIETNAM OFFICE) (SEE HO CHI MINH CITY)

2 Phung Khac Khoan St District 1 Ho Chi Minh City (Please copy all emails to Spica Singapore - claims@spica.com.sg)

Telephone	+84 28 3823 2527
Fax	+84 28 3823 2530
Email	claims@spica.com.vn

After Hours

Mobile

Email

Eske Munk	+84 931 887 196	eske@spica.com.vn
Mrs. Lynn Phan	+84 903 001 063	lynn@spica.com.vn
Nguyen Duc Tam	+84 906 614 916	tam@spica.com.vn
Tran Minh Tai	+84 905 122 714	tai@spica.com.vn
Nguyen Hoang Thanh	+84 933 780 114	trang@spica.com.vn

YEMEN (+967) GMT +3

ADEN

GULF AGENCY COMPANY (YEMEN) LTD

Ma’alla Plaza Building, First Floor, Madram Road Ma’alla, Aden, P.O. Box 5202, Yemen

Telephone	+967 2 247 161 / 162
Fax	+967 2 247 163
Web Address	www.gac.com
Email	yemen@gac.com / claims.me@gac.com

After Hours

Mobile

Email

Mr. Hisham Al-Saqaf	+967 777 176 131	hisham.al-saqaf@gac.com
Mr. Hassan Ebrahim	+967 777 176 133	hassan.ebrahim@gac.com

THE HODEIDAH SHIPPING & TRANSPORT CO (SYC)

Thabet Investment Building Madram Street P.O. Box 5106 Ma’alla Aden

Telephone +967 2 247584 / +967 2 246019
Fax +967 2 246 013 / +967 2 247 677
Web Address www.hodshipyemen.com
Email pni.ade@hodship.net

After Hours	Telephone	Mobile	Email
Mr. Nigel Chevriot	+967 7799 76045		nigelchevriot@hodship.net
Capt. Ali Ahmed Ali	+967 2 246 015	+967 7763 67090	mgt.ade@hodship.net
Mr. Khaled Hamood Saeed	+967 2 246 019	+ 967 7799 76049	pni.ade@hodship.net

HODEIDAH

GULF AGENCY COMPANY (YEMEN) LTD

Al-Bukari Building, Al-Tahrir Square, PO Box 3857, Hodeidah

Telephone +967 3 201 040 / +967 3 203 475
Fax +967 3 203 477
Web Address www.gac.com
Email hodeidah@gac.com / yemen@gac.com / claims.me@gac.com

After Hours	Telephone	Mobile	Email
Mr. Ibraheem Qasimh	+967 777 794 075	+967 777 176 138	khaled.osheish@gac.com
Mr. Hisham Al-Saqaf	+967 777 176 131		hisham.al-saqaf@gac.com
Mr. Hassan Ebrahim		+967 777 176 133	hassan.ebrahim@gac.com

THE HODEIDAH SHIPPING & TRANSPORT CO (SYC)

SANA'A STREET, KILO – 7, P.O. BOX 3337, HODEIDAH YEMEN

Web Address www.hodshipyemen.com
Email pnihod@hodship.net / hassan.kassim@hodship.net

After Hours	Telephone	Mobile	Email
Mr. Hassan A Kassim	+967 3 216 217	+967 7332 48414	hassan.kassim@hodship.net
Mr. Gameel Thabet	+967 3 216 222	+967 7772 19870	gameel.thabet@hodship.net
Miss. Seham Noman	+967 3 216 221	+967 7771 64838	Sehamnoman1@gmail.com
Mr. Menino Peter Lobo		+967 7354 81340	menino.peterlobo@hodship.net

CORRESPONDENT CHANGE OF DETAILS

Correspondents wishing to advise the Club of any change of contact details should complete the form below:

At least one set of After Office Hours contact details must be completed.

Fields marked with an asterisk (*) are mandatory.

