

Company Profile

One accountable Bangladesh desk for ship principals, from the first operational brief through reporting, evidence return and open-item close-out.

Duty Desk +880 1748-966655	Email contact@chittagongportagent.com	Website chittagongportagent.com
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Company Position

- Chittagong Port Agent (CPA) accepts appointed local service instructions for Chattogram and Mongla and reviews Matarbari only for a confirmed project, terminal, facility or vessel assignment.
- CPA connects the local instruction, responsible parties, approvals, reporting and account close-out without replacing the authority, carrier, C&F agent, provider, surveyor, owner or principal.
- Payra is outside CPA's operating route.

Ship-Principal Working Model

- Send the appointing company, vessel or equipment reference, current position, required service, deadline, report reporting recipients, approval contact, and paymaster.
- CPA returns the local route, missing particulars, responsible-party interfaces, cost or quotation basis, reporting plan and next action.
- Complete certificates, contracts, rates, bank records, personal data and case evidence move through a confirmed business channel.

[Review the port service routes](#)

Primary Port Service Routes

Each service owns a defined operating file. Related work is cross-routed rather than duplicated.

1. Shipping Agency

Vessel nomination, call planning, port and authority follow-up, movement status, PDA/prefund, operational reporting, exception approval and Final DA close-out.

2. NVOCC Agent Services

Bangladesh container document, D/O, unit movement, empty return, export connection, exception and operational account follow-up under an appointed overseas NVOCC principal.

3. ISO Tank Agent Services

Tank-by-tank laden import, empty return, provider-document, condition, approved cleaning/repair, repositioning, inventory and account close-out.

4. Owners' Protective Agency

Separate owner-side appointment, conflict position, call reporting, PDA/Final DA query log, event-record comparison, evidence and final open items.

5. Crew Change

Sign-on and sign-off crew document status, Immigration and access interface, airport/hotel/road and case-specific vessel-transfer coordination.

6. Husbandry Services

Requested stores, fresh water, CTM handover, medical/welfare, technical attendance, waste and principal-approved local movement.

7. Marine Surveys

Independent survey appointment, access, report report recipients and billing route; the appointed surveyor retains method, findings and signed report.

8. Ship Spare in Transit

Imported-spare pre-alert, consignee/C&F and Customs-status follow-up, custody, approved vessel delivery, evidence and account close-out.

9. Ship Recycling & Demolition

Final-voyage, proposed-facility, attendance, delivery-event, approved-cost and open-item coordination; facility and statutory approvals remain external.

10. Vessel Ownership Changeover

Buyer and seller port-side handover, current-agent interface, crew and representative movements, delivery-event evidence and post-delivery close-out.

Supporting Technical Routes and Locations

Supporting routes use the same accountable-desk model but retain specialist responsibility boundaries.

Underwater Inspection & Hull Cleaning

CPA follows provider availability, vessel access, approval status, attendance updates and evidence return. The appointed provider owns method, equipment, personnel safety, physical work and records.

Marine Fender Solutions

CPA follows supplier availability, quotation, approved delivery, attendance, recovery and evidence. Selection, engineering, deployment planning and acceptance remain with responsible specialists.

Chattogram (Chittagong)

Primary vessel-call and cargo gateway. The actual vessel position, berth or anchorage route, terminal/facility interface and current operating notice govern the assignment.

Mongla

Pasur River, jetty, mooring and anchorage assignments. River position, pilotage/access, facility interface, inland CPA checks the connection and provider availability case by case.

Matarbari

Confirmed project, terminal, facility or vessel assignment only. A named receiving interface and workable local route are required before acceptance.

Payra

Outside CPA's published operating scope. Public Payra articles are informational and do not create a service desk.

Current-Fact Rule

- Port limits, vessel positions, tariffs, provider availability, authority requirements, work windows and costs can change.
- CPA checks the current official source and actual assignment rather than presenting a fixed public promise.

[Review operating routes and resources](#)

How CPA Runs the Local File

The principal receives a concise operating return rather than a public procedural manual.

1. Open the Instruction

Confirm appointing company and role, service owner, vessel/equipment reference, current position, deadline, report recipients and approval/payer line.

2. Confirm the Local Service

Identify the port/facility interface, current full agent where applicable, authority/provider dependencies, required first documents and controlled business channel.

3. Return the Basis

Report provider or authority status and the quotation or PDA k missing facts, time basis, cost approver, and next responsible action.

4. Report Progress

Use agreed milestones, timestamp basis, exceptions, changed-scope approval and evidence references.

5. Close the File

Return completion evidence, provider or authority-issued records, approved-cost support, account status and remaining open items.

Confidentiality

Public forms collect opening facts only. Personal records, complete documents, rates, banking details, contracts and case evidence are exchanged privately after business-channel confirmation.

Responsibility Boundary

- CPA promises its own coordination, follow-up, reporting and evidence-return work.
- Authorities decide permissions and statutory outcomes; carriers decide acceptance and sailing; C&F agents handle the goods-declaration route; providers and surveyors own their work and signed records; principals retain commercial approvals.

[Read the Service Scope & Responsibility guide](#)

Send the First Operational Brief

A clean first brief lets the Duty Desk identify the service route and return the next action.

Include These First

- Appointing company and role.
- Vessel name and IMO number, or container/tank/equipment/file reference.
- Current vessel, cargo or equipment position.
- Required service and immediate deadline, with the declared time basis.
- Current full agent, carrier, facility, provider or C&F interface where applicable.
- Report recipients, update preference, cost approver and payer/paymaster.
- Any immediate exception, safety issue or missing document status.

CPA's First Response

- Accepted service route and responsible local desk.
- Current local status and dependencies.
- Missing opening particulars and secure-document channel.
- Quotation, PDA or cost-basis route where applicable.
- Reporting line, approval point and next action.

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[Send Initial Operational Brief](#)

[Working With Ship Principals](#)

Anti-fraud note: verify payment instructions through the published Duty Desk before remitting funds. CPA does not publish bank details in this profile.