### **AUTOMATED DATA COLLECTION SYSTEM (ADCS)**

A general overview of the Panama Canal Authority Automated Data Collection System (ADCS) was provided in Advisory to Shipping No. A-07-2004. The following offers further detail:

- 1. The ADCS consists of two sub-systems:
  - a. The Electronic Data Collection System (EDCS), which is the front-end of our information system and the only one that requires access from our customers or agents, and
  - b. The Mobile Data Collection System (MDCS), which is exclusively for the use of Panama Canal Authority personnel.
- 2. The EDCS consists of two communication options, each defined by the manner in which information is exchanged:
  - a. Web Access, which uses internet access and e-mail attachments (Off-line download/upload forms); and,
  - b. Canal Internet Gateway (CIG), which uses RTFTP or HTTP protocol to forward EDI or XML messages.

All pre-arrival forms must be submitted 96 hours prior to arrival at Canal waters. Failure to provide accurate information 96 hours prior to arrival may result in delays due to safety and/or security reasons.

- 3. Utilization of EDCS is compulsory for all Panama Canal registered customers and agents. In order to be considered a registered customer or agent, a code must be assigned by an ACP representative. Small crafts are exempted from this requirement; however, they must download the "Ship Due for Small Craft" form and forward it to the ETA clerk.
- 4. The option to book transits through the Transit Booking System remains available only to shipping agents.

## Pre-arrival visit information requirements:

The information required prior to arrival at Panama Canal waters is contained in the following forms:

**Ship Due**: Contains the basic required visit information, such as movements within Canal waters, special conditions regarding quarantine information, disembarking or embarking passengers, and security information, such as Ship Security Certificate, Company Security and Ship Security Officer's contact information.

NOTE: Every Vessel Operator is responsible for providing the Company Security Officer's contact information for each Panama Canal visit.

There are two sub-set forms within the SHIP DUE:

- Admeasurement Data Sheet, which is required for the vessel's first arrival to the Panama Canal.
- ETA form, which is available mainly to create a visit in advance or when all the information required on the SHIP DUE is not available; however, the entire SHIP DUE is required.

**Cargo Declaration**: Detailed cargo information (Harmonized code - 6 digits - except containerized cargo), including origin and destination of each cargo (UN port code). At least one cargo declaration is required per visit. If there is more than one transit itinerary per visit, then a cargo declaration should be submitted for each subsequent transit itinerary within the visit.

Passenger List: Detailed passenger information (First and last name, ID number, etc.).

**Crew List**: Detailed crew information (First and Last name, Maritime License number, etc.).

Note: Sample screens are enclosed.

### **EDCS registration process for customers:**

In order for customers to access EDCS, the following is required:

1. Web Access Module:

To access EDCS, a user ID and password are required. All ACP registered customers will automatically be assigned a user ID and password, which must be retrieved by Customer Administrators. In order to retrieve user ID and password information, the following is required:

a. A completed "EDCS Administrator Account Request" form, containing Customer Administrator information, must be submitted by each customer to the ACP via e-mail to <a href="mailto:EDCS\_registration@pancanal.com">EDCS\_registration@pancanal.com</a>. A sample form is enclosed.

Customers who do not retrieve their Administrator user ID and password will be unable to access EDCS and, therefore, only their agents will be able to forward information on their behalf.

For example, if customers only want to forward their Cargo Declaration forms, their agents will need to submit the ETA and/or Ship Due form stating the visit's customer code in order to generate the vessel's visit in the system. Only after the

ACP accepts this information, as submitted by the agent, will the customer be able to log into the EDCS and submit a Cargo Declaration for that specific visit.

- b. If the customer has more than one vessel, or more than one person in charge of submitting information, two options are available:
  - Sharing the same user ID and password:

This is not advisable if these users are able to submit information within the same time period. The EDCS provides an electronic trail for all transactions that are tied to a logged-in user; therefore, if two or more persons are sharing the same user ID at the same time, it would be difficult to perform a trace, and the accountability of the transaction could be lost.

