

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 <u>csr@amp.gob.pa</u> or through any of the SEGUMAR offices worldwide to the phone numbers describe in our web page <u>www.segumar.com</u>.

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 (<u>http://www.segumar.com/wp-content/uploads/2015/08/MMC-183august2015.pdf</u>) before to send your request.
- P

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.

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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: <u>csr@amp.gob.pa</u>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.

* AGENT DETAILS	APPLICATION	CONTINUOS SYNOPSIS	RECORD
Agent Information 3			
Agent Name:		Result Agent Name	
*	Search	Select a Agent Name	•
Phone Number:		E-mail Address:	Zip / Postal Code:
*		*	
Country:		City:	State / Region:
Select a Country	×	*	
Address 1:		Address 2:	Address 3:
*			
E-delivery	10	C	<i>w</i>
E-mail Address 1:		E-mail Address 2:	

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.

delivery	
mail Address 1:	E-mail Address 2:
k	
ourier - Delivery	
Local Office International Courier	
Courier:	
DHL	Y
1. Courier Account Number:	
2. Company Name:	*
3. Physical Address	*
4. Zip Code:	*
5. PIC (Person of Contact):	*
5. Telephone:	*
bservation:	
In case of UPS and COPA courier you	ave to contact them directly and provide us the AWB, in order to send the original certificate

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.

*	CONTINUOS SY	NOPSIS RECOR	D
	TION LIST ORDER REVIEW	1	
nips to Apply 🚯			
Name of Ship	Call Sign	IMO	Port of Registry
nip Details			
Nip Details	Search (IMO Number, Na	me of Ship, Call Sign):	Previous Flag
Type of CSR: New Registry Amendment Cancelation	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag
Type of CSR: New Registry Amendment Cancelation Index Seq.: 1	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag SELECT •
Type of CSR: New Registry Amendment Cancelation Index Seq.: 1 Imo Number:	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag SELECT •
Type of CSR: New Registry Cancelation Mdex Seq.: 1 Monotone Seq.: 1 Monotone Seq.: New Registry	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag SELECT Date registration with the state: X
Type of CSR: New Registry Amendment Cancelation Index Seq.: 1 Imo Number: 1. Name of Ship:	Search (IMO Number, Na * Name of Ship: 2. Date registration with	me of Ship, Call Sign): Search	Previous Flag SELECT Date registration with the state: 3. Port of Registration:

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

* *	CONTINUOS SY	NOPSIS RECOR	RD D
AGENT DETAILS	ICATION LIST ORDER REVIEW		
hips to Apply 🚯			
Name of Ship	Call Sign	IMO	Port of Registry
nip Details			
Type of CSR:	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag
hip Details Type of CSR: New Registry Amendment Cancelation Index Seq.: 1	Search (IMO Number, Na	me of Ship, Call Sign): Search	Previous Flag SELECT Y
hip Details Type of CSR: New Registry Amendment Cancelation Index Seq.: 1 Imo Number:	Search (IMO Number, Na *	me of Ship, Call Sign): Search	Previous Flag
ip Details Type of CSR: Cancelation Amendment Cancelation Index Seq.: 1 Imo Number:	Search (IMO Number, Na * Name of Ship:	me of Ship, Call Sign): Search	Previous Flag SELECT Date registration with the state: X
	Search (IMO Number, Na * Name of Ship: 2. Date registration with	me of Ship, Call Sign): Search	Previous Flag SELECT Date registration with the state: 3. Port of Registration:

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/Goverment	Recognized Organzation with issued Document of Compliance /DOC:
10. Company	
10. Company Identification N	umber:
11. SMC	
11. Administration/Govermen	URecognized Organzation with issued Document of Compliance /IMS:
12. ISSC	
12. Administration/Govermen	VRecognized Organzation with issued International Ship Security Certificate/ISSC:
13. New Construction	or Previous Registry
13. The Ship is New Construc	tion or Previous Registry:
14. Remarks	
A Bemarke	
14. Remarks.	
IA, Remarka.	
Place of 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.

