

# Merchant Marine Circular

Panama Maritime Authority  
General Directorate of Merchant Marine  
Control and Compliance Department

## MERCHANT MARINE CIRCULAR MMC-71

- To:** Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panama Merchant Marine Consulates and Recognized Organizations (ROs).
- Subject:** Official Documents on Board Panama Flag Vessels and Standard Fees.
- Reference:** Law No. 55 of December 5, 1979.  
Law No. 57 of August 6, 2008.  
Resolution No. 106-138-DGMM of September 16, 2013.
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1. This Merchant Marine Circular supersedes **MMC-47**.

**2. Purpose:**

The purpose of this Circular is to inform users of the following list of documents required to be kept on board Panamanian flag vessels.

**3. Scope:**

This Merchant Marine Circular applies to Shipowners/Operators, Company Safety Officers, Legal Representatives of Panama Flag Vessels, Panama Merchant Marine Consulates and Recognized Organizations (ROs).

4. The following list of documents required to be kept on board Panamanian flag vessels (where not exempted otherwise):

**National Documents:**

- 4.1. Navigation Provisional Registry or Navigation Statutory Registry;
- 4.2. Radio Station Provisional License or Radio Station Statutory License Minimum Safe Manning Certificate (when applicable);



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- 4.3. Certificate of Crew Accommodation (when applicable);
- 4.4. Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage;
- 4.5. Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (when applicable);
- 4.6. International Ballast Water Management Certificate;
- 4.7. Ballast Water Management Plan Approval;
- 4.8. Declaration of Maritime Labor Convention - Part I;
- 4.9. Statement of Compliance Inventory Hazardous Materials (when applicable);
- 4.10. Continuous Synopsis Record (when applicable);
- 4.11. Declaration of Designated Person (when applicable);
- 4.12. Declaration of Company (when applicable);
- 4.13. Declaration of Company Security Officer;
- 4.14. International Ship Security Certificate (when applicable);
- 4.15. Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks;
- 4.16. Panamanian Tonnage or Admeasurement Certificate;
- 4.17. Annual Tax Receipts;
- 4.18. Annual Safety Inspection Report;
- 4.19. Certificate of Insurance or other Financial Security in Respect of Liability for the Death of and Personal injury to Passengers (when applicable).

## 5. International Documents and Safety Certificates:

- 5.1. Vessels of 500 GRT and above are required to have on board the statutory certificates called for by the IMO Conventions in force and adopted by the Republic of Panama.
- 5.2. Vessels of less than 500 GRT must comply with Resolution No. 106-138-DGMM of September 16, 2013.

## 6. Official Books:

- 6.1. Panamanian regulations require the following books to be on board every Panamanian flag vessel:
  - Official Logbook;
  - Vessel Crew Logbook;



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- Oil Record Book and Emissions.

**Note:** The use of electronic versions of the above mentioned Logbooks is voluntary and following policies established by the administration.

- 6.2.** These books are the only ones considered to be official books, however, Masters and owners/operators may use non-official books as long as there is a previous authorization of the Directorate General of Merchant Marine (e.g. for shortage reasons) and these books are opened and legalized by Panamanian Consuls.
- 6.3.** The Official Logbooks should be retained for a period of at least two years from the date of closing. In the event of a casualty occurring during a voyage covered by such log book, it shall be retained for as long as instructed by the Administration

## 7. Consular Fees (USD):

- 7.1.** Law No. 55 of December 5, 1979 establishes the following fees to be charged by Panamanian Consuls:

For the opening and closing of the Log Book, Crew Roll and Oil Record Book (for each).	\$25.00
For the legalization of any ships document which is required to be legalized by a Panamanian Official.	\$10.00
For the legalization of the signature of each seaman in the Crew Roll (in and out).	\$10.00
For the service of the Consul, when requested by the Master or Owner/Operator of the vessel.	\$100.00 (plus travel expenses)

**Note:** Tasa Unica Anual - This is a tax paid every year by the vessel and it covers the legalization of the Vessel Crew Logbook (in and out). Hence, if a vessel is up to date in taxes, then the stamping of the Vessel Crew Logbook should be done without any extra charge. The legalization of the signature of each seafarer in the Vessel Crew Logbook (in and out) is mandatory only in the cases where an Official Vessel Crew Logbook is used on board. For non-official Crew Roll Book, the signature of each seafarer (in and out) can be stamped by the Master of the ship.



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## 8. Officers Licenses and Seamen's Fonts:

- 8.1. Application for Officers Licenses and Seamen's Cards can be done directly through our Headquarters or through Merchant Marine Consulates authorized to receive Officer Certificate of Competence and Seamen's Books applications.

## 9. Legalization:

- 9.1. There are certain books and documents that need to be legalized by Panamanian Consuls. There are, however, many others which do not require this legalization such as, for example, valid Certificate of Registry, Radio Station Licenses, Officers Licenses and Seamen's Books, Technical Certificates as well as the Panama Tonnage Certificates.

**Note:** Consuls may legalize any document or book and charge for it whenever it is necessary and/or requested by the Master of the vessel.

## 10. Detention of Vessels:

- 10.1. Only the Directorate of Consular and Maritime Affairs can request the detention of Panamanian flag vessel. Upon doing this, the Administration could authorize a Panamanian Consul abroad to request the official detention. It is important to note that without this authorization, a detention cannot be carried out.

## 11. Safety Inspections:

- 11.1. The annual safety inspections of Panamanian flag vessels are the responsibility of the Maritime Safety and Navigation Department. These inspections are carried out by authorized inspectors of the Merchant Marine Having the necessary background and experience. Only these inspectors can perform these duties. Without the express authorization of this office the annual safety inspection cannot be performed.
- 11.2. It should also be noticed that this inspection is carried out annually unless otherwise required.



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**October, 2023** – *This Merchant Marine Circular supersedes MMC-47. Paragraph 3 - inclusion of scope, paragraph 4 - National Documents and paragraph 6 - Official Logbooks were updated. The paragraph order number was updated.*

**December, 2021** – *References were updated and entire text was revised.*

**December, 2012** – *Changes in Sections C, last paragraph and Section D, last paragraph.*

**June, 1992.**

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Inquiries concerning the subject of this Merchant Marine Circular or any other request should be forward to:

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