

PORT EVERGLADES FRANCHISE APPLICATION

An application will not be deemed complete and ready for processing until all required documents and fees are received.

A separate application must be filed for each type of franchise applied for.

FRANCHISE TYPE

CHECK ONE

STEAMSHIP AGENT

STEVEDORE

CARGO HANDLER

TUGBOAT & TOWING

VESSEL BUNKERING

VESSEL OILY WASTE REMOVAL

VESSEL SANITARY WASTE WATER REMOVAL

MARINE TERMINAL SECURITY

MARINE TERMINAL SECURITY

FIREARMS CARRYING SECURITY PERSONNEL

NON-FIREARMS CARRYING SECURITY PERSONNEL

Note: Applicant is the legal entity applying for the franchise. If the Applicant is granted the franchise, it will be the named franchisee. All information contained in this application shall apply only to the Applicant, and not to any parent, affiliate, or subsidiary entities.

Applicant's

Name Host Agency, LLC

(Name as it appears on the certificate of incorporation, charter, or other legal documentation as applicable, evidencing the legal formation of the Applicant)

Applicant's Business Address

150 W. Main St., Ste 1600, Norfolk, VA 23510
Number / Street City/State/Zip

Phone # (757-627-6286 E-mail address contracts@tparkerhost.com

Fax # (757-627-2879

Name of the person authorized to bind the Applicant (This person's signature must appear on Page 13.)

Name Robert W. Scott, III

Title Vice President Operations

Business Address 150 W. Main St., Ste 1600, Norfolk, VA 23510

Number /

Street

City/State/Zip

Phone # ()757-627-6286 E-mail address bobby.scott@hostagency.com

Fax # (757-627-2879

Provide the Name and Contact Information of Applicant's Representative to whom questions about this application are to be directed (if different from the person authorized to bind the Applicant):

Representative's Name Keri Jenkins

Representative's Title Senior Administrator

Representative's Business Address

150 W. Main St., Ste 1600, Norfolk, VA 23510
Number / Street City/State/Zip

Representative's Phone # (757)6276286

Representative's E-mail address kerijenkins@tparkerhost.com Representative's

Fax #: (757)627-2879

PLEASE COMPLETE THIS APPLICATION AND LABEL ALL REQUIRED BACKUP DOCUMENTATION TO CLEARLY IDENTIFY THE SECTION OF THE APPLICATION TO WHICH THE DOCUMENTATION APPLIES (I.E....., SECTION A, B, C, etc.).

Section A

1. List the name(s) of Applicant's officers, including, CEO, COO, CFO, director(s), member(s), partner(s), shareholder(s), principal(s), employee(s), agents, and local representative(s) active in the management of the Applicant. SEE ATTACHED

Officers:

Title _____
First Name _____ Middle Name _____
Last Name _____
Business Street Address _____
City, State, Zip Code _____
Phone Number () _____ Fax Number () _____
Email Address _____@_____.

Title _____
First Name _____ Middle Name _____
Last Name _____
Business Street Address _____
City, State, Zip Code _____
Phone Number () _____ Fax Number () _____
Email Address _____@_____.

Title _____
First Name _____ Middle Name _____
Last Name _____
Business Street Address _____
City, State, Zip Code _____
Phone Number () _____ Fax Number () _____
Email Address _____@_____.

Title _____
First Name _____ Middle Name _____
Last Name _____
Business Street Address _____
City, State, Zip Code _____
Phone Number () _____ Fax Number () _____
Email Address _____@_____.

Attach additional sheets if necessary.

2. RESUMES: Provide a resume for each officer, director, member, partner, shareholder, principal, employee, agent, and local representative(s) active in the management of the Applicant, as listed above. SEE ATTACHED

Section B

1. Place checkmark to describe the Applicant:
() Sole Proprietorship () Corporation () Partnership () Joint Venture (X) Limited Liability Company
2. Provide copies of the documents filed at the time the Applicant was formed including Articles of Incorporation (if a corporation); Articles of Organization (if an LLC); or Certificate of Limited Partnership or Limited Liability Limited Partnership (if a partnership). If the Applicant was not formed in the State of Florida, provide a copy of the documents demonstrating that the Applicant is authorized to conduct business in the State of Florida. SEE ATTACHED

Section C

1. Has there been any change in the ownership of the Applicant within the last five (5) years? (e.g., any transfer of interest to another party)
Yes X No ___ If "Yes," please provide details in the space provided. Attach additional sheets if necessary. On December 28, 2017, TP Host, LLC became the Sole Managing Member of Host Agency, LLC.
2. Has there been any name change of the Applicant or has the Applicant operated under a different name within the last five (5) years?
Yes X No ___ If "Yes," please provide details in the space provided, including: Prior name(s) and Date of name change(s) filed with the State of Florida's Division of Corporations or other applicable state agency. Attach additional sheets if necessary. On November 1, 2016, T. Parker Host, Incorporated formed Host Agency to perform its Agency business,
3. Has there been any change in the officers, directors, executives, partners, shareholders, or members of the Applicant within the past five (5) years? SEE ATTACHED
Yes X No ___ If "Yes," please provide details in the space provided, including:
Prior officers, directors, executives, partners, shareholders, members
Name(s) _____
New officers, directors, executives, partners, shareholders, members
Name(s) _____
Also supply documentation evidencing the changes including resolution or minutes appointing new officers, list of new principals with titles and contact information, and effective date of changes. Attach additional sheets if necessary.

Section D

Provide copies of all fictitious name registrations filed by the Applicant with the State of Florida's Division of Corporations or other State agencies. If none, indicate "None" ___ None _____.

Section E

1. Has the Applicant acquired another business entity within the last five (5) years?
Yes___ No_X_ If "Yes," please provide the full legal name of any business entity which the Applicant acquired during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" _____.

2. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the acquired firm's officers, managers, employees and/or the acquired firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

3. Has the Applicant been acquired by another business entity within the last five (5) years?
Yes___ No_X_ If "Yes," provide the full legal name of any business entity which acquired the Applicant during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" _____.

4. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the parent firm's officers, managers, employees and/or the parent firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

Section F

Provide the Applicant's previous business history, including length of time in the same or similar business activities as planned at Port Everglades.

Section G

1. Provide a list of the Applicant's current managerial employees, including supervisors, superintendents, and forepersons.

2. List the previous work history/experience of the Applicant's current managerial employees, including their active involvement in seaports and length of time in the same or similar business activities as planned at Port Everglades.

Section I

1. Provide a description of all past (within the last five (5) years) and pending litigation and legal claims where the Applicant is a named party, whether in the State of Florida or in another jurisdiction, involving allegations that Applicant has violated or otherwise failed to comply with environmental laws, rules, or regulations or committed a public entity crime as defined by Chapter 287, Florida Statutes, or theft-related crime such as fraud, bribery, smuggling, embezzlement or misappropriation of funds or acts of moral turpitude, meaning conduct or acts that tend to degrade persons in society or ridicule public morals.

The description must include all of the following:

- a) The case title and docket number
- b) The name and location of the court before which it is pending or was heard
- c) The identification of all parties to the litigation
- d) General nature of all claims being made

If none, indicate "None" None.

2. Indicate whether in the last five (5) years the Applicant or an officer, director, executive, partner, or a shareholder, employee or agent who is or was (during the time period in which the illegal conduct or activity took place) active in the management of the Applicant was charged, indicted, found guilty or convicted of illegal conduct or activity (with or without an adjudication of guilt) as a result of a jury verdict, nonjury trial, entry of a plea of guilty or nolo contendere where the illegal conduct or activity (1) is considered to be a public entity crime as defined by Chapter 287, Florida Statutes, as amended from time to time, or (2) is customarily considered to be a white-collar crime or theft-related crime such as fraud, smuggling, bribery, embezzlement, or misappropriation of funds, etc. or (3) results in a felony conviction where the crime is directly related to the business activities for which the franchise is sought.

Yes No X

If you responded "Yes," please provide all of the following information for each indictment, charge, or conviction:

- a) A description of the case style and docket number
- b) The nature of the charge or indictment
- c) Date of the charge or indictment
- d) Location of the court before which the proceeding is pending or was heard
- e) The disposition (e.g., convicted, acquitted, dismissed, etc.)
- f) Any sentence imposed
- g) Any evidence which the County (in its discretion) may determine that the Applicant and/or person found guilty or convicted of illegal conduct or activity has conducted itself, himself or herself in a manner as to warrant the granting or renewal of the franchise.

Section J

The Applicant must provide a current certificate(s) of insurance. Franchise insurance requirements are determined by Broward County's Risk Management Division and are contained in the Port Everglades Tariff No. 12 as amended, revised or reissued from time to time. The Port Everglades Tariff is contained in the Broward County Administrative Code, Chapter 42, and is available for inspection on line at: <http://www.porteverglades.net/development/tariff>. SEE ATTACHED

Section K

1. The Applicant must provide its most recent audited or reviewed financial statements prepared in accordance with generally accepted accounting principles, or other documents and information which demonstrate the Applicant's creditworthiness, financial responsibility, and resources, which the Port will consider in evaluating the Applicant's financial responsibility. SEE ATTACHED

2. Has the Applicant or entity acquired by Applicant (discussed in Section E herein) sought relief under any provision of the Federal Bankruptcy Code or under any state insolvency law filed by or against it within the last five (5) year period?

Yes ___ No X ___

If "Yes," please provide the following information for each bankruptcy or insolvency proceeding:

- a) Date petition was filed or relief sought
- b) Title of case and docket number
- c) Name and address of court or agency
- d) Nature of judgment or relief
- e) Date entered

3. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for the business or property of the Applicant? Yes ___

No X ___

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

4. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for any entity, business, or property acquired by the Applicant?

Yes ___ No X ___

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court

Section L SEE ATTACHED

List four (4) credit references for the Applicant, one of which must be a bank. Use this format:

Name of Reference _____ Nature of Business _____

Contact Name _____ Title _____

Legal Business Street Address _____

City, State, Zip Code _____

Phone Number (____) _____

(Provide on a separate sheet.)

Section M

1. Security: Pursuant to Port Everglades Tariff 12, Item 960, all Franchisees are required to furnish an Indemnity and Payment Bond or Irrevocable Letter of Credit drawn on a U.S. bank in a format and an amount not less than \$20,000 as required by Broward County Port Everglades Department. SEE ATTACHED

2. Has the Applicant been denied a bond or letter of credit within the past five (5) years?

Yes___ No__X__

If "Yes," please provide a summary explanation in the space provided of why the Applicant was denied. Use additional sheets if necessary.

Section N

1. Provide a list and description of all equipment currently owned and/or leased by the Applicant and intended to be used by the Applicant for the type of service(s) intended to be performed at Port Everglades including the age, type of equipment and model number. None

2. Identify the type of fuel used for each piece of equipment. N/A

3. Indicate which equipment, if any, is to be domiciled at Port Everglades. N/A

4. Will all equipment operators be employees of the Applicant, on the payroll of the Applicant, with wages, taxes, benefits, and insurance paid by the Applicant? N/A

Yes___ No___

If "No," please explain in the space provided who will operate the equipment and pay wages, taxes, benefits, and insurance, if the franchise is granted. Use additional sheets if necessary.

Section O

Provide a copy of the Applicant's current Broward County Business Tax Receipt (formerly Occupational License). SEE ATTACHED

Section P

1. Provide a copy of Applicant's safety program.
2. Provide a copy of Applicant's substance abuse policy.
3. Provide a copy of Applicant's employee job training program/policy.
4. Provide information regarding frequency of training.
5. Include equipment operator certificates, if any.

Section Q

1. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from any federal, state, or local environmental regulatory agencies?
Yes___ No__X__

2. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or civil penalties from the U.S. Coast Guard?
Yes__X__ No___

3. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from the Occupational Safety and Health Administration?
Yes___ No__X__

If you responded "Yes" to any of this section's questions 1, 2, or 3 above, please provide a detailed summary for each question containing the following information:

- a) Name and address of the agency issuing the citation or notice
- b) Date of the notice
- c) Nature of the violation
- d) Copies of the infraction notice(s) from the agency
- e) Disposition of case
- f) Amount of fines, if any
- g) Corrective action taken

Attach copies of all citations, notices of violations, warning notices, civil penalties and fines issued by local, state, and federal regulatory agencies, all related correspondence, and proof of payment of fines.

4. Provide a statement (and/or documentation) which describes the Applicant's commitment to environmental protection, environmental maintenance, and environmental enhancement in the Port. SEE ATTACHED

Section R

Provide written evidence of Applicant's ability to promote and develop growth in the business activities, projects or facilities of Port Everglades through its provision of the services (i.e., stevedore, cargo handler or steamship agent) it seeks to perform at Port Everglades. For first-time applicants (stevedore, cargo handler and steamship agent), the written evidence must demonstrate Applicant's ability to attract and retain new business such that, Broward County may determine in its discretion that the franchise is in the best interests of the operation and promotion of the port and harbor facilities. The term "new business" is defined in Chapter 32, Part II of the Broward County Administrative Code as may be amended from time to time. SEE ATTACHED

If you have checked an Applicant box for VESSEL BUNKERING, VESSEL OILY WASTE REMOVAL, VESSEL SANITARY WASTE WATER REMOVAL, OR MARINE TERMINAL SECURITY, then the following additional information is required:

VESSEL BUNKERING

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the applicant's operations manual approved by the U.S. Coast Guard.

Section V- A copy of the applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL OILY WASTE REMOVAL

Section S - Certificate of Adequacy in compliance with the Directives of MARPOL 73/75 and 33 CFR 158, if applicable.

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the Applicant's operations manual approved by the U.S. Coast Guard.

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section V- A copy of the Applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section X- A Used Oil Collector, Transporter, and Recycler Certificate from the Florida Dept. of Environmental Protection.

Section Y- An Identification Certificate from the U.S. Environmental Protection Agency.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the Applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL SANITARY WASTE WATER REMOVAL

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section Z1- A copy of the Applicant's operations manual.

Section Z2- A Septage Receiving Facility Waste Hauler Discharge Permit from the Broward County Water and Wastewater Services Operations Division.

MARINE TERMINAL SECURITY

Section N1- A list of all metal detection devices, walk-through and hand held, as well as all luggage and carryon x-ray machines owned or leased, to be used or domiciled at Port Everglades. Listing must include brand name and model.

Section N2- A copy of all manufacturers recommended service intervals and name of company contracted to provide such services on all aforementioned equipment.

Section N3- A description of current method employed to assure all equipment is properly calibrated and functioning.

Section N4- current training requirements and training syllabus for employees operating

x-ray equipment. Highlight emphasis on weapon and contraband identification.
Include equipment operator certificates, if any.

Section O1- Provide copies of all local, state and federal licenses, including:

- a. A copy of the Applicant's State of Florida Business License.
- b. A copy of security agency's Manager's "M" or "MB" License and a copy of the security agency's "B" or "BB" License issued by the Florida Department of Agriculture and Consumer Services.

