

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) .

Reference: Law No. 38 June 4th, 1995 UNCLOS 1982.
Resolution A.959 (23) December 5th, 2003.
Resolution MSC 198(80) May 20th, 2005.
Resolution No. 106-14-DGMM of March 9th, 2012.
Resolution J.D. No. 038-2014 of November 12th, 2014.
Resolution J.D. No. 003-2020 of February 12th, 2020.
Resolution J.D. No.028-2022 of June 14th, 2022.

1. This Merchant Marine Circular supersedes and compiles **MMC-240, MMC-242, MMC-321, MMC-325, MMC-377** and **MMC-368**.

2. PURPOSE:

2.1 The purpose of this circular is to establish the requirements for the issuance of the Continuous Synopsis Record (CSR), as well as the Administration's policies regarding the information that the CSR must contain.

3. SCOPE:

3.1 This Merchant Marine Circular applies all Panamanian flagged ships engaged on international voyage of 500 gross tonnages and upwards.



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3.2 Background:

3.2.1 The 2002 Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended, in considering special measures to enhance maritime safety and security on board ships and at port facilities, adopted SOLAS regulation XI-1/5 entitled Continuous Synopsis Record.

4. INDEX:

1. CSR Online Application.
2. Application Form.
3. Continuous Synopsis Record (CSR).
4. Requirements for CSR issuance.
5. CSR issuance for Lay-up.
6. Bareboat Charter insert in the CSR.
7. Fee.

4.1. CSR Online Application:

4.1.1 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.

4.1.2 Starting from the August 1st, 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.

4.1.3 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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4.1.4 The **Continuous Synopsis Record (CSR)** must be printed out in a single page (letter size (8.5"X 11") or A4 size if letter size is not available) and remain onboard. They should be printed in black and white or colors.

4.1.5 Original signed CSR issued before August 1, 2018 without electronic signature and QR Code are fully valid.

4.2. Application Form:

4.2.1 When the IMO adopted the Resolution A.959(23), both CSR's forms (1 and 2) indicated thirteen (13) entry boxes only. Nevertheless, when the IMO adopted the amendments to the said CSR forms, through the Resolution MSC.198(80), the first Appendix included the entry box #14 named Remarks, the Annex 2 included the new entry box #7 named Registered Owner Identification Number and the new entry box #10 named Company Identification Number which resulted in the renumbering of entry boxes from #7 to #16.

4.2.2 On both IMO CSR's forms (No.1 and No.2), the entry box #1 named this document applies from (date) and the entry box #2 named Flag State are not included into the CSR issued by this Administration due that the first one is stated at the lower left corner as date of Issue and the second one is in the heading located at the upper side as issued by the Government of Panama. Reason why the CSR issued by the Panama Maritime Authority only has fourteen (14) numbered points.

4.2.3 In this regard, the Panama Maritime Authority use an Application form (No.1 and No.2) that are in full compliance in respect to the IMO requirements and whose information is shown exactly in the same order of the CSR.

4.2.4 As per the above explanation, the fact that the CSR issued by this Administration only have fourteen (14) numbered points should not be considered as a deficiency or non-compliance with the International Regulations.

4.2.5 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 csr@amp.gob.pa



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4.2.6 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*).

4.2.7 The Application Forms (1, 2 and 3), must be kept on board at all times 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.

4.3. Continuous Synopsis Record (CSR):

4.3.1 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.

4.3.2 The Continuous Synopsis Record (CSR) must be requested:

- Immediately after the vessel has been registered with the Panama Flag Registry.
- In any case where the amendment affects the CSR information.
- As soon as the vessel is cancelled from the Panama Flag Registry and before a new flag registry with Panama.
- In case of Bareboat Charter Registry.

In any of those cases the CSR has to maintain the correct sequential number and the updated information in order to avoid delays at any Port Authority.

4.3.3 For the purposes of point 2 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 registry data will be assigned will be taken from the issuance of the Certificate of Registration and corresponding fees to the Directorate General of Merchant Marine. 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 in mention.
- 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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4.3.4 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.

4.3.5 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.

4.3.6 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 of November 12th, 2014.

4.3.7 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.

4.4. Requirements for CSR Issuance:

4.4.1 For 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, ex: bareboat charter**)
- f) Payment receipt (**only handling fee**) issued by this Administration or any Panamanian Consulate (mandatory).

4.4.2 For CSR 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 (if apply).
- e) Payment receipt issued by this Administration or by a Panamanian Consulate (mandatory), including the handling fee.

4.4.3 For Ceased CSR:

- a) Payment receipt issued by this Administration or by Panamanian Consulate (mandatory), including the handling fee.

4.4.4 For CSR Duplicated:

- a) Payment receipt issued by this Administration or by a Panamanian Consulate (including the handling fee).