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	D'Attach Segme
CAltach XRemove	
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 nie
(S'Attach X Remove	Ci Attach X Remo
Class Certificate (only if the change is through a Recognized Organization).	Payment Receipt Copy.
You must attached a file	You must attached a file
CAttach XRemove	G/Attach X Remo
	Deletion Certificate.
	You must attached a file
	CiAtlach XRemo
In case that the SMC and the ISSC na not issued yet, this Administration will iss	ued a provisional CSR valid for SIX MONTH (6).
Add Application	Previous Contin

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

aximun 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
bu must attached a file	
Attach QPreview XRemov	
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
bu must attached a file	You must attached a file
Attach Q/Preview KRemove	Attach Q.Preview X.Remo
Class Certificate (only if the change is through a Recognized Organization).	Payment Receipt Copy.
fou must attached a file	You must attached a file
Attach Q.Preview KRemov	Allach QPreview Remo
2	Deletion Certificate.
	You must attached a file
	Attach Q.Preview XRemo
case that the SMC and the ISSC are not issued yet, this Administration will i	issued a provisional CSR valid for SIX MONTH (6).
Lindate View Application Form	Previous Contin

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.

FrmImpresion.aspx		1/2	¢	± 8
	APPLI Amendments to the Panama Document No Q4 for the si Updated according to the The amendments are shown in the t	CATION FORM 2 Inina Continuos Synopsis Record (CSR) hip With IMO Number: IMO <u>9508160</u> te Res. MSC 198(80) Amendment abis. Indicate NC for all terms not being changed.		
	Dates should I	cuempor the serve		
	1 Name of Ship: 2 Date in which replatration with the state	2010/11/08		
	Port of Registration	2010/11/00		
	3	Panama		
	4 Registered address(es)	Nr.		
	b) Name of current registered owner(s) Registered address(es)	NC		
	c) Name of current registered owner(s) Registered address(es)	NC		
	If applicable, name of current registered bareboat chatterer(s) Registered Address:	NC		
	Name of Company (ISM Code): Registered Address:	NC		
	7 a) Registered Owner (s) Number:	NC		
	b) Registered Owner (s) Number:	NIC		
	c) Registered Owner (s) Number:	NC		
	8 a) Name of Classification Societies with the Ship is classed	NC		•
	b) Name of Classification Societies with the Ship is classed	NC		
	Administration/Government/Recognized Organization which issued Document of Compliance/DOC: Body which carried out audit (if different):	NC		
	10 Company identification number	NIC		
	4 Administration/To-ammantBanandrad Constitution which			

d) Press Continue Bottom

aximun sizes for all attachments: 10 mb		
Attachments with an asterisk are mandatory		
Document of Compliance (DOC) or Interim DOC issued by a Recognized	Interim ISSC issued by a Recognized Organization	n
Crganization	You must attached a file	
bu must attached a file	CAttach	Remov
CiAttach XRemove		
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's fla	ig
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Class Certificate (only if the change is through a Recognized	Payment Receipt Copy.	
Organization).	You must attached a file	
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	Deletion Certificate.	
	You must attached a file	
	CiAtlach	Remove
even that the SMC and the ISSO are not instead wat this Administration will be	and a provisional CCP using the SIX MONITH (A)	

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

*	*		CONTINUOS SY	YNOPSIS RECO	RD	
A	REQUESTS	AGENT DETAILS	APPLICATION LIST	ORDER REVIEW	EVALUATION	
Order R	Review					No. Request: 62405 Sequence: 1
CHEMRO	f Ship DUTE SKY			Call Sign 3FDM6	950	08160
						Previous Continue

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

eSEGUMAR APPLICATI	ON	
AGENT DETAILS	a constant of the second	
Order Review 🔮	Your application number is: 62123	IMO
THORCO LOHAS	It will be processed within the next 48 hours from today April 06, 2016	9742429
	ОК	Previous Done

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.

*		CONTINUOS SYNOPSIS RE		Authorse State
AGENT DETAILS	APPLICATION L	LIST ORDER REVIEW		
Agent Information 3				
Agent Name:		Result Agent Name		
*	Search	Select a Agent Name	•	
Phone Number:		E-mail Address:	Zip / Postal Code:	
*		*		
Country:		City:	State / Region:	
Select a Country	*	*		
Address 1:		Address 2:	Address 3:	
*				
E-delivery				
		E-mail Address 2:		
E-mail Address 1:				

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.