Section P3- SECURITY GUARDS / SUPERVISORS

- a. Provide Applicant's background requirements, education, training etc., for personnel hired as security guards.
- b. Provide historic annual turnover ratio for security guards.
- c. Provide a copy of Applicant's job training program/policy including a copy of training curriculum and copies of all manuals and take-home materials made available to security guards. Include information regarding frequency of training.
- d. Provide background requirements, experience, licensing and any and all advanced training provided to supervisory personnel.
- e. Provide present policy for individual communication devices either required of security guards or supplied by the employer.
- f. Provide procurement criteria and source as well as Applicant's certification requirements for K-9 workforce.
- g. Provide information on the number of security guards / supervisors currently employed or expected to be employed to provide security services at Port Everglades.

Supervisors _____
Class D Guards _____
Class G Guards _____
K-9 Handlers _____

Port Everglades Tariff 12

References to the Port Everglades Tariff 12 as amended or reissued: <http://www.porteverglades.net/development/tariff>

Application Fees

The following fees have been established for franchised businesses at Port Everglades. Initial processing fees are nonrefundable. A franchise is required for each category of business.

Stevedore

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

Cargo Handler

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

Steamship Agent

Initial processing fee, assignment fee, or reinstatement fee \$

4,000.00

Annual Fee

\$ 2,250.00

Tugboat and Towing

Initial processing fee, assignment fee, or reinstatement fee \$ 26,000.00

Annual Fee

By Contract

Vessel Bunkering, Vessel Oily Waste Removal,

Vessel Sanitary Waste Water Removal

Initial processing fee, assignment fee, or reinstatement fee \$ 4,000.00

Annual Fee

\$ 2,250.00

For first-time franchise Applicants, both the initial application fee and the annual fee must be submitted at time of application. Thereafter, annual franchise fees are due and payable each year on the franchise anniversary date, which is defined as the effective date of the franchise.

Note: Check(s) should be made payable to:

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed with this application to:

Port Everglades Business Administration Division

1850 Eller Drive, Fort Lauderdale, FL 33316

Required Public Hearing

Staff review of this application will not commence until such time as all of the above requested information and documentation has been provided and the franchise application has been determined by staff to be complete. All of the above requested information and Sections are required to be completed prior to the scheduling of the public hearing. Staff will request that the Broward County Board of County Commissioners set a public hearing to consider the franchise application and hear comments from the public. The Applicant will be notified of the Public Hearing date and must plan to attend the Public Hearing.

By signing and submitting this application, Applicant certifies that all information provided in this application is true and correct. Applicant understands that providing false or misleading information on this application may result in the franchise application being denied, or in instances of renewal, a franchise revoked. Applicant hereby waives any and all claims for any damages resulting to the Applicant from any disclosure or publication in any manner of any material or information acquired by Broward County during the franchise application process or during any inquiries, investigations, or public hearings.

Applicant further understands that if there are any changes to the information provided herein (subsequent to this application submission) or to its officers, directors, senior management personnel, or business operation as stated in this application, Applicant agrees to provide such updated information to the Port Everglades Department of Broward County, including the furnishing of the names, addresses (and other information as required above) with respect to persons becoming associated with Applicant after its franchise application is submitted, and any other required documentation requested by Port Everglades Department staff as relating to the changes in the business operation. This information must be submitted within ten (10) calendar days from the date of any change made by the Applicant.

Applicant certifies that all workers performing functions for Applicant who are subject to the Longshore and Harbor Workers' Act are covered by Longshore & Harbor Workers' Act, Jones Act Insurance, as required by federal law.

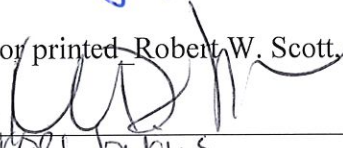
This application and all related records are subject to Chapter 119, F.S., the Florida Public Records Act.

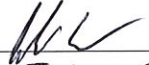
By its execution of this application, Applicant acknowledges that it has read and understands the rules, regulations, terms and conditions of the franchise it is applying for as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended, and agrees, should the franchise be granted by Broward County, to be legally bound and governed by all such rules, regulations, terms and conditions of the franchise as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended.

The individual executing this application on behalf of the Applicant, personally warrants that s/he has the full legal authority to execute this application and legally bind the Applicant

Signature of Applicant's Authorized Representative  Date Signed 3/30/18

Signature name and title - typed or printed Robert W. Scott, III, Vice President Operations

Witness Signature (*Required*) 
Witness name-typed or printed Keri Jenkins

Witness Signature (*Required*) 
Witness name-typed or printed John Cassen

If a franchise is granted, all official notices/correspondence should be sent to:

Name Keri Jenkins Title Senior Administrator

Address 150 W. Main St., Ste 1600, Norfolk, VA 23510 Phone (757) 627-6286

HOST

AGENCY

**STEAMSHIP AGENT
PORT EVERGLADES**

PORT EVERGLADES FRANCHISE APPLICATION

March 28, 2018

SECTION A1

Host Agency, LLC is a privately held company, we request that the following information not be made public, and be exempt from disclosure.

Host Agency, LLC

OFFICERS:

G. Adam Anderson *Board Manager, President & CEO*
150 West Main Street, Suite 1600, Norfolk, VA 23510
Phone Number: 757-627-6286
Fax Number: 757-627-2879
Email Address: adam.anderson@tparkerhost.com

Andrew J. Caplan *Board Manager, Chief Operating Officer*
150 West Main Street, Suite 1600, Norfolk, VA 23510
Phone Number: 757-627-6286
Fax Number: 757-627-2879
Email Address: Andrew.caplan@tparkerhost.com

Cornelis (Cees) van de Mortel *Chief Commercial Officer*
150 West Main Street, Suite 1600, Norfolk, VA 23510
Phone Number: 757-627-6286
Fax Number: 757-627-2879
Email Address: cees.vandemortel@tparkerhost.com

Robert W. Scott, III *Vice President Operations*
150 West Main Street, Suite 1600, Norfolk, VA 23510
Phone Number: 757-627-6286
Fax Number: 757-627-2879
Email Address: bobby.scott@tparkerhost.com

See Section G for list of Management

SECTION A2 – Resumes

Host Agency, LLC is a privately held company, we request that the following information not be made public, and be exempt from disclosure.

HOST

Adam Anderson
President & CEO

Adam Anderson joined the company as a boarding agent in 1998, where he gained hands-on waterfront experience, and quickly became an influential part of business development for the company. By the age of 24, he developed and negotiated Host's first terminal operation contract.

During his first 13 years with the company, he had many jobs including truck loader, stevedore, terminal manager, business development manager, marketing, and regional manager. When he became executive vice president, was able to take his first-hand knowledge developed on the docks and grow Host's top and bottom lines by more than 600% in eight years.

In 2011, he was elected to his current role of president. In this position, he is responsible for setting the vision for the Host company and leading our team through rapid scalable growth across all of our platforms.

He currently sits on several maritime board associations and has become a recognized industry expert who shares his wealth of knowledge within the maritime industry through conferences, forums, and events.

HOST

Cees van de Mortel
Chief Commercial Officer

Cees van de Mortel was born in the Netherlands and graduated with a bachelor's in mechanical engineering and master's in business administration from the Technical University of Delft in the Netherlands.

Before joining Host, Cees spent 12 years with Kinder Morgan Terminals, most recently as commercial director, where he was responsible for the commercial activities for marine terminals in the Mid-Atlantic and Southeast regions, for sales and marketing of all coal and fertilizer movements nationwide, and for intermodal and packaging operations. Prior to Kinder Morgan, he was employed with the Dutch transportation and terminal company Vopak. There, he oversaw operations at the Elizabeth River Terminals and Marine Port Terminals, Inc., handling general cargo and dry-bulk commodities.

In the fall of 2012, Cees joined Host in Norfolk as chief operating officer, overseeing all aspects of the firm's ship agency and brokerage operations. In 2016, he moved to the role of chief commercial officer. Cees' background in operations, commercial development, and management makes him uniquely suited to provide skilled and diversified services to Host clients.

He is currently serving as a director of the Virginia Maritime Association and regularly speaks at industry events and conferences.

The logo for T. Parker Host, Inc. features the word "HOST" in a large, blue, serif font. The letters are outlined in black. To the left of the text is a solid blue vertical bar. The entire logo is set against a white background.

T. Parker Host, Inc.
150 West Main Street, Suite 1600
Norfolk, VA 23510
757-627-6286
www.tparkerhost.com

Bobby Scott
Vice President of Agency Operations

Bobby Scott graduated with a Bachelor's of Arts in Psychology from The College of William and Mary in 1998. Immediately following college, he joined Host as a boarding agent. In 2005, he was promoted to Operations Manager where he was responsible for overseeing and managing the operations department handling vessels within all Virginia ports including the Port of Hampton Roads, Hopewell and Richmond. Between 2007 and 2015, Bobby continued to further his management scope. He went from managing the Virginia operations team to managing 5 operations teams on the East Coast stretching from Virginia to North Florida. In 2015, Bobby became the Vice President of Agency Operations of Host, which is his current position.

Bobby works tirelessly to ensure that the Agency process goes smoothly and customer relations continue to grow throughout our ports. While no two operations are the same, with Bobby's leadership and management skills, our Agency teams provide the same quality of service across the board.

HOST

Finn Host

Finn Host was born in Newport News, Virginia and grew up in the Hampton Roads area. He graduated with a Bachelor's from Virginia Tech in 2005 and a Master's of Business from the College of William & Mary in 2013. In 2005, he joined Host as a boarding agent, officially adding the fourth generation to the family business. Since then, Finn has worked in many capacities within the company structure, and in 2011, he became executive vice president of Host, which is his current position.

From 2013 to 2016, Finn lived and worked in New Orleans while serving as the regional manager of the Gulf East. He relocated back to Norfolk, VA in the Spring 2016 to focus on business development and company management.

He has and continues to serve on many boards and committees associated with the maritime and coal industries including the Hampton Roads Coal Association, New York Coal Trade, The Coal Institute, National Coal Transportation Association, and The Coal Rodeo. He has been a maritime speaker at a number of events including CERAweek, The Coal Institute, NS Metex Session, HRCA Seminar, Platts Coal Marketing, and Biomass Trade & Transport Summit, among others. He is also a past or present board member for various non-profits including the Portsmouth Museums Foundation and Festevents.

HOST

Kelsey Host

Kelsey Host was born and raised in Norfolk, VA. She graduated with a Bachelor's from the University of Virginia and a Master's in Business Administration from Old Dominion University. She joined Host in 2011 as a member of the accounting team and has been a part many teams at Host including Human Resources and Agency Operations. She spent time as a boarding agent in both the company's New Orleans and Norfolk offices in addition to a brief tenure based in the Northeast.

In 2016, she received her SHRM-CP certification for Human Resources, and in 2017, she obtained a Certificate in HR from the University of Rhode Island's Schmidt Labor Research Center.

HOST

Philip Tomlinson

Philip Tomlinson is a graduate of The Citadel and has over 33 years of experience in sales and business development in the maritime industry.

In 2012, he joined Host as the vice president of business development and commercial operations, overseeing sales and new business ventures at Host Terminals. He has led the development of many of our new terminal projects and has been especially involved in our South Florida, Texas, and Baltimore operations.



T. Parker Host, Inc.
150 West Main Street, Suite 1600
Norfolk, VA 23510
757-627-6286
www.tparkerhost.com

Nathaniel Thomas Morgan
Southeast Regional Operations Manager

Nate Morgan grew up in the Hampton Roads area. He graduated with a Bachelor's in Marketing and with a Minor in Spanish from UNC Wilmington in 2005 where he was a member of Pi Sigma Epsilon. In 2007, he joined Host as a boarding agent. Since then, Nate has worked his way up the operations team ladder, and in 2015, he became the Southeast Regional Manager of Host, which is his current position.

Throughout Nates tenure at Host, he has used his background in customer service to bring the top-level service to customers that Host so proudly holds as one of its core principals.

HOST

T. Parker Host, Inc.
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Erika Cueto
South Florida Operations Manager
T. Parker Host, Inc.

Erika Cueto graduated with a Bachelor's of Commerce in Maritime Studies from St Thomas University in 2004. Erika initially joined Host as the Commercial Manager. In this role, she was responsible for growing and developing the agency business in South Florida. In 2016, she was promoted to Operations Manager which is her current position. As Operations Manager, Erika is responsible for overseeing the Agency Operations employees and processes to ensure smooth, efficient and safe vessel operations.

Erika uses her background in the maritime industry to cultivate and grow agency, stevedoring and terminal operations in South Florida. She delivers measurable, cost effective tactics to make Hosts vision for growth and expansion a reality. While it is essential to increase the presence of current operations, Erika realizes that it is also critical, given the emerging business lines and joint ventures currently under consideration, to be nimble and easily adapt to new challenges.

SECTION B2 – Articles of Organization and State of Florida

Authorization

Host Agency, LLC is a privately held company and the following information is not authorized to be made public and should be exempted from disclosure.

SCC eFile

**ARTICLES OF ORGANIZATION
OF
HOST AGENCY, LLC**

The undersigned, pursuant to Chapter 12 of Title 13.1 of the Code of Virginia, states as follows:

1. The name of the limited liability company is Host Agency, LLC.
2. The purpose for which the limited liability company is formed is to engage in any lawful business, purpose or activity for which a limited liability company may be formed under the Virginia Limited Liability Company Act.
3. The name of the limited liability company's initial registered agent is Joshua M. David. The initial registered agent is an individual who is a resident of Virginia and a member of the Virginia State Bar.
4. The address of the limited liability company's initial registered office, which is identical to the business office of the initial registered agent, is 739 Thimble Shoals Boulevard, Suite 105, Newport News, VA 23606. The initial registered office is located in Newport News City, Virginia.
5. The address of the limited liability company's principal office where the records of the limited liability company are to be kept is 150 West Main Street, Suite 1600, Norfolk, VA 23510.

ORGANIZER:

/s/ Joshua M. David Date: August 24, 2016
Joshua M. David

**COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION**

AT RICHMOND, AUGUST 24, 2016

The State Corporation Commission has found the accompanying articles submitted on behalf of
Host Agency, LLC

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it
is ORDERED that this

CERTIFICATE OF ORGANIZATION

be issued and admitted to record with the articles of organization in the Office of the Clerk of the
Commission, effective August 24, 2016.

STATE CORPORATION COMMISSION

By



James C. Dimitri
Commissioner

DLLCACPT
CISECOM
16-08-24-5705



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Limited Liability Company
HOST AGENCY, LLC

Filing Information

Document Number	M16000008727
FEI/EIN Number	81-3652864
Date Filed	11/01/2016
State	VA
Status	ACTIVE

Principal Address

150 WEST MAIN STREET SUITE 1600
NORFOLK, VA 23510

Mailing Address

150 WEST MAIN STREET SUITE 1600
NORFOLK, VA 23510

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Authorized Person(s) Detail

Name & Address

Title Managing Member

T. Parker Host, Incorporated
150 WEST MAIN STREET SUITE 1600
NORFOLK, VA 23510

Annual Reports

Report Year	Filed Date
2017	04/05/2017

Document Images

04/05/2017 -- ANNUAL REPORT	View image in PDF format
11/01/2016 -- Foreign Limited	View image in PDF format

SECTION C3 – Change in officers, directors, executives, partners, shareholders, or members of the Applicant within the past 5 years:

Host Agency, LLC is a privately held company and the following information is not authorized to be made public and should be exempted from disclosure.