• Requesting additional user IDs and passwords:

Each client with an ACP Customer Code can request up to three (3) user IDs at no extra cost. Additional user IDs have a nominal annual cost of B/. 100.00 per user ID. The request for additional user IDs must be submitted to the ACP via e-mail to <a href="mailto:edcs\_registration@pancanal.com">edcs\_registration@pancanal.com</a> by the Customer Administrator using the "EDCS Additional Users Request" form. A sample form is enclosed.

2. Canal Internet Gateway Access Module (CIG):

Customers wishing to forward the required forms using the Canal Internet Gateway (CIG) will need to retrieve their Administrator user ID and password. Refer to paragraph 1, Web Access Module.

- a. After obtaining a user ID and password, customers must request the Panama Canal Automated Data Requirements (PC-ADR) and the Customer Requirements Document (CRD).
- b. In the near future, the ACP will post the process for CIG accreditation and the contact information required.

## E-Learning

Training for customers on the use of EDCS will be provided by an E-learning tool (EDCS Training Module). Access to this application will be available to all registered customers with an assigned EDCS user ID and password.

Beginning May 1, 2004, the EDCS Training Module will be available online or for downloading, at <a href="https://www.pancanal.com">www.pancanal.com</a>.

## **Implementation Schedule:**

March 23, 2004: Administrator Account Registration opens.

May 17, 2004: EDCS goes live.

From this day forward, all forms, including revised SHIP DUE, can be submitted only through EDCS.

The following exceptions apply:

 Containerized Cargo: All containerized vessels shall submit all cargo declaration information using Form 4363 upon arrival. NOTE: Vessels carrying any other type of cargo, besides containers, shall submit all non-containerized cargo details 96 hours in advance through EDCS.

• Cruise Ships: Passenger List and Crew List will not be required in advance. It should be ready upon arrival, to be submitted to the boarding officer.

July 1, 2004: All forms are required to be forwarded using EDCS (Web Access

and CIG available)

Exceptions noted above will no longer apply.

### **General Inquiries:**

The ACP will regularly publish information, as well as frequently asked questions, regarding EDCS. The first version of this document is enclosed.

Additional concerns or questions may be addressed to Mr. José Carrasco – ADCS Project Manager at <u>jgcarrasco@pancanal.com</u>.

## INFORMATION AND FREQUENTLY ASKED QUESTIONS

#### 1. Who is required to use EDCS?

EDCS is designed for the use of Panama Canal customers and their agents. Customers are defined as all parties that have been assigned a Panama Canal Customer Code.

The current procedure for submitting required forms to ACP is as follows:

- Customers forward the ETA and/or the SHIP DUE forms containing all required information to Marine Traffic Control (MTC), or to their agents, who must then forward it to MTC.
- The ETA Clerk at MTC receives and processes the SHIP DUE information, which is currently required 96 hours prior to arrival at Canal waters.
- Upon arrival at Canal waters, the Master of the vessel provides the Boarding Officers with the remaining documentation (Cargo Declaration, Crew & Passenger List, Ship Information and Quarantine Declaration).

Implementation of EDCS requires this same information, except that it must be submitted via Web or CIG (EDI/XML server-to-server) access, 96 hours prior to arrival at Canal waters.

#### 2. Should I use Web or CIG access?

Web access is designed for the submission of forms with a low volume of data to be used by vessels that typically do not carry many different types of cargo. On the other hand, CIG was designed for the submission of forms with a high volume of data to be used by vessels that carry many different types of cargo, or that carry a large number of passengers or crew, such as container or passenger vessels.

Both communication options are not exclusive and can be used in combination.

ETA and SHIP DUE forms are designed with a limited number of fields requiring a fixed volume of data. The general information required in these forms regarding the vessel characteristics would only be entered once into the system. Therefore, either communication option can be used by all vessels to forward these two forms.

Container or passenger vessels may choose to forward ETA and SHIP DUE forms using either option; however, due to the variety of their cargo, use of the CIG access to submit their Cargo Declaration, Passenger List and Crew List is advisable. It is important to note that, for all vessels, family members traveling onboard shall be listed as "other crew" in the Crew List form.

Additionally, customers may want to use their existing EDI capability to forward all forms using the CIG access or choose Web access to forward forms with low volume of data.

#### **Important Note:**

The ETA and/or Ship Due forms need to be submitted and approved by the ACP prior to submitting any of the additional required forms. The ETA or Ship Due forms are the only forms that will generate a visit number on the EDCS System, which will be used as your reference number. All other forms will require this visit number in order to ensure proper reference to the transit itinerary to which you want the information to be tied to.

