

Zebec is geared to perform commercial operations of Tankers, irrespective, the vessel employed in the spot market or under Time Charter.

ADVANTAGES OF POST FIXTURE MANAGER:

- Reduce workload in your Office by outsourcing this part of the operations, thus less manpower requirement
- No late night calls from Agents / brokers / Receivers etc for inconsequential matters
- On time reporting and Follow-up on all post Fixture matters
- On time and on demand availability of reports and accounts
- Advantage of Manager's expertise and in house resources within the group

The Post-Fixture department carries out the following for their principals, Ship-Owners or Ship Charterer:

PRE FIXTURE

We advise principals with information and figures about cargo uplift, ports of call etc during / prior to the fixture Negotiations.

POST FIXTURE

- | | |
|----------------------------------|----------------------|
| - Charter Party / Administration | - Agents |
| - Vessel Operations | - Bills Of lading |
| - Bunkers | - Freight: Demurrage |
| - Claims: Cargo and C/P | - Reporting |

➤ Charter Party / Administration

- Checking correctness of Fixture Recap and conveying the same to the vessel
- Checking correctness of Voyage Orders and conveying the same to the vessel
- Ensuring that the required notices as per C/P are sent out to the concerned parties
- Ensuring that the vessel complies with Charter Party requirements

➤ Agents

- Appointing Agents at loading and/or discharging ports as per requirements of Charter Party
- Endeavoring regarding Agency D/A, to clinch the best possible deal with the Agents
- Endeavoring to normally close Agency Accounts within 90 Days of sailing of the vessel from the port
- Keeping daily contact with Agents when a vessel is expected at the port

➤ Vessel Operations

- Ensuring that the vessel is ready for loading the nominated cargo and reaches loading port within allowed time
- Ensuring that the vessel loads the nominated cargo within the allowed tolerance
- Monitoring vessel's loading and discharge performance and her performance at sea
- Monitoring tank cleaning operations on tankers

➤ **Bills of Lading**

- Ensuring correctness of Bills of Lading before they are released
- Ensuring that the correct L.O.I. (Letter of Indemnity) is available at the discharge port in case original B/L is not available there
- Cargo being released to the receivers only after prior approval from the principals

➤ **Bunkers**

- With Owners approval, stemming bunkers for the vessel on behalf of the Owners
- Monitoring bunker consumption on each vessel on regular basis and compiling bunker report after each voyage
- Monitoring bunkering operations and compiling “Bunkering Log” and sending the same to the principals
- Keeping track of bunker invoices and making payments within the credit period

➤ **Freight : Demurrage**

- Preparing Freight Debit note and follow-up of collection of freight into the Principal’s account
- Preparing Demurrage calculations within a week of the vessel’s completion of discharge at her last discharge port and sending out the same to the Charterer
- Dealing with the Charterer in Demurrage negotiations with the approval of the Principals and ensuring demurrage collection into Principal’s account
- On time Charter vessels, calculating vessel’s performance on regular basis and keeping track of any “Off-Hires”

➤ **Claims : Cargo and C/P**

- Advising and assisting the Owners with cargo related claims in consultation with the vessel’s P&I Club and the expertise available within the group of companies
- Advising and assisting the Owners with Charter Party related Claims in consultation with Owner’s Defense Club and the expertise available within the group of companies

➤ **Reporting**

Customizing reports as per Principal’s requirements.

Following are the list of Reports sent to Principals for each voyage:

- Bi- weekly Vessel position report
- Port departure report and port performance log after the vessel departs from each port
- Freight Debit Note upon completion of Loading
- Demurrage debit note upon completion of discharge
- Confirmation of receipt of freight and demurrage
- Bunkering Log when bunkers are supplied
- Off-Hire report when off-hire occurs
- Initial Voyage report including comparison to pre-calculations and Initial voyage accounts within 3 weeks of completing the voyage
- Voyage bunker report within one week of completion of voyage
- Final Voyage report and final voyage accounts within 120 to 150 days of completing the voyage
- Annual Reports
 - + Vessel’s performance claims : On Time Chartered Vessel’s
 - + Various cargo related, vessel utilization, off-hire, etc annual reports.

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