

Fonasba Quality Standard

Criteria for its implementation and for acknowledging the partners from the Peruvian Association of Maritime Agents - APAM

Minimum Requirements to Obtain the Fonasba Quality Standard

- ✓ Having been a full APAM member for no less than three (3) years.
- ✓ Submitting a commitment note signed by the company's General Manager or Attorney stating its commitment to abide by FONASBA's Code of Conduct and the Association's Byelaws.
- ✓ Submitting the company's byelaws with the corresponding registration in the Corporation Registry of the National Public Registry Superintendence (SUNARP).
- ✓ Submitting a copy of the Board of Directors' meeting minutes with duly registered appointment of positions that is current in the Corporation Registry of the National Public Registry Superintendence (SUNARP).
- ✓ Showing evidence of the Company's registration and of having a current operation code before the National Deputy Customs Superintendence, National Port Authority (APN) and General Captainship and Coastguard Directorate of Peru (DICAPI).
- ✓ Showing evidence of commitment with quality processes through an ISO or another similar certification, mentioning the three certification areas.
- ✓ At the end of every tax, submit a Certificate issued by the external auditor of the company, with valid fellowship at the Accountants' Guild of Lima, establishing that:
 - a) The Company follows Peru's accounting procedures and regulations.
 - b) The Company keeps separate accounts for each one of its main authorities,
 - c) The Company complies with every tax and pension obligation, and
 - d) A financial report to the association's satisfaction.
- ✓ Submitting current taxpayer number before the National Tax Administration Superintendence (SUNAT).

Asociacion Peruana de Agentes Maritimos (APAM)

- ✓ Submitting a copy of the Insurance Policy issued by ITIC or any other internationally acknowledged Insurance Mutual, Club or Company.
- ✓ Submitting a list of the staff members specifying their professional qualifications (line managers, operation managers, attorneys, etc.) and those of anyone authorized to represent the company before SUNAT, APN and DICAPI.
- ✓ Submitting an affidavit that states the company's personnel training policy, plus a copy of the annual training programs.
- ✓ Every two (02) years, the companies will be subject to a compliance audit by APAM regarding the established requirements to certify the Fonasba Quality Standard (FQS).

WAIVER: As a corporate representative Association, the entity assumes no responsibility for its members' activities. Consequently, the association cannot be made accountable due to any claim, trial or legal procedure resulting from its members' certification.

LANGUAGE: This copy is a free translation from the original in English. In case of differences or doubts in its construance, the original document prevails.