### 3. What if I own a small craft (under 125 ft LOA)?

Small craft do not require Customer Codes or EDCS user ID and password. A special Ship Due for Small Craft form was designed for small craft, and can be accessed at <a href="https://www.pancanal.com">www.pancanal.com</a> within the Maritime Operations link at the homepage of the EDCS application.

Small craft will also be required to comply with the 96-hour rule. If a small craft enters Canal waters without complying with this rule, Canal Protection personnel will be obliged to issue a citation or remove the small craft from Canal waters.

## 4. How do I forward the required information from the vessel?

The EDCS will provide the following option for vessels that may not have a direct web access:

- All EDCS registered users will be allowed to download the required forms. These forms will be in XML format; therefore, users will initially have to download the ACP-XML editor in order to edit these forms. The Customer may request their agent to download these forms and forward them by e-mail, courier in a diskette, or download them personally from anywhere in the world.
- These forms will be completed off-line and can be forwarded to agents via e-mail, as an attachment, to be uploaded to the EDCS.
- Once completed, these forms are approximately 7 KBs, with the probable exception of the containerized Cargo Declaration, Passenger List or Crew List that may contain a higher volume of data, and should be forwarded using CIG access.
- A detailed explanation on downloading, uploading, and completing forms will be provided with the EDCS E-learning Module.

### **Definitions:**

Vessel Operator: Customer Code holder.

Visit: Each time a vessel arrives at Panama Canal waters, i.e., Balboa or

Cristobal Anchorage Areas.

Movement Types: Anchorage, Docking, and Transit.

Local Call: Arrival at Panama Canal waters for anchorage call or docking,

without intentions to transit.

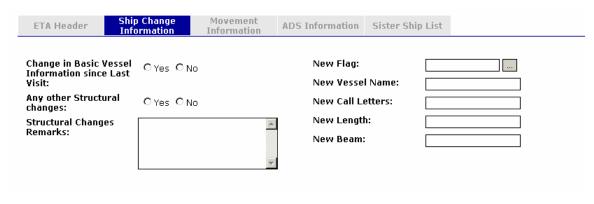
Transit: Arrival at Panama Canal waters and transit through one or more

sets of locks.

# ETA Form ETA Header

EDCS Eto Create			
Transaction Info			
Transaction No.: Visit No.:		Flow Status*: Doc Status*:	NEW OPEN
	lp Change Movement formation Information	ADS Information Sister Si	hlp List
Submitted By*:		Create DateTime:	
_		Vessel Informati	ion   Visit Information   Special Conditions
Vessel Infomation			
First Visit to Panama*:	C Yes C No	Vessel SIN:	Select
Vessel Name*:		Flag*:	
Call Letters*:		Length*:	m
Ship Type*:		Beam*:	т
IMO Number:			
Visit Infomation		Vessel Informati	ion   Visit Infamation   Special Canditians
Vessel Agent		Customer Code*:	
Arrival Port*:	C Balboa C Cristobal	TEW Draft AFT:	(99-99)
Estimated Arrival		TFW Draft FWD:	(99-99)
Date*:	(dd/mm/γγγγ)   (hhmm)	TSW Draft AFT:	(99-99)
ETA Timezons*:		TSW Draft FWD:	(99-99)
Vessel Movement*:	े Transit ि Local Movement	Cape Mala Speed:	
No of Movement:			
		Vessel Infomation	on   Visit Information   Special Conditions
Special Conditions			
Dead Tow Yish: DTU Additonal Component Number:	Ciyes CiNo	Deed Tow Visit Sequence:	