ORDER REVIEW	ІМО	Port of Registry	
lign	IMO	Port of Registry	
Sign	IMO	Port of Registry	
h (IMO Number, Name of St	hip, Call Sign):	Previous Flag	
	Search	SELECT	۲
of Ship:		Date registration with the state:	
			× iii
	te:	3. Port of Registration:	
•	e of Ship: te registration with the sta	te registration with the state:	te registration with the state:

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

Nemo of Shin				
name of omb	Call Sign	IMO	Port of Registry	
x 🖌				
hip Details				
Type of CSR:	Search (IMO Number, Name	e of Ship, Call Sign):		
New Registry Amendment	9445992	Search	No.Synopsis Record:	
Candelation Duplicate			CSR-10761-04	
Index Pag :	Previous Nama China			
nuez seq.:	Previous Name Snip:			
2	N/C			
Imo Number:	N/C Name of Ship:		Date registration with the state:	C.
Imo Number: 9445992	N/C Name of Ship: MORNING LAURA		Date registration with the state: August 23, 2010	×
Inter seq.: 2 Into Number: 9445992 1. Name of Ship:		e state:	Date registration with the state: August 23, 2010 3. Port of Registration:	×
2 Ino Number: 9445992 I. Name of Ship: MORNING LAURA	N/C Name of Ship: MORNING LAURA 2. Date registration with the August 23, 2010	e state:	Date registration with the state: August 23, 2010 3. Port of Registration: PANAMA	×

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 with an asterisk are mandatory	
Document of Compliance (DOC) or Interim DOC issued by a Recognized	Interim ISSC issued by a Recognized Organization
organization	You must attached a file
ou must attached a file	C/Attach KR
CiAtach X Remove	
Safety Management Certificate (SMC) or Interim SMC issued by a	Ship's CSR file issued by the previous vessel's flag
noosganicai organicaion	You must attached a file
ou must attached a me	(B'Attach KRe
(SAtach Remove	
Class Certificate (only if the change is through a Recognized Organization)	Payment Receipt Copy.
bu must attached a file	You must attached a file
CAtach XRemove	Cl'Attach X Re
	Deletion Certificate.
	You must attached a file
	CiAtlach XR

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

*		CONTINUOS SY	NOPSIS RECO	RD	and the second s
REQUESTS	AGENT DETAILS	APPLICATION LIST	ORDER REVIEW	EVALUATION	
order Review 3					No. Request: 62405 Sequence:
Order Review ()			Call Sign	IM	No. Request: 62405 Sequence:
Order Review (3) Name of Ship CHEMROUTE SKY		2	Call Sign	IM 95	No. Request: 62405 Sequence: IO 105150

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.

	K		
Ready to Apply			
	Ready to Apply	Ready to Apply	Ready to Apply

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.

AGENT DETAILS APPL	ICATION L	CONTINUOS SYNOPSIS RECORI	
Agent Information 🚯			
Agent Name:	anoren i	Result Agent Name	
*	Search	Select a Agent Name	
Phone Number:		E-mail Address:	Zip / Postal Code:
*		*	
Country:		City:	State / Region:
Select a Country	*	*	
Address 1:		Address 2:	Address 3:
*			
E-delivery	10	10	
E-mail Address 1:		E-mail Address 2:	

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.

GOIM	AR APPLICATIO	Ν				
*	*	CC	DNTINUOS SYNOPS	SIS RECORI		
÷	AGENT DETAILS	APPLICATION LIST	ORDER REVIEW			
Ships	to Apply 3		Call Sign	IMO	Port of Registry	
	Name or onlp		oan aign	IWO	Fon of negletry	
Ship D)etails					
Ship D	etails ease of correction @amp.gob.pa or	s in existing CS any SEGUMAR	SR with the same seq R mails in order to pro	juence pleas oceed.	e send the request via ema	il to
Ship D	etails ase of correction @amp.gob.pa or of CSR:	is in existing CS any SEGUMAR	SR with the same seq R mails in order to pro Search (IMO Number, Name of Sh	juence pleas oceed.	e send the request via ema	il to
Ship D	etails ase of correction @amp.gob.pa or of CSR: New Registry O Amer Deletion Duple Correction	is in existing CS any SEGUMAF storent pate	SR with the same seq R mails in order to pro Search (IMO Number, Name of Sh	juence pleas bceed. iip, Call Sign): Searoh	e send the request via ema	il to
Ship D	etails ase of correction @amp.gob.pa or of CSR: New Registry Amer Delgtion Correction place the	is in existing CS any SEGUMAF idment pate Index Seq. and pre	SR with the same seq R mails in order to pro Search (IMO Number, Name of Sh Search, then type over	juence pleas oceed. hip, Call Sign): Search	e send the request via ema	il to