4.4.5. In those cases where the CSR indicates **NOT ISSUED YET**, the information must be updated in order to avoid delays at any Port Authority.

4.5. CSR Issuance for Lay-up:

4.5.1 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, including the handling fee.

4.6. Bareboat Charter insert in the CSR:

4.6.1 The Continuous Synopsis Record (CSR) must be requested immediately the vessel has registered and cancel in any of the Bareboat Charter modalities established by the Panama Merchant Marine, in order to maintain the correct sequence number and update the CSR in order to avoid any inconvenience with maritime authorities.



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4.6.2 Registration of Foreign Ships under bareboat charter in Panama (Charter In).

1. According to Law No. 57 2008, article 70 any vessel operating pursuant to a bareboat charter-party registered at a foreign registry may be registered in the Merchant Marine without leaving the foreign registry; this is permitted under the legislation of the country of registration. In this case, the interested party shall submit and apply for the Continuous Synopsis Record (CSR) through the E-SEGUMAR Platform and submit the documents described above and the last CSR issued by the first or last registry.
2. Vessels registered in the mentioned bareboat charter register shall be issued with a certificate of registration by the General Directorate of Merchant Marine as evidence of their registration in the Merchant Marine, which shall contain the vessel's particulars as specified by the General Directorate of the Merchant Marine. In addition, this Directorate shall issue a Navigation Chartered Vessels (Navigation Patent) and a Radio License due to the bareboat charter (Law No. 57 of August 6, 2008, article 72).
3. For this case, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Navigation Chartered Vessels, in the Remarks section of the CSR, in order to maintain the sequential and chronological information about the vessel.

4.6.3 Registration of Panama flag vessels under foreign bareboat charter (Charter Out):

1. According to Law No. 57 of August 6, 2008, article 80 vessels registered in Panama engaged in foreign trade operating pursuant to a bareboat charter-party may be temporarily registered in a foreign special bareboat charter register with the prior consent of the General Directorate of Merchant Marine, and without having to terminate its Panamanian registration. In this case, the interested party must apply for the Continuous Synopsis Record (CSR) after Ship Registry Department have issued a consent letter.
2. Those ships that at the date of their registration with Panama are unaware of the certain date of the beginning of the bareboat charter must provide prior to the CSR issuance, an approximate date for the beginning and termination of the charter contract, in order to make the respective entry in the Remark section.
3. For this case, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Consent from the Directorate of Merchant Marine, in the Remarks section of the CSR in order to maintain the sequential and chronological information about the vessel.



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4.6.4 Registration of the bareboat charter without change of Panama Flag (PANAMA-PANAMA).

1. According to Resolution No. 106-002-DGMM dated on January 21, 2022 (English version) (Spanish version) in case of ships registered in Panama under international or domestic service that are subject to bareboat charter contracts (Panama-Panama), the charterer may choose to:

- a) Register the ship in the Special Bareboat Charter Registry, which implies the issuance of Navigation Chartered vessels and radio license or,
- b) Register a copy of the charter contract in the Ship Registry Department.
- c) Both procedures are prerequisites for any annotation in point 5 of the CSR.

2. For both cases, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Navigation Chartered Vessels, in the Remarks section of the CSR in order to maintain the sequential and chronological information about the vessel.

3. In both cases, the Ship Registry Department will perform the relevant verifications duly registered or documented.

4.7. Fee:

4.7.1 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.

1. New Construction/New Registry.....	FREE
2. Ceased CSR.....	B/.250.00
3. Duplicated.....	B/.75.00
4. Amendments.....	B/.50.00
5. Correction.....	B/.50.00
6. Handling Fee (applicable in all above services).....	B/.50.00



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4.7.2 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 Head Office in Panama, through any authorized General Panamanian Consulate or in any Segumar Offices, listed in MMC-337 a revision fee is applicable for Fifty Dollars (USD50.00) per E-certificate plus the regular cost established in paragraph

4.7.3 The fee will become in effect starting on **September, 25th, 2022**.

February, 2024 - *This circular has been revised and each paragraph has been correctly numbered.*

September, 2023 - *Inclusion of purpose and scope. This Merchant Marine Circular supersedes and compiles MMC-240, MMC-242, MMC-321, MMC-325, MMC-377 and MMC-368; and each paragraph has assigned a number.*

June, 2023 – *Inclusion of paragraphs 1.4 and 1.5.*

April, 2023 – *Changes in the subject of this MMC that supersedes and compiles MMC-325 and MMC-377.*

September, 2022 – *Modification in Reference and paragraph 5, 19.*

June, 2022 - *Modification of paragraph 20.*

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.*

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.*



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

June, 2013 – *Change in reference*

April, 2012.

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

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:

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

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.*