## ETA Form Ship Change Information



#### **Movement Information**



## ETA Form ADS Preliminary Information

Vessel Name:  Suez Gross:  Suez Net:  Passenger Capacity*:  ITC-69 Gross Tonnage:  ITC-69 Length:  ITC-69 Beam:  ITC-69 Depth:  Year Build*:  Hull Number*:  Summer Loaded Draft*:  Summer Loaded Deadweight*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  ITC-69 Gross Tonnage:  ITC-69 Gross Tonnage:  ITC-69 Length:  ITC-69 Depth:  Builder*:  Hull Type*:  ITT-69 Depth:  Builder*:  ITT-69 Depth:  ITT-69 Depth:  ITT-69 Length:  ITC-69 Len	ADS Preliminary Infor	mation		
Passenger Capacity*:  ITC-69 Net Tonnage:  ITC-69 Beam:  ITC-69 Beam:  ITC-69 Depth:  Builder*:  Hull Type*:  Summer Loaded Draft*:  Summer Loaded Draft*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  Tons per Centimeters immersion*:  ITC-69 Gross Tonnage:  ITC-69 Length:  ITC-69 Depth:  Builder*:  Hull Type*:  Loaded Draft*:  Summer Loaded Displacement*:  Propeller Type:  Engine Type:  Main Engine HP:  Ship's Email:  MMSI No.*:  Wessel PRE-SIN:	Vessel Name:			
ITC-69 Net Tonnage: ITC-69 Length: ITC-69 Beam: ITC-69 Beam: ITC-69 Depth: ITC-69 Dept	Suez Gross:		Suez Net:	
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Year Build*:  Hull Number*:  Summer Loaded Draft*:  Summer Loaded Draft*:  Summer Loaded Draft*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Builder*:  Hull Type*:  Summer Loaded Draft*:  Summer Loaded Displacement*:  Propeller Type:  Engine Type:  Main Engine HP:  Ship's Email:  MMSI No.*:  Vessel PRE-SIN:	ITC-69 Net Tonnage:		ITC-69 Length:	
Hull Number*:  Summer Loaded Draft*:  Summer Loaded Deadweight*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Hull Type*:  Inmber Summer Loaded Displacement*:  Propeller Type:  Engine Type:  Main Engine HP:  Ship's Email:  MMSI No.*:  Vessel PRE-SIN:	ITC-69 Beam:		ITC-69 Depth:	
Summer Loaded Draft*:  Summer Loaded Deadweight*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Timber Summer Loaded Displacement*:  Propeller Type:  Engine Type:  Main Engine HP:  Bilge Keel Radius*:  MMSI No.*:  Vessel PRE-SIN:	Year Build*:		Builder*:	
Draft*:  Loaded Draft*:  Summer Loaded Deadweight*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Loaded Draft*:  Summer Loaded Displacement*:  Propeller Type:  Engine Type:  Main Engine HP:  Bilge Keel Radius*:  Ship's Email:  MMSI No.*:  Vessel PRE-SIN:	Hull Number*:		Hull Type*:	
Deadweight*:  No of Propellers*:  No of Engines*:  Main Engine HP Type:  DeadRise*:  DeadRise*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Displacement*:  Propeller Type:  Main Engine HP:  Bilge Keel Radius*:  Ship's Email:  MMSI No.*:  Vessel PRE-SIN:				
No of Engines*:  Main Engine HP Type:  DeadRise*:  Bilge Keel Radius*:  Tons per Centimeters Ship's Email: immersion*:  INMARSAT C Number:  Crews safe manning  Wessel PRE-SIN:				
Main Engine HP Type:  DeadRise*:  Bilge Keel Radius*:  Ship's Email:  immersion*:  INMARSAT C Number:  Crews safe manning  Main Engine HP:  Main Engine HP:  Wesel Radius*:  Ship's Email:  WMSI No.*:  Vessel PRE-SIN:	No of Propellers*:		Propeller Type:	
DeadRise*:  Bilge Keel Radius*:  Tons per Centimeters immersion*:  INMARSAT C Number:  Crews safe manning  Wessel PRE-SIN:	No of Engines*:		Engine Type:	
Tons per Centimeters Ship's Email: Immersion*: MMSI No.*:  INMARSAT C Number: Vessel PRE-SIN:	Main Engine HP Type:		Main Engine HP:	
immersion*:  INMARSAT C Number:  Crews safe manning  Vessel PRE-SIN:	DeadRise*:		Bilge Keel Radius*:	
INMARSAT C Number:  Crews safe manning  Vessel PRE-SIN:				
Crews safe manning   Linear Li	INMARSAT C Number:			
			Vessel PRE-SIN:	