Prior to December 20, 2017:

T. PARKER HOST, INC. Managing Member, Host Agency, LLC

Shareholders:	Thomas P. Host, III David F. Host David F. Host, Jr. Kelsey Host Sarcone
Directors:	Thomas P. Host, III David F. Host G. Adam Anderson
Officers:	
David F. Host	Executive Director
Thomas P. Host, III	Executive Director
G. Adam Anderson	President
Cornelis (Cees) van de Mortel	VP & Chief Commercial Officer
David F. Host, Jr.	Executive Vice President
Robert W. Scott, III	Vice President Agency Operations
William S. Davis, III	Vice President Sales & Operations
Kelsey Host Sarcone	Assistant Secretary & Vice President

As of December 20, 2017:

<i>G. Adam Anderson</i>	<i>Board Manager, President & CEO</i>
150 West Main Street, Suite 1600, Norfolk, VA 23510	
Phone Number:	757-627-6286 Fax Number: 757-627-2879
Email Address:	adam.anderson@tparkerhost.com

<i>Andrew J. Caplan</i>	<i>Board Manager, Chief Operating Officer</i>
150 West Main Street, Suite 1600, Norfolk, VA 23510	
Phone Number:	757-627-6286 Fax Number: 757-627-2879
Email Address:	Andrew.caplan@tparkerhost.com

<i>Cornelis (Cees) van de Mortel</i>	<i>Chief Commercial Officer</i>
150 West Main Street, Suite 1600, Norfolk, VA 23510	
Phone Number:	757-627-6286 Fax Number: 757-627-2879
Email Address:	cees.vandemortel@tparkerhost.com


<i>Robert W. Scott, III</i>	<i>Vice President Operations</i>
150 West Main Street, Suite 1600, Norfolk, VA 23510	
Phone Number:	757-627-6286 Fax Number: 757-627-2879
Email Address:	bobby.scott@tparkerhost.com

**WRITTEN CONSENT OF
THE SOLE MEMBER OF
HOST AGENCY, LLC**

December 20, 2017

The undersigned, being the sole member (the "Member") of Host Agency, LLC, a Virginia limited liability company ("Company"), hereby takes the following actions and adopts the following resolutions by written consent in lieu of a meeting (the "Consent"):

MASTER TRANSACTION AGREEMENT

WHEREAS, the Company has entered into that certain Master Transaction Agreement, dated 



WHEREAS, the Member has determined that it is advisable and in the best interests of the Company to adopt, authorize, ratify and approve the form, terms and provisions of the MTA and all transactions completed thereby, and to ratify the execution by the Company thereof.

NOW, THEREFORE, BE IT RESOLVED, that the MTA, and all transactions contemplated thereby, including, without limitation, the Transaction, are hereby authorized, adopted, ratified and approved; and

FURTHER RESOLVED, that G. Adam Anderson (the "Authorized Officer") is hereby authorized to execute and deliver, in the name and on behalf of the Company, the MTA, with such changes therein as he may determine to be necessary or appropriate, and to cause the Company to consummate the transactions contemplated by the MTA, including, without limitation, the Transaction, and any such actions taken prior to the date hereof by the Authorized Officer are hereby ratified and approved.


FURTHER RESOLVED, that any action of the Company, or any officer or agent of the Company, in the name and on behalf of the Company, that would have been authorized by the foregoing resolutions except that such action was taken before the adoption of such resolutions is ratified, confirmed, approved and adopted as the action of the Company in all respects.

- signature page follows -

IN WITNESS WHEREOF, the undersigned has executed this Consent of the Sole Member
as of the date first set forth above.

SOLE MEMBER:

TP HOST, LLC

By: 
Name: G. Adam Anderson
Title: President

SECTION F - History



Serving the Ports of:

Texas – Louisiana – Mississippi – Alabama – Florida
Georgia – South Carolina – North Carolina – Virginia – Maryland
Delaware – Pennsylvania – New Jersey – New York

Host has been in the ship agency business since 1923, and we've developed a strong reputation for offering REAL solutions and improving efficiency. As agents, we coordinate with many local and international parties for every ship we're appointed, giving us a worldwide network of relationships throughout the maritime community.

The Host brand of service is easy to recognize in any port. We're dedicated to meeting needs and adding value to the standard appointment. Our motivated team is trained, present, commercially aware, and professional at every level.

- **Trained:** Our agents are knowledgeable and safe. We have a thorough training system and carefully-developed operating procedures. We also encourage continuing education courses, technical classes, and certificate programs.
- **Present:** From start to finish, every port call is performed personally by a Host agent. We communicate directly with clients and provide leadership on board each vessel.
- **Commercially Aware:** Our agents are trained to understand the goals of each party involved in a port call. We also develop unique standard operating procedures to ensure each principal gets the best service, tailored specifically for them.
- **Professional:** We only hire the best. Our agents approach every situation with integrity, always stating the facts and offering REAL solutions when needed.

In business for over 90 years and guided by the Core Principles of our founder, Host Agency has developed a strong reputation in the maritime community for our expertise, transparency, and high standards of service.

Our People Are Our Greatest Asset

Without question, our people are our greatest asset. We know the superior service they provide is the reason we're successful, and we continuously invest in their training and support. Host encourages a workplace culture where employees, clients, and partners feel like they're part of the Host family. We care for each person's well-being, we help them progress, and we work diligently to keep everyone safe.

Every Relationship is Important

At Host, we view our clients as partners. We help them make data-driven decisions with our research, always looking for ways to further improve a port call. No matter the job, large or small, we treat every partnership with the same respect.

Continued Growth

In recent years, Host Agency has experienced exponential growth. We now have 16 agency locations along the U.S. East and Gulf Coasts, all positioned to offer the exceptional level of service on which Host was founded.

SECTION G1 and G2 – Managerial Employees

Managerial Employees:

G. Adam Anderson	Been with the company since 1998
Andrew J. Caplan,	Been in the maritime industry since 1993
David F. Host, Jr.	Been with the company since 2005
Cornelis (Cees) van de Mortel	Been in the maritime industry since 1998
Robert W. Scott, III	Been with the company since 1998
William S. Davis, III	Been in the maritime industry since 1995
Kelsey Host Sarcone	Been with the company since 2011
Nate Morgan	Been with the company since 2007
Erika Cueto	Been with the company since 2014

SECTION H - Seaports

SEAPORT: **PORT EVERGLADES, FL**

NUMBER OF YEARS AT THIS SEAPORT: **5**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
MSM	2
UBC	5
MST	2
Onego	2
Flinter	3
Hansa Heavy Lift	5
Pac Basin	5
Grieg Star	4
BBC	5
Spliethoff	5
Sevenstar	5
US Shipping	2
Resolve Group	3
Peters & May	5
SCM Lines	4
UYT	5
Oslo Bulk	5
Cement-It	5
ED&F Man	5
Valero	4
DYT	4
Coast Ship Line	2
Balearia	5
Genesis Marine	3

SEAPORT: **DELAWARE RIVER**

NUMBER OF YEARS AT THIS SEAPORT: **22**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Liberty Maritime	10
Wallenius Willhelmsen	15
Spliethoff	18
Hanjin	16
CSL	20
FedNav	25
Pacific Basin	12
Ultra Bulk	10
U.S. Steel	6
Clipper	7
Resources International	3
Vroon	6
Prince Minerals	3
Joseph Smith Metals	3
Perdue	1
Honeywell	1
Horizon Gemi	1

SEAPORT: **BALTIMORE, MARYLAND**

NUMBER OF YEARS AT THIS SEAPORT: **31**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Spliethoff	23
Norden (Dry & Tanker)	30
Oldendorff	29
Onego	19
Clipper	26
Cargil	30
CSL	20
Liberty Global	9
Pacific Basin	8
UltraBulk	18
Lauritzen	21
Fednav	13
Canfornav	16

SEAPORT: **HAMPTON ROADS**

NUMBER OF YEARS AT THIS SEAPORT: **94**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Atlantic Bulk	15
Bunge	22
Cargil	23
Clipper	25
CSL International	22
FedNav	28
Jumbo	7
Klaveness	17
Louis Dreyfus	15
Maersk Line	32
Mitsui OSK	38
MUR Shipping	11
NYK Line	37
Oldendorff	25
Onego	15
Pacific Basin	9
PCL	22
Rickmers Line	13
SMT	12
Soreidom	15
STX Pan Ocean	7
TECO	15
U.S. Shipping Partners	10
V Ships	19
Wallenius Willhelmsen	25
Yang Ming Line	34
Carnival Cruise Line	23
Princess Cruise Line	19
Norwegian Cruise Line	12
The World/RIW Management	9
Salen Ship Management	7

SEAPORT: **MOREHEAD CITY, NC**

NUMBER OF YEARS AT THIS SEAPORT: **10**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Onego	10
K-Line	6
NYK Line	6
Rickmers	7
Maersk Line Ltd	6

SEAPORT: **WILMINGTON, NC**

NUMBER OF YEARS AT THIS SEAPORT: **10**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Onego	10
Clipper	6
Oldendorff	5
Bryggen	5
Stolt	5
Maersk Line Ltd.	2
Rickmers	6
NYK Line	6
K-Line	6

SEAPORT: SAVANNAH, GA

NUMBER OF YEARS AT THIS SEAPORT: 16

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Norden	16
Mineral Shipping	12
Grieg Star	14
Spliethoff	16
Big Lift	8
Bunge	3
NYK	3
ACE Quantem Chemical	1
D'Amico Ship	6
BBC Chartering	6
Cargil	16

SEAPORT: **BRUNSWICK, GA**

NUMBER OF YEARS AT THIS SEAPORT: **16**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Bunge	9
Imerys	9
Soreidom	16
DV Chartering	16
Cargil	16
Centurion Bulk	9
Liberty Global	9
Pacific Basin	16
Oslo Bulk	16
Polsteam USA	16

SEAPORT: **FERNANDINA BEACH, FL**

NUMBER OF YEARS AT THIS SEAPORT: **22**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Alexander & Blake	6
Spliethoff	2

SEAPORT: **JACKSONVILLE, FL**

NUMBER OF YEARS AT THIS SEAPORT: **22**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
CSL International	19
Maersk Line Ltd.	17
American Overseas Marine	16
Ace Quantem	3
Spliethoff	3
Oldendorff	16
V. Ships	12

SEAPORT: **MOBILE, AL**

NUMBER OF YEARS AT THIS SEAPORT: **31**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Norden	11
Onego	10
FedNav	23
Clipper	19
Stolt Tankers	14
Atlantic Bulk Carriers	13
Central Gulf Liner	31
Lauritzen	21
MUR Shipping	17
Alexander Blake	1
Clipper Bulk	27
Copanship Management	2
Gerdau	1
Pac Basin	1

SEAPORT: PANAMA CITY, FL

NUMBER OF YEARS AT THIS SEAPORT: 31

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
J. Lauritzen	31

SEAPORT: **PASCAGOULA, MS**

NUMBER OF YEARS AT THIS SEAPORT: **31**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Clipper Bulk	31
MUR	8
Pac Basin	5

SEAPORT: **GULFPORT, MS**

NUMBER OF YEARS AT THIS SEAPORT: **31**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
FedNav	31

SEAPORT: **NEW ORLEANS, LA**

NUMBER OF YEARS AT THIS SEAPORT: **31**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
American Overseas Marine	7
Atlantic Bulk	12
Bunge	18
Cargill	20
Clipper Bulk	29
Copanship Bulkers	22
CSL	19
DOWA	16
FedNav	31
Flinter	12
J. Lauritzen	15
K-LineBulk	19
Klaveness	21
Liberty	9
Mitsui	24
MUR Shipping	20
Nordana	27
Nordic Bulk	22
NYK Bulk	24
Oldendorff	24
Onego	11
Pacific Basin	5
SMT Ship Management	10
Soreidom	12
TNT Bulk	15
Vulcan	23

SEAPORT: **HOUSTON, TX**

NUMBER OF YEARS AT THIS SEAPORT: **24**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Vulcan	20
Clipper	23
CSL	23
Ultra Bulk	16
U.S. Steel	24
PacBasin	5
D'Amico	3
Oldendorff	2
Norden	3
FedNav	20

SEAPORT: **BEAUMONT, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Vulcan	21
Valero	6
Clipper	21
Ultra Bulk	16
Almi Tankers	2
CSL	2
Liberty Global	2
Wilhelmsen Ship Management	21
V-Ships	5

SEAPORT: **PORT ARTHUR, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Vulcan	21
Clipper	21
Ultra Bulk	16
Norden	4
XO Shipping	2
Glenda International	3
PacBasin	4

SEAPORT: **FREEPORT, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Vulcan	21
Klaveness	10
Oldendorff	3
CSL Americas	5
D'Amico Tankers	3

SEAPORT: **POINT COMFORT, TX**

NUMBER OF YEARS AT THIS SEAPORT: **19**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
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Bryggen	8
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SEAPORT: **BROWNSVILLE, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Clipper	20
CSL Americas	5
Oldendorff	5
Norden	4

SEAPORT: **CORPUS CHRISTI, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Clipper	19
Almi Tankers	2
CSL Americas	5
Klaveness	10
Liberty Global	3
D'Amico Tankers	3
Oldendorff Carriers	2
Norden	4
Genesis Marine	2

SEAPORT: **GALVESTON, TX**

NUMBER OF YEARS AT THIS SEAPORT: **21**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
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Clipper Bulk	21
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SEAPORT: LAKE CHARLES, LA

NUMBER OF YEARS AT THIS SEAPORT: 21

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
Clipper Bulk	21

SEAPORT: **CHARLESTON, SC**

NUMBER OF YEARS AT THIS SEAPORT: **5**

<u>CLIENT NAME</u>	<u>NUMBER OF YEARS APPLICANT HAS PROVIDED SERVICES TO THIS CLIENT</u>
K-Line	1
Intercruises	1
Liberty Global	1
Cargil	5

SECTION J – Certificate of Insurance

DESCRIPTIONS (Continued from Page 1)

Prism Marine, LLC
Ms. Janet, LLC
Raven Power Barge Co., LLC
Dlnk Charter, LLC
Miss T LLC
Bargeco Holding, LLC
Host Agency, LLC
Host at Tradepoint LLC
Host Marine Transportation, LLC
Tidewater Tank Terminal, LLC
Host Logistics, LLC

The General Liability policy includes a Blanket Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract or agreement that requires such status.

The General Liability and Workers Compensation policies include a Waiver of Subrogation in favor of the Certificate Holder.

The Umbrella Policy is Following Form Coverage.

This insurance is Primary and Non-Contributory to Other Available Insurance Coverages.

The General Liability Policy includes Sudden and Accidental Pollution Coverage.
The Certificate Holder is Broward County.

The General Liability policy includes a Blanket Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract that requires such status, and only with regard to work performed on their behalf by the named insured.

The Certificate Holder is recognized as an Additional Insured on the Business Auto Policy.

The policies have been endorsed to provide a 30 Day Notice of Cancellation.

SECTION K – Financial Responsibility

Host Agency, LLC is a privately held company and the following information is not authorized to be made public and should be exempted from disclosure.

Host Agency has a successful track record in excess of 94 years, and has been working in Port Everglades since 2012. Our creditworthiness and financial responsibility have been demonstrated during this time. A copy of our financials was provided to Lea Brasso, Director of Finance, on February 27, 2018.

