

PORT AGENCY | ONLINE SEMINAR



About

The Seminar unravels the complexities of the Port Agency sector, giving participants a window into this important shipping division. With lessons on operations, working documentation and handling accounts, the Port Agency seminar explains the fundamentals of the agency sector in relation to ports and terminals.

Specific Areas Covered:

- Ship types, Cargoes and Trade routes
- Registration, classification and surveys
- Port agency operations / deal dealing with authorities / services provided
- Ship & Cargo documentation
- Accounts / Disbursement Accounts / Owner's and charterer's financial responsibilities
- Charter parties and relevant clauses
- Port working documentation / NOR / Statement of Facts / Timesheets
- Cargo documentation; Bills of Lading; LOIs
- Legal aspects of port agency; Law of agency; Nomination / appointment of agent
- Liabilities – authority, breach of warranty, fiduciary duty
- General Average, Claims, P&I Associations, the role of the agent in arrest in rem

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Ideal for

Operations & Chartering Executives, Port Agents & DA's coordinators, Ship Masters & Chief Officers, Shipping professionals wishing to develop a thorough understanding of port agency.

Date / Hours

Dates: 01, 02, 08, 15, 17, 20, 22, 27, 29 April 2026

Hours: 19:30 - 21:30 (GMT+03)

Duration: 9 online sessions

Online Learning

The seminar will be delivered **exclusively online** by fully tutored learning through 9 sessions. Once your registration is completed, you will receive an email with information and joining instructions to the webinar.

The seminar is delivered in English.

Fees

600,00 EUR (Including tuition fees & reading material)

ICS Members are eligible for a **discount 20%** on all HMC Professional Maritime Seminars

Certification

Participants will receive a certificate of attendance on completion of the course.

Lecturer

Tom Boothby, FICS, is a maritime professional with extensive experience in port services management and ship agency. Tom specializes in offshore renewable services and providing significant support across various shipping sectors. With a career spanning over a decade, Tom has held various roles at Clarksons, including Assistant Manager and Agency Operator, and has worked on major projects of national importance, gaining valuable insights and experience from different parts of the UK. He is a Fellow of ICS and actively engaged in tutoring, particularly in Port Agency, contributing to the professional development of future maritime professionals. Tom is a member of the ICS Controlling Council and serves as an exam assessor.