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

	Name of Ship		Call Sign	IMO	Port of Registry
			3		
× <					
Ship De	tails				
In ca	se of corre	ctions in existi	ing CSR with the sar	me sequence ple	ase send the request via er
In ca	ise of corre	ctions in exist	ing CSR with the same I IMAR mails in orde	ne sequence ple	ase send the request via er
In ca csr@	se of corre amp.gob.p	ctions in existi a or any SEG	ing CSR with the sar UMAR mails in orde	me sequence ple r to proceed.	ase send the request via er
In ca csr@	se of corre amp.gob.p	ctions in existi a or any SEG	ing CSR with the sam UMAR mails in orde	me sequence ple r to proceed.	ase send the request via er
In ca csr@	ise of corre amp.gob.p	ctions in existi a or any SEG	ing CSR with the sar UMAR mails in orde	me sequence ple r to proceed.	ase send the request via er
In ca csr@	amp.gob.p	ctions in existi a or any SEG	ing CSR with the sar UMAR mails in orde	me sequence ple r to proceed. Jame of Ship, Call Sign):	ase send the request via e
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In ca csr@	ase of corre amp.gob.p	ctions in existi oa or any SEG Amendment	ing CSR with the sar UMAR mails in orde Search (IMO Number, N	me sequence ple r to proceed. Aame of Ship, Call Sign): Search	ase send the request via e
In ca csr @ Type of N D	ev Registry	Amendment	ing CSR with the sar UMAR mails in orde Search (IMO Number, N	ne sequence ple r to proceed. lame of Ship, Call Sign): Search	ase send the request via e
In ca csr @ N 0 N 0 D	se of corre amp.gob.p f CSR: ew Registry O eletion O orrection	Amendment Duplicate	ing CSR with the sar UMAR mails in orde Search (IMO Number, N	ne sequence ple r to proceed. lame of Ship, Call Sign): Search	ase send the request via er
Type of N CST O	amp.gob.p amp.gob.p f CSR: ew Registry eletion orrection	Amendment Duplicate	ing CSR with the sar UMAR mails in orde Search (IMO Number, N	ne sequence ple r to proceed. lame of Ship, Call Sign): Search	ase send the request via er
Type of Type of Typ	amp.gob.p amp.gob.p acsR: ew Registry eletion orrection orrection place	Amendment Duplicate	ing CSR with the sar UMAR mails in orde Search (IMO Number, N O Mod press Search, then	ne sequence ple r to proceed. Iame of Ship, Call Sign): Search type over the text to	ase send the request via er
In ca CSr @ Type of N O D C For c	and the second s	Amendment Duplicate	ing CSR with the sar UMAR mails in orde Search (IMO Number, N ••••••••••••••••••••••••••••••••••••	ne sequence ple r to proceed. Iame of Ship, Call Sign): Search	ase send the request via e change
Type of Type of Typ	and the second s	Amendment Duplicate Children Seq. Search Seq.	ing CSR with the sar UMAR mails in orde Search (IMO Number, N • • • • • • • • • • • • • • • • • • •	ne sequence ple r to proceed. Iame of Ship, Call Sign): Search type over the text to	ase send the request via e

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		
. Administration/Goverment/Re	cognized Organzation with Issued Document of Compliance /DOC:	
10. Company		
0. Company Identification Num	ber:	
11. SMC		
1. Administration/Goverment/R	ecognized Organzation with issued Document of Compliance /IMS:	
12. ISSC		
2. Administration/Goverment/R	ecognized Organzation with issued International Ship Security Certificate/ISSC:	
13. New Construction or	Previous Registry	
3. The Ship is New Constructio	n or Previous Registry:	
14. Remarks		
4. 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.

aximun 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
bu must attached a file	You must attached a file
CiAtach KRemove	CfAttach KRem
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
bu must attached a file	You must attached a file
CiAttach KRemove	G'Attach XRen
Class Certificate (only if the change is through a Recognized	Payment Receipt Copy.
organization).	You must attached a file
CAttach XRemove	G/Attach KRom
	Deletion Certificate.
	You must attached a file
	G'Atlach XRen
case that the SMC and the ISSC are not issued yet this &dministration will i	scued a provisional CSP valid for SIX MONTH (S)

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

*		CONTINUOS SY	NOPSIS RECO	RD	A state of the sta
REQUESTS	AGENT DETAILS	APPLICATION LIST	ORDER REVIEW	EVALUATION	
order Review 🕚					No. Request: 62405 Sequence:
Name of Ship		c	all Sign	IM	No. Request: 62405 Sequence:

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

