

## Panama Maritime Authority E-APPLICATION SEGUMAR



### Technical Certification System



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

In an effort to increase the transparency of ship operations, amendments were made to SOLAS 1974 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. 183 provides the PMA national requirements for Companies, Masters, and operators with respect to maintaining the required Continuous Synopsis Record (CSR) 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 a CSR Document should be referred to the Maritime Ships Security Department [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or through any of the SEGUMAR offices worldwide to the phone numbers describe in our web page [www.segumar.com](http://www.segumar.com).

All Panamanian flagged vessels who apply the SOLAS Regulation XI-1 Regulation 5 must have on board a Continuous Synopsis Record (CSR) issued by this Administration. Additionally, Application Forms (1, 2 and 3) must be on board at all times.

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. 183** (<http://www.segumar.com/wp-content/uploads/2015/08/MMC-183august2015.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.
-  In case of any CSR for **NEW CONSTRUCTION, NEW REGISTRY** and **CEASED CSR**, you must apply for the CSR Certificate.

CSR Certificate will be processed by the Maritime Ships Security Department or by the selected Segumar Office.

For further information please contact: [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or through any Segumar Offices worldwide.

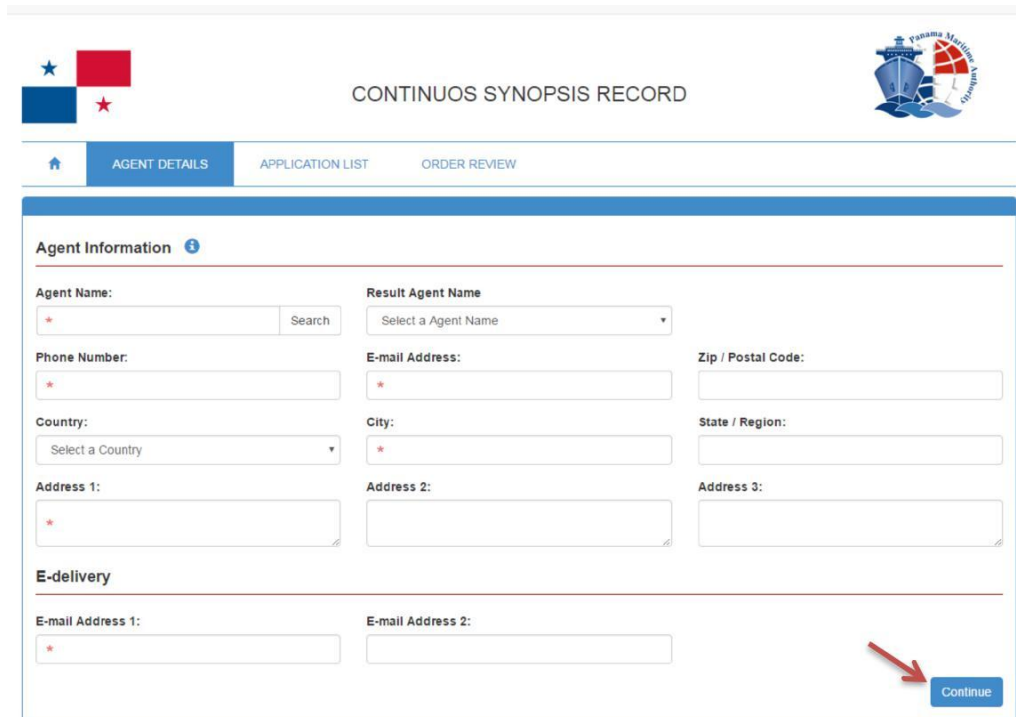
Please save this instruction for your easy reference on how to use E-application system.

**STEP 1:**

a) Press ready to apply button to fill your application.



b) 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. Press continue button.



c) Billing and shipping address details should be filled on “Agent Details” screen. This information will be necessary in cases that certificate will be delivered by courier. 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.

## Courier Delivery

- a) In Case that the CSR would be Delivery in a Local Office you only need to click the CONTINUE button to proceed with the CSR Application.

**E-delivery**

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

**Courier - Delivery**

Local Office  International Courier

**Courier:**  
DHL

1. Courier Account Number:  \*

2. Company Name:  \*

3. Physical Address:  \*

4. Zip Code:  \*

5. PIC (Person of Contact):  \*

5. Telephone:  \*

**Observation:**

In case of UPS and COPA courier you have to contact them directly and provide us the AWB, in order to send the original certificate.

