- 1- Please make sure to use one of following browser:
 - Google chrome
 - Mozilla fire fox
 - Safari
 - Opera
 - Edge
- 2- Make sure that your browser is updated to the latest version
- 3- Delete cookies and temporary Internet files and close all browser windows in case of problems
- 4- Click <u>here</u> for E-Segumar Online application.
- 5- Click Green boton "APPLICATION FORMS" as fig.1

 \leftarrow \rightarrow C \bigcirc certificates.amp.gob.pa/certificates/



(Fig.1)

6- On the list, please click "BALLAST WATER MANAGEMENT PLAN" as is shown in fig.2

← → C ① certificates.am	p.gob.pa/certificates/FrmCertificationList.aspx		
	CERTIFICATE APPLICATION LIST		
	Return to Inicial Menu		
	Civil Liability for Bunker Oil Pollution Damage (BCC)	Z	
	Liability for the death of and personal injury to passengers (PAL)	2	
	Liability for the removal of wrecks (WRC)	ß	
	Continuous Synopsis Record	ß	
	Armed Personal		
	Armed Personnel Extension		
	Declaration of Maritime Labour Compliance (DMLC Part I)		
	International Ship Security Certificate (ISSC)		
	Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLC)	ß	
	Ballast Water Management Plan	ß	
	International Ballast Water Management Certificate	ß	

(Fig.2)

7- On the next screen, please click "READY TO APPLY" as shown in Fig. 3

• You payn be p	may apply for multiple evaluations of plans for multiple vessels with a single order provided that they will use the same form of nent and same delivery address. If you require separate payments and/or separate delivery addresses, then separate orders should aced.
• Fee 1,50	for first time Evaluation or significant amendments (Ej. Procedures, Calculations, Equipment change's or replacement.) USD 0.00
• Ame	ndments due to ship 's name change, call sign, gross tonnage, etc., USD 500.00
Please pr	int or save this instruction for your easy reference on how to use E-application system.
STEP 1:	Press ready to apply button to fill your application. Fill in all required page fields marked with asterisk (*) on "Agent Details" screen, note that you will be able to search the agent name typing one word, furthermore once your information is saved, it can be displayed for future applications. Your certificates will be delivered via email, please make sure to include on field "E-mail Address" the correct information to receive the certificate, press continue button.
STEP 2:	Billing and shipping address details should be filled on "Order Details" screen. This information will be necessary in cases that certificate will be delivered by courier. Each application provides for a single billing address and form of payment for multiple ships. If you require separate payments and/or separate delivery addresses, then separate applications will be required.
	After the information on step 1 and 2 is filled, you will not need filling it again, it will be saved for future applications; press continue button to go to the next screen.
STEP 3:	On "application list" screen you are able to search in our fleet, the vessel (s) would you like to apply for, just please select the flag and then type on search field the IMO Number, Name of Ship, Call Sign; then click the search button to bring the ship information automatically. Please complete the remaining fields and upload the required documents (plan as well any additional information as annex to the plan and payment receipt). Finally press "Add application" button. Please note that before press continue, you can add more vessels as necessary. Press continue button.
STEP 4:	Verify the amount to be paid and make sure that your payment receipt has been made accordingly. Press "Check out" button to send you application.
Ballast W Regulatio Guideline	Ater Management Plan will be evaluated, revised and approved by Segumar Panama, in accordance with the requirement of n B-1 of the Ballast Water Management Convention; the BWMP should take into account IMO Resolution MEPC.127 (53) – s for ballast water management and development of ballast water management plans (G4).
For furthe	r information, please contact: ibwmc@segumar.com or bwmp@segumar.com
	Application List Ready to Apply

8- Please fill all the fields on the Tab "AGENT DETAILS", as shown in Fig.4 (the most important is that you please **type the e-mail address** where you would like to receive you Electronic approval) and press "CONTINUE"

es.amp.gob.pa/certificates/FrmAgentDetails.a	ispx			☆ :
*	Ballast Water Manage	ement Plan		•
AGENT DETAILS	APPLICATION LIST ORDER REVIEW			
	-			
Agent Information 3				
Agent Name:	Result Agent Name			
*	Search Select a Agent Name	Ŧ		
Phone Number:	E-mail Address:	Zip / Postal Code:		
*	*			
Country:	City:	State / Region:		
Select a Country	*			
Agent Address:	Shipping Address:			
*				
E-delivery	20			
E-mail Address 1:	E-mail Address 2:			
*				
			Continue	
Diselement I. Eveneración de Responsel	hilded			
Disclaimer: All the information provided by	the users of this site will be processed for the purpose of providing better	services by the Panama Maritime Authority (PMA). Panama Mariti	time Authority may use the	(Fig 4

9- Fill all the ship's details in "APPLICATION LIST" (fig.5) and attach the documents (fig.6) and click "ADD APPLICATION"

MAR APPLICATION						Î
*		Ballast Water Ma	nagement Plan		MA	
AGENT DE	ETAILS APPLICATION LI	ST ORDER REVIEW				
Ships to Apply						
Name of Ship		Call Sign	IMO	Port of Registry		
*						
Ship Details						
Flag:		Search (IMO Number, Name	e of Ship, Call Sign):			
PANAMA	٣	Only flags of Panama	Search			
Name of Ship:		Call Sign:		Port of Registry:		
Type of Ship:		IMO Number:		Gross Tonnage:		
Length (BP):		Beam:		Place of Issue:		
				SEGUMAR - PANAMA	•	/fim
D certificates.amp.gob.pa/certificates/FrmBWW	ИPSolicitud.aspx					÷ (IIG
) certificates.amp.gob.pa/certificates/FrmBWM Length (BP):	MPSolicitud.aspx	Beam:		Place of Issue:		± (IIg
) certificates.amp.gob.pa/certificates/FrmBWM Length (BP):	MPSolicitud.aspx	Beam:		Place of Issue: SEGUMAR - PANAMA		x (IIG) x :
D certificates.amp.gob.pa/certificates/FrmBWW Length (BP): Attachments Valid attachments format	MPSolicitud.aspx	Beam:		Place of Issue: SEGUMAR - PANAMA		* (IIg
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximun size per attach	APSolicitud.aspx Is: doc or docx, xis or xisx, jpg, ment. 50 mb	Beam: . png. pdf		Place of Issue: SEGUMAR - PANAMA		±
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximum size per attach BWMP *	IPSolicitud aspx Is: doc or docx, xls or xlsx, jpg, ment: 50 mb	Beam: png. pdf	Drawings or Diagram	Place of issue: SEGUMAR - PANAMA	• • plan)	× (IIG)
D certificates.amp.gob.pa/certificates/Frm8WW Length (BP): Attachments Valid attachments format Maximum size per attach BWM/P * You must attached a file	APSolicitud.aspx Is: doc or docx, xis or xisx, jpg, ment: 50 mb	Beam:	Drawings or Diagram You must attached a file GAUSCO	Place of Issue: SEGUMAR - PANAMA	■ plan) メRemovo	* (IIG)
D certificates.amp.gob.pa/certificates/FrmBWW Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file CAttach	APSolicitud.aspx ts: doc or docx, xls or xlsx, jpg, ment: 50 mb	Beam: png, pdf	Drawings or Diagram You must attached a file G'Attach	Place of Issue: SEGUMAR - PANAMA	plan) XRemove	* (lig.
D certificates.amp.gob.pa/certificates/FrmBWW Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file CAttach Any Additional Doct	APSolicitud.aspx ts: doc or docx, xls or xlsx. jpg, iment. 50 mb	Beam: . png. pdf XRemove	Drawings or Diagram You must attached a file GAttach Offical Payment Reco	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the	plan) X Remove	* (lig.
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file CAttach Any Additional Docu You must attached a file	APSolicitud.aspx Is: doc or docx, xis or xisx, jpg, ment: 50 mb	Beam: . png. pdf XRemove	Drawings or Diagram You must attached a file CAtach Offical Payment Rec You must attached a file	Place of Issue: SEGUMAR - PANAMA	• plan) ¥Remove	* (IIG)
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximum size per attach BVMP * You must attached a file GAttach You must attached a file GAttach	APSolicitud.aspx Is: doc or docx, xis or xisx, jpg, ment: 50 mb	Beam: png, pdf XRemove	Drawings or Diagram You must attached a file CiAtach Offical Payment Rec You must attached a file CiAtach	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the eipt*	• plan) ¥Remove	× (lig.
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Velid attachments format Maximun size per attach BWMP * Vou must attached a file GAttach Any Additional Docu You must attached a file GAttach Trim and Stability Bi	APSolicitud aspx ts: dac or docx, xls or xlsx, jpg, ment: 50 mb ookkel**	Beam: png, pdf XRemove	Drawings or Diagram You must attached a file CrAttach Offical Payment Rec You must attached a file CrAttach	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the eipt*	plan) MRemove	* (IIG.
D certificates.amp.gob.pa/certificates/FrmBWW Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file GAttach Any Additional Docu You must attached a file GAttach Trim and Stability Bi You must attached a file	APSolicitud.aspx APSolicitud.aspx ts: doc or docx, xls or xlsx, jpg, ment: 50 mb cooklet*	Beam: Png, pdf KRemove KRemove	Drawings or Diagram You must attached a file G'Atlach Offical Payment Rec You must attached a file G'Atlach	Place of Issue: SEGUMAR - PANAMA Ins (In case that were not included in the eipt*	plan) XRemove	* (IIG.
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file GAttach Trim and Stability Bt You must attached a file GAttach	APSolicitud.aspx Its: doc or docx, xls or xlsx. jpg, ment. 50 mb cocklet* cocklet* cocklet* cocklet*	Beam: png. pdf XRemove XRemove	Drawings or Diagram You must attached a file CAttach Offical Payment Rec You must attached a file CSAttach	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the eipt*	pian) X Remove	* (lig.
D certificates.amp.gob.pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximun size per attach BWMP * You must attached a file GAttach Trim and Stability B You must attached a file GAttach	APSolicitud.aspx Is: doc or docx, xis or xisx, jpg, ment: 50 mb e ument e ookleit* e	Beam: png. pdf XRemove XRemove	Drawings or Diagram You must attached a file CAttach Offical Payment Rec You must attached a file CAttach	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the eipt*	plan) XRemove	* (IIQ.
D certificates amp.gob pa/certificates/FrmBWM Length (BP): Attachments Valid attachments format Maximum size per attach BVMP * You must attached a file GAttach Trim and Stability Bt You must attached a file GAttach	APSolicitud.aspx ts: doc or docx, xis or xisx, jpg, ment: 50 mb cocklet* cocklet*	Beam: Png, pdf XRemove XRemove	Drawings or Diagram You must attached a file CAttach Offical Payment Rec You must attached a file CAttach	Place of Issue: SEGUMAR - PANAMA ns (In case that were not included in the eipt*	plan) XRemove Continue	* (IIG.

In case that you have more than one (1) ship to apply, after click on "ADD APPLICATON" you may continue to add more ships, just please make sure to click "ADD APPLICATION" to save the information and document uploaded. Please click "CONTINUE" after you finalize the uploading and save of your ships information and documents. (Fig.6)

10- Review the ship or ships that you are applying for and click "DONE".