

# Merchant Marine Circular

Panama Maritime Authority  
General Directorate of Merchant Marine  
Control and Compliance Department

## MERCHANT MARINE CIRCULAR-183

- To:** Master, Ship-owners, Operators, Company Security Officers, Ship Security Officer, Legal Representatives of Panamanian Flagged Vessels, Recognized Security Organizations (RSO) of Panama Flagged Vessel.
- Subject:** Continuous Synopsis Record (CSR) Online Application.
- Reference:** Law No. 38 June 4th, 1995 UNCLOS 1982.  
Resolution 106-14-DGMM of March 9th, 2012.  
Resolution JD No. 038-2014 of November 12th, 2014.  
Resolution JD No. 003-2020 of February 12th, 2020.

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1. This Merchant Marine Circular replaces MMC-240, MMC-242, MMC-321.
  2. The purpose of this Circular is to inform all users of the Merchant Marine Directorate that we have developed a new platform via web, through which you will be able to apply online for the Continuous Synopsis Record (CSR) and the CSR certificate will be processed by the Maritime Ships Security Department or by the selected SEGUMAR Offices.
  3. **Starting from the August 1<sup>st</sup>, 2016, the CSR online application will be available on the following website link <http://certificates.amp.gob.pa/certificates>, recommend using Google Chrome, Opera, Mozilla Firefox, Safari and Microsoft Edge.** After that date, the CSR application will not be longer received via e-mail or by hard copy only will be received through the aforementioned website link.
  4. The information submitted by the applicant through the above mentioned website link, should be completely accurate in order to avoid mistakes of the information transferred to the CSR Certificate. In case that one or more items do not apply or are not available, the same must be marked with “**NC**” (**NO CHANGE**) or “**NA**” (**DOES NOT APPLY**), except of point 1, 2 and 3 which are filled automatically, during the submission of information.



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5. As of August 1, 2016, application forms 1 and 2 (*for reference see Annex*) are attached to the draft confirmation of the CSR, so if the correct data is maintained, both formats must be kept attached to the CSR issued by this Administration. In case of a simple copy of the applications, they must be requested to the email [csr@amp.gob.pa](mailto:csr@amp.gob.pa).
6. When there has been no change related to the entries listed in the CSR, such change will be included by the Captain or by the Company in the Request Form 3 (*for reference, see Annex*).

The Application Forms (1, 2 and 3), must be kept on board at all times, in original or copy duly signed and stamped by the ship-owner, captain or applicant, as well as the CSR issued by this Administration in order to avoid inconveniences with the Maritime Authorities.

7. The Continuous Synopsis Record is intended to provide an on board record of the history of the ship with respect to the information recorded and updated therein and must be kept on board with the technical certificates at all time for inspection. All the ship's CSR file in chronological order must be on board all the time even when the ship transfers to another flag state, is sold to another owner, is taken over by another bareboat charter or any other company assumes the responsibility of the ship operation.
8. This Administration encourages all ownership/operator and Representative Legal apply for the Continuous Synopsis Record (CSR) immediately the ship has registered or cancelled from the Panamanian Registry in order to maintain the correct sequential number and the CSR update information.
9. For the purposes of point 5 of the CSRs issued by Panama, understand by date on which the ship was registered:
  - a) For ships of new construction, the date in which the flag data will be assigned will be taken through the issuance of the Certificate of Registration and payment of the corresponding rate to the Merchant Navy. The assignment will entitle the owner to the use of the data assigned in the documentation needed by the ship during its construction, financing or any other technical and commercial operation of the ship.
  - b) For ships from another registry, the date on which the flag application is accepted and the corresponding duties, fees and taxes will be taken as the date of flagging and where the General Directorate of the Merchant Marine will issue the corresponding Navigation Patent and Radio License as long as the ships is suitable for navigation.

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10. Starting from June 1st, 2017, the Continuous Synopsis Record (CSR) for new registry, New Construction or Amendments by changes in the owner address must reflect the same owner address stated in the Radio License which should contain the complete address that includes: street, avenue, building, city, country of residence of the company and e-mail of the company.
11. In those cases, where the ship is not subject to mandatory compliance with the ISPS Code may do so voluntarily. Once issued the CSR must be kept on board in accordance with SOLAS regulatory requirements.
12. This Administration will only issue a NOT CSR CERTIFICATION where the SOLAS Chapter XI-1/5 does not apply or in cases when the Panama Maritime Authority have to certify any other items in relation with the ship according to the article 1 paragraph 8 from Resolution J.D. No. 038-2014.
13. For those ships that did not request CSR during the time they were registered in Panama, the information will only be sent directly to the new Flag State.