Continue

- b) In case that the CSR would be Delivery by International Courier You have to select INTERNATIONAL COURIER and fill the blanks with all the necessary information for the Delivery and click on CONTINUE button.

After the information on step 1 is filled, you will not need filling it again, it will be saved for future applications; the COURIER DELIVERY has to be filled every time it is applied, press continue button to go to the next screen.

**STEP 2:**

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

**CONTINUOUS SYNOPSIS RECORD**

AGENT DETAILS | **APPLICATION LIST** | ORDER REVIEW

**Ships to Apply**

Name of Ship	Call Sign	IMO	Port of Registry
✖ ✓			

**Ship Details**

Type of CSR:  
 New Registry  Amendment  
 Cancellation

Search (IMO Number, Name of Ship, Call Sign): \* Search Previous Flag: -- SELECT --

Index Seq.: 1

Imo Number: Name of Ship: Date registration with the state: [X] [Menu]

1. Name of Ship: \* 2. Date registration with the state: [X] [Menu] 3. Port of Registration: PANAMA

- b) Then select the Type of CSR if it is NEW REGISTRY automatically on the Previous Flag item will show up the registry information.

**CONTINUOUS SYNOPSIS RECORD**

AGENT DETAILS | **APPLICATION LIST** | ORDER REVIEW

**Ships to Apply**

Name of Ship	Call Sign	IMO	Port of Registry
✖ ✓			

**Ship Details**

Type of CSR:  
 New Registry  Amendment  
 Cancellation

Search (IMO Number, Name of Ship, Call Sign): \* Search Previous Flag: PANAMA

Index Seq.: 1

Imo Number: Name of Ship: Date registration with the state: [X] [Menu]

1. Name of Ship: \* 2. Date registration with the state: [X] [Menu] 3. Port of Registration: PANAMA

- c) Please complete the remaining fields and upload the required documents. Make sure that writing information is according to the Technical Certificate. Also on this screen you are able to select your place of preference to issue.

**9. DOC**

9. Administration/Government/Recognized Organization with issued Document of Compliance /DOC:

**10. Company**

10. Company Identification Number:

**11. SMC**

11. Administration/Government/Recognized Organization with issued Document of Compliance /IMS:

**12. ISSC**

12. Administration/Government/Recognized Organization with issued International Ship Security Certificate/ISSC:

**13. New Construction or Previous Registry**


13. The Ship is New Construction or Previous Registry:

**14. Remarks**

14. Remarks:

**Place of Issue**

-- SELECT --



**STEP 3:**


- a) Finally press “Add application” button. Please note that before press continue, you can add more vessels as necessary. Make Shure to attach all the necessary documents required for the specific application.

**Attachments**

Valid attachments formats: doc or docx, xls orxlsx, jpg, png, pdf  
Maximum sizes for all attachments: 10 mb  
\* Attachments with an asterisk are mandatory

Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *	Interim ISSC issued by a Recognized Organization
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Class Certificate (only if the change is through a Recognized Organization)	Payment Receipt Copy
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
	Deletion Certificate
	You must attached a file
	<input type="button" value="Attach"/> <input type="button" value="Remove"/>

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).



b) After you press Add application you would be available to click “View Application Form”.

**Attachments**

Valid attachments formats: doc or docx, xls or xlsx, jpg, png, pdf  
 Maximum sizes for all attachments: 10 mb  
 \* Attachments with an asterisk are mandatory


<p>Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Interim ISSC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
<p>Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Ship's CSR file issued by the previous vessel's flag</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
<p>Class Certificate (only if the change is through a Recognized Organization)</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Payment Receipt Copy</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
	<p>Deletion Certificate.</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).

Update View Application Form Previous Continue


c) Then you would be available to view, save and download the application form, please be advised that the application form needs to be onboard with the Original CSR.