SECTION L – Credit References

Name of Reference	Bank of America	Nature of Business	Bank
Contact Name	Peter Strauss	Title	Vice President
Legal Business Street Address	One Commercial Place, 6 th Floor		
City, State, Zip Code	Norfolk, VA 23510		
Phone Number	757-441-4005		
Name of Reference	Norfolk Southern Corp	Nature of Business	Vessel Docking/Undocking
Contact Name	Alex Frank	Title	
Legal Business Street Address	1200 Peachtree St., NE		
City, State, Zip Code	Atlanta, GA 30309		
Phone Number	404-529-1165		
Name of Reference	Moran Norfolk	Nature of Business	Vessel Services
Contact Name	Title		
Legal Business Street Address	1901 Brown Avenue		
City, State, Zip Code	Norfolk, VA 23504		
Phone Number	757-625-6000		
Name of Reference	Virginia Maritime Association	Nature of Business	Port Services
Contact Name	David White	Title	Vice President
Legal Business Street Address	236 E Plume Street		
City, State, Zip Code	Norfolk, VA 23510		
Phone Number	757-622-2639		

SECTION M – Bond and Letter of Credit



IRREVOCABLE LETTER OF CREDIT NO. 1561037435

DATE OF ISSUE: March 19, 2018

EXPIRATION DATE: March 19, 2019

ISSUING BANK'S NO. 1561037435

BENEFICIARY:

Broward County
Chief Executive & Port Director, Broward County's Port Everglades Department
c/o Director of Business Administration
1850 Eller Drive
Fort Lauderdale, Florida 33316

APPLICANT:

Host Agency, LLC
150 West Main Street, Suite 1600
Norfolk, Virginia 23510

We hereby establish our irrevocable Standby Letter of Credit No. 1561037435, in favor of Broward County and for account of Host Agency, LLC, available by Broward County's drafts drawn on us payable at sight up to an aggregate amount of U.S. Fifty Thousand and 00/100 Dollars (\$50,000.00) when accompanied by this Letter of Credit and the following documents:

1. Draft drawn on us at sight.
2. A signed statement from the Chief Executive & Port Director of Broward County, that the amount of the drawing represents amounts due and unpaid to BROWARD COUNTY arising from:
 - (a) failure of Applicant to pay to BROWARD COUNTY, when due, any and all tariff or other charges that have accrued at Port Everglades (whether relating to the furnishing of services or materials to Applicant, its principals, agents, servants or employees at Port Everglades; or, due to injury to property of Port Everglades; or, stemming from the use of Port Everglades facilities by Applicant, its principals, agents, servants or employees; or, otherwise); or

- (b) costs, expenses, losses, damages or injury sustained by BROWARD COUNTY from non-compliance by Applicant, its principals, agents, servants or employees with applicable laws, ordinances, rules and regulations of the federal, state and local governmental units or agencies (including but not limited to the terms and provisions of the BROWARD COUNTY Code of Ordinances, Administrative Code, and all procedures and policies of the Port Everglades Department), as amended from time to time; or
- (c) costs, expenses, losses, damages or injury sustained by BROWARD COUNTY from any act, omission, negligence or misconduct of Applicant, its principals, agents, servants or employees in Port Everglades (whether causing injury to persons or otherwise).

This Letter of Credit shall be renewed for successive periods of one (1) year each unless we provide Broward County, through the Chief Executive & Port Director of Broward County's Port Everglades Department at the above stated address, with written notice of our intent to terminate the credit herein extended, which notice must be provided at least ninety (90) calendar days prior to the expiration date of the original term hereof or any extended one (1) year term.

Any draft drawn under this Letter of Credit shall bear the clause: "Drawn under Bank of TowneBank's Irrevocable Standby Letter of Credit No. 1561037435 dated March 19, 2018." The original Letter of Credit must accompany any drawing, and the date and amount of each drawing must be endorsed on the reverse side of this Letter of Credit by the negotiating bank, if any.

This Credit is subject to the "Uniform Customs and Practice for Documentary Credits," International Chamber of Commerce Publication Number 600, 2007 Revision, and to the provisions of Florida law. If a conflict between the Uniform Customs and Practice for Documentary Credits and Florida law should arise, Florida law shall prevail. If a conflict between the law of another state or country and Florida law should arise, Florida law shall prevail.

TowneBank 'BANK'

By: _____

Authorized Signature

John P. Matson

Print Name

Norfolk President

Title

Witness

K. J. [Signature]

Witness

19th day of March, 2018



International Fidelity Insurance Company
One Newark Center 20th Floor
Newark, NJ 07102
(973) 624-7200
www.ific.com

CONTINUATION CERTIFICATE

Bond No. 047337005

Bond Amount: \$50,000

Term Beginning: 6/1/2017

Term Ending: 6/1/2018

Principal/Insured: Host Agency


Obligee: Broward County Port Everglades

Agent: USI Insurance Services

It is hereby agreed that the captioned numbered Bond is continued in force in the above amount for the period of the continued term stated above.

This continuation shall be deemed a part of the original bond and not a new obligation and is subject to all the covenants and conditions of said bond.

International Fidelity Insurance Company

By: 
Patti J. George
Attorney-In-Fact

6/01/2017
Signed and Sealed Date

SECTION O – Broward County Business Tax Receipt

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000
VALID OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018

DBA: HOST AGENCY LLC
Business Name: HOST AGENCY LLC

Receipt #: 329-248487
Business Type: ALL OTHERS (STEVEDOORING)

Owner Name: HOST AGENCY LLC
Business Location: 150 W MAIN ST STE 1600
 FT LAUDERDALE
Business Phone: 7576276286

Business Opened: 05/01/2012
State/County/Cert/Reg:
Exemption Code:

Rooms Seats Employees Machines Professionals

5

		For Vending Business Only					
		Number of Machines:		Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid	
33.00	0.00	0.00	6.60	0.00	25.00	64.60	

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

**THIS BECOMES A TAX RECEIPT
 WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
 HOST AGENCY LLC
 150 W MAIN ST STE 1600
 NORFOLK, FL 23510

Receipt # 03C-17-00002350
Paid 12/13/2017 64.60

2017 - 2018

SECTION P – Safety/Substance Abuse/Job Training

See attached Disk Drive



Occupational Health and Safety

Program

Issue Date:	May 24, 2017
Revision Date:	N/A
Revision Number:	N/A
Approved By:	Chris Holt

ENVIRONMENTAL, HEALTH, AND SAFETY POLICY

Host Terminals will conduct all operations in an environmentally compliant and safe manner. Environmental stewardship and the safety of our teammates are just as important to our success as operational and financial performance. We are committed to a process of continuous improvement in all we do and to the adoption of industry standards and safe practices. We fundamentally believe that all accidents/injuries are preventable. Essential to this belief is the setting of clear expectations, responsibilities, improvement of safe work practices, identification and control of workplace hazards, and a commitment to the safety of all teammates involved in our operations. Our efforts in the areas of environmental, health and safety shall be guided by the following:

Accident Prevention: We will strive to make our workplaces free of injuries and accidents with 100% safe work practices and safe conditions throughout our operations.

Environmental Stewardship: We are committed to protecting the environment and shall apply industry best practices as appropriate to minimize the generation of emissions and waste throughout our operations.

Risk Assessment: We will systematically identify potential hazards and establish controls to ensure that risks are minimized.

Regulatory Compliance: We will comply with all applicable laws, regulations, and, where any of these are inadequate, adopt and apply the highest standards that reflect Host Terminal's commitment to safety and protection of the environment.

Emergency Preparedness: Being properly prepared for an emergency is of vital importance and is the responsibility of management, supervisors and employees at all levels. We will maintain emergency plans in cooperation with local authorities and emergency services to ensure a prompt, effective and integrated response to minimize harmful effects from any incidents.

Continuous Improvement: Our management systems provide a framework for setting targets, measuring performance, managing risks, investigating incidents and reporting results. We will employ these systems and encourage and require employee involvement to achieve continual improvement in our overall EHS performance.

Communication: We will clearly communicate our EHS commitments, responsibilities and performance to our employees and the public. Additionally, we will provide information to all relevant parties on the safe use, handling, transportation, storage, recycling, reuse and disposal of materials, products and wastes we handle.

Training: We will ensure that employees understand their EHS responsibilities, that they have the right training for their jobs and are competent to perform their assignments safely, effectively and efficiently.

Tools: We will provide the required resources, facilities, tools, and equipment for our team to work safely.



J Chris Holt
Director of Environmental, Health, and Safety

/ May 17, 2017
Date

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1. Introduction

At Host Terminals, our people are our greatest assets and their safety is our #1 priority. Our company is our people, and the service they provide is our only product. We work relentlessly to strengthen our safety culture, focusing on the relationship between our people and their work environment. A strong safety culture is complemented by our competent workforce.

It is Host Terminals belief that all injuries, damage to the environment, incidents and accidents are preventable. This document outlines our safety standards and requirements. These standards apply to all aspects of our operations.

The procedures described in this program are intended to protect employees, provide and maintain a safe workplace, preserve and protect the environment, and facilitate compliance with applicable governmental regulations. If there is a conflict between any part of a facility program and a governmental regulation, the governmental regulation will apply and the facility program will be modified.

Occupational Health and Safety Act

Host Terminals shall:

- Furnish to each employee a place of employment free from recognized hazards that are likely to cause death or serious physical harm.
- Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- Comply with and require all employees to comply with occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- Encourage employees to contact their supervisor for information that will help them understand their responsibilities under the Act.

2. Program Overview

This program outlines responsibilities for Occupational Safety and Health and provides general safety requirements. The objective of the Program is to prevent losses to employees and the organization. This program is risk-based and designed to meet our continually evolving and dynamic business and operating model.

Mission:

- To provide a safe and healthful work environment for all employees.
- To be a productive, responsible organizational citizen and the employer of choice in our industry.

Goals:

- Develop an accident-free work environment, which is safe, clean and productive for our employees.
- Minimize our workers' compensation insurance costs to enhance the organization's profitability.
- Provide continual training to employees and management such that an understanding of hazards and respective safety requirements are established and supported.
- Develop, implement, and manage effective loss prevention programs to assure a safe, healthful and productive workplace, and compliance with applicable state and federal regulations.
- Encourage the responsibility and participation of all employees and management in the organization's loss prevention efforts.

2.1. Responsibilities

Employee Responsibilities

All Company employees are responsible for:

- Complying with all company programs, procedures, rules, applicable laws, and regulations.
- Participating in safety, environmental, severe weather drills & exercises.
- Assisting in incident investigations and identifying areas for improvement.
- Attending training as required.
- Notifying management if training has not been provided or was inadequate.
- Correcting/reporting any substandard or unsafe conditions.
- Immediately reporting any injuries or spills.
- Participating in near miss investigations and development of job safety analysis (JSA's).
- Utilizing proper tools and protective equipment.
- Performing housekeeping to ensure work can be performed safely.
- Striving daily for incident-free work environment.
- Warning others of anything that could affect their safety.
- Minimizing distractions while performing operations and maintenance activities.
- Requesting clarity regarding roles, responsibilities or methods of complying with procedures if any are unclear.
- Stopping the job if a dangerous situation exists.

Management Responsibility

Company management includes supervisors, operations managers, general managers, and division managers.

Managers are responsible for:

- Leading by example by following all safety procedures and policies.
- Ensuring that each employee is adequately trained.
- Making any regulations or standards applicable to the work or work environment, available to all employees.
- Ensuring that all work is conducted in compliance with all environmental, safety, and health laws and regulations.
- Identifying training needs based on operational changes.
- Encouraging employee participation and involvement in safety decisions.
- Providing adequate safety equipment for all employees.
- Ensuring that all equipment is maintained.
- Correcting unsafe acts or conditions promptly.
- Communicating new and updated safety or regulatory information.
- Conducting safety meetings and training.
- Providing guidance to employees requesting information.
- Administering disciplinary action when necessary.

Environmental Health and Safety (EHS) Personnel

EHS personnel are responsible for:

- Functioning as a safety & health advisor/resource and technical expert.
- Communicating new & updated safety or regulatory information.
- Developing, maintaining, and communicating environmental programs, procedures, and policies.
- Communicating changes to procedures, plans, programs, and policies.
- Coordination of state and local permitting/licensing efforts.
- Tracking environmental compliance measures and trends.
- Identifying core training curriculums.
- Training employees on safety and environmental topics.
- Conducting audits/assessments and providing corrective measures to any findings.
- Assisting in the annual review of safety procedures.
- Providing guidance on procuring and maintaining new safety equipment.
- Managing Terminals Spill Prevention Control and Countermeasure Plans.
- Assisting with regulatory agency inspections and investigations.
- Managing waste generation and disposal.

2.2. Workers Comp

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim:

- Injured employees must report all accidents/injuries to their supervisor immediately.

- All accidents/incidents will be investigated by the EHS management to determine the facts and take corrective action to prevent recurrence.
- Employees must complete the Worker Information section of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms, Human Resources will complete the Employer's Information section.
- Human Resources will ensure that the Workers' Safety and Compensation Division is notified as appropriate by filing the report.
- The accident investigation must confirm that the injury was job related for the claim to be valid.
- Injured employees will enter a modified job program, i.e., light duty, restricted duty, when such is recommended by the attending physician.

2.3. Drug Free Workplace

- The unlawful use, possession, transfer, or sale of illegal drugs or controlled substances and the misuse of alcohol by employees during work hours are prohibited. The consequences for violation of the drug-free policy may include, but are not limited to, a referral for therapeutic help, discipline and/or discharge.
- A list of community resources that provide substance abuse treatment and prevention services is posted at the bulletin board where they may be regularly viewed by employees.
- The Department of Health also provides information on their website, or may be contacted directly.
- Host Terminals encourages the designation of a totally or partially smoke free workplace.

2.4. Driving Safety

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations:

- All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license.
- No unauthorized use of company vehicles shall be permitted.
- Prior to entering the vehicle, visually inspect the entire vehicle. Look for broken windows, light covers, low tire pressure, etc. Report all damage to your supervisor.
- Adjust all mirrors for the proper vision of the operator.
- All occupants shall fasten their seat belts.
- Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, and lights.
- Test the brakes to determine their effectiveness.
- Obey all traffic laws while operating the vehicle, this includes the speed limit.
- Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities.
- Cell phone operation must be conducted ONLY while stopped and out of traffic.
- Always maintain a safe following distance.
- If your vehicle becomes disabled, call for help on your cell phone.
- Report all incidents/accidents to supervision immediately.

2.5. OSHA 300

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained for each work facility. In some cases, the log may be kept at the main office. The summary section of the OSHA Form 300 must be posted at each work facility/site by February 1st of the following year and remain in place until April 30th.

2.6. Hazard Communication Program

Host Terminals has a Hazardous Communication Program in place because of our work with and exposure to hazardous chemicals in the workplace. Important elements of this program are: captured in our written program explaining the program; a master listing of hazardous chemicals in the workplace; safety data sheets (SDSs) of those chemicals; labeling requirements of chemicals containers; and training for all employees on the program and its elements. Employees are encouraged to review this program at any time.

3. Management Leadership

Host Terminals Leadership is committed to providing employees with a safe and healthful workplace. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Leadership will give top priority to, and provide the financial resources for, the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules.