## **A. PROCEDURES FOR THE ISSUANCE OF THE (CSR) THROUGH THE E-SEGUMAR PLATFORM.**

14. The followings documentation shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates> in order to apply for the CSR.

## **NEW REGISTRY / CHANGING REGISTRY:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization **(mandatory)**.
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- c) Full or Interim ISSC issued by a Recognized Organization
- d) Class Certificate
- e) Last CSR issued by the previous vessel's flag. **(If apply)**

## **AMENDMENTS:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization.
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.



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- c) Full or Interim ISSC issued by a Recognized Organization.
- d) Class Certificate
- e) Payment receipt issued by this Administration or by a Panamanian Consulate **(mandatory)**.

**CEASED CSR**, the following documents shall be submitted:

- a) Payment receipt issued by this Administration or by Panamanian Consulate **(mandatory)**.

**DUPLICATED** the following document shall be submitted:

- a) Payment receipt issued by this Administration or by a Panamanian Consulate **(mandatory)**.

## **B. REMARKS IN THE CSR:**

- 15. For a CSR whose application is submitted without the ceased CSR, SMC and/or ISSC, this Administration will issue a PROVISIONAL CSR with its respective remark and with a validity of **six (6) months**.
- 16. For a CSR whose application is submitted without the IMO Number of the owner or company, this Administration will issue a PROVISIONAL CSR with its respective remark, and with a validity of **thirty (30) days**.

## **C. CSR FOR LAY-UP:**

- 17. In accordance with Resolution No. 106-50-DGMM of June 18, 2018, the Special Registry of Lay-Up (Inactive) is created for ships registered in the National Merchant Marine or from a foreign registry and that have withdrawn from exploitation, due to the global financial crisis that wish to register. For this purpose, those ships that need to request the CSR with due mention must:
  - a) Selecting "Amendment".
  - b) Attach in "Other Documents", the Certificate of Registration of Lay-Up issued by the General Directorate of Merchant Marine of Panama.
  - c) Make the proper Observation in point No. 14 of application in the online platform.
  - d) Attach the Payment receipt for Amendment.



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18. For Bareboat Charter insert in the CSR refer to Merchant Marine Circular MMC-377.

## D. RATES:

19. According to the article one (1) of the Resolution J.D. No. 038-2014, dated on November 12th, 2014 and article one (1) point 11 of the Resolution J.D. No. 003-2020, dated on February 12th, 2020 the following fees were established for the Continuous Synopsis Record Certificate (CSR), starting on February 12th, 2015 and March 31st, 2020.

<b>NEW CONSTRUCTION</b> .....	<b>FREE</b>
<b>CANCELLATION</b> .....	<b>B/.250.00</b>
<b>DUPLICATED</b> .....	<b>B/.75.00</b>
<b>AMENDMENTS</b> .....	<b>B/.50.00</b>
<b>CORRECTION</b> .....	<b>B/.50.00</b>

20. This Administration kindly informs that according to MMC-368 from August 1st, 2018, the Continuous Synopsis Record in one of the E-Certificates with QR Code that must be printed on board with the specification described in the MMC-368. For E-CSR requested in any SEGUMAR Offices or through any Panamanian Merchant Marine Consulates (listed in MMC-337) a consular fee is applicable for One Hundred Dollars (USD100.00) per E-certificate plus the regular cost established in paragraph 7.
21. For further details about the use of the online application, a user manual can be found at the website link <http://certificates.amp.gob.pa/certificates> by click on the button marked as "User Manual" for your reference. In case have any technical issue when using the online application, feel free to contact us to the e-mail address: [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or to any SEGUMAR offices worldwide.

**January, 2021** – Modification of paragraph 5 and inclusion of CSR Forms 1 and 2 as Annex.

**December, 2020** – Change of reference, Modification of paragraphs 1,2,7,8,9,10,11,12,13, New paragraphs from 5 to 11 and 19 and PMA changes phone numbers.

**April, 2020** – Modification of paragraph 12.

**December, 2019** – Inclusion of paragraph 6 and modification in paragraph 8.

**November, 2019** – Restructuration of all Circular and exclusion of paragraph 1.

**June, 2019** – Including in paragraph 4 Application Form No. 3 as Annex.

**July, 2018** – Inclusion of new paragraph 11.



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**July, 2018** – Modification of paragraph 11.

