

# Shanghai Highwoods Ship Co., Limited

## HOW TO SIGN CGRO CONTRACTG WITH US

<b>A.</b>	<b>CONTRACT PROCEDURE (SIGNING CONTRACTS)</b>
1.	Shipowner/Manager signs the agreement (SHSCL version 1.0); 90% of China ports and coastal waters are covered by the OSRO agreement as OSROs at the ports have authorized us to act for and on behalf of them and have agreed with Emergency Response Rates and ContractTerms.
2.	Shipowners/Manager signs a OSRO agency contract and LOA (Agency appointment contract and LOA --IG LOA dated 6 December 2011). Although the remaining 10% of OSRO coverage at China ports needs to be signed respectively due to the Response Rates, yet the terms of the OSROs contracts are the standard drafted by MSA in accordance with the requirement of Rules and Regulations.
3.	Shipowner/Manager keeps a copy of contracts for his records and sends a copy together with Notification procedures (Electronic Notice of Arrival and Departure and other disposal report), to all vessels listed in the contract.
4.	Ship owners/ Manager prepares ship data (appendix I of contract) in Excel form, the information will be on record with Port Authorities.
5.	Vessels prior to cargo operation at China sea ports must have a copy of OSRO agreements in both English and Chinese on board of ship. Master has to give a 96 hours ENOAD prior to Arrival for obtaining a Certificate.
<b>B.</b>	<b>Related Documents Hereunder ( Reference only) (not a compulsory requirement at all over Chinese ports );</b>
6.	Policy for Public Liability Insurance and payment receipt;
I	Level I OSRO shall maintain the public liability insurance with Value of CNY2.0M

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II	Level II OSRO shall maintain the public liability insurance with Value of CNY1.5M
III	Level II OSRO shall maintain the public liability insurance with Value of CNY1.0M
IV	Level II OSRO shall maintain the public liability insurance with Value of CNY1/2M
7.	Emergency Response Plan (both in English and Chinese);
8.	Ship Waste Disposal Plan (both in English and Chinese);
9.	Emergency Response Tariff (both in English and Chinese);
10.	Other Qualification certificates issued by the respective Authorities;



We maintained the updated list of qualified China OSROs  
&  
verified their abilities to ensure quality services if required