Senior leaders are actively involved with employees in establishing and maintaining an effective safety program. Ongoing safety and health program activities include:

- Promoting safety committee participation.
- Providing safety and health education and training.
- Reviewing and updating workplace safety rules.

This statement serves to express management's complete commitment to and involvement in, providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

4. Hazard ID and Assessments

4.1. Identification

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone to identify, report, and correct, all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations.

All injuries, accidents, incidents, and near misses must be reported. Accidents and incidents are investigated so that measures can be taken to prevent a recurrence of similar events. Investigation represents an "after-the-fact" response for any incident. However, a thorough investigation may uncover hazards or problems that can be eliminated "before-the-fact" for the future. After root causes have been determined, prompt follow-up action is required to achieve the purpose of the investigation.

Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions.

Host terminals has a procedure for conducting inspections of workplaces/jobsites for compliance with health and safety rules. The purpose of this inspection is to identify hazards and unsafe practices before they cause an injury or accident.

The company's health and safety program will be reviewed at least annually and formal safety and health inspections will be conducted in all fixed facilities and shops.

After completion of jobsite or facility inspections, the individual performing the inspection will:

- Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
- Ensure recommended corrections/changes are transmitted to and discussed with the proper supervisor/person for correction.
- Follow up on changes, corrections, and other actions necessary.
- Provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

4.2. Assessments

Items, areas, and categories that may be examined during health and safety inspections of the workplace:

- First aid safety and lifesaving equipment
- Required posters and signs
- Accident reporting records
- Employee training records
- Equipment and tools (hand, power, welding, etc.): condition, use, etc.
- Protective guards and devices
- Housekeeping: maintaining clean work areas, free of trash/debris accumulation, tripping, and slipping hazards
- Lighting: for adequacy and safety
- Sanitation: water, toilets for cleanliness and proper operation
- Noise hazards, hearing protection
- Ventilation for gases, vapors, fumes, dusts
- Availability of personal protective equipment: Hard hats/head protection, respirators, safety belts, life lines, safety shoes, eye protection, gloves
- Fire protection, prevention and control, use of fire protection equipment
- Temporary buildings, trailers, sheds

- Open yard storage
- Storage of flammable and combustible liquids including service and refueling areas for vehicles
- Fall protection requirements: in place and in use
- Electrical system and devices; condition and use of cords; ground fault protection; circuit breaker panels; receptacles and switches
- Rigging
- Openings: floor, wall, safety railings
- Materials: handling equipment and elevators
- Ladders: condition and use
- Hazard communication program and material safety data sheets (MSDS)
- Stairways: safety railings, condition
- Scaffolds: safety railings, secured
- Lockout/Tagout procedures
- Machines and equipment: condition, guards in place
- Forklifts: condition, operation
- Preventive maintenance program: all inclusive, up to date
- Other items as appropriate

4.3. Accident Investigations

Accident and Incident Investigation

- All near misses and incidents where someone else could be injured from the same task, condition, behavior, design, etc. shall be reviewed using the Incident Investigation Form referenced in this program.
- Investigations are to be performed immediately and corrective actions put into place to abate any recognized hazard to prevent a recurrence.
- All investigations are to be documented and retained.

Procedures for investigating workplace accidents and exposures include:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause(s) of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Reviewing training for affected staff

4.4. Rules

4.4.1. General

Compliance with all governmental regulations/rules and all company safety rules in the following sections are required:

- Report unsafe conditions to your immediate supervisor.
- Promptly report all accidents/injuries/incidents to your supervisor.

- Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
- Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to supervision.
- Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- Lockout/tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
- Practice good housekeeping at all times.
- Do not operate equipment if you have not received training.
- Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- Do not enter any confined spaces, i.e. manholes, tanks, etc., unless it has been determined that is safe to enter.
- Ensure that all guards and other protective and safety devices are in proper places and adjusted, and report deficiencies promptly to the foreman or superintendent.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
- All injuries shall be reported promptly.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Enclosed top, composite toe anti-slip soled shoes shall be worn.
- Do not throw materials, tools, or other objects from elevations until proper precautions are taken to protect others from the falling objects.
- Everyone entering an operational area must wear the protective equipment.
- Do not attempt to cleanup any spilled material unless you are properly trained.
- Keep all exits, aisles, emergency equipment and electrical panels unblocked (36-inch clearance is required).
- All electrical panels are to be clearly marked to indicate equipment/circuits controlled by specific breakers.
- Never walk across any moving parts, or place any body part in a hazard zone of machinery or equipment.

- Never stand near any suspended load (crane or lift).
- Assure that ladders are solid and well based.
- Only use chemicals if you have been trained on their safe use, and that they are in labeled containers.
- Unless welding, stay away from welding and grinding areas, assure that curtains are used.
- Do not use compressed air to clean your clothing.
- Use cranes, hoist, or forklifts as opposed to manually lifting items.
- Never work alone in the facility.
- Never distract another worker when operating equipment.
- Do not drive yourself if you are injured, notify your supervisor.
- Know where the assembly point, Emergency Evacuation maps are located, emergency eye wash stations, and first aid supplies are kept and who the first aid providers are.
- When working with electrical hand tools, make sure ground is intact and that all insulation is sound.
- Use ground fault circuit interrupters in wet areas.
- Bay doors are to be completely open or closed, not partially open.
- Only certified forklift operators are to use the equipment.
- Only one person is permitted per seat on equipment.
- During transport, loads are always to be kept low and weights within limits.
- Always wash hands with soap and water after handling any chemicals.
- Eating, drinking or smoking is not permitted in any chemical use/storage area.

4.4.2. Housekeeping

Proper housekeeping is the foundation for a safe work environment. It helps prevent accidents and fires, as well as creating a professional appearance in the work area.

Adhere to the following:

- All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.
- Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of storage, materials, supplies, trash, and other debris at all times.
- Overhead storage areas will be marked as to maximum load rating.

4.4.3. Fire Prevention

- All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form.
- All employees must know the location of firefighting equipment in the work area and have knowledge of its use and application.
- Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as "Not an Exit".
- Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- Fire extinguishers will be available at all times when utilizing heat-producing equipment.

4.4.4. IH Monitoring

- Employees exposed to noise levels above the permissible noise level will be included into the hearing conservation program. Hazardous noise areas will be posted and hearing protection worn in those areas as required.
- Employees exposed to harmful gases, fumes, dust, and similar airborne hazards will be furnished protection through proper ventilation or personal respiratory equipment.
- Any demolition or renovation will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

4.4.5. PPE

Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.

PPE Guidelines:

- Safety glasses, goggles or face shields, hard hats, reflective vests and foot protection will be worn in all operational areas.
- Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, or chemical absorption.
- The use of safety harnesses and lanyards are required when working at heights that expose a worker to a fall of more than four (4) feet.
- Personal flotation devices (PFD's) shall be worn when working within three (3) feet of the water's edge.

4.4.6. LOTO

Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold). The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury.

This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.

4.4.7. Electrical Safety

- Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding.
- Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervision for repair or replacement.
- Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
- Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.
- All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.
- Electric cords and their strain relief devices will be in good condition, with no splices.
- Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or another appropriate strain relief device.
- Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.
- All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

4.4.8. Machine Guarding

- All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating.
- Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work.

4.4.9. Compressed Gas

- All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- Cylinders must be transported, stored, and secured in an upright position. They will never be left lying on the ground or floor, nor used as rollers or supports.
- Cylinder valves must be protected with caps and closed when not in use.
- Oxygen cylinders and fittings will be kept away from oil and grease.
- Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
- When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet.
- Valve protection caps will not be used for lifting cylinders from one vertical level to another.

4.4.10. Ladders and Scaffolding

Ladders

- Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be tagged, removed from service, and repaired or replaced.
- Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held.
- Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- Face ladders when climbing.
- The top of a stepladder will not be used as step.
- Only one person will be on a ladder at a time.

Scaffolds

- Scaffold platforms more than ten feet above the ground, floor, or lower level will have standard guardrails (consisting of top rail, mid rail, and toe board) installed on all open sides and ends of platforms.
- Planking will be laid tight; overlap at least 12 inches, and extend over end supports 6 - 12 inches.
- Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
- Scaffolds will not be overloaded beyond their design loadings.

4.4.11. Flammable and Combustible Liquids

- Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.
- No more than 25 gallons of Class IA and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
- An emergency shut off switch located 15 - 75 feet from the pumps and a fire extinguisher will be provided at company fuel servicing areas.

4.4.12. Cranes & Hoists

- All cranes/hoists will be inspected prior to each use to make sure it is in safe operating condition.
- A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained.
- Inspections of frequent (daily-monthly) and periodic (1-12 months) intervals, depending on severity of use, will be made of all cranes.
- The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- Loads will never be swung over the heads of workers in the area.
- Loads, booms, and rigging will be kept at least 10 feet from energized electrical lines rated 50 KV or lower unless the lines are de-energized.

4.4.13. Welding and Cutting

- Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be performed.
- Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing of welds.
- Welding screens will be used and in proper position to protect nearby workers from welding rays.
- Cables, leads, hoses, and connections will be placed so that there is no fire or tripping hazards.
- Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half hour rating at least five high.
- Ventilation is a prerequisite for welding in any confined spaces.

4.4.14. Fall Protection

- All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toe board if required).
- All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side.
- Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.
- When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.
- Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
- Adjustment of lanyards must provide for a not more than a four-foot fall, and all tie off points must be at least waist high.

4.4.15. Forklifts

- Only authorized and trained employees will operate forklifts and other industrial trucks.
- Safe speeds, load handling, turning, and other safe driving practices will be followed at all times.
- Operators will ensure loads are stable and/or secure before moving.
- Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

4.4.16. Aerial Lifts

- Only trained employees will operate aerial lifts (cherry pickers, extensible and articulating boom platforms).
- A body belt or harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- Employees will stand firmly on the basket floor, and not sit/stand/ climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.
- Aerial lift trucks will not be moved with workers in an elevated basket.
- Lift controls will be tested each day prior to use.

4.4.17. Excavations, Trenching and Shoring

- Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) will be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Additional requirements are dependent upon the soil classification.
- A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- Means of egress will be provided in trenches of four feet or more in depth. No more than 25 feet of lateral travel for each employee.
- Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

4.4.18. Dockside Safety

- All dockside operations taking place within three feet of the water's edge requires a personal floatation device (PFD).
- All operators working on the dock shall be trained in Man overboard procedures.

4.4.19. Equipment Tire Servicing

- Only trained employees will service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge, and hose will be used to inflate tires.
- Any inspection, disassembly, or assembly of vehicle brakes or clutches must address the hazard of asbestos exposure.

4.4.20. Tools

- Hand tools with broken/cracked handles, mushroomed heads, or other defects will be removed from service
- Power tools will be turned off and motion stopped before setting tool down.
- Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when rip sawing.
- Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.
- Air compressor receivers will be drained frequently to prevent buildup of water in the tank.

4.5. Additional Plans/Programs

In addition to the Occupational Health and Safety Program, Host Terminals has developed the following programs:

- Hazcom
- PPE
- Confined Space
- Respiratory Protection
- Hearing Conservation
- Lockout / Tagout
- Emergency Response
- Emergency Action
- Fire Prevention
- Asbestos
- Lead Exposure
- Spill Prevention, Countermeasures, and Controls (SPCC)

4.6. Standard Operating Procedures

Additional SOPs to include the elements of OH&S programs discussed so far apply to all basic health and safety programs developed are but not limited to:

- PPE
- Lockout / Tagout
- Confined Space
- Hot-Work
- Walking/ Working Surfaces
- Emergency Plan
- Man Overboard

- Fall Protection
- Heat Stress
- Accident / Incidents
- Electrical Safety
- Machine Guarding
- PIT's
- Hand and Power Tools
- Overhead Cranes and Hoists
- Hearing Protection
- Bloodborne Pathogens
- First Aid / CPR
- Fire Prevention
- Vehicle Safety

5. Emergency

Emergency procedures are plans for dealing with emergencies such as fires, explosions, major releases of hazardous materials, violent occurrences, or natural hazards. When such events occur, the urgent need for rapid decisions, shortage of time, lack of resources, and trained personnel can lead to chaos.

The objective of the plan is to prevent or minimize fatalities, injuries, and damage. The organization and procedures for handling these sudden and unexpected situations must be clearly defined.

The development of the plan follows a logical sequence.

- Compile a list of possible hazards or scenarios (for example: fires, explosions, floods).
- Identify the possible major consequences of each (for example: casualties, damage).
- Determine the required countermeasures (for example: evacuation, rescue, firefighting).
- Inventory the resources needed to carry out the planned actions (for example: medical supplies, rescue equipment, training personnel).

Based on these considerations, establish the necessary emergency organization and procedures. Communication, training, and periodic drills are required to ensure adequate performance when the plan must be implemented.

5.1. Medical and First Aid

First aid facilities and the provision of medical aid is generally prescribed under health and safety legislation or workers' compensation legislation. When no medical facility is reasonably accessible (time and distance) to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace to render first aid.

6. Inspections

6.1. Audit Procedures

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all areas of our workplace. Management and facility reviews and audits will occur to address safety conditions.

Annual audits will evaluate safety and health training, safety evaluations conducted, and all necessary follow-up actions to assure abatement of loss sources, and control of potential hazards.

6.2. Safety Observations

- Periodic will be completed monthly by all supervisors and documented.
- The results will be communicated to staff outlining areas for improvement.
- The Safety Process will be POSITIVE BASED.
- People will be recognized that perform well.
- Managers and Supervisors that emphasize the JSA and Safety efforts, and employees that receive excellent Safety Observations will be recognized.
- Audits will be documented and retained.
- Corrective actions will be given and reviewed to ensure the continued improvement of the Safety Process.
- Any safety conditions noted during normal work periods are to be documented and reported to the supervisor.
- Safety issues noted during audits are to be documented and reported to the facility manager.
- Safety Work Order will be developed for each safety issue to be corrected.
- Safety Suggestion Form is to be posted and available for people to report any hazardous conditions or issues as well.

7. Training, Documentation and Systems

7.1. Training

Training and education cannot be over emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

- Employees scheduled for any safety and health training will attend such training.
- New employees will be provided orientation training and will be furnished information and literature covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.

Individual job/task training will be provided to all employees. Included in this training are:

- The applicable regulations/standards for their job; the recognition, avoidance, and prevention of unsafe conditions; areas and activities that require personal protective equipment; and how to use protective equipment
- Monthly/quarterly on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements.

Examples of specified training include but not limited to:

- Fire extinguisher training
- Confined space entry
- Respirator care and use
- Hazard communication
- Lockout/tagout procedures
- Industrial truck/forklift operation
- Electrical work

Training addressed above will be documented in the employees' personnel records and/or in a master training record.

