



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-071**

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**To:** **Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs).**

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**Subject:** **Official Documents on Board Panamanian Flag Vessels and Standard Fees**

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**Reference:** **Law No. 2, 1980**  
**Commercial Code of the Republic of Panama**

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1- The purpose of this Circular is to inform users of the following list of documents required to be kept on board Panamanian flag vessels (where not exempted otherwise):

**A. National Documents**

1. Provisional or Reglamentary Patente
2. Radio License or Permit
3. Minimum Safe Manning Certificate
4. Certificate of Crew Accommodation
5. Panamanian Officers Licenses and Seamen's Cards
6. Panamanian Tonnage or Admeasurement Certificate
7. Annual Tax Receipts
8. Certificate of Proficiency in Survival Craft

**B. International Documents and Safety Certificates**

Vessels of 500 GRT and above are required to have on board the statutory certificates called for by the IMO Conventions in force and adopted by the Republic of Panama.

Vessels of less than 500 GRT must comply with Decree No.45 of 21 December 1981, which requires:

1. Cargo Ship Safety Certificate (National)
2. Cargo Ship Radiotelephony Certificate (National if vessel is less than 300 GRT and International if 300 GRT or above)

**C. Official Books**

Panamanian regulations require the following books to be on board every Panamanian flag vessel:

1. Official Log Book (Deck Log Book)
2. Official Crew Roll
3. Oil Record Book

These books are the only ones considered to be official books, however, Masters and owners/operators may use non-official books as long as these books are opened and legalized by Panamanian Consuls.

**D. Consular Fees (USD)**

Law No. 55 of 5 December 1979 establishes the following fees to be charged by Panamanian Consuls:

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|---|------------------------|
| 1. For the opening and closing of the Log Book, Crew Roll and Oil Record Book (for each)                  | \$25.00                |
| 2. For the legalization of any ship's document which is required to be legalized by a Panamanian Official | \$10.00                |
| 3. For the legalization of the signature of each seaman in the Crew Roll (in and out)                     | \$10.00                |
| 4. For the service of the Consul, when requested by the Master or Owner/Operator of the vessel            | \$100.00               |
|   | (plus travel expenses) |

\* Note: Tasa Unica Anual - This is a tax paid every year by the vessel and it covers the legalization of the Crew Roll (in and out). Hence, if a vessel is up to date in taxes, then the stamping of the Crew Roll should be done without any extra charge. The legalization of the signature of each seaman in the crew roll (in and out) is mandatory only in the cases where an Official Crew Roll Book is used on board. For non-official Crew Roll Book, the signature of each seaman (in and out) can be stamped by the Master of the ship.

#### **E. Officers Licenses and Seamen's Fonts**

Application for Officers Licenses and Seamen's Cards can be done directly through our Headquarters or through those Merchant Marine Consulates authorize to receive Officer Licenses and Seamen's Cards applications (Refer to Merchant Marine Circular No. 55 and No. 56).

#### **F. Legalization**

There are certain books and documents that need to be legalized by Panamanian Consuls. There are, however, many others which do not require this legalization such as, for example, valid Patentes, Radio Licenses, Officers Licenses and Seamen's Cards, Technical Certificates as well as the Panama Tonnage Certificates.

\* Note: Consuls may legalize any document or book and charge for it whenever it is necessary and/or requested by the Master of the vessel.

#### **G. Detention of Vessels**

Only the Directorate of Consular and Maritime Affairs can request the detention of Panamanian flag vessel. In doing this, the Administration could authorize a Panamanian Consul abroad to request the official detention. It is important to note that without this authorization a detention cannot be carried out.

#### **H. Safety Inspections**

The annual safety inspections of Panamanian flag vessels is the responsibility of the New York Office of the Directorate of Consular and Maritime Affairs. These inspections are carried out by authorized inspectors of the Merchant Marine Having the necessary background and experience. Only these inspectors can perform these duties. Without the express authorization of this office the annual safety inspection cannot be performed.

It should also be noticed that this inspection is carried out annually unless otherwise required.

**December, 2012** – Changes in Sections C, last paragraph and Section D, last paragraph.

**June 1992**

**Inquiries concerning the subject of this Circular or any request should be directed to:**

**Directorate General of Merchant Marine**

**Panama Maritime Authority**

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