



## **Supplier Registration for RECOPE's Maritime Chartering Service**

### **PROCEDURE**

- The company interested in becoming part of the Supplier Registry for RECOPE's Maritime Chartering Service should visit the RECOPE website ([www.recope.go.cr/importacion-dehidrocarburos/](http://www.recope.go.cr/importacion-dehidrocarburos/)) and select the respective registration request form.
- Complete the required information and attach the requested documents in the form.
- Submit the completed form to the email address indicated on the website, corresponding to an official from the Supply Department.
- RECOPE reviews the received information and approves or disapproves the inclusion of the company in the suppliers' registry. The decision is communicated to the requesting company.

### **GENERAL INFORMATION**

**Department:** Supply Department, RECOPE S.A.

**Address:** San José, Goicoechea, San Francisco, 108th Street, route 32, km 0, Hernán Garrón Building.

**P.O. Box:** 4351-000 San José

**Hours:** Monday to Friday from 7:00 am to 3:00 pm

#### **Contact Person 1:**

Name: Hazel Brenes Chaves

Email: [hazel.brenes@recope.go.cr](mailto:hazel.brenes@recope.go.cr)

Phone: (506) 2284-2700 Ext. 4642

#### **Contact Person 2:**

Name: Elizabeth Ramírez

Email: [elizabeth.ramirez@recope.go.cr](mailto:elizabeth.ramirez@recope.go.cr)

### **REQUIREMENTS**

Complete registration form, along with the following attachments:

- a) Description of the business activity, specifically related to the transportation of fuels. Include relevant company details such as: type of product transported, size of ships they operate, annual chartering volume, if applicable describe the fleet owned or rented for a specific period, ships used in the Caribbean region, and provide the name and brief description of the ships. Specify the fleet category: clean product, dirty product, asphalt, gas carriers (LPG), liquefied natural gas carriers (LNG). Clearly indicate whether the company acts as a broker, shipowner, or both.



- b) Provide information about experience in the chartering market.
- c) Name and qualifications of the company's president.
- d) Place and date of the company's incorporation (attach supporting document).
- e) If it is a subsidiary, indicate the organizational structure in relation to the parent company and clarify whether it is a total or partial subsidiary. Specify the levels of negotiation allowed for the subsidiary.
- f) Commercial references: provide the names, email addresses, and phone numbers of at least three customers who can provide commercial references, preferably in the Americas and the Caribbean region.

Resolution Period: 1 business month (from the submission of the complete form to the notification of inclusion or non-inclusion in the registry)

Processing Fee: Free of charge

Validity: 1 year

**NOTES:**

After one year from the company's inclusion in the suppliers' registry, the company must inform RECOPE if it has undergone any changes or if it maintains the conditions in place at the time of its inclusion in the registry.