7.2. Documentation

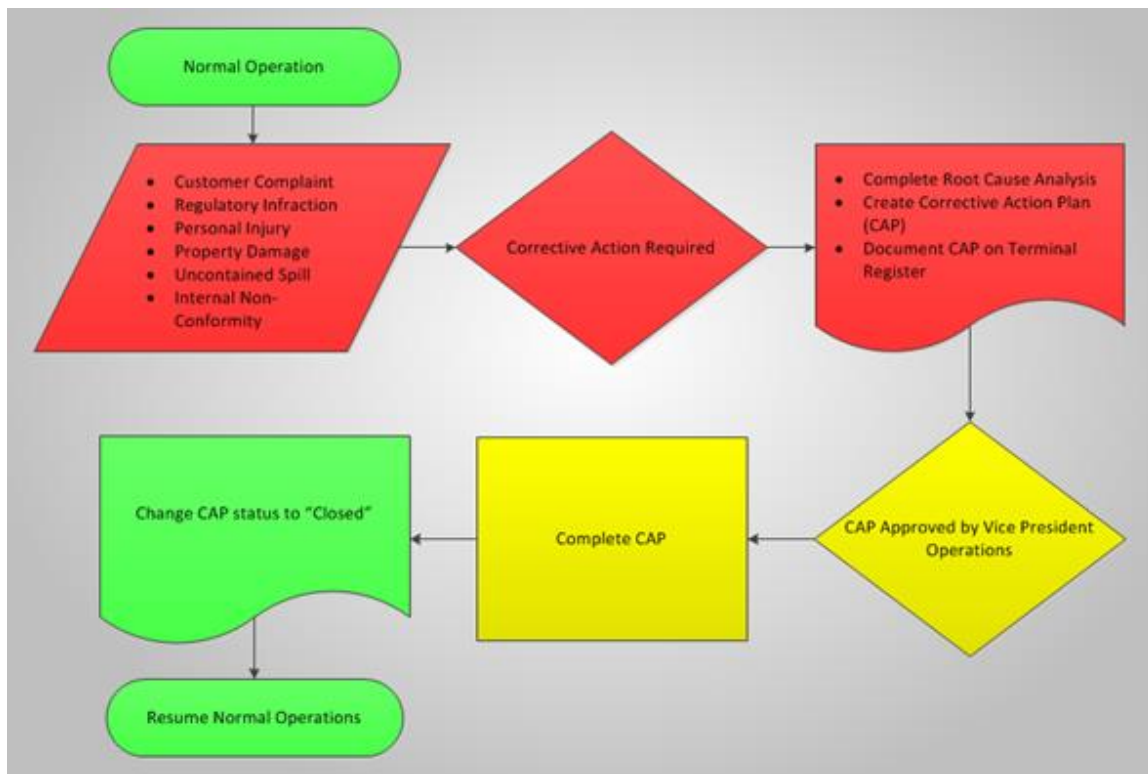
The following records shall be kept:

- Records of hazard assessment inspections, and accident/incident investigations including the person(s) conducting the inspection.
- Records of the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, is recorded on a worker training and instruction form.
- Inspection records and training documentation will be maintained for one year.
- Any exposure or medical records are to be retained for the duration of employment plus 30 years.

7.3. Systems

Documents	Risk Management Center Location
Written Safety and Health Program	My Content™
Training Documentation including: - Classroom training and training course completed - Sign-in sheets - Quizzes - Skills evaluations - Operator Certificates	Training Track™ application
Pre-shift Inspection Checklists	My Content™
Safety Observations	Job Hazard Analysis/ Safety Observation Tool™
Near misses	Incident Track™
Accidents and claims	Incident Track™
Supplier and manufacturer Certificates of Insurance	COI Track™
Safety Data Sheets	SDS Track™

8. Continuous Improvement



9. Forms

SAF-F-905 Incident Report Form
SAF-F-904 Workplace Hazard Assessment

10. References

OSHA 1910
OSHA 1917
OSHA 1918

SECTION Q2 – U.S. Coast Guard Citations/Notices/Warnings

Q21

a) Name and address of the Agency issuing citation or notice

U.S. Customs & Border Protection

b) Date of Notice

9/28/2017

c) Nature of the Violation

Incomplete Export Manifest

d) Copies of Infractions

See attached

e) Disposition of case

Pending mitigation

f) Amount of fines

Pending mitigation

g) Corrective Action Taken

Pending mitigation

Q22

a) Name and address of the Agency issuing citation or notice

U.S. Customs & Border Protection

b) Date of Notice

1/19/2017

c) Nature of the Violation

Failure to complete formal entry within 48-hours

d) Copies of Infractions

See attached

e) Disposition of case

Mitigated

f) Amount of fines

\$2,500

g) Corrective Action Taken

Follow arrival checklist to ensure necessary duties are followed.

Q23

a) Name and address of the Agency issuing citation or notice

U.S. Customs & Border Protection

b) Date of Notice

7/6/2017

c) Nature of the Violation

Failure to complete formal entry within 48-hours

d) Copies of Infractions

See attached

e) Disposition of case

Mitigated

f) Amount of fines

\$2,500

g) Corrective Action Taken

Follow arrival checklist to ensure necessary duties are followed.

Q24

a) Name and address of the Agency issuing citation or notice

U.S. Customs & Border Protection

b) Date of Notice

1/23/2017

c) Nature of the Violation

Failure to complete formal entry within 48-hours

d) Copies of Infractions

See attached

e) Disposition of case

Mitigated

f) Amount of fines

\$2,000

g) Corrective Action Taken

Follow arrival checklist to ensure necessary duties are followed.

Q25

a) Name and address of the Agency issuing citation or notice

U.S. Customs & Border Protection

b) Date of Notice

12/14/2017

c) Nature of the Violation

Failure to complete manifest of empty containers

d) Copies of Infractions

See attached

e) Disposition of case

Pending

f) Amount of fines

\$5,000.00 (pending mitigation)

g) Corrective Action Taken

Review paperwork with manager prior to filing.

021

DEPARTMENT OF HOMELAND SECURITY U.S. CUSTOMS AND BORDER PROTECTION		CASE NUMBER F01 2017140130007001	
NOTICE OF PENALTY OR LIQUIDATED DAMAGES INCURRED AND DEMAND FOR PAYMENT 19 USC 1618, 19 USC 1623		PORT CODE AND NAME 1401 NORFOLK, VA	
		INVESTIGATION FILE NO. ID: 540539627	
HOST INC. 150 WEST MAIN STREET ROOM/SUITE: 1600 NORFOLK VA 23510		REMITTANCE COPY Mail two copies with your Check to: Entry Cashier Customs and Border Protection 101 E. Main Street Norfolk, VA 23510	
DEMAND IS HEREBY MADE FOR PAYMENT OF \$10,000.00, REPRESENTING PENALTIES ASSESSED AGAINST YOU FOR VIOLATION OF LAW OR REGULATION, OR BREACH OF BOND, AS SET FORTH BELOW: VOYAGE #: 44B ID NAME OR #: DORIC WARRIOR ON 09/08/2017 THE M/V DORIC WARRIOR WAS GRANTED A CLEARANCE FROM THE PORT OF NORFOLK WITH AN INCOMPLETE MANIFEST. AS OUTLINED IN 15 CFR 30.47, A COMPLETE MANIFEST WAS DUE ON 09/14/2017 AND NOT RECEIVED TO DATE 09/28/2017. FILING AN INCOMPLETE MANIFEST UNDER BOND WITHIN THE PRESCRIBED TIME PE RIOD AFTER EXPORT			
LAW OR REGULATION VIOLATED 15CFR30.47 15CFR30.71 13USC304		BOND BREACHED BOND TYPE: 3 BOND#: 16C0016JK	
DESCRIPTION OF BOND: CARRIER	FORM NUMBER: 16C0016JK	AMOUNT: \$500,000.00	DATE: 10/18/2016
NAME AND ADDRESS OF PRINCIPAL ON BOND HOST AGENCY LLC 150 W MAIN ST, STE 1600, NORFOLK, VA 235103400			
NAME AND ADDRESS OF SURETY ON BOND WESTERN SURETY COMPANY 6 MILL RIDGE LN, CHESTER, NJ 079302486			SURETY NO. 913
IF YOU FEEL THERE ARE EXTENUATING CIRCUMSTANCES, YOU HAVE THE RIGHT TO OBJECT TO THE ABOVE ACTION. YOUR PETITION SHOULD EXPLAIN WHY YOU SHOULD NOT BE PENALIZED FOR THE CITED VIOLATION. WRITE THE PETITION AS A LETTER OR IN LEGAL FORM; SUBMIT IN (DUPLICATE) ADDRESSED TO THE COMMISSIONER OF CUSTOMS AND BORDER PROTECTION, AND FORWARD TO THE FP&F OFFICER AT: U.S. CBP FP&F OFFI CE, 101 EAST MAIN ST, RM 102, NORFOLK, VA 23510			
UNLESS THE AMOUNT HEREIN DEMANDED IS PAID OR A PETITION FOR RELIEF IS FILED WITH THE FP&F OFFICER WITHIN THE INDICATED TIME LIMIT, FURTHER ACTION WILL BE TAKEN IN CONNECTION WITH BOND OR MATTER WILL BE REFERRED TO US ATTORNEY.			
TIME LIMIT FOR PAYMENT OR FILING PETITION: 60 DAYS FROM DATE OF THIS NOTICE.			
SIGNATURE: STEPHANIE M. SKYLES BY		TITLE FP&F OFFICER (757)533-4221	DATE 09/28/2017

RECEIVED
OCT 02 2017

T. PARKER HOST, INC.
Norfolk, Va.

OCT 13 P 12:01
 NORFOLK, VA
 CBP

Host Agency Ship Agents and Brokers

150 West Main Street
Suite 1600
Norfolk, Virginia 23510



October 13, 2017

Department of Homeland Security
U.S Customs & Border Protection
101E. Main Street
Norfolk, VA 23510
Attn: Stephanie M. Skyles FP&F Officer

M/V "Doric Warrior"
Case: 2017140130007001

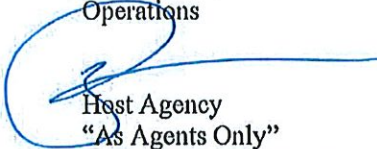
Good day, Officer Skyles,

We are in receipt of penalty case number 2017140130007001 for failure to file the incomplete manifest under bond within the prescribed time period after export. Please find attached CBP-stamped copy of 1302-A submitted September 11, 2017 at 1312. The 1302-A submitted had the tonnage and load date inadvertently omitted. Please find correct version with correct tonnage and load dates.

We value our close working relationship with US Customs and Border Protection and given the above explanation we appreciate the consideration for fully revoking this penalty. Thank you in advance.

Sincerely,

Todd Pringle
Operations


Host Agency
"As Agents Only"
Email: norfolk@hostagency.com

CBP
NORFOLK, VA
OCT 13 P 12:01

Mailing Address: Post Office Box 3729/Customhouse Station/Norfolk, Virginia 23514
Telephone: 757-627-6286 Telex: 6734694 Host Va Fax: 757-627-3948
E-mail: ops@tparkerhost.com
www.tparkerhost.com



Serving the U.S. East and Gulf Coast Ports

TPH 1600
Ben Burr

DEPARTMENT of the TREASURY UNITED STATES CUSTOMS SERVICE
CARGO DECLARATION
Outward With Commercial Forms

Form Approved
OMB No. 49-R0534

Page No.
0000000000

4.63(c), C.R.	1. Name of ship M/V DORIC WARRIOR		2. Port where report is made (not required by United States)	
	3. Nationality of ship LBR	4. Name of master I. Kapelas	5. Port of loading NORFOLK, VA	6. Port of discharge Brunsbuettel, Germany
B/L No.	8. Marks and Nos. (AM) Container Nos. (CN) Seal No. (SH)	7. Number and kind of packages; Description of goods		9. Measurement (per TSUS) (Answer Col. B OR Col. D) 8. Gross Weight (lb. or kg.)
		EXPORT CARGO LADEN AS PER ATTACHED BILL OF LADING BUNKERS LADEN: No Bunkers Laden		CBP NORFOLK, VA SEP 11 P 1:12

This form may be printed by parties provided it conforms to the official form in size, wording, arrangement, style and size of type, and quality and color of paper. (section 4.99 C. R.) For sale by district directors of customs. GPO 860-440

CODE NAME: "CONGENBILL", EDITION 1994

Shipper
JAVELIN GLOBAL COMMODITIES (UK) LTD
LOWER GROUND FLOOR, MANNING HOUSE
22 CARLISLE PLACE, VICTORIA, LONDON, SW1P 1JA

COPY NON-NEGOTIABLE

Page 2

BILL OF LADING
TO BE USED WITH CHARTER-PARTIES
B/L NO.: 1

AES ITN NO.: X20170828061739

Consignee:
UNIPER GLOBAL COMMODITIES SE

THESE COMMODITIES, TECHNOLOGY OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO U.S. LAW PROHIBITED.

Notify address
UNIPER GLOBAL COMMODITIES SE

Vessel "DORIC WARRIOR"	Port of Loading NORFOLK, VA, USA	
Port of discharge SKAW-PASSERO RANGE		
Shipper's description of goods US STEAM COAL IN BULK LOADED INTO HOLD(S) # 1/2/3/4/5/6/7	Gross Weight 0.000 MT AS PER DRAFT SURVEY	SEP 11 P 1:12 NORFOLK, VA CBP
FREIGHT PAYABLE AS PER CHARTER PARTY CLEAN ON BOARD		

(of which no cargo on deck at Shipper's risk; the Carrier not being responsible for loss or damage howsoever arising)

Freight Payable as per CHARTER-PARTY dated <u>COVERING THIS VOYAGE</u> Received on account of freight:	SHIPPED at the port of Loading in apparent good order and condition on board the Vessel for carriage to the Port of Discharge or so near thereto as she may safely get the goods specified above, WEIGHT, MEASURE, QUALITY, QUANTITY, CONDITION, CONTENTS AND VALUE UNKNOWN. IN WITNESS whereof the Master or Agent of the said Vessel has signed the number of Bills of Lading indicated below all of this tenor and date, any one of which being accomplished the others shall be void. FOR CONDITIONS OF CARRIAGE SEE OVERLEAF
Time used for loading _____ days _____ hours Freight payable at Number of original B/L THREE (3)	Place and date of issue NORFOLK, VA, USA SEPTEMBER XX, 2017 Signature Host Agency, As Agents Only FOR AND ON BEHALF OF MASTER, CAPT. KAPELAS IRAKLIS

CODE NAME: "CONGENBILL", EDITION 1994

Shipper

JAVELIN GLOBAL COMMODITIES (UK) LTD
LOWER GROUND FLOOR, MANNING HOUSE
22 CARLISLE PLACE, VICTORIA, LONDON, SW1P 1JA

THIRD ORIGINAL

Page 2

BILL OF LADING
TO BE USED WITH CHARTER-PARTIES
B/L NO.: 1

AES ITN NO.: X20170829061739

Consignee:

UNIPER GLOBAL COMMODITIES SE

THESE COMMODITIES, TECHNOLOGY OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS, DIVERSION CONTRARY TO U.S. LAW PROHIBITED.