Country*	
Port*	
Company Name: *	
Address: *	
General Telephone: *	
General Fax:	
General Email: *	
Web Address: *	
After Hours Contact No.1*:	
Name *	
AOH Telephone *	
Mobile *	
Email *	
After Hours Contact No.2:	
Name	
AOH Telephone	
Mobile	
Email	
After Hours Contact No.3:	
Name	
AOH Telephone	
Mobile	
Email	

联系我们

在紧急情况下，会员和通讯代理机构有关人员可随时拨打协会理赔应急手机号码（+86 13052389777），与协会理赔人员取得联系。

中国船东互保协会

上海市虹口区公平路 18 号 7 号楼中船保大厦 5-7 层

邮编：200082

电话：+86 21 35036888

传真：+86 21 65950217

网址：www.chinapandi.com

中国船东互保协会北京办事处

北京市朝阳区东三环北路 3 号幸福大厦 A 座 506-513 室

邮编：100027

电话：+86 10 64640510

传真：+86 10 64640522

中国船东互保协会大连办事处

辽宁省大连市中山区中山路 136 号希望大厦 1707 室

邮编：116001

电话：+86 411 39603008/39603009

传真：+86 411 39603011

中国船东互保协会青岛办事处

山东省青岛市市北区连云港路 66 号青岛国际航运中心 3307 室

邮编：266000

联系人手机：+86 13708982529

中国船东互保协会广州办事处

广东省广州市海珠区江南大道中 180 号富力天域中心 2505 室

邮编：510220

电话：+86 20 84159756

联系人手机：+86 13825204707

中国理赔服务（香港）有限公司

香港干诺道中 168-200 号信德中心招商局大厦 2602 室

电话：+852 25483722

传真：+852 25488907

中船保服务（英国）有限公司

Mezzanine East, 3 St. Helen' s Place, London, United Kingdom

邮编：EC3A 6AB

电话：+44 203 146 8800

传真：+44 203 146 8801

中船保服务（新加坡）有限公司

Level 11, Marina Bay Financial Centre Tower 1, 8 Marina Blvd, Singapore

邮编：018981

电话：+65 65571028

Contact us

In case of emergency, Members and Correspondents are encouraged to contact CPI'S Claims Team directly by dialing the emergency mobile number (+86 13052389777) whenever possible.

China Shipowners Mutual Assurance Association

5F-7F, China P&I Centre, Building 7, No. 18 Gongping Road, Hongkou District, Shanghai 200082, China

Tel: +86 21 35036888

Fax: +86 21 65950217

Web: www.chinapandi.com

China Shipowners Mutual Assurance Association Beijing Branch

Room 506-513, Lucky Tower A, No.3 Dongsanhuan Beilu, Chaoyang District, Beijing 100027, China

Tel: +86 10 64640510

Fax: +86 10 64640522

China Shipowners Mutual Assurance Association Dalian Branch

Unit 07, 17F, Xiwang Tower, No.136 Zhongshan Road, Zhongshan District, Dalian, Liaoning 116001, China

Tel: +86 411 39603008/39603009

Fax: +86 411 39603011

China Shipowners Mutual Assurance Association Qingdao Branch

Room 3307, 33F, Qingdao International Shipping Centre, 66 Lianyungang Road, Shibei District, Qingdao, Shandong 266000, China

Mobile: +86 13708982529

China Shipowners Mutual Assurance Association Guangzhou Branch

Room 2505, 25F, R&F Well Centre, 180 Jiangnan Avenue (M), Haizhu District, Guangzhou, Guangdong 510220, China

Tel: +86 20 84159756

Mobile: +86 13825204707

China P&I Services (Hong Kong) Ltd.

Room 2602, 26F, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong SAR, China

Tel: +852 25483722

Fax: +852 25488907

CPI Services (UK) Ltd.

Mezzanine East, 3 St. Helen's Place, London, United Kingdom

Tel: +44 203 146 8800

Fax: +44 203 146 8801

CPI (SGP) Services Pte. Ltd.

Level 11, Marina Bay Financial Centre Tower 1, 8 Marina Blvd, Singapore 018981

Tel: +65 65571028



 资讯平台微信号
Weixin Account



 中船保抖音号
Douyin Account



 领英号
LinkedIn Account

地址：上海市虹口区公平路18号7号楼中船保大厦5-7层

Add: 5F-7F, China P&I Centre, Building 7,

No. 18 Gongping Road, Hongkou District, Shanghai 200082, China

电话：+86 21 35036888

传真：+86 21 65950217

Tel: +86 21 35036888

Fax: +86 21 65950217