FrmImpression.aspx 1 / 2



**APPLICATION FORM 2**  
 Amendments to the Panamanian Continuous Synopsis Record (CSR)  
 Document No. 04 for the ship With IMO Number: IMO 9508160  
 Updated according to the Res. MSC.198(80) Amendment  
 The amendments are shown in the table. Indicate NIC for all items not being changed.  
 Dates should be in the format yyyy/mm/dd

1	Name of Ship:	CHEMROUTE SKY
2	Date in which registration with the state	2010/11/08
3	Port of Registration	Panama
4	a) Name of current registered owner(s) Registered addresses)	NIC
	b) Name of current registered owner(s) Registered addresses)	NIC
	c) Name of current registered owner(s) Registered addresses)	NIC
5	If applicable: name of current registered bareboat charterer(s) Registered Address:	NIC
	Name of Company (ISM Code): Registered Address:	NIC
7	a) Registered Owner (s) Number:	NIC
	b) Registered Owner (s) Number:	NIC
	c) Registered Owner (s) Number:	NIC
8	a) Name of Classification Societies with the Ship is classed	NIC
	b) Name of Classification Societies with the Ship is classed	NIC
9	Administration/Government/Recognized Organization which issued Document of Compliance/DOC: (Body which carried out audit (if relevant):	NIC
10	Company identification number	NIC



d) Press Continue Bottom



**Attachments**

Valid attachments formats: doc or docx, xls or xlsx, jpg, png, pdf  
Maximun sizes for all attachments: 10 mb  
*\* Attachments with an asterisk are mandatory*

Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *	Interim ISSC issued by a Recognized Organization
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Class Certificate (only if the change is through a Recognized Organization)	Payment Receipt Copy
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
	Deletion Certificate
	You must attached a file
	<input type="button" value="Attach"/> <input type="button" value="Remove"/>

*In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).*

**STEP 4:** a) Finally check the vessel Name, IMO number and Call Sign, if is all in order you can press continue.

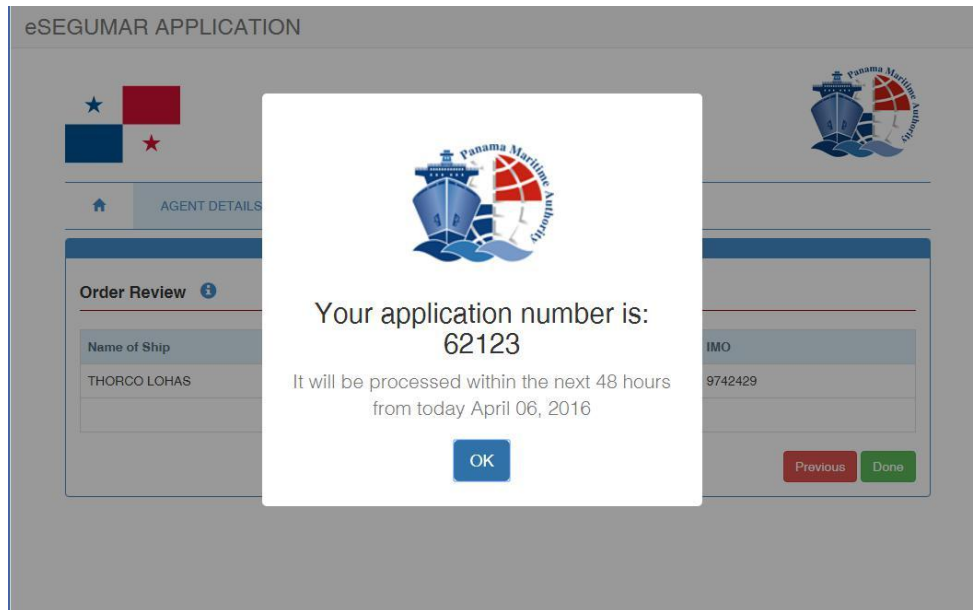
CONTINUOS SYNOPSIS RECORD

REQUESTS AGENT DETAILS APPLICATION LIST ORDER REVIEW EVALUATION

**Order Review** ⓘ No. Request: 62405 Sequence: 1

Name of Ship	Call Sign	IMO
CHEMROUTE SKY	3FDM6	9508160

b) After pressing the Continue bottom you would see your Application number. Press OK bottom and the process finish.



**In case of LOSS OR DAMAGE:**

**STEP 1:**

a) Press ready to apply button to fill your application.





- b) 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. Press continue button.

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

- d) Then select the Type of CSR if it is DUPPLICATE, please fill in the **Index Seq.** the NO. of CSR to be re-issued.

AGENT DETAILS APPLICATION LIST ORDER REVIEW

Ships to Apply ⓘ

Name of Ship	Call Sign	IMO	Port of Registry
✖ ✓			

Ship Details

Type of CSR:

New Registry  Amendment  
 Cancellation  Duplicate

Search (IMO Number, Name of Ship, Call Sign):  
✓ 9445992 Search

No.Synopsis Record:  
CSR-10761-04

Index Seq.:  
✓ 2

Previous Name Ship:  
N/C

Imo Number:  
9445992

Name of Ship:  
MORNING LAURA

Date registration with the state:  
August 23, 2010 ✖ 📅

1. Name of Ship:  
MORNING LAURA

2. Date registration with the state:  
August 23, 2010 ✖ 📅

3. Port of Registration:  
PANAMA

4. Owner(s)

a) Name of Current registered owner(s) / Registered address(es):  
2054 INTERNATIONAL S.A.