Notify address

UNIPER GLOBAL COMMODITIES SE

Vessel	Port of Loading
"DORIC WARRIOR"	NORFOLK, VA, USA
Port of discharge	
SKAW-PASSERO RANGE	
Shipper's description of goods	Gross weight
US STEAM COAL IN BULK	84,240,667 MT
LOADED INTO HOLD(S) # 1/2/3/4/5/6/7	AS PER DRAFT SURVEY

FREIGHT PAYABLE AS PER CHARTER PARTY
CLEAN ON BOARD

(of which no cargo on deck at Shipper's risk; the Carrier not being responsible for loss or damage howsoever arising)

Freight Payable as per CHARTER-PARTY dated <u>COVERING THIS VOYAGE</u>	SHIPPED at the port of Loading in apparent good order and condition on board the Vessel for carriage to the Port of Discharge or so near thereto as she may safely get the goods specified above. WEIGHT, MEASURE, QUALITY, QUANTITY, CONDITION, CONTENTS AND VALUE UNKNOWN.
Received on account of freight:	IN WITNESS whereof the Master or Agent of the said Vessel has signed the number of Bills of Lading indicated below all of this tenor and date, any one of which being accomplished the others shall be void.
Time used for loading _____ days _____ hours	FOR CONDITIONS OF CARRIAGE SEE OVERLEAF
Freight payable at	Place and date of Issue NORFOLK, VA, USA SEPTEMBER 9, 2017
Number of original B/L THREE (3)	Signature <i>Rachel Upshaw</i>
	Host Agency, As Agents Only FOR AND ON BEHALF OF MASTER, CAPT. KAPELAS IRAKLIS



Q22

RECEIVED
JAN 26 2017

DEPARTMENT OF HOMELAND SECURITY U.S. CUSTOMS AND BORDER PROTECTION		CASE NUMBER F01 2017140130002101	
NOTICE OF PENALTY OR LIQUIDATED DAMAGES INCURRED AND DEMAND FOR PAYMENT		PORT CODE AND NAME 1401 NORFOLK, VA	
19 USC 1618, 19 USC 1623		INVESTIGATION FILE NO.	
DANILO B SIROY WEST MAIN STREET NORFOLK VA			
<p>DEMAND IS HEREBY MADE FOR PAYMENT OF \$5,000.00, REPRESENTING PENALTIES ASSESSED AGAINST YOU FOR VIOLATION OF LAW OR REGULATION, OR BREACH OF BOND, AS SET FORTH BELOW: FLAG: PA 34B ID NAME OR #: BULK SWITZERLAND THE PILOT OF THE AIRCRAFT OR MASTER OF THE VESSEL LISTED ABOVE FAILED TO MAKE OR COMPLETE ENTRY AFTER ARRIVAL AND REPORTING TO U.S. CUSTOMS.</p>			
LAW OR REGULATION VIOLATED 19USC1436		BOND BREACHED BOND TYPE: 3 BOND#: 16C0016JK	
DESCRIPTION OF BOND: CARRIER	FORM NUMBER: 16C0016JK	AMOUNT: \$500,000.00	DATE: 10/18/2016
NAME AND ADDRESS OF PRINCIPAL ON BOND HOST AGENCY LLC 150 W MAIN ST, STE 1600, NORFOLK, VA 235103400			
NAME AND ADDRESS OF SURETY ON BOND WESTERN SURETY COMPANY 6 MILL RIDGE LN, CHESTER, NJ 079302486			SURETY NO. 913
<p>IF YOU FEEL THERE ARE EXTENUATING CIRCUMSTANCES, YOU HAVE THE RIGHT TO OBJECT TO THE ABOVE ACTION. YOUR PETITION SHOULD EXPLAIN WHY YOU SHOULD NOT BE PENALIZED FOR THE CITED VIOLATION. WRITE THE PETITION AS A LETTER OR IN LEGAL FORM; SUBMIT IN (DUPLICATE) ADDRESSED TO THE COMMISSIONER OF CUSTOMS AND BORDER PROTECTION, AND FORWARD TO THE FP&F OFFICER AT: U.S. CBP FP&F OFFICE, 101 EAST MAIN ST, RM 102, NORFOLK, VA 23510</p>			
<p>UNLESS THE AMOUNT HEREIN DEMANDED IS PAID OR A PETITION FOR RELIEF IS FILED WITH THE FP&F OFFICER WITHIN THE INDICATED TIME LIMIT, FURTHER ACTION WILL BE TAKEN IN CONNECTION WITH BOND OR MATTER WILL BE REFERRED TO US ATTORNEY. TIME LIMIT FOR PAYMENT OR FILING PETITION: 60 DAYS FROM DATE OF THIS NOTICE.</p>			
SIGNATURE: STEPHANIE M. SKYLES BY		TITLE FP&F OFFICER (757)533-4221	DATE 01/19/2017

101 East Main Street
Norfolk, VA 23510-1605



(757) 533-4221

**U.S. Customs and
Border Protection**

ENF-4:PEN:MJL
July 13, 2017

T. Parker Host, Inc.
Attn: James Bryant
150 West Main Street Suite 1600
Norfolk, VA 23510

Re: Case Number 2017140130002101 – T. Parker Host, Inc.

Dear Mr. Bryant:

We have reviewed your petition received March 8, 2017, requesting relief from a penalty incurred for failing to make or complete formal entrance with Customs and Border Protection (CBP) for the arrival of M/V Bulk Switzerland on Sunday, January 8, 2017 at 1505 in violation of title 19 United States Code (U.S.C.) §1436.

In your petition you state the agent was unable to attend M/V Bulk Switzerland in a timely manner due to the impact Winter Storm Helena was having on weather conditions at the Port of Norfolk, VA. You claim your agent checked with the launch boat operator each day following the arrival of the vessel and it was deemed unsafe to attend the vessel due to the weather. You claim it was not till Wednesday, January 11th that the launch operator confirmed the conditions were safe to attend the vessel. You state that even though the vessel was called to dock at Norfolk Southern on Wednesday, January 11th, your company still proactively attended the vessel that morning and entered the ship with US Customs and Border Protection that afternoon. You state that your company had approached the local CBP office regarding the situation via email. You state this was not an attempt to defraud the U.S. government and request the penalty be revoked in this matter.

Expensed to Norfolk Ops

Jawara H. Jasef
7/17/17

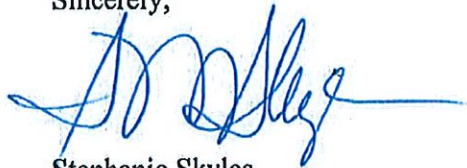
Check copy of letter
to Annie. She will
hand deliver to
Customs.

ASB
7/17/17

T. Parker Host, Inc.
Case Number 2017140130002101

After consultation with the Supervisory CBP Officer, we have confirmed that CBP Operations were open on Sunday, January 8th. The entrance or official request to extend was due on or before Tuesday, January 10th at 1505, and an official request to extend was not received until Wednesday, January 11th. After careful review we find that the violation did occur. However, while there are multiple previous known violations of this type, we will mitigate the assessed amount to \$2,500.00. Therefore, please submit **\$2,500.00** within 60 days of this notice. If you have any questions, please feel free to contact this office at the above number.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephanie Skyles', with a long horizontal line extending to the right.

Stephanie Skyles
Fines, Penalties and Forfeitures Officer

T. Parker Host, Inc.

Ship Agents and Brokers

150 West Main Street
Suite 1600
Norfolk, Virginia 23510



March 7, 2017

Department of Homeland Security
U.S Customs & Border Protection
101E. Main Street
Norfolk, VA 23510
Attn: Stephanie M. Skyles FP&F Officer

M/V "Bulk Switzerland"
Case: 2017140130002101

Good day, Officer Skyles,

We are in receipt of penalty case number 2017140130002101 due to failure to complete formal entrance with US Customs within 48 hours after vessel's arrival. M/V Bulk Switzerland arrived on Sunday, January 8, 2017 and anchored Cape Charles Anchorage at 1505. Vessel was scheduled to call Norfolk Southern Pier 6 in Norfolk, Virginia.

Our internal process for attending a vessel at Cape Charles Anchorage via launch, is to attend the following morning in order to not avoid delay in filing formal entrance with US Customs, but also taking into consideration the weather conditions and high winds. For this particular weekend, Winter Storm Helena impacted the Port of Virginia the same weekend the M/V Bulk Switzerland arrived. The sea conditions were extremely unsafe and we were not able to attend the vessel in a timely manner. Over the weekend the M/V Bulk Switzerland arrived, our agent on call informed the on duty Customs Officer of the situation, and the Customs Officer said their offices were closed due to the storm and they understood we would not be able to attend. The following days, we checked each morning with the launch boat operator to confirm if we would be able to attend the vessel in order to gather Customs documents and make formal entrance with US Customs. Each morning it was deemed unsafe to attend due to the weather, and especially unsafe to attend a vessel at anchor via launch boat. Winter storm Helena had impacted the local area so greatly with snow and ice that the City of Norfolk had closed all offices for Monday, January 9th and Tuesday AM, January 10th.

It was not until Wednesday, January 11th that the launch operator confirmed the sea conditions, launch boat conditions, and vessel conditions (gangway / pilot ladder) were safe enough for us, as agents, to attend the vessel, gather documents and make formal entrance with USCBP. Even though the vessel was called to dock Norfolk Southern that Wednesday, January 11th, we still proactively attended the vessel that morning at anchorage via launch, and entered the ship with US Customs that afternoon, prior to her docking.

We as a company operating in the maritime industry take safety very serious, and approach every situation with a safety-first mindset. We cannot risk the safety of our agents under any circumstances. The timing of this event was unfortunate, but we have to take precautions when attending vessels, especially those at anchor and in the winter months.

We approached local CBP regarding this situation via email, and thought we all had the same understanding for the reason for delay. We also, cannot justify passing any of this responsibility to our customer

Mailing Address: Post Office Box 3729/Customhouse Station/Norfolk, Virginia 23514
Telephone: 757-627-6286 Telex: 6734694 Host Va Fax: 757-627-3948
E-mail: ops@tparkerhost.com
www.tparkerhost.com



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or the vessel operator, as this was a weather driven situation.

In no way was this an attempt to defraud the U.S Government. We value our close working relationship with US Customs and feel there were extenuating circumstances surrounding the event. Given the above explanation, we appreciate the consideration for fully revoking this penalty. Thank you in advance.

Sincerely,



James Bryant
Operations Manager

T. Parker Host Inc.
"As Agents Only"
Email: norfolk@hostagency.com


2017 MAR -8 P 1:38
CBP
NORFOLK, VA

Mailing Address: Post Office Box 3729/Customhouse Station/Norfolk, Virginia 23514
Telephone: 757-627-6286 Telex: 6734694 Host Vn Fax: 757-627-3948
E-mail: ops@tparkerhost.com
www.tparkerhost.com



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623

DEPARTMENT OF HOMELAND SECURITY U.S. CUSTOMS AND BORDER PROTECTION		CASE NUMBER F01 2017520320006701	
NOTICE OF PENALTY OR LIQUIDATED DAMAGES INCURRED AND DEMAND FOR PAYMENT		PORT CODE AND NAME 5203 PORT EVERGLADES, FL	
19 USC 1618, 19 USC 1623		INVESTIGATION FILE NO. ID: 81365286400	
HOST AGENCY LLC 150 W MAIN ST ROOM/SUITE: 1600 NORFOLK VA 23510			
<p>DEMAND IS HEREBY MADE FOR PAYMENT OF \$5,000.00, REPRESENTING LIQUIDATED DAMAGES ASSESSED AGAINST YOU FOR VIOLATION OF LAW OR REGULATION, OR BREACH OF BOND, AS SET FORTH BELOW:</p> <p>FLAG: BS 001 ID NAME OR #: VI-NAIS</p> <p>THE M/V VI-NAIS, VOYAGE 001, ARRIVED AT PORT EVERGLADES, FL ON MAY 19, 2017 AT 0830 HOURS. THE TRADE ACT OF 2002 REQUIRES MANIFEST INFORMATION FOR EMPTY CONTAINERS TO BE TRANSMITTED TWENTY-FOUR (24) HOURS PRIOR TO ARRIVAL IN THE DOMESTIC PORT. TWO EMPTY CONTAINERS WERE LADEN AT THE PORT OF NASSAU, BAHAMAS AND DEPARTED NASSAU ON MAY 18, 2017. AS OF MAY 23, 2017, NO CARGO DECLARATION HAS BEEN TRANSMITTED FOR THE TWO EMPTY CONTAINERS FOUND ONBOARD. THIS IS A VIOLATION OF THE ABOVE OUTLINED REQUIREMENT AND IS SUBJECT TO A PENALTY IN THE AMOUNT OF \$5,000 USD. CBP FORM 3171 ANNOTATES THE PRINCIPLE ON BOND AS HOST AGENCY LLC. MITIGATION GUIDELINES IN CBP DECISION 05-23 (JULY 6, 2005) AS AMENDED BY CBP DECISION 11-11 (MAY 25, 2011) APPLY TO THIS FAILURE TO FILE A CARGO DECLARATION 24 HOURS BEFORE LADING AT A FOREIGN PORT</p>			
LAW OR REGULATION VIOLATED 19CFR113.64 (C) 19CFR4.7		BOND BREACHED BOND TYPE: 3 BOND#: 16C0016JK	
DESCRIPTION OF BOND: CARRIER	FORM NUMBER: 16C0016JK	AMOUNT: \$500,000.00	DATE: 10/18/2016
NAME AND ADDRESS OF PRINCIPAL ON BOND HOST AGENCY LLC 150 W MAIN ST, STE 1600, NORFOLK, VA 235103400			
NAME AND ADDRESS OF SURETY ON BOND WESTERN SURETY COMPANY 6 MILL RIDGE LN, CHESTER, NJ 079302486			SURETY NO. 913
<p>IF YOU FEEL THERE ARE EXTENUATING CIRCUMSTANCES, YOU HAVE THE RIGHT TO OBJECT TO THE ABOVE ACTION. YOUR PETITION SHOULD EXPLAIN WHY YOU SHOULD NOT BE PENALIZED FOR THE CITED VIOLATION. WRITE THE PETITION AS A LETTER OR IN LEGAL FORM; SUBMIT IN (DUPLICATE) ADDRESSED TO THE COMMISSIONER OF CUSTOMS AND BORDER PROTECTION, AND FORWARD TO THE FP&F OFFICER AT: U.S. CBP FP&F OFFICE, P.O. BOX 52-2207, MIAMI, FL 33152</p>			
<p>UNLESS THE AMOUNT HEREIN DEMANDED IS PAID OR A PETITION FOR RELIEF IS FILED WITH THE FP&F OFFICER WITHIN THE INDICATED TIME LIMIT, FURTHER ACTION WILL BE TAKEN IN CONNECTION WITH BOND OR MATTER WILL BE REFERRED TO US ATTORNEY.</p>			
TIME LIMIT FOR PAYMENT OR FILING PETITION: 60 DAYS FROM DATE OF THIS NOTICE.			
SIGNATURE:  ROBERT M. DEL TORO		TITLE FP&F OFFICER (305-869-2870)	DATE 07/06/2017

6601 NW 25th Street
Miami, FL 33122

SEP 29 2017



**U.S. Customs and
Border Protection**

Erika Cueto
Operations Manager
Host Agency
1800 S.E. 10th Avenue, Suite 435
Ft. Lauderdale, FL 33316

Re: 2017-5203-200067-01/ep

Dear Ms. Cueto:

This is in response to your petition received August 9, 2017, in reference to the above-identified case. A \$5,000.00 claim for liquidated damages was issued on July 6, 2017, due to the failure of Host Agency LLC's failure to comply with the 24 hour manifest reporting requirements. *This is a violation of title 19, Code of Federal Regulations, section 113.64 (c) and title 19, Code of Federal Regulations, section 4.7.*

We have reviewed your petition and the issues related to this case. In your petition you do not dispute that the violation occurred and state that the owners of the M/V Vi-Nais did not know that two empty containers they were bringing as a favor had to be manifested prior to arrival to the U.S. This led to the non-transmission of the two empty containers found on board which required notification and information to U.S. Customs and Border Protection. Please note that it is ultimately the responsibility of Host Agency LLC to electronically transmit the required cargo information in accordance with regulations. As such, the violation did occur and liquidated damages were appropriately issued.

