

# Association of Ship Brokers and Agents (USA) Inc.



ASBA is an independent membership trade association, established in 1934 that brings together member Ship Brokers, Agents and Affiliates with offices in the United States and Canada. ASBA advances and fosters the ideals and standards of professional conduct and practices and is a medium through which members with common interests can communicate.

One of the most important aspects of ASBA membership is the requirement to adhere to the ASBA Bylaws and code of Ethics. The ASBA Bylaws and Code of Ethics can be found in their entirety at the following address: <http://www.asba.org/>

These include but are not limited to:

- 1. In the conduct of his profession, a member shall exercise great care to avoid misrepresentation and shall be guided by the principles of honesty and fair-dealing.*
- 2. A member shall be diligent at acquainting himself with market conditions and shall keep his principal accurately informed thereof*
- 3 A member shall always assist – never hinder – principals in reaching and performing an agreement, always rendering his best efforts and using his best judgment on their behalf.*
- 4. A member shall handle all proposals accurately and expeditiously.*
- 5. When acting as a broker, he shall not make decisions for the principals unless so authorized by them; and when negotiating on a standard or well-known form of charter party, a member shall advise the principals of any deviation from the usual form.*
- 6. The member's responsibility as a ship's agent is to protect the ship's interests at all times. The ship agents will make every effort to manage the ship's call efficiently.*
- 7. Each member agrees to inculcate his organization with the principles set forth herein, for it is recognized that only by their observance will the standards of personal and professional conduct be advanced, and the practice of ship brokerage and agency continue to inspire confidence as an essential and effective part of the shipping industry.*

**Why Appoint an ASBA Certified Agent?** ASBA Agent Member Certification provides minimum standards for agency providers such as:

- **Annual Certified Public Account Procedural Review** to certify that advanced funds are supported by detailed receipts and invoices and that separate files are kept by principal with supporting documentation.
- Agent members attest that undisputed accounts are settled in accordance with the agent's agreement with principals and/or vendors.
- Adequate Insurance coverage meeting the minimum requirements for Automobile, Workmen's

Compensation for USL&H as required, and General Liability of \$1Million per event.

- Member Employees are trained and professional
  - Member agrees that all issues regarding non-compliance are under the auspices of the ASBA Ethics and Grievance Committee and can face possible suspension of and/or expulsion from membership.
- Certified Agent Members also meet the criteria for the Federation of National Associations of Ship Brokers & Agents' Quality Standard (Internationally Recognized Standard)  
ASBA's Certification and FONASBA's Quality Standard have been embraced by all major Owner's Associations: BIMCO, INTERTANKO & INTERCARGO.  
Please see the attached ASBA certification for your files.

Sincerely,  
Bob Arts  
Vice President  
Alaska Maritime Agencies - as agents only