- e) Make sure to attach the payment receipt issued by this Administration or by a Panamanian Consulate copy of the Duplicate for the CSR in order to proceed with the request, then click on the CONTINUE bottom.

Attachments

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

\* Attachments with an asterisk are mandatory

Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization \*

You must attached a file

Attach Remove

Interim ISSC issued by a Recognized Organization

You must attached a file

Attach Remove

Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization

You must attached a file

Attach Remove

Ship's CSR file issued by the previous vessel's flag

You must attached a file

Attach Remove

Class Certificate (only if the change is through a Recognized Organization)

You must attached a file

Attach Remove

Payment Receipt Copy

You must attached a file

Attach Remove

Deletion Certificate

You must attached a file

Attach Remove

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).

Add Application Previous Continue

- f) Finally check the vessel Name, IMO number and Call Sign, if is all in order you can press continue.

CONTINUOS SYNOPSIS RECORD

ORDER REVIEW

No. Request: 62405 Sequence: 1

Name of Ship	Call Sign	IMO
CHEMROUTE SKY	3FDM6	9508160

Previous Continue

- g) After pressing the Continue bottom you would see your Application number. Press OK bottom and the process finish.

eSEGUMAR APPLICATION

AGENT DETAILS

Order Review

Name of Ship: THORCO LOHAS

IMO: 9742429

Your application number is:  
62123

It will be processed within the next 48 hours  
from today April 06, 2016

OK

Previous Done

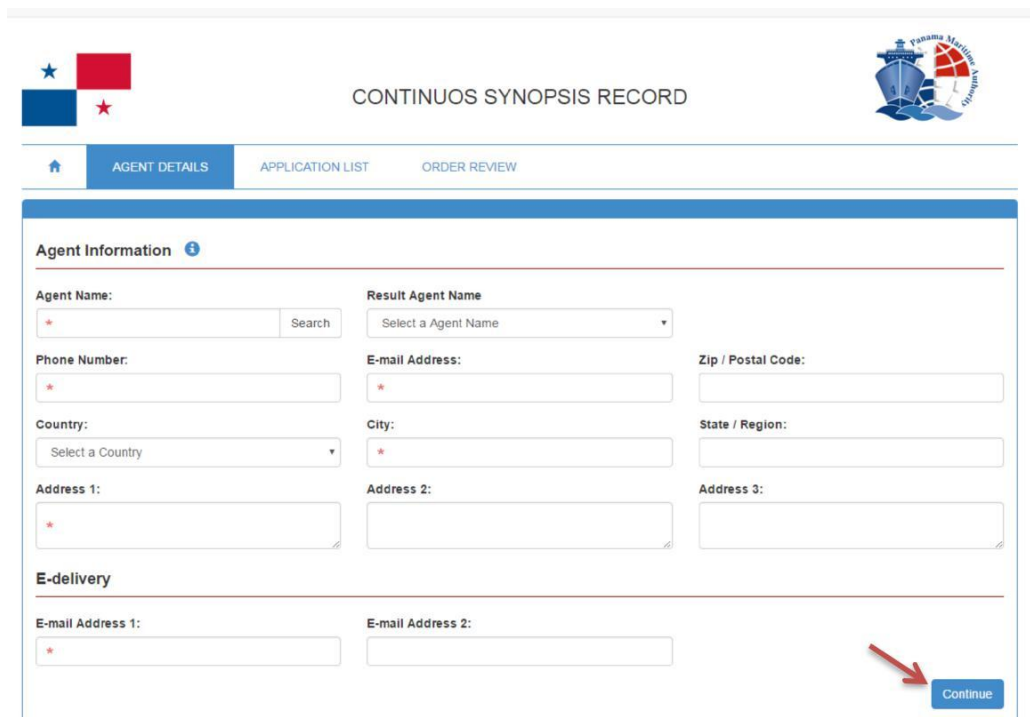
**In case of CORRECTIONS:**

**STEP 1:**

- a) Press ready to apply button to fill your application.



- b) 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. Press continue button.



