

## **MOORING, ANCHORING, DRY DOCK OR USE OF RAMP**

### **How to make a request?**

1. Select the desired service and the port for which you are making the reservation. Please note that you must make the reservation at least 3 days in advance and for a maximum period of 6 months (boats with base port). Reservations are not accepted more than 6 months in advance.
2. Enter data of the boat and the user, attaching:
  - ID or NIF of the petitioner.
  - Boat Documentation.
  - Certificate of insurance in force.
3. Accept and confirm the conditions of service.

### **The following...**

- You will receive confirmation of the request at the email address entered.
- Once the reservation is processed, the administrative document of AUTHORIZATION of the requested service will be sent, together with the AUTOLIQUIDATION model of the corresponding fee. At this point, the DOMICILIATION of the debt is recommended, by sending the model that is attached to the authorization mail.

**Remember that the authorization and provision of the service is subject to the previous payment of the requested service fee.**

### **Means of payments**

Once your request has been processed and the service has been previously authorized, you can make the payment through the following channels:

1. In the bank counter and cash dispenser (ATM) of La Caixa or Banco Santander at their usual schedule.
2. Through electronic banking:
  - If you are a La Caixa customer using "Payments to Third Parties"
  - If you are a Banco Santander customer using "Payments and Donations"
3. By bank card
  - Through the payment gateway on the web <https://pasarela.puertoscenarios.es>
  - In any of the central offices of Puertos Canarios.
  - In the offices of any port of Puertos Canarios.

### **More information**

For any questions please contact Puertos Canarios at the telephone 828.181.140 or at the e-mail address [solicitudes@puertoscenarios.es](mailto:solicitudes@puertoscenarios.es).