

# Shanghai Highwoods Ship Co., Limited

## HOW TO SIGN SPRO CONTRACT WITH US

<b>A.</b>	<b>CONTRACT PROCEDURE (SIGNING CONTRACTS)</b>
1.	Shipowner/Manager signs the agreement (SHSCL version 1.0); 90% of China ports and coastal waters are covered by the SPRO agreement as all SPROs at these ports have authorized us to be acting on their behalf and mutually agreed with the Response Rates and Terms.
2.	Shipowner/Managers signs the agency contract and LOA (Agency appointment contract and LOA --IG LOA dated 6 December 2011). Although the remaining 10% of SPRO coverage at China ports needs to be signed respectively due to the Rates Issue, yet the terms of the SPROs contracts are the standard drafted by MSA in accordance with the requirement of Rules and Regulations.
3.	Shipowner/Manager keeps a copy of contracts for his records and sends a copy to all vessels listed in the contract together with Notification procedures (Electronic Notice of Arrival and Departure and other disposal report).
4.	Ship owner/ Managers prepare ship data (appendix I of contract) in Excel form, this information will be recorded with Port Authorities.
5.	All vessels calling China must have a electronic copy of the agreement for Ship Pollution Response Operation in both English and Chinese on board of ship.
<b>B.</b>	<b>Related Documents Hereunder (not compulsory requirement at all over Chinese ports );</b>
6.	Policy for Public Liability Insurance and payment receipt;
I	Level I SPRO shall maintain the public liability insurance with Value of CNY2.0M

# Shanghai Highwoods Ship Co., Limited

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