## SHIP DUE Form

Ship Due Header (ETA information will be included in this form)

ihlp Due Create		
Transaction Info		
Transaction No.:		Flow Status*:
Visit No.:		Doc Status*:
Shire Duras Haveshare	Ship Change Movement	Ship Security Ports Of Call
Ship Due Hoader	Enformation Enformation Animals Origin of Med	t Dispuses On
Stowaway	Killmais Cargo Stores	
Submitted By*:		Create DateTime:
		Vessel Information   Visit Information   Special Condition
Vessel Info <b>matio</b> n		
First Visit to Panam	a*: Oyes ONo	Vassel SIN: Select
Vessel Name <b>*</b> :		Flag*:
Call Letters*:		Length*:
Ship Type*:		Beame: m
CMO Number:		
		Vessel Information   Visit Information   Special Condition
Visit Infomation		
Vessel Agent:		Customer Code*:
Arrival Port*:	© Balboa	TFW Draft AFT: (99-99)
Estimated Arrival	(dd/mm/y	yyry TFW Draft FWD: (99-99)
Date*:	(hhmm)	TSW Draft AFT: (99-99)
ETA Timezone*:	7	TSW Draft FWD: (99-99)
Vessel Movement*:	O Transit O Local Moveme	ent Cape Mala Speed:
No of Movement:		
		Vessel Information   Visit Information   Special Condition
Special Conditions		1 cosses and a same of a s
Exceed ACP Visibilit	Y: Oyes ONo	Number of Deaths On
Exceed ACP Visibility Equipped with AIS Class A:	OYES ONO	Number of Deaths On Board: Number of Dead Bodies:
Equipped with AIS	O LEZ ONO	Board: Number of Dead Bodies: Number of
Equipped with AIS Class A:	CYES CNO	Board: Number of Dead Bodies: Number of Disembarking Passenger:
Equipped with AIS Class A: Dead Tow Yish: DTU Additional	CYES CNO	Board:  Number of Dead  Bodies:  Number of  Disembarking

SHIP DUE Form

Ship Security Information (This form will also include the Company Security Officer related information)

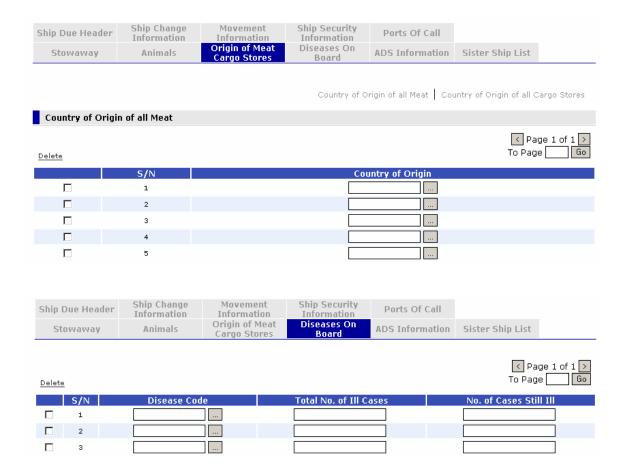
Ship Security Officer			
Security Officer First Name*: Security Officer License Marine Code*:		Security Officer Last Name*:	
	Ship Security	Officer   International Ship	Security Certificate   Deratting Certificate
International Ship Sec	curity Certificate		
International Ship Security Certificate*:	⊙Yes ONo	MARSEC Level of Security*:	1 🔻
Ship Security Certificate Date of Issue:		Security Level Remark:	A
Ship Security Certificate Status:	v	Ship Security	
Ship Security Certificate Number:		Certificate Date of Expiry:	LJ <del>III</del>
Ship Security Issuing Org. or Person:		Ship Security Certificate Government:	
	Ship Security	Officer   International Ship	Security Certificate   Deratting Certificate
Deratting Certificate			
Deratting Certificate Date: Deratting Certificate Port:		Deratting Certificate Remark:	×

