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 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 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.

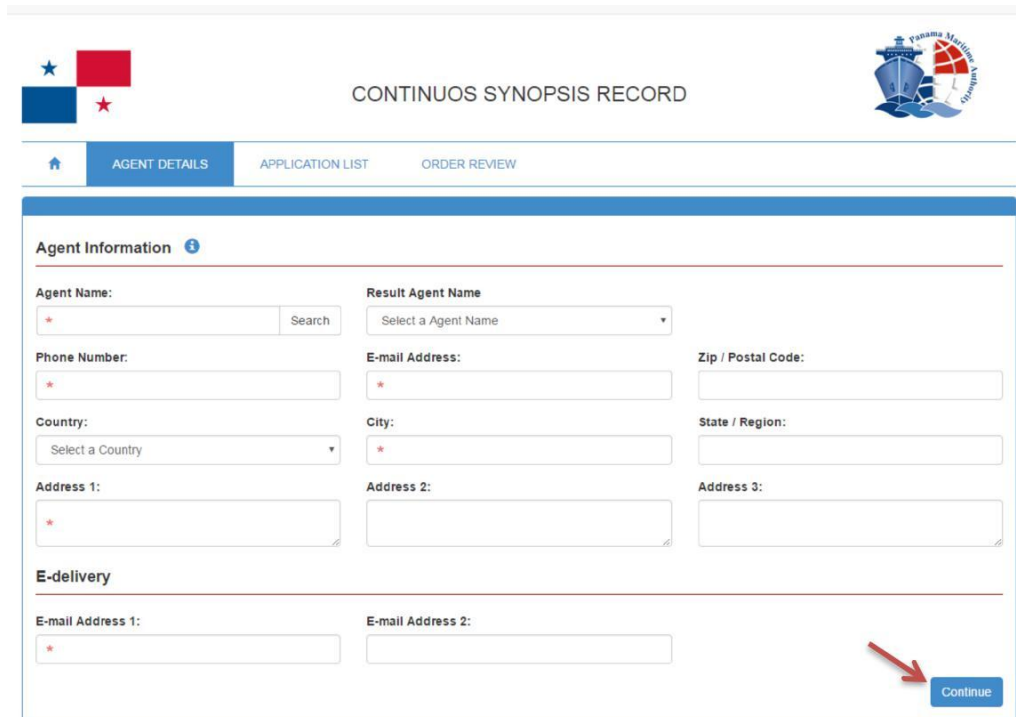For further information please contact: csr@amp.gob.pa or through any Segumar Offices worldwide.

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.

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.

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

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.

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.

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

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.

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
Attach Remove	Attach 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
Attach Remove	Attach 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
Attach Remove	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

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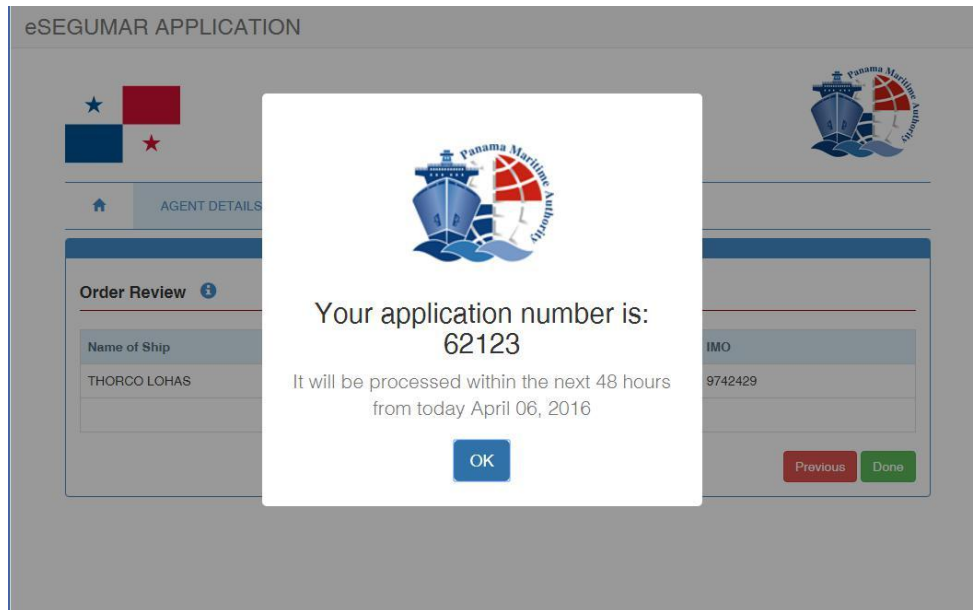
CONTINUOS SYNOPSIS RECORD

| 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

Previous   Continue

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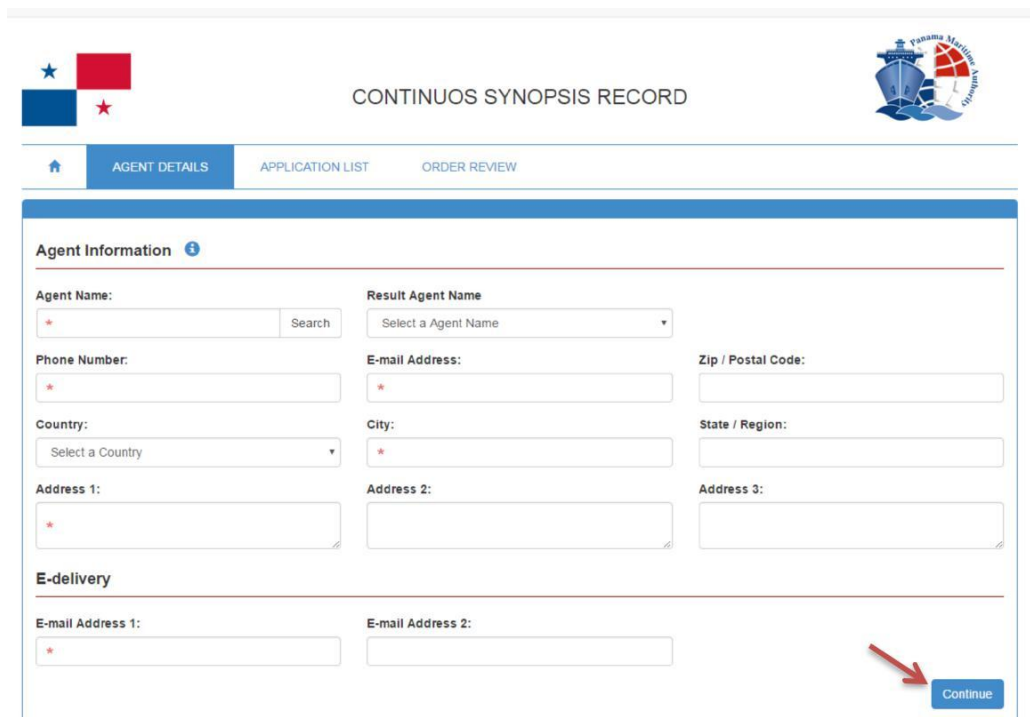

In case of LOSS OR DAMAGE:

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.

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.

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

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

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.

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.

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

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.

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.

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

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