



**PANAMA MARITIME AUTHORITY
(AUTORIDAD MARÍTIMA DE PANAMÁ)
GENERAL DIRECTORATE OF MERCHANT MARINE
(DIRECCIÓN GENERAL DE MARINA MERCANTE)
DEPARTMENT OF CONTROL AND COMPLIANCE
(DEPARTAMENTO DE CONTROL Y CUMPLIMIENTO)**

F-265
(DCCM)
V.00



MERCHANT MARINE CIRCULAR MMC-183

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

Subject: Continuous Synopsis Record (CSR) online application.

Reference: SOLAS 74/78 Chapter XI-1 Reg. 3-1, 5
Resolution A.959(23) of December 5, 2003
Resolution MSC. 198 (80) of May 20, 2005
Resolution MSC 160 (78) of May 20, 2004
Resolution MSC. 194 (80) of May 20, 2005
Resolution 106-14-DGMM March 9, 2012
This Merchant Marine Circular supersedes the MMC- 240.

A. INTRODUCTION

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.
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. The Panama Maritime Authority kindly requests the use of the CSR online application on that website link.
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.
4. When any change (s) related to the entries listed in the CSR has taken place, such change (s) shall be included by the Master or by the Company in the **Application Form No.3** (*For reference see Annex*). It is worth mentioning that the Application Forms (1, 2 and 3) duly signed and stamped copy by the owner, master or applicant, as well as the CSR issued by this Administration must be kept on board the vessel at all times in order to avoid inconvenient with the Maritime Authorities.
5. 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 or to any Segumar offices worldwide; for more reference you can access at the MMC-242 for the contact details of Segumar.

6. 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 the ship with the technical certificates at all time for inspection. All the CSR file in chronological order must be on board all the times.

B. CSR REQUIREMENTS

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

7.1.: 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)**

7.2.AMENDMENT:

- 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.
- 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)**.

7.3.CEASED CSR, the following documents shall be submitted:

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

7.4.DUPLICATED the following document shall be submitted:

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

C. REMARKS IN THE CSR

8. 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**.
9. 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**.

D. CSR FOR LAY-UP

10. 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.

11. For Bareboat Charter insert in the CSR refer to Merchant Marine Circular (MMC) 377.

F. RATES

12. According to the article one (1) of the Resolution J.D. No. 038-2014, dated on November 12th, 2014; the following fees were established for the Continuous Synopsis Record Certificate (CSR), starting on February 12th, 2015.

NEW CONSTRUCTION.....	FREE
CANCELLATION.....	B/.100.00
DUPLICATED.....	B/.75.00
AMENDMENTS	B/.50.00
CORRECTION.....	B/.50.00

13. 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 fees is applicable for One hundred Dollars (US\$100.00) per E-certificate plus the regular cost established in paragraph 7.

- 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**
- 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 Circular or any request should be directed to:
Directorate General of Merchant Marine
Panama Maritime Authority***

Phone: (507) 501-5033

Fax: (507) 501-5083



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.*