## SHIP DUE Form

## Ports of call, stowaways, animals on board

Next F	Port*:					
For eac	ch Port of Call t	his voyage declar	ed if were infected b	y food an mouth di	sease or rinderpest.	
						Last 10 ports of call
						Last to ports of call
Last	10 ports of ca	II .				
5.1.1						<pre></pre>
Delete S/	NI D	ort C	eparted Date P	orts MARSEC Levi	el Decalaration of Sec	
_ 1			Eparted Date   1	III	C Yes C No	C Yes C No
<u> </u>					O Yes O No	C Yes C No
□ з					O Yes O No	C Yes C No
□ 4					C Yes C No	C Yes C No
□ 5					C Yes C No	C Yes C No
□ 6					C Yes C No	OYes ONo
□ 7					C Yes C No	OYes ONo
□ 8					C Yes C No	OYes ONo
□ 9					C Yes C No	C Yes C No
<u> </u>	D .			·	C Yes C No	C Yes C No
	Add More Row	(·)				Page 1 of 1 →
	Add More How	(8)				To Page Go
Ship I	Due Header	Ship Change Information	Movement Information	Ship Security Information	Ports Of Call	
St	owaway	Animals	Origin of Meat Cargo Stores	Diseases On Board	ADS Information Siste	r Ship List
						C Bass 1 of 1 N
Delete	e					<pre></pre>
	s/N	No Of Stow	away	Country of O	rigin F	ort Of Origin
	1					
	3					
	4					
Ship	Due Header	Ship Change	Movement	Ship Security Information	Ports Of Call	
St	towaway	Information Animals	Information Origin of Meat Cargo Stores	Diseases On	ADS Information Sis	ter Ship List
			Cargo Stores	Board		
						< Page 1 of 1 >
Delete						To Page Go
	/N Kind O		Class Of Animals	Port Of Origi		
	2					
	3					
	4					

## SHIP DUE Form Origin of Meat



## **CARGO DECLARATION**

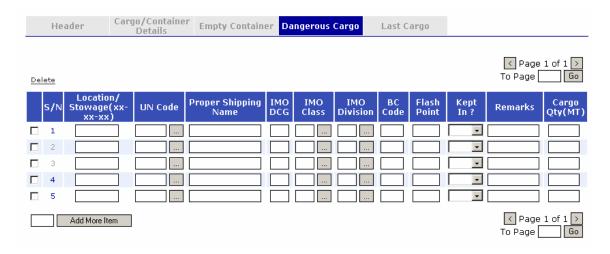
## Header

EDCS Cargo Declaration Details	
Transaction Info	
Transaction No.:	Flow Status: NEW
Hender Cargo/Container Empty Container Dange Details	erous Cargo Last Cargo
Vessel & Visit Information	
Estimated Time Of Arrival:	Vessel Name*: Vessel SIN*:
Visit No.*; Salect	Vessel Agent :
Internal Movement Sequence:	Customer Code*:
Sequence No.*:	IMO No:
Ship Type:	
Camplimentory Vessel Information	
Origin Route*:	Destination Route*:
Service Code:	Service Name:
Voyage No*: Alliance:	Yoyage Type:
Males Cause Tunes	others):
Empty Tank?*: C Yes C No	Carrier:
C Yes C No	Total Cargo On Board (MT)*:
_	
Cargo Information	
Major Deck Cargo Type:	Deck Cargo Remark:
Total Deck Cargo Tonnage:	
Explosives Or Dangerous Cargo in Bulk On Board ?*:	
Dangerous Cargo in Package On Board ?*:	
Header Cargo/Container Empty Container Dangero	ous Cargo Last Cargo
	< Page 1 of 1 >
<u>Delete</u>	To Page Go
S/N Harmonized Harmonized Container Location (xx	
1 xx-xx)	Location (MT)
3	
	v v v
Add More Items	<pre></pre>

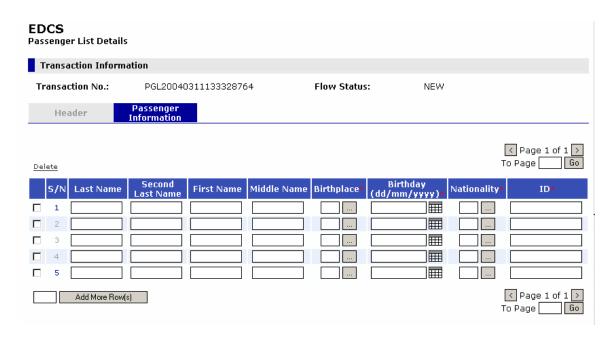
## CARGO DECLARATION Form Empty Containers