The screenshot shows a web application interface for 'CONTINUOS SYNOPSIS RECORD'. The page has a header with a logo on the left and a search icon on the right. Below the header is a navigation bar with three tabs: 'AGENT DETAILS' (selected), 'APPLICATION LIST', and 'ORDER REVIEW'. The main content area is titled 'Agent Information' and contains the following fields:

- Agent Name:** A text input field with a red asterisk (\*) and a 'Search' button.
- Result Agent Name:** A dropdown menu with the text 'Select a Agent Name'.
- Phone Number:** A text input field with a red asterisk (\*).
- E-mail Address:** A text input field with a red asterisk (\*).
- Zip / Postal Code:** A text input field.
- Country:** A dropdown menu with the text 'Select a Country'.
- City:** A text input field with a red asterisk (\*).
- State / Region:** A text input field.
- Address 1:** A text input field with a red asterisk (\*).
- Address 2:** A text input field.
- Address 3:** A text input field.
- E-delivery:** A section header.
- E-mail Address 1:** A text input field with a red asterisk (\*).
- E-mail Address 2:** A text input field.

A red arrow points to the 'Continue' button located at the bottom right of the form.

- c) On application, select CORRECTION, then you will be able to search in our fleet, the vessel (s) would you like to apply for, search by the IMO Number, Name of Ship, Call Sign; then click the search button to bring the ship information automatically.

E-SEGUMAR APPLICATION

CONTINUOUS SYNOPSIS RECORD

AGENT DETAILS APPLICATION LIST ORDER REVIEW

**Ships to Apply**

	Name of Ship	Call Sign	IMO	Port of Registry
✘ ✓				

**Ship Details**

In case of corrections in existing CSR with the same sequence please send the request via email to [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or any SEGUMAR mails in order to proceed.

Type of CSR:

New Registry     Amendment  
 Deletion         Duplicate  
 **Correction**

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

Search

**For correction place the Index Seq. and press Search..., then type over the text to change**

Index Seq.:  \*    Search Seq.:  Search    Previous Name Ship:

- d) Then select the INDEX SEQ of the CSR to be corrected, and click on search bottom.

**Ships to Apply**

	Name of Ship	Call Sign	IMO	Port of Registry
✘ ✓				

**Ship Details**

In case of corrections in existing CSR with the same sequence please send the request via email to [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or any SEGUMAR mails in order to proceed.

Type of CSR:

New Registry     Amendment  
 Deletion         Duplicate  
 **Correction**

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

Search

**For correction place the Index Seq. and press Search..., then type over the text to change**

Index Seq.:  \*    Search Seq.:  Search    Previous Name Ship:

- e) You would be able to see all the information about the CSR of the vessel that need to be corrected, please fill with the correct information in the item (4 to 12) that is incorrect, or in the item 14 (REMARKS) please indicate the corrections if apply, then click on the CONTINUE bottom.

**9. DOC**

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9. Administration/Government/Recognized Organization with issued Document of Compliance /DOC:

**10. Company**

---

10. Company Identification Number:

**11. SMC**

---

11. Administration/Government/Recognized Organization with issued Document of Compliance /IMS:

**12. ISSC**

---

12. Administration/Government/Recognized Organization with issued International Ship Security Certificate/ISSC:

**13. New Construction or Previous Registry**

---

13. The Ship is New Construction or Previous Registry:

**14. Remarks**

---

14. Remarks:

- f) Make sure to attach the payment receipt issued by this Administration or by a Panamanian Consulate copy of the Duplicate for the CSR in order to proceed with the request, then click on the CONTINUE bottom.

**Attachments**

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

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You must attached a file	You must attached a file
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Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Class Certificate (only if the change is through a Recognized Organization)	Payment Receipt Copy
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
	Deletion Certificate
	You must attached a file
	<input type="button" value="Attach"/> <input type="button" value="Remove"/>

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).

- g) Finally check the vessel Name, IMO number and Call Sign, if is all in order you can press continue.

Name of Ship	Call Sign	IMO
CHEMROUTE SKY	3FDM6	9508160

No. Request: 62405 Sequence: 1

Previous Continue

- h) After pressing the Continue bottom you would see your Application number. Press OK bottom and the process finish.

eSEGUMAR APPLICATION

AGENT DETAILS

Order Review ⓘ

Name of Ship  
THORCO LOHAS

IMO  
9742429

Previous Done

Your application number is:  
62123

It will be processed within the next 48 hours  
from today April 06, 2016

OK