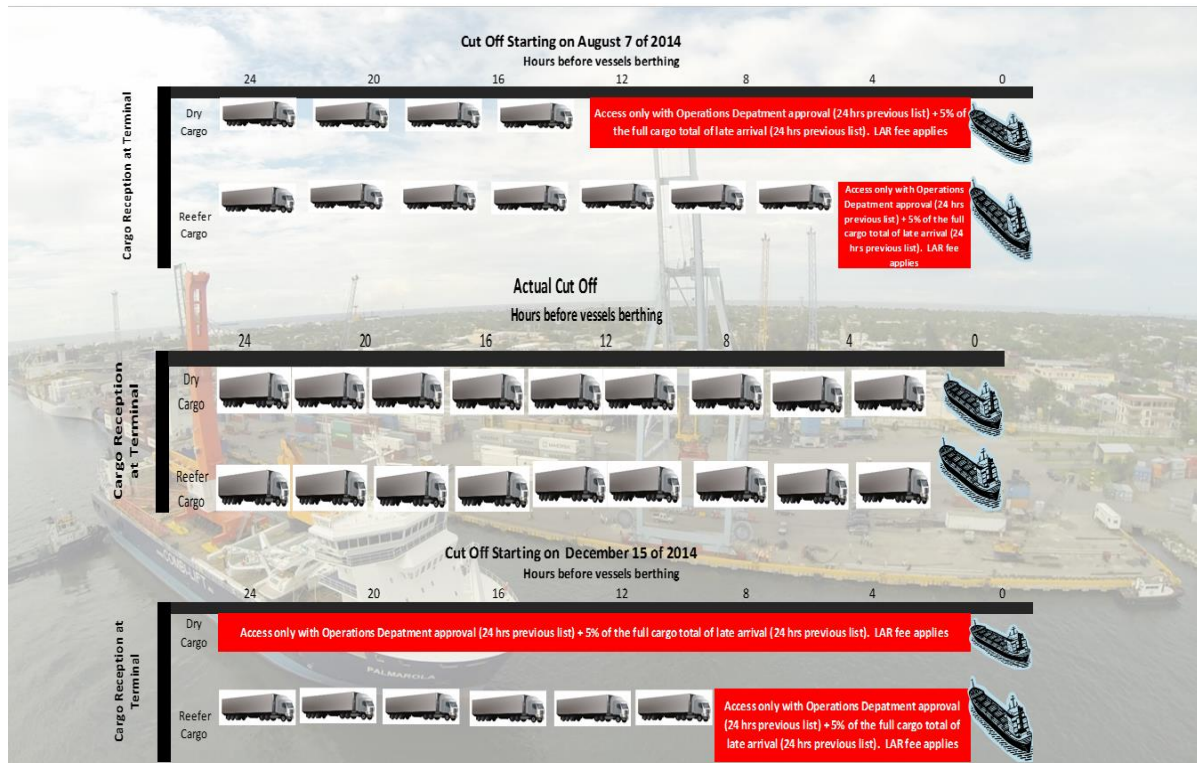


SOP BERTH WINDOWS / CUT OFF

- The priority of container vessels will be determined by a berth window system, which is previously agreed with the shipping lines, those who have such berth window will have the berthing priority within the agreed window schedule. The berth window system will start on August 4 of 2014. This document has been socialized and agreed with the different shipping lines that operate in Puerto Cortés, Honduras.
- The berth Windows belong to the service of the vessels and not to the shipping line, in other words the shipping line will not be able to use the window of a service with another Vessel of the same shipping line. Will only evaluate to authorize replacement of vessel in case of force majeure (as long as it is of the same service), duly justified and approved by OPC without affecting another existent window.
- The vessel's time of arrival, the berth window agreements and the type of vessel will be the criteria that determines the priority in the assignation of the Port Terminal infrastructure. Also will take into account the guidelines of the Annex 8 of the concession contract.
- The formality of the final arrival notice (ATA) must be sent via email, by the shipper to OPC with 72 hrs. of anticipation. Then, update ATA with the following frequency 48 hrs., 36 hrs., 24 hrs., 12 hrs., 6 hrs. (Final confirmation 4 hrs. in case it comes from Guatemala) before the vessels arrival.
- The vessels that arrive with a four (4) hours delay after the beginning of its berth window will lose its berthing right unless there is a previous acceptance from OPC. Also, in case it arrives within the first four 4 hours of the window but there is a possibility of affecting the next window (that belong to another shipping line) must make an agreement between the parties involved (written agreement) about the operation to perform and inform together to OPC, otherwise the previously stipulated windows will be applied.
- Only 5 % of the full cargo total per Vessel will be accepted as late arrival as long as OPC receives an anticipated list of late arrivals. This list must include unit numbers, weight, port of discharge, container type, particular characteristics (IMO-OOG-BB, temperature, humidity, etc), if it is refrigerated or dry and must be sent by the shipper that operates the Vessel to OPC Planning Department, OPC Customer Service, on copy OPC Operations Management, 24 hrs. before the vessel arrival (and based on the assigned regular window). The cargo that is not notified or that is not available on time will not be entered, loaded-accepted and will only entered if it's advised for a new later vessel-voyage. All the cargo

included in the list sent 24 hrs. before must have a position on board notified by the coordinator of each shipping line-shipper (without exception).

