



**FONASBA  
SHIP AGENT  
DIPLOMA**

**Dubai 2017**

# FONASBA SHIP AGENT DIPLOMA – WHY?

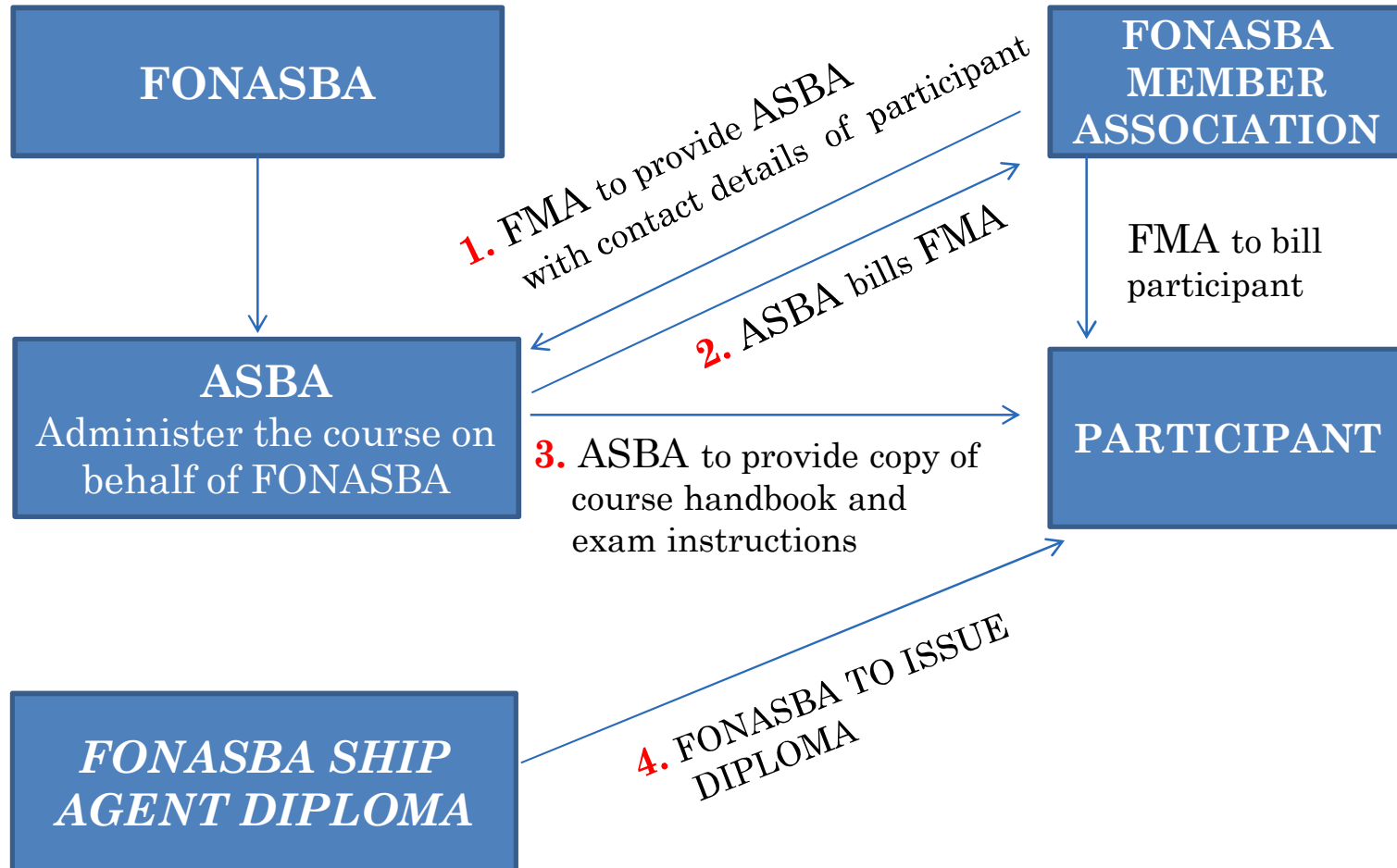
- Raise the Bar for Ship Agents through support of an base level exam that encourages competency around the world.
  - Few countries have minimum standards for operating as a s ship's agent
  - Increase awareness of value of FONASBA in promoting “Quality”
- FONASBA Member Association can incorporate the Ship Agent Diploma as a component of their FQS.
  - Take advantage of the opportunity to use a proven manual and testing procedure
- FONASBA Member Association can use Ship Agent Diploma as a revenue stream and in turn supports an additional revenue stream for FONASBA.

Why not?

  - Shouldn't we all embrace new ways to support our Associations by providing increase value to our members?



## 4 STEPS TO OBTAIN FONASBA SHIP AGENT DIPLOMA



# FONASBA AGENT EXAM/DIPLOMA

- **ASBA Agent Handbook in .pdf format**
  - Ship Agency
    - Definition, Relationship and Creation of Agency
    - Duties & Liabilities to Principal
    - Authority
    - Types of Agency Relationships
    - Ship's Agent, Principals and Third Parties
    - Types of Principals
    - 'As Agent' Signature
    - Charterer's Nominated Agent
    - Owner's Agent
    - Husbandry Agent
    - Protective Agent
    - Hub Agent



# ASBA AGENT HANDBOOK

- Ship Agency cont.
  - Communications
  - Pre-Arrival Functions
  - Post Sailing Functions
  - Disbursement Account
  - Agent's Liability
- Classification and Survey
- Types of Ships
- Cargoes
- Elements of Ship Charters
- Chartering Terms
- Frequently Used Terms & Expressions
- Abbreviations



## FONASBA Member Association (FMA)

- Designates a point of contact (POC) for billing and reporting exam results.
- FMA should bill their member participants in advance.
- Cost for handbook and exam - \$110  
FONASBA Member can charge participant whatever they wish.
- FMA POC to send email request to ASBA to identify their member company and/or individual members who wish to participate.
- ASBA will need from FMA:  
Name, company and personal email for individual participant.
- FONASBA to produce and forward certificate/diploma to participant upon successful completion – 75% or higher.



# ASBA RESPONSIBILITIES

- ASBA to bill FMA POC \$110 per participant and \$30 for students who need to retake the exam.

*Payment can be made by credit card and/or wire transfer. Cost of wire is for the FMA's account. Goal will be to minimize cost for payment for both FMA and ASBA.*

- Payment must be made to ASBA in advance of service.
- Following notification from FMA POC:  
ASBA will email participant the Agent Handbook with ID/Password and exam operating instructions, with POC in copy.
- ASBA will document and record all requests/results in a database by FMA.
- ASBA to forward exam results by email to the participant with the FMA POC, FMA Member Contact (if provided) and FONASBA in copy



# THE EXAM

- [www.asba.org](http://www.asba.org) – participants enter their ID/Password at Sign In on Home Page
- 50 questions - 2 points each
  - True/False
  - Multiple Choice
- Passing Grade – 75% or higher







THE FEDERATION OF  
NATIONAL ASSOCIATIONS OF SHIP  
BROKERS AND AGENTS

# FONASBA SHIP AGENT DIPLOMA

**This is to certify that:**

**(name)**

of

**(CITY)**

**has successfully passed the examination and  
accordingly is awarded the  
FONASBA SHIP AGENT DIPLOMA**

Date of issue: (date)

Signed:

A handwritten signature in black ink, appearing to read 'Jonathan C. Williams', written over a light-colored rectangular background.

**JONATHAN C. WILLIAMS FICS  
GENERAL MANAGER**

