



The Republic of Palau
Palau International Ship
Registry
“The Sea Lane to Prosperity”

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REV NO. PISR-005

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INSTRUCTIONS AND PROCEDURES FOR ISSUANCE OF CSR

PROCEDURES REVISION HISTORY

Rev	Date Entered dd/mm/yyyy	Description	Entered by

PROCEDURES FOR ISSUANCE OF CONTINUOUS SYNOPSIS RECORD

1. OVERVIEW

Every company and registered owner whose vessels engage on international voyages Chapter 1 of SOLAS 74/7 applies to and shall have onboard its vessels a valid continuous synopsis record (CSR) issued by this Administration.

2. CONTINUOUS SYNOPSIS RECORD – ATTESTATION LETTER

2.1 When vessel is provisionally registered under the Palau Flag, an CSR Attestation letter should be issued.

2.2 The Attestation Letter will be valid for three months in which the necessary documents for the issuance of the Continuous Synopsis Record should be provided.

2.3 Within three months from the registration of the vessel, the owner / vessel operator should provide the Palau Flag Administration with the following information for the issuance of the CSR:

2.3.1 Document of Compliant DOC or Interim DOC

2.3.2 Safety Management Certificate SMC or Interim SMC

2.3.3 International Ship Safety Certificate ISSC or Interim ISSC

2.3.4 Copy of previous deletion/ceased CSR unless:

a. The vessel is a new construction for which the Palau Flag will issue the first CSR to the vessel.

b. Ship was arrested and court release it by auction for which the Palau Flag will issue the first CSR to the vessel.

c. Vessel has been trading locally / nationally for which the Palau Flag will issue the first CSR to the vessel.

2.4 Instances in which the Previous Flag has not issued the Deletion CSR, but the Deletion Certificate is submitted to the Palau Flag Administration, the Palau Flag Administration may issue the CSR certificate by skipping one number. Such certificate will have a note in box 14 mentioning that:

2.4.1 Submission of proof that ship-owner has requested previous flag that issuance of deletion CSR

2.4.2 Owner will have 30 days to present to this Administration previous deletion CSR

3. CONTINUOUS SYNOPSIS RECORD AMENDMENTS

- 3.1 A new amended Continuous Synopsis Record shall be issued if one or more of the below items occurs:
- 3.1.1 Change of name of the vessel
 - 3.1.2 Change of name or address of the company
 - 3.1.3 Change of physical address of the company
 - 3.1.4 Change of managing company
 - 3.1.5 Change of RSO (RO issuing the ISSC, SMC or DOC)
 - 3.1.6 Change of Recognized Organization
- 3.2 Upon the changes above described the shipowner / operator should forward the Palau Flag Administration with the evidence of the changes including:
- 3.2.1 New DOC, ISSC or SMC issued
 - 3.2.2 Application for the Change of Name
 - 3.2.3 New Statutory Certificates
 - 3.2.4 Declaration of the Managing Company stating new name and/ or new address
- 3.3 The fees for the re issuance of the Amended Continuous Synopsis Record should be confirmed and paid at the time of delivery of the new CSR Certificate.
4. Contact.
For further information please contact
Registration Department
info@palaushipregistry.com