- From August 7 to December 15 of 2014, the cargo cut offs will be implemented, 12 hrs. for dry cargo and 4 hrs. for refrigerated cargo before the vessel's arrival. Starting on December 15 of 2014 the official cut offs will be implemented, 24 hrs. for dry cargo and 8 hrs. for refrigerated cargo before the vessel's arrival. In all the cases this times refer to the containers entered into the Terminal and not in the line outside the terminal gate.



- If a unit requires to be directly loaded after the Vessel is berthed, it must be evaluated and formally approved/rejected by OPC Planning area with OPC Operations Management /CUS on copy. Case by case will be evaluated, subject to impact in the operation, the quantity must be extremely minimum and duly justified by the shipping line with documents, in case the direct loading is approved without exception the direct cargo tariff plus late arrival formula will be applied, plus the horizontal cargo movement tariff. The request of the shipper to be analyzed must be sent by email to OPC planning department, OPC Customer service and with OPC Operations Management on copy. OPC confirmation in case it is approved will be formalized by email to whom it corresponds.

- The mentioned cut off for the different types of cargo and the lists are based on the ATB of the windows, only in cases authorized by OPC will adjust to the ATB modified and authorized.
- ATA refers to the vessels arrival to the anchoring/tug and pilot area.
- ATB refers to the arrival of the Vessel to berth.
- OPC will not be responsible and will apply equally the regulation at any delay that may arise from the berthing/unberthing service (services to the vessel). The previous is executed between the shipping line and supplier of the services to the vessel. Only documented exceptions will be evaluated and previously agreed formally between the involved/affected parties (Shipping lines that suffer any inconvenience and shipping lines that have later windows that could be affected). OPC will evaluate the scenario to authorize or reject any type of exception, which will not necessarily affect the previously established CUT OFF.
- OPC will facilitate changing/updating the berth Windows in case it occurs and are duly authorized, after consulting and communicating with the shipping lines involved.
- The different shipping lines are responsible of performing a direct follow up with OPC regarding modifications to the berth plans contacting the correspondent 24/7 areas.
- OPC/shipping lines will review the berth Windows every three (3) months with the intent to evaluate the fulfillment of the windows by the shipping line as well as the operational parameters (cargo volumes, routes, etc.) of the shipping line. Also will verify the cargo volumes, Vessel types, performance history, considering available resources, concession contract and approved operating manual. Those shipping lines that fail to comply, in more than three (3) consecutive occasions, will lose their berth window priority.
- The vessels that don't have a berth widow, will berth according to the arrival order, berth availability and previous OPC approval. In the event that two (2) or more vessels arrive in the same date and time, the priority will be to those vessels that do not have their own vessel cranes. In the vent that two (2) or more vessels with their own cranes, arrive in the same date and time, OPC will determine the berth order, and will notify the shipping agents, with the intent to avoid controversies.
- The berth priority general order is: 1. Passenger vessels. 2. Container Vessels with berth window. 3. Container vessels without regular window (without Vessel crane) 4. Containers vessels without regular window (with Vessel crane) 5. General cargo Vessels/RO-RO 6. All other according to their arrival date, time and berth availability depending on the type of

vessel and/or cargo. OPC reserves the right to change the priority of the vessels, due to justified cause. 7. Bulk carriers, according to berth four (4) availability.

- If there is a fortuitous event or force majeure in Puerto Cortes, which will be typified by OPC, causing the berth Windows to be pushed, OPC will evaluate the situation with an equal treatment and will notify, the shipping lines by email, the new berth window schedule.
- OPC will notify the estimated finalization time of the operations of each vessel, also the shipping line must check with OPC, periodically during operations, the finalization of the operations. If there are any changes, the shipping lines will coordinate with the port authorities, pilots, tugs and line mans as it corresponds. There will be a tolerance of 1 hour (last line) for the unberthing of the Vessel after the finalization of the operations, any other delay will be subject to claim and extra costs for the vessel-shipping line. Only OPC will be able to authorize exceptional and documented cases not applying fee.
- The final berthing position will be assigned by OPC and can be modified in berth section as OPC determines, based on the different scenarios that occur.
- OPC will determine and notify the assignation of operative resources, base on their availability, berth window agreements, Vessel types, cargo composition, cargo split and/or specific scenario while berthing, being able to modify their assignation in case it corresponds and based on the concession contract.
- Every communication with OPC regarding berth windows must be by email to the following addresses:

To: coordinacionmuelle@opc.hn

Cc: operacion@opc.hn

Also, in case immediate assistance is require due to modifications, the shipping lines must communicate with the person responsible of berth Coordination by telephone after having sent the message by email to avoid delays in the assistance of these cases.

Note: This procedure can be modified by OPC at any moment always giving an equal treatment and aiming to improve its application, informing with anticipation the different involved actors.