**June, 2018** - Inclusion of paragraph 9 and 10. September, 2017 – Modification of paragraph 4.

**July, 2016** – Inclusion of the item 8

**July, 2016** – Modification of the item 2, 3, 4 and 6.4

**June, 2016** – Update of the Continuous Synopsis Record (CSR) online application (whole document).

**June, 2013** – Change in reference

**April, 2012.**

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Inquiries concerning the subject of this Merchant Marine Circular or any other request should be directed to:

Maritime Ships Security Department  
General Directorate of Merchant Marine  
Panama Maritime Authority

Phone: (507) 501-5028 / 5086

E-mail: [csr@amp.gob.pa](mailto:csr@amp.gob.pa)

Website: <https://panamashipregistry.com/circulars/>



## APPLICATION FORM 1

Continuos Synopsis Record (CSR) Document No. \_\_\_ for the ship

with IMO Number: IMO \_\_\_\_\_

Updated according to the Res. MSC.198 (80) Amendment

**Dates should be in the format yyyy/mm/dd**

1	Name of ship:	
2	Date in which registration with the state	
3	Port of Registration:	
4	a) Name of current registered owner(s) Registered address(es)	
	b) Name of current registered owner(s) Registered address(es)	
	c) Name of current registered owner(s) Registered address(es)	
5	If Applicable, name of current registered bareboat charterer(s) Registered Address:	
6	Name of Company (ISM Code): Registered Address:	
7	a) Registered Owner (s) Number:	
	b) Registered Owner(s) Number:	
	c) Registered Owners(s) Number	
8	a) Name of Classification Societies with the ship is classed	
	b) Name of Classification Societies with the ship is classed	
9	Administration/Government/Recognized Organization which issued Document of Compliance //DOC: Body which carried out audit (if different):	
10	Company identification number	
11	Administration/Government/Recognized Organization which issued Safety Management Certificate // ISM: Body which carried out audit (if different):	
12	Administration/Government/Recognized Organization which issued International Ship Security Certificate // ISSC: Body which carried out audit (if different):	
13	This ship is New Construction or Previous Registry	
14	Remarks:	

**THIS IS TO CERTIFY THAT** this record is correct in all respects

Issued by the Company or master of: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Signature of Authorized person: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

This document was received by the ship and attached to the ship's CSR file on the following date (fill in):

Date: .....

Signature: .....



## APPLICATION FORM 2

### Amendments to the Panamanian Continuous Synopsis Record (CSR)

**Document No. \_\_\_\_ for the ship with IMO Number: IMO \_\_\_\_\_**  
**Updated according to the Res. MSC.198 (80) Amendment**

The amendments are shown in the table. Indicate N/C for all items not being changed.  
 Dates should be in the format yyyy/mm/dd.

1	Name of ship:	
2	Date in which registration with the state	
3	Port of Registration:	
4	a) Name of current registered owner(s) Registered address(es)	
	b) Name of current registered owner(s) Registered address(es)	
	c) Name of current registered owner(s) Registered address(es)	
5	If Applicable, name of current registered bareboat charterer(s) Registered Address:	
6	Name of Company (ISM Code): Registered Address:	
7	a) Registered Owner (s) Number:	
	b) Registered Owner(s) Number:	
	c) Registered Owners(s) Number	
8	a) Name of Classification Societies with the ship is classed	
	b) Name of Classification Societies with the ship is classed	
9	Administration/Government/Recognized Organization which issued Document of Compliance //DOC: Body which carried out audit (if different):	
10	Company identification number	
11	Administration/Government/Recognized Organization which issued Safety Management Certificate // ISM: Body which carried out audit (if different):	
12	Administration/Government/Recognized Organization which issued International Ship Security Certificate // ISSC: Body which carried out audit (if different):	
13	This amended replaces the CSR (If known please indicate).	
14	Remarks	

Date on which the ship ceased to be registered with the State indicated in 2
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**THIS IS TO CERTIFY THAT** this record is correct in all respects

Issued by the Company or master of: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Signature of Authorized person: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_





**APPLICATION FORM 3**

**INDEX OF AMENDMENTS TO CSR DOCUMENT NUMBER..... FOR THE SHIP**

**WITH IMO NUMBER: IMO.....**

**After this CSR document was issued, the following amendments to entries on the document have been made by the company or the master, have been attached to the ship's CSR file and have been notified to the administration:**

<b>Date of application of Amendments:</b>	<b>Amendments to Official CSR Information (1-14)</b>	<b>Date amendments form attached to the ship's CSR file:</b>

**Issued by the Company or master of:** \_\_\_\_\_

**Date of issue:** \_\_\_\_\_

**Signature of Authorized person:** \_\_\_\_\_

**Name of authorized person:** \_\_\_\_\_

**NOTE:** *If more amendments are issued than allowed for in the above table, add copies of this table as appendices to this page. Such appendices should be numbered from 1 and upwards. When relevant, indicate as follows: Appendix no.....has been added to this page.*