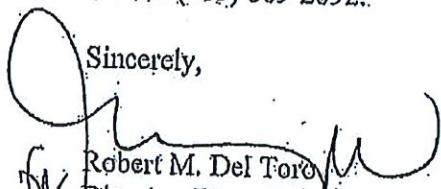
Our records show that Host Agency LLC has no prior violations of this type; therefore, relief shall be granted and mitigation afforded in the amount of \$1,000.00. You have 30 days from the date of this letter to comply with the decision, or, in accordance with 19 C.F.R. 172.41, to file a supplemental petition for relief. If payment or a supplemental petition is not received in this office within the specified time, this claim shall be forwarded for judicial collection.

Please note that pursuant to 31 U.S.C. 7701, all persons (including corporations) doing business with the Agency are required to provide the Agency with that person's taxpayer identifying number. This includes assessments of any fines, fees, or penalties. Therefore, any payments drawn from a business account must include the tax identification number of the payee business. Payments drawn from a personal account must include the payee individual's social security number.

An individual who does not have a social security number, and who is not otherwise required to obtain one, must instead use an identifying number issued by the Internal Revenue Service. See 26 CFR 301.6109-1. This information must be provided with any payment submitted.

Should you require additional information regarding this case, please contact Evelyn Pino of my staff at (305) 869-2892.

Sincerely,



Robert M. Del Toro
Director, Fines, Penalties and Forfeitures

cc: Western Surety Company

Q24

DEPARTMENT OF HOMELAND SECURITY U.S. CUSTOMS AND BORDER PROTECTION		CASE NUMBER F01 2017140130002201	
NOTICE OF PENALTY OR LIQUIDATED DAMAGES INCURRED AND DEMAND FOR PAYMENT		PORT CODE AND NAME 1401 NORFOLK, VA	
19 USC 1618, 19 USC 1623		INVESTIGATION FILE NO. ID: 98012579200	
VULICA SHIPPING CO LTD 12603 SOUTHEAST FWY ROOM/SUITE: 300 STAFFORD TX 77477		REMITTANCE COPY Mail two copies with your Check to: Entry Cashier Customs and Border Protection 101 E Main Street Norfolk, VA 23510	
<p>DEMAND IS HEREBY MADE FOR PAYMENT OF \$5,000.00, REPRESENTING PENALTIES ASSESSED AGAINST YOU FOR VIOLATION OF LAW OR REGULATION, OR BREACH OF BOND, AS SET FORTH BELOW:</p> <p>FLAG: BS 6 ID NAME OR #: M/V H A SKLENAR</p> <p>ON 20 JAN 2017 HOST AGENCIES PRESENTED THE ENTRANCE PACKAGE FOR THE M/V H A SKLENAR TO THE NORFOLK MARINE DIVISION. THE TIME STAMP FOR THE ENTRANCE WAS 2017 JAN 20, 13:25. THE ARRIVAL TIME STAMP FOR THE VESSEL WAS 2017 JAN 20, 07:18. THE CBP FORM 3171 WAS NOT RECEIVED UNTILL 2017 JAN 20, 12:57. THE 3171 WAS NOT RECEIVED BY CBP 48 HOURS IN ADVANCE TO THE VESSELS ARRIVAL AS REQUIRED IN 19 CFR 4.8.</p> <p>THE AIRCRAFT LISTED ABOVE ARRIVED AT A DESIGNATED PORT OF ENTRY WITHOUT THE OPERATOR PROVIDING U.S. CUSTOMS WITH ADVANCE NOTICE OF ITS ARRIVAL.</p>			
LAW OR REGULATION VIOLATED 19USC1436		BOND BREACHED BOND TYPE: 3 BOND#: 16C0016JK	
DESCRIPTION OF BOND: CARRIER	FORM NUMBER: 16C0016JK	AMOUNT: \$500,000.00	DATE: 10/18/2016
NAME AND ADDRESS OF PRINCIPAL ON BOND HOST AGENCY LLC 150 W MAIN ST, STE 1600, NORFOLK, VA 235103400			
NAME AND ADDRESS OF SURETY ON BOND WESTERN SURETY COMPANY 6 MILL RIDGE LN, CHESTER, NJ 079302486			SURETY NO. 913
<p>IF YOU FEEL THERE ARE EXTENUATING CIRCUMSTANCES, YOU HAVE THE RIGHT TO OBJECT TO THE ABOVE ACTION. YOUR PETITION SHOULD EXPLAIN WHY YOU SHOULD NOT BE PENALIZED FOR THE CITED VIOLATION. WRITE THE PETITION AS A LETTER OR IN LEGAL FORM; SUBMIT IN (DUPLICATE) ADDRESSED TO THE COMMISSIONER OF CUSTOMS AND BORDER PROTECTION, AND FORWARD TO THE FP&F OFFICER AT: U.S. CBP FP&F OFFICE, 101 EAST MAIN ST, RM 102, NORFOLK, VA 23510.</p> <p>UNLESS THE AMOUNT HEREIN DEMANDED IS PAID OR A PETITION FOR RELIEF IS FILED WITH THE FP&F OFFICER WITHIN THE INDICATED TIME LIMIT, FURTHER ACTION WILL BE TAKEN IN CONNECTION WITH BOND OR MATTER WILL BE REFERRED TO US ATTORNEY.</p> <p>TIME LIMIT FOR PAYMENT OR FILING PETITION: 60 DAYS FROM DATE OF THIS NOTICE.</p>			
SIGNATURE:		TITLE	DATE
STEPHANIE M. SKYLES BY		FP&F OFFICER (757)533-4221	01/23/2017

2017 MAR -8 P 1:31
NORFOLK, VA
CBP

101 East Main Street
Norfolk, VA 23510-1605



(757) 533-4221
**U.S. Customs and
Border Protection**

ENF-4:PEN:MJL
June 7, 2017

T. Parker Host, Inc.
Attn: Todd Pringle
150 West Main Street, Suite 1600
Norfolk, VA 23510

Re: Case Number 2017140130002201

Dear Mr. Pringle:

We have reviewed your petition on behalf of Vulica Shipping Co. LTD received March 8, 2017 requesting relief from a penalty incurred for failing to make preliminary entry 48 hours prior to arrival of a vessel to U.S. Customs and Border Protection (CBP) in violation of title 19 United States Code (U.S.C.) §1436 and title 19 Code of Federal Regulations (C.F.R.) §4.8. The M/V HA Sklenar arrived in Port of Norfolk on January 20, 2017 and made anchor at Cape Charles Anchorage at 7:18 a.m., however the preliminary entry CBP Form 3171 was filed on January 20, 2017 at 12:57 p.m., over 4.5 hours after the vessel arrived.

In your petition, you state that the voyage instructions for M/V HA Sklenar were received on January 18, 2017. You state that an unexpected quick turnaround departure from the Port of Baltimore, caused the M/V HA Sklenar to arrive earlier than scheduled in the Port of Norfolk. You state that in maintaining efforts to enter vessels with CBP as soon as possible upon arrival in port, led to presenting the vessel for entrance before waiting the required 48 hours after submission of CBP Form 3171.

After careful review we find that the violation did occur. We also find that the filing of the CBP Form 3171 over 4.5 hours after the vessel arrived particularly egregious given your experience as a vessel agent. However, we will mitigate the assessed amount to \$2,000.00. Please submit payment of \$2,000.00 within 60 days from the date of this notice. If you have any questions, please feel free to contact this office at the above number.

Sincerely,

Stephanie Skyles
Fines, Penalties and Forfeitures Officer

T. Parker Host, Inc.

Ship Agents and Brokers

150 West Main Street
Suite 1600
Norfolk, Virginia 23510



March 8, 2017

Department of Homeland Security
U.S Customs & Border Protection
101E. Main Street
Norfolk, VA 23510
Attn: Stephanie M. Skyles FP&F Officer

M/V "HA Sklenar"
Case: 2017140130002201

Good day, Officer Skyles,

We are in receipt of penalty case number 2017140130002201 due to failure to file the 3171 within 48 hours prior arrival. We received voyage instruction Wednesday, January 18 – 2030. We completed the 3171 the next morning and the application was picked up to be taken to Marine Division for filing by our courier. *M/V HA Sklenar* arrived on Friday, January 20, 2017 and anchored Cape Charles Anchorage at 0718.

Due to an unexpectedly quick turnaround in Baltimore, *prior port*, the vessel arrived much sooner than expected. For commercial reasons we visited the vessel via launch on arrival and subsequently entered the vessel with CBP upon our return. As we make all efforts to enter vessels with CBP as soon as possible upon arriving in port, we unfortunately presented the vessel for entrance on arrival instead of waiting the required 48 hours after the submission of the 3171.

In no way was this an attempt to defraud the U.S Government. We value our close working relationship with US Customs and feel there were extenuating circumstances surrounding the event. Given the above explanation, we appreciate the consideration for fully revoking this penalty. Thank you in advance.

Sincerely,


Todd Pringle
Operations

T. Parker Host Inc.
"As Agents Only"
Email: norfolk@hostagency.com

2017 MAR -8 P 1:39
CBP
NORFOLK, VA

Mailing Address: Post Office Box 3729/Customhouse Station/Norfolk, Virginia 23514
Telephone: 757-627-6286 Telex: 6734694 Host Va Fax: 757-627-3948
E-mail: ops@tparkerhost.com
www.tparkerhost.com



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Q25

DEPARTMENT OF HOMELAND SECURITY U.S. CUSTOMS AND BORDER PROTECTION		CASE NUMBER F01 2018520320002101	
NOTICE OF PENALTY OR LIQUIDATED DAMAGES INCURRED AND DEMAND FOR PAYMENT 19 USC 1618, 19 USC 1623		PORT CODE AND NAME 5203 PORT EVERGLADES, FL	
		INVESTIGATION FILE NO. ID: 81365286400	
HOST AGENCY LLC 150 W MAIN ST ROOM/SUITE: 1600 NORFOLK VA 23510			
DEMAND IS HEREBY MADE FOR PAYMENT OF \$5,000.00, REPRESENTING LIQUIDATED DAMAGES ASSESSED AGAINST YOU FOR VIOLATION OF LAW OR REGULATION, OR BREACH OF BOND, AS SET FORTH BELOW: FLAG: BS 010 ID NAME OR #: VI-NAIS THE M/V VI-NAIS, VOYAGE 010, ARRIVED AT PORT EVERGLADES, FLORIDA ON NOVEMBER 17, 2017 AT 0846 HOURS. THE TRADE ACT OF 2002 REQUIRES MANIFEST INFORMATION FOR EMPTY CONTAINERS TO BE TRANSMITTED TWENTY-FOUR (24) HOURS PRIOR TO VESSEL ARRIVAL IN THE DOMESTIC PORT. ONE EMPTY CONTAINER AND TWO FLAT RACKS WERE LADEN AT THE PORT OF NASSAU, BAHAMAS AND DEPARTED NASSAU ON NOVEMBER 16, 2017. NO ELECTRONIC CARGO DECLARATION INFORMATION HAS BEEN TRANSMITTED FOR THE EMPTY CONTAINER AND TWO FLAT RACKS FOUND ONBOARD. THIS IS A VIOLATION OF THE ABOVE OUTLINED REQUIREMENT AND IS SUBJECT TO LIQUIDATED DAMAGES IN THE AMOUNT OF \$5,000 USD. MITIGATION GUIDELINES IN CBP DECISION 05-23 (JULY 6, 2005) AS AMENDED BY CBP DECISION 11-11 (MAY 25, 2011) APPLY TO THIS CASE. FAILURE TO FILE A CARGO DECLARATION 24 HOURS BEFORE LADING AT A FOREIGN PORT			
LAW OR REGULATION VIOLATED 19CFR113.64 (C) 19CFR4.7		BOND BREACHED BOND TYPE: 3 BOND#: 16C0016JK	
DESCRIPTION OF BOND: CARRIER	FORM NUMBER: 16C0016JK	AMOUNT: \$500,000.00	DATE: 10/18/2016
NAME AND ADDRESS OF PRINCIPAL ON BOND HOST AGENCY LLC 150 W MAIN ST, STE 1600, NORFOLK, VA 235103400			
NAME AND ADDRESS OF SURETY ON BOND WESTERN SURETY COMPANY 6 MILL RIDGE LN, CHESTER, NJ 079302486			SURETY NO. 913
IF YOU FEEL THERE ARE EXTENUATING CIRCUMSTANCES, YOU HAVE THE RIGHT TO OBJECT TO THE ABOVE ACTION. YOUR PETITION SHOULD EXPLAIN WHY YOU SHOULD NOT BE PENALIZED FOR THE CITED VIOLATION. WRITE THE PETITION AS A LETTER OR IN LEGAL FORM; SUBMIT IN (DUPLICATE) ADDRESSED TO THE COMMISSIONER OF CUSTOMS AND BORDER PROTECTION, AND FORWARD TO THE FP&F OFFICER AT: U.S. CBP FP&F OFFI CE, P.O. BOX 52-2207, MIAMI, FL 33152			
UNLESS THE AMOUNT HEREIN DEMANDED IS PAID OR A PETITION FOR RELIEF IS FILED WITH THE FP&F OFFICER WITHIN THE INDICATED TIME LIMIT, FURTHER ACTION WILL BE TAKEN IN CONNECTION WITH BOND OR MATTER WILL BE REFERRED TO US ATTORNEY.			
TIME LIMIT FOR PAYMENT OR FILING PETITION: 60 DAYS FROM DATE OF THIS NOTICE.			
SIGNATURE: ROBERT M. DEL TORO BY		TITLE FP&F OFFICER (305-869-2870)	DATE 12/14/2017

SECTION Q4 – Commitment to Environment

Host Agency is fully committed to protecting, preserving and enhancing the environment at Port Everglades and all locations where Host operates and/ or provides services.

Land, water and air quality are the utmost concern to Host Agency.

In addition to complying fully with all state, local and federal environmental rules, regulation, statutes and laws, Host Agency is proactive concerning environmental protection, environmental maintenance and environmental enhancement at Port Everglades and locations where Host operates and/ or provides services.

Host Agency has never been cited for any environmental infraction.

SECTION R – Ability to promote and develop Growth

It is our intention to continue to look for ways to increase revenue stream and business development for Host, Inc.'s steamship agency division Host Agency, LLC by using our long-standing relationships with principles both locally and commercially in Port Everglades.

Our team's commitment to servicing our current customers and dedication to providing them exceptional service and solutions while adding value instead of cost will be the tool that we will use to grow our business within the port.

We will continue to serve both the community and port stakeholders as a partner in order to also increase overall growth of both our business in Port Everglades and that of the port itself.