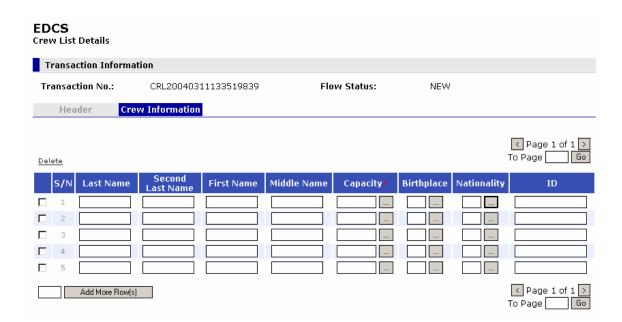
### Dangerous Cargo



## PASSENGER LIST Form Details



## CREW LIST Form Details







## AUTORIDAD DEL CANAL DE PANAMÁ EDCS ACCOUNT ADMINISTRATOR REQUEST

In order to access the Electronic Data Collection System (EDCS), all customers/agents are required to appoint an Account Administrator. This person will be responsible for the request and management of all user IDs provided by the ACP under the correspondent Customer/Agent Code.

Note: Only ACP registered customers/agents may submit the Administrator Information.

SECTION A (To be co	ompleted by the Custome	er or the Authorized A	Agent, , all fields are <b>mandatory</b> )	
First Name				
Last Name				
Passport Number				
Designation (Position	Title)			
Department				
Phone Number _				
Fax Number				
E-mail Address				
SECTION B (To be co	ompleted only by ACP reg	gistered agents)		
Digital Certificate Re	equired Information –	Must be filled in o	rder to retrieve agent token.	
Gender: Male	Female	Date of Birth:		
OUTUDANIK DANIAMA			(mm/dd/yy)	
CITIBANK PANAMA	Speed Collect Referen	ce Number:	(No. de Depósito)	
SECTION C (To be co	ompleted by the Custome	r or the Authorized A	gent, all fields are mandatory)	
Submitted By:	☐ Customer		☐ Agent	
	Customer Code		Agent Code	
Name of Solicitor (Las	st, first name):			
Customer Code (if sul	bmitted by agent on be	ehalf of customer):		
I certified that, to the	e best of my knowled	ge and belief, the	above information is true and c	orrect
Signature:			Date:	
			(mm/dd/yy)	

Thank you for contacting us. We will send your user name to the email address provided promptly. The password will be sent separately to the fax number provided. The User ID and password provided will be assigned with all administrator privileges. This will entitle the registered user to deactivate any user under the same Customer Code.

Note: This user account will only have access to the EDCS through the web module. For CIG access, the administrator is required to submit the "EDCS additional User Request" (Form 339) and follow the CIG accreditation procedure.



#### AUTORIDAD DEL CANAL DE PANAMÁ REQUEST FOR ADDITIONAL EDCS USERS



This form can only be submitted by the registered Account Administrator for the ACP customer/agent. If you do not have a registered account administrator please submit the "EDCS Account Administrator Request" (Form 337). Please attach a copy of the SPEEDCOLLECT form stamped by Citibank Panama if the quantity of user IDs assigned/requested under your Customer/Agent Code exceeds three additional users. (\$100.00 per user – valid for one year)

**SECTION A** (*To be completed by the ACP registered Customer/Agent Account Administrator*)

1	2	3	4	5	6	7	8	9	10	11	12
								Digital Certificate		App	ication
First Name	Last Name	Passport Number/ ID Number	Designation (Position Title)	Department	Phone Number	Fax Number	Email Address	Gender	Date of Birth	(WEB/CIG)	ROLE
								(Male /Female)	(mm/dd/yy)	(**==,****)	(Completed by ACP)

SECTION E	(IIIIOIIIIalioii i	or GIG accredit	ation Frocess – only one old user request per form)
Transmission Method  FTP  HTTP		Message Format  EDI  XML	Transmission Site ID (if available)
			the above information is true and correct.
Submitted By:	☐ Customer	☐ Agent	Customer/Agent Code:
Name			Date:
	(Last	t, First Name)	(mm/dd/yy)

SECTION B (Information for CIC accreditation Process - only one CIC user request per form)