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## CHAMBER OF SHIPPING AGENCY FEE GUIDE

### 1. PREFACE

The Services, Fees, and Charges listed in this guide are provided by the Chamber of Shipping of British Columbia for guidance purposes. The fees as stated are not binding on members or others, but rather are provided as guidance in determining reasonable professional fees which may be applied in return for vessel agency and related services in Western Canadian Ports. It is expected that due consideration in determining agency fees shall include acknowledgment that a number of ship owners maintain local offices and employ operational staff who may relieve agents of certain operational and commercial responsibilities. Nothing in this fee guide restricts or precludes the right of charterers, owners and agents to negotiate an agency fee specific to a voyage, or series of voyages, which is mutually acceptable to all parties.

### 2. PRINCIPAL AGENT

Shall be defined as the principle (or sole) agent in British Columbia to whom a vessel is consigned by owners or charterers as determined by a charter party or contract of affreightment. Included in the basic agency fee shall be services for:

- Pre-arrival communication with owners and master
- Pre-arrival communication with, and timely submission of documentation to Canadian government authorities charterers and load/discharge terminals
- Delivery and re-delivery of the vessel where applicable
- Bunkering and basic husbandry coordination, and fumigation where applicable
- Routine accounting services in relation to the voyage

### 3. BASIC AGENCY FEE

The basic agent fee for a Principal Agent's service determined by cargo loading, discharged, full or part cargo, including lightening and/or shifting

Vessels up to 35,000 mt:	\$ 5,225
35,000 to 60,000 mt:	\$ 5,450
60,000 to 85,000 mt:	\$ 5,670
85,000 to 200,000 mt:	\$ 6,340

Vessel loading more than 200,000 mt to be mutually agreed

### 4. PROTECTIVE/SUPERVISORY AGENT

For agents acting on behalf of the Owner when a vessel is consigned to a Charterer's Agent or alternatively, acting on behalf of the Charterer when a vessel is consigned to an Owner's Agent, the basic agency fee for the first four days following the vessel arrival:

Basic Agency Fee	\$ 2,500
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### 5. DAILY RATES

Daily agency rates for vessel stays beyond the first four days. The daily rate shall be discounted for extended and inactive time waiting at anchorage.

Daily Rate	\$ 425
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## 6. ADDITIONALSERVICES

### 6.1 For each Port District (excluding Vancouver)

The Principal Agent employs the services of a local sub-agent

Per District \$ 1,750

### 6.2 Vessel Clearance

At ports where Canada Customs, Immigration, Transport Canada, and Canadian Food Inspection Agency formalities for entry and clearance are performed.

For each entry \$ 425  
For each clearance \$ 425

### 6.3 Customs Reporting via EDI

Advance cargo and conveyance reporting in compliance with Canada Border Service Agency's Advance Commercial Information requirements

up to 5 Bills of Lading \$ 250  
For each Bill of Lading thereafter \$ 25

### 6.4 Carrier Code Application

Application for a carrier code issued by Canada Border Services Agency

Non-bonded \$ 200  
Bonded \$ 400

### 6.5 Security Services

Arrangements for security access and ship-shore interface as mandated under the Canadian Marine Transportation Security Regulations

\$ 350

**6.6 Labour Forecasting:** Advance and continuous labour forecast model input to British Columbia Maritime Employers Association only when required

\$ 225

### 6.7 Automobile Services

For services to and from the vessel only when attended

Per day \$ 180

### 6.8 Crew Services

Crew changes doctor and dental visits - arrangements and documentation per seafarer excluding transportation, and accommodation

Per occurrence \$ 125

### 6.9 Other vessel personnel related costs

For the arrangement of hospitalization, stowaways and legal representation

Per occurrence \$ 500  
Per day thereafter 3 days \$ 150

### 6.10 Ships Stores and spare parts

Arrangement and documentation excluding transportation

Per occurrence \$ 150

## 7. VOYAGE SERVICES

### 7.1 Oil Spill Response Registration:

With Western Canada Marine Response Corporation

Per contract \$ 175

### 7.2 Chamber of Shipping of British Columbia Assessment:

Per voyage \$ 300

## 8. OUT-OF-POCKET EXPENSES

The Agent shall be reimbursed for out-of-pocket expenses incurred for services or related items on behalf of the Charterer, Owner, Vessel, Master and/or Crew which are not customarily borne by the Agent and not included herein.

## 9. EXTRAORDINARY SERVICES

It shall be mutually recognized that all charges related to extraordinary services not listed in this schedule but involving such occurrences as force majeure, strikes, marine accident, salvage, vessel repairs, general average, injuries or death onboard, resolution of charter party conflicts and other unforeseen circumstances shall be handled by the agent at reasonable cost.

Compensation for attending vessels during statutory holidays must comply with rates published under the BC Employment Standards Act.

## 10. ADVANCE OF FUNDS

Prior to the vessel's arrival in British Columbia, Owners or Disponent Owners shall advance funds to the Agent upon request to cover all pro-forma estimated disbursements.