

# Merchant Marine Circular

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

## MERCHANT MARINE CIRCULAR MMC-324

- To:** Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Class Societies.
- Subject:** Control and Administrative Fees imposed by the Republic of Panama to the Technical Documents, Statutory Certificates issued, endorsements and approvals.
- Reference:** Resolution 603-07-01-ALCN dated December 1986.  
Resolution J.D. No. 019-2005 dated November 24, 2005.  
Resolution J.D. No. 002-2020 dated February 12, 2020.  
Resolution J.D. No. 076-2021 dated October 28, 2021, amended by Resolution J.D. No. 011-2022 dated February 24, 2022.
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1. This Merchant Marine Circular supersedes MMC 159.

### 2. Purpose

2.1. This Merchant Marine Circular has the aim to provide an easily access to all Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Classification Societies duly authorized to act on behalf the Republic of Panama, to all Stakeholders of the Registry, to the regulations regarding periodical reporting of statutory certificates, endorsements, approvals and payments duly established by this Flag.

### 3. Preamble

3.1. This Circular has also the aim to remind all Recognized Organizations, Recognized Security Organizations and Classification Societies duly authorized to act on behalf the Republic of Panama, to comply with the regulations issued by this Administration (see reference above) related to the Control of the Issuance of Statutory Certificates, Endorsements, Approvals Reports and the Administrative Fees imposed by the Republic of Panama.



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## 4. Quarterly Reports – Wire transfers due to the sums related to the issuance of technical documents, statutory certificates, endorsement and approvals:

4.1. Recognized Organizations, Recognized Security Organizations and Classification Societies are committed to quarterly report the wire transfers due to sums related to the issuance of technical documents, statutory certificates, endorsement and approvals to PANAMA MARITIME AUTHORITY to the following international bank account:

**Bank Name:**

Bank of America

**Bank Address:**

730 15th Street, NW 7th Floor, Washington, DC. 20005

**Bank ABA & SWIFT Code:**

026009593 / BOFAUS3N

**Account Name:**

Panama Maritime Authority

**Account Number:**

226005679320

4.2. In addition to the regular fees imposed to the issuance of technical documents, statutory certificates, endorsements and approvals, we are asking to the Recognized Organizations, Recognized Security Organizations, and Classification Society to cover the amount of USD \$50.00 as charge for the international wire transfers in order to not receive incomplete payments.

4.3. The quarterly wire transfer reports shall be done as follows:

4.3.1. **I Quarter:** Will cover from January to March. The payment report must be submitted at least the 15 first days of April.

4.3.2. **II Quarter:** Will cover from April to June. The payment report must be submitted at least the 15 first days of July.

4.3.3. **III Quarter:** Will cover from July to September. The payment report must be submitted at least the 15 first days of October.

4.3.4. **IV Quarter:** Will cover from October to December. The payment report must be submitted at least the 15 first days of January (next year).

4.4. From the III Quarter stated above, the quarterly transfer reports must detail at least the information content in the model [annexed](#) in this MMC. This model must be submitted in PDF format and duly signed.

4.5. Quarterly wire transfer reports and the official receipt request shall be sent to the following email address: [quarterlyreport@segumar.com](mailto:quarterlyreport@segumar.com).



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## 5. Control of the Issuance of Statutory Certificates.

5.1. Considering that the Maritime Operations is aimed to use technological tools in order to facilitate the labour of all stakeholders, this Administration will be implementing new mechanisms to facilitate the exchange of information that shall be reported by the Recognized Organizations and Recognized Security Organizations.

### 5.2. Issuance of technical documents, statutory certificates, endorsements and approvals Monthly Report:

5.2.1. Based on the Resolution J.D. No. 019-2005 of November 24, 2005 and the Agreement signed with this Administration, all the Recognized Organization and Recognized Security Organizations duly authorized to act on behalf of the Republic of Panama, shall report monthly to the RO – RSO Control & Monitoring Department, a list of technical documents and statutory certificates issued, by category including provisionals, conditional certificates, endorsements and approvals made on behalf of this Administration.

5.2.2. The above mentioned monthly reports, containing copy of all technical documents and statutory certificates issued, endorsed and/or approved in a month, must be submitted within the fifteen (15) days of the next month by emailing to [monthlyreport@segumar.com](mailto:monthlyreport@segumar.com);

*Example: documents or certificates issued in January must be reported within the fifteen (15) days of February.*

### 5.2.3. Items to be included on the Report:

This monthly report must include the following information:

1. Name of ship
2. IMO number
3. Type of certificate (provisional, full term or conditional)
4. Number of Certificate or Approval
5. Date of issuance or approval
6. Expiration date (as applicable)
7. Endorsement type and date
8. Fee payable to this Administration per certificate, annual and intermediate endorsement or plan approval (according to the point 6 of this Merchant Marine Circular).



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**5.2.4.** This Administration reminds all Recognized Security Organizations that they must submit via e-mail to [monthlyreport@segumar.com](mailto:monthlyreport@segumar.com), a monthly report indicating the Ship Security Plan Approval (SSP), initial, intermediate, renewal or additional audit and ISSC endorsement. This report must include the following information (MMC 131):

1. Name of ship
2. IMO number
3. Number and type of certificate
4. Date of issuance
5. Amount of surcharge (according to the point 6 of this Merchant Marine Circular).
6. Date of approval
7. Approval Certificate number
8. Kind of audit
9. Date of audit
10. Place of audit

**5.2.5.** Additionally, to remind all Recognized Organizations that they must submit via e-mail to [monthlyreport@segumar.com](mailto:monthlyreport@segumar.com), a monthly report indicating the full, intermediate and renewal Maritime Labour Certificates issued by Recognized Organization authorized and listed in the Circular MMC-255. The report must contain the following data:

1. Name of ship
2. IMO number
3. Type and number of certificate
4. Date of issuance
5. Expiration date
6. Amount of surcharge (according to the point 6 of this Merchant Marine Circular).

**6. Administrative Fees imposed for Technical documents, statutory certificates, endorsements and approvals.**

**6.1. For each technical documents, statutory certificates issued, endorsements and approvals by any of the Recognized Organizations and Recognized Security Organizations, dully authorized by the Panama Maritime Authority, the following fees have been established:**



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**6.1.1.** According to Resolution J.D. No. 076-2021 dated October 28, 2021, amended by Resolution J.D. No. 011-2022 dated February 24, 2022, the following fees are established for every technical documents, statutory certificates, including a fee for approvals, endorsements, etc. The Certificate of Inspection of Crew Accommodation (CICA) is not included in these fees.

**6.1.2. USD\$100.00** for each statutory or technical certificate issued by Recognized Organizations (ROs) on behalf of Panama.

1. Passenger Ship Safety Certificate (PS-SOLAS).
2. Cargo Ship Safety Construction Certificate (SC-SOLAS).
3. Cargo Ship Safety Equipment Certificate (SE-SOLAS).
4. Cargo Ship Safety Radio Certificate (SR-SOLAS).
5. Cargo Ship Safety Radiotelephony Certificate for vessels under 300 GRT.
6. Cargo Ship Safety Certificate for vessels under 500 GRT.
7. International Load Line Certificate (ILLC).
8. Document of Authorization for the Carriage of Grain (GRAIN).
9. International Oil Pollution Prevention Certificate (IOPP-Annex I, MARPOL).
10. Interim Document of Compliance with the Condition Assessment Scheme Plan (CAS-Annex I, MARPOL).
11. International Sewage Pollution Prevention Certificate (ISPP-Annex IV, MARPOL).
12. International Air Pollution Prevention Certificate (IAPP-Annex VI, MARPOL).
13. Engine International Air Pollution Prevention Certificate (NOx – EIAPP).
14. International Energy Efficiency Certificate (IEEC)
15. Confirmation of Compliance – SEEMP Part II.
16. International Antifouling System Certificate (AFS).
17. Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (GC).
18. International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (IGC).
19. Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (BCH).
20. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (IBC).
21. Document of Compliance (DOC-ISM).
22. Safety Management Certificate (SMC-ISM).
23. Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods (DOC-IMDG).



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24. Ship Safety Certificate for Fishing Vessels with 24mt of Length or more (FISVEL).
25. Mobile Offshore Drilling Unit Safety Certificate (MODU) ('79, '89, '09).
26. Mobile Offshore Unit Safety Certificate (MOU).
27. Maritime Labour Certificate (MLC).
28. Special Purpose Ship Safety Certificate (SPS) ('83, '08).
29. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS-Annex II, MARPOL).
30. High Speed Craft Safety Certificate (HSC).
31. International Maritime Solid Bulk Cargoes Certificate (IMSBC).
32. Caribbean Cargo Ship Safety Certificate, vessels under 500 GT (CCSSC).
33. Safety Certificate for Pleasure Vessels (PLECE).
34. Polar Ship Certificate.
35. International Certificate of Fitness to transport cargo from CNI.
36. Safety Certificate for Nuclear Cargo Ship.
37. Safety Certificate for Nuclear Passenger Ship.
38. REG Yacht Code Certificate (REG Yacht Code Part A and B).
39. Passenger (Yacht) Safety Certificate and its form P (REG Yacht Code Part B).
40. Conditional Certificates, previously authorized by SEGUMAR office (as defined in MMC-156).

**6.1.3. USD\$75.00** for the endorsements done by the Recognized Organizations and/or Recognized Security Organizations approved by the General Directorate of Merchant Marine for the aforementioned certificates, when applicable, and for the following certificates listed below without limitations:

1. Endorsement for Intermediate Verification of the International Ship Security Certificate (ISSC).
2. Endorsement for Annual and Intermediate Verification of the International Ballast Water Management Certificate.
3. Endorsement for the Intermediate Verification of the Interim Maritime Labour Certificate (MLC).
4. Endorsement of the Maritime Labor Declaration Part II.

**6.1.4. USD\$75.00** for the approval, issuance, reissuance (for any of its reasons), endorsement, of the booklets, plans or manuals by the Recognized Organizations and/or Recognized Security Organizations, detailed in the following non-exhaustive list, without limitations:

1. Cargo Securing Manual.
2. Cargo Securing Manual (IMDG).



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3. Grain Loading Manual.
4. Intact Stability Booklet
5. Damage control plans and booklets
6. Fire control plan/booklet.
7. Shipboard Oil Pollution Emergency Plan (SOPEP).
8. Garbage Management Plan.
9. Technical File - NOx Technical Code.
10. Ship Security Plan.
11. Oil Discharge Monitoring and Control (ODMC) Operational Manual.
12. Ship Structure Access Manual.
13. Bulk Carrier Booklet.
14. Search and rescue cooperation plan.
15. Ship To Ship Operation Plan
16. Volatile Organic Compounds (VOC) Management Plan.
17. Procedures and Arrangements Manual.
18. Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances (SMPEP).
19. Operation Manual for Nuclear Ships.
20. Shipboard Emergency Plan – INF.
21. Plan Approvals, Manuals and Booklets related to the Statutory Certificates.
22. Any other document.\*

\* All the plans, manual and/or booklets approved on behalf of this Administration, are included in this point.

**6.1.5. USD\$500.00** for the Alternative Design and Arrangements (AD&A) done for each vessel by the Recognized Organizations authorized by the General Directorate of Merchant Marine.

\*Shall be reported as per paragraph 4 and 5 of this Merchant Marine Circular.

**6.2. For each of the listed below technical documents, statutory certificates issued, endorsements by this Administration, the following fees has been established:**

**6.2.1.** Fees imposed through Resolution J.D. No. 002-2020 dated February 12, 2020.

1. Statement of Compliance

Fuel Oil Consumption Reporting (MARPOL, VI/22A)

**USD\$150.00**

*(Reported as per the paragraph 4 of this circular, in case it's requested by the Recognized Organization dedicated on providing the service of data collection and verification on fuel oil consumption.)*



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**6.2.2.** Fees imposed through Resolution 603-07-01-ALCN of December 1986, for the endorsement of the final ITC:

Gross Tonnage	Fee (U.S.Dollars)
Up to 49	50.00
50 to 299	75.00
300 to 499	100.00
500 to 999	150.00
1,000 to 4,999	250.00
5,000 to 9,999	300.00
10,000 to 14,999	400.00
15,000 and over	500.00

1. In the case of sister ships, a 50% discount is to be applied to the fee of the second or succeeding vessels, if the tonnage has been determined by the same Class Society or Recognized Organization, as long as the full fee was paid for the first vessel. However, the fee will never be less than \$50.00.
2. The basic fee shall be applicable in full with the issuance of every Tonnage Certificate. However, when a Tonnage Certificate is issued in duplicate forms, one each, Spanish and English languages, the fee shall be paid for only one of the forms.

**6.2.3.** Fees for the re-issued by the Administration of the Tonnage Certificates will be in the following cases and a fee of USD 100.00 will be charged:

1. Change of vessel's name **USD100.00**
2. Replacement of a previously endorsed Certificate (such as loss or damage of the original) **USD100.00**

Note: for the issuance of the International Tonnage Certificate, please refer to the MMC-67.

**6.3.** This Administration through the Directorate General of Merchant Marine, based on Resolution J.D. 076-2021 dated October 28, 2021 amended by Resolution J.D. No. 011-2022 dated February 24., 2022, may incorporate at any time other statutory or technical certificates, endorsements, approvals, manuals, record books issued by Class Societies Recognized Organization (RO`s) and/or and Recognized Security Organizations (RSO`s), as well as establish or modify the fees. Class Societies Recognized Organization (RO`s) and/or and Recognized Security Organizations (RSO`s) shall comply with these payments since the date of authorization.





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## 7. Report of withdrawals and Suspension of Statutory Certificates

- 7.1. In cases of Class or Statutory Certificates Suspension, Cancellations, all Recognized Organizations and Recognized Security Organizations are committed to report to RO-RSO Monitoring Department, within the first 24 hours after such a Suspension or Cancellation, so that this office can proceed in consequence.
- 7.2. These reports must include the reasons of Suspension or Cancellation, the contact details of the operators of the vessel and submitted by emailing to [withdraws@segumar.com](mailto:withdraws@segumar.com) & [ro-panama@segumar.com](mailto:ro-panama@segumar.com)



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## ANNEX

**QUARTERLY WIRE TRANSFER REPORT**

**RO NAME**  
RO's Office Address where the bank transferring come from  
Telephone Number:

**TO:**  
Panama Maritime Authority  
International Representative Office  
One Biscayne Tower, Suite 2410  
Two South Biscayne Boulevard  
Miami, Florida 33131  
United State of America

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We, \_\_\_\_\_ **RO NAME**

declare that as per the provisions from the Panama Merchant Marine Circular 324, state that the below listed administrative fees, have been wired to the Panama Maritime Authority, as payment for the issuance of Statutory Certificates, Conditional Certificates, Endorsements and Approvals.

Bank Wire date:

Remuneration Period:  1 QUARTER  2 QUARTER  3 QUARTER  4 QUARTER

List and Total amount of fees are as follows:

Description	Qty	Unit Price (USD)	Total (USD)
FULL TERM CERTIFICATES*	0	USD 75.00	USD 0.00
CONFIRMATION OF COMPLIANCE – SEEMP PART II	0	USD 75.00	USD 0.00
STATEMENT OF COMPLIANCE – FUEL OIL CONSUMPTION	0	USD 150.00	USD 0.00
CONDITIONAL CERTIFICATES	0	USD 75.00	USD 0.00
CERTIFICATE ENDORSEMENTS **	0	USD 50.00	USD 0.00
ITC-69 CERTIFICATE ENDORSEMENTS	0	PER TON	USD 0.00
DMLC PART II ENDORSEMENTS	0	USD 75.00	USD 0.00
APPROVALS	0	USD 50.00	USD 0.00
ALTERNATIVE DESIGN AND ARRANGEMENT	0	USD 500.00	USD 0.00
<b>Bank Fee</b>			<b>USD 50.00</b>
		<b>BALANCE DUE</b>	<b>USD 50.00</b>

\_\_\_\_\_  
RO responsible person

**BANK NAME:** BANK OF AMERICA  
**BANK ADDRESS:** 730 15th ST. NW 7th FL. WASHINGTON DC, 20005  
**BANