

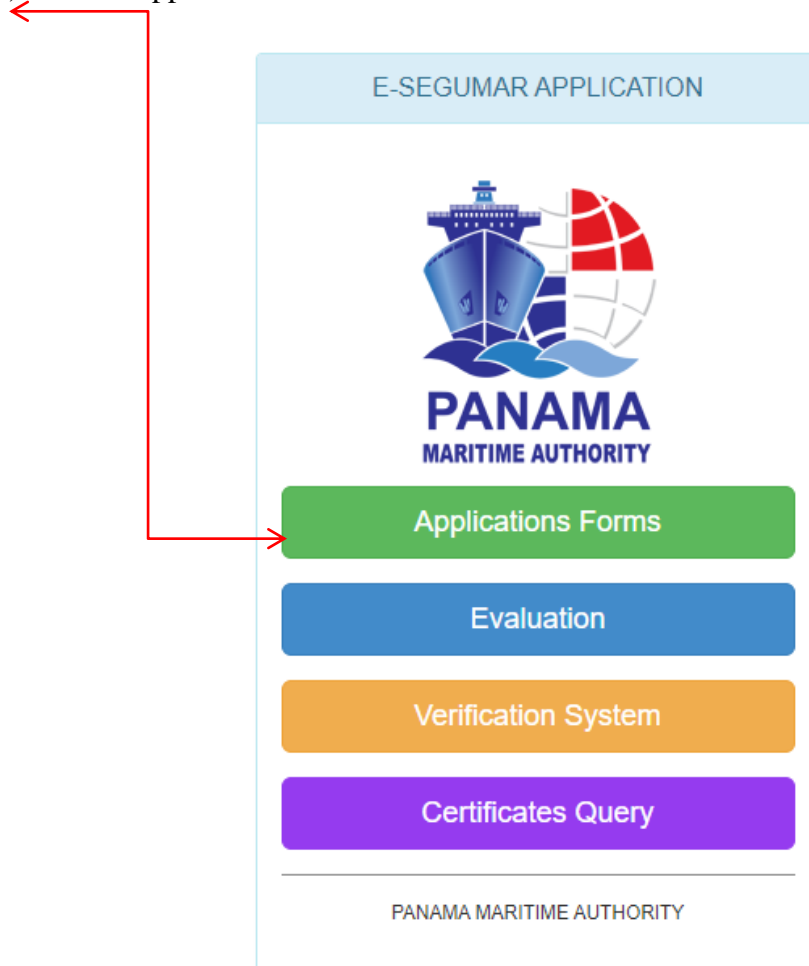
USER MANUAL

Please feel free to print or save these instructions for your easy reference on how to use the new Evaluation and Issuance of Technical Certificates Tool.

Please use the following link: <https://certificates.amp.gob.pa/certificates>

STEP 1:

a) Select Applications Forms



b) The following screen will be displayed and should select the type of the request:




CERTIFICATE APPLICATION LIST

[Return to Inicial Menu](#)

<input checked="" type="checkbox"/> Civil Liability for Bunker Oil Pollution Damage (BCC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Liability for the death of and personal injury to passengers (PAL)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Liability for the removal of wrecks (WRC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Continuous Synopsis Record	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Armed Personal	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Armed Personnel Extension	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Armed Personnel Extension	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Declaration of Maritime Labour Compliance Part I (DMLC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> International Ship Security Certificate (ISSC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Declaration of Company Security Officers (CSO's)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ballast Water Management Plan (BWMP)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> International Ballast Water Management Certificate (IBWMC)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Minimum Safe Manning MSMC (Cargo Vessel/ Passenger/ Supplier Vessel-Tug Boats)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> National Tonnage Certificate for ships less than 24 Meters Length	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> International Tonnage Certificate - ITC 69 (Re-issuance)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ISPS Authorizations	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> NAVY Authorizations	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> SSAS Exemptions Certificates	<input checked="" type="checkbox"/>


STEP 2:

- a) Press the **“Ready to apply”** button to begin with your application and fill in all required fields marked with a star key (*) on the **“Agent Details”**.
- b) Please make sure to include on **“E-mail Address”** field of E-delivery Section the correct information to receive notifications of the certificate and press **“continue”** button.
- c) Each application provides for a single billing address for multiple ships. If you require separate payments and/or separate delivery addresses, then separate applications will be required.



E-SEGUMAR APPLICATION

Technical Certification System



Panama Maritime Authority is pleased to welcome you to the electronic application System

In an effort to improve the maritime security of ship operations, amendments were made to SOLAS 1974 (Chapter XI-2 / ISPS Code) which require specific information to be maintained onboard ship and continuously updated as the information is changed. For this matter, the Merchant Marine Circular No.205 provides the PMA national requirement for Companies, Masters and Operators with respect to maintaining the required International Ship Security Certificate (ISSC) on board the Panamanian flagged vessels and will be subject to review by Port State Control (PSC) Authorities.

Questions regarding these requirements or the authenticity of an ISSC should be referred to the Maritime Ships Security Department issc@amp.gob.pa or through any of the SEGUMAR OFFICES worldwide to the phone numbers describe in our web page www.segumar.com

All Panamanian flagged vessels who apply the SOLAS Chapter XI-2 and the ISPS Code must have on board an International Ship Security Certificate (ISSC Full Term) issued by this Administration.

Important information to be considered prior the submission of the related application:

- [Make sure that you already have the documents required in our Merchant Marine Circular No.205 \(http://www.segumar.com/wp-content/uploads/2016/09/MMC-205-september.pdf\)](http://www.segumar.com/wp-content/uploads/2016/09/MMC-205-september.pdf) . before to send your request.
- You may apply for multiple certificates for multiple vessels with a single order provided that they will use the same form of payment and same delivery address. If you require separate payments and/or separate delivery addresses, then separate orders should be placed.

For further information please contact: issc@amp.gob.pa

Application List



Ready to Apply

User Manual

Customer Service Survey



- d) Fill in all required fields marked with a star key (*) on the “Agent Details” and press **CONTINUE**.

 INTERNATIONAL SHIP SECURITY CERTIFICATE (ISSC) 

AGENT DETAILS APPLICATION LIST ORDER REVIEW

Agent Information ⓘ

Agent Name: Search **Result Agent Name:**

Phone Number: **E-mail Address:** **Zip / Postal Code:**

Country: **City:** **State / Region:**

Agent Address: **Shipping Address:**

E-delivery

* Make sure to include the e-mail addresses receiving the draft document for review and/or the Electronic Certificates issued

E-mail Address 1: **E-mail Address 2:**

E-Certificates

* This section for electronic certificates (E-Certificates) is not applicable for (BCC, WRC and PAL)

E-Certificates

STEP 3:

After presses **CONTINUE**, the following screen will be displayed in order to select the type of request.

According to the type of ISSC to apply you must complete the enable (*) fields with the information of the Technical Certificates. Also on this screen you are able to select your place of preference to issue.



INTERNATIONAL SHIP SECURITY CERTIFICATE (ISSC)

[AGENT DETAILS](#)[APPLICATION LIST](#)[ORDER REVIEW](#)

Ships to Apply ?

	Name of Ship	Call Sign	IMO	Secuencia Solicitud
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Ship Details

Type of Request:

- SELECT -
- FIRST TIME (For New Construction or Change of Flag)
- CHANGE OF OPERATOR COMPANY
- INTERMEDIATE VERIFICATION ENDORSE BY PMA
- RENEWAL VERIFICATION
- CHANGE OF RSO
- AMENDMENT ON THE EXISTING ISSC
- HARMONIZING OF THE CERTIFICATION
- DUPLICATE OF ISSC
- SHIP OUT SERVICE MORE THAN 6 MONTHS (re-entry into services)
- INTERIM ISSC


Select the type of ISSC to apply:

1. First Time (New Construction or Change of Flag)
2. Change of Operator Company
3. Intermediate Verification Endorse by PMA
4. Renewal Verification
5. Change of RSO
6. Amendment of the existing ISSC (the following options will be displayed)
 - Change of name of Operator Company
 - Change of physical address of the Operator Company
 - Change of vessel name
 - Change of Tonnage
 - Change of type of vessel
7. Harmonizing of the Certification
8. Duplicate of ISSC
9. Ship out service more than (6) months (re-entry into service)
10. Interim ISSC

On application list screen you are able to search in our fleet, the vessel (s) would like to apply for, search by the IMO Number, Name of vessel or Call Sign. Then click the search button to bring the information automatically.

- You should insert the payment receipt information and complete the enable (*) fields with the information of the Technical Certificates according to the type of request selected and place of issuance of your certificate.

Search (IMO Number, Name of Ship, Call Sign):

Only flags of Panama  Search



Remember that you must to update the last CSR

Name of Ship: Call Sign: Port of Registry:

Type of Ship: IMO Number: Gross Tonnage:

Payment Receipt Details



As of June 1, 2017 bank transfers will not be accepted for the payment of CSR or ISSC.



Receipt Number: *  Payment Date: X  Place of Payment: *

Recognized Security Organization (RSO's)

(RSO's):

DATES

Date of Initial ISPS Audit: * X  Date of Ship Security Plan Approval Certificate or Approval Letter: * X 

Date of INTERMEDIATE ISPS AUDIT (If Apply): X  Date of ISM Audit: X 

Place of the Intermediate Audit (If Apply): RSO's (Intermediate ISPS audit):

OPERATOR COMPANY

ID - As DOC ISM Code:

Name of the Operator Company:

Registered Address:

- SELECT -
- ECONOMIC & COMMERCIAL OFFICE OF PANAMA IN HONG KONG
- PANAMA - PANAMA
- PANAMA CONSULATE IN HAMBURG, GERMANY
- PANAMA CONSULATE IN KOBE, JAPAN
- PANAMA CONSULATE IN SINGAPORE
- PANAMA CONSULATE IN VENICE, ITALY
- PANAMA CONSULATE, MANILA PHILLIPINES
- PANAMA CONSULATE, PORTUGAL
- SEGUMAR - MIAMI
- SEGUMAR - PIRAEUS
- SEGUMAR - HOUSTON
- SEGUMAR - IMABARI
- SEGUMAR - ISTANBUL
- SEGUMAR - SHANGHAI
- SEGUMAR - SINGAPORE
- SEGUMAR - TOKYO
- SEGUMAR DUBAI - EAU
- SEGUMAR KOREA - BUSAN OFFICE
- SEGUMAR KOREA - SEOUL OFFICE
- SEGUMAR LONDON - UK
- SEGUMAR PHILLIPINES - MANILA

Email CSO:

After you should to attach the files into the fields with (*) and press **Add Application** and **Continue**.

Attachments

Valid attachments formats: doc or docx, xls orxlsx, jpg, png, pdf
Maximun sizes for all attachments: 10 mb

* Attachments with an asterisk are mandatory

DOC - Document of Compliance*

You must attached a file

Attach

Remove

Interim ISSC *

You must attached a file

Attach

Remove

SMC - Safety Management Certificate

You must attached a file

Attach

Remove

Initial Verificatin Audit*

You must attached a file

Attach

Remove

In case have any technical issue when using the

OK

Add Application

Previous

Continue

STEP: 4

Finally press “**Done**” button to send your application. You will be assigned with a control number of application, just for internal purposes. Would you like to apply for additional certificates just press the type of Certificate that you require to apply for.

The screenshot displays the 'INTERNATIONAL SHIP SECURITY CERTIFICATE (ISSC)' application interface. The 'ORDER REVIEW' tab is active, showing a modal window with the following information:

- Your application number is: 51842**
- It will be processed within the next 48 hours from today**
- September 27, 2016**

The background interface includes the following elements:

- Navigation tabs: AGENT DETAILS, APPLICATION LIST, ORDER REVIEW (selected).
- Form fields: Name of Ship (MELBA), IMO (8199153).
- Buttons: Previous, Done (highlighted with a red arrow), OK.
- Disclaimer text: "Disclaimer: Exención de Responsabilidad. Disclaimer: All the information provided by the users of the information you provide to provide you with information about purpose. PMA is not responsible on the completeness of..."

Note: In those cases that your application is incomplete after one month of not having completed the pending documentation, the system will automatically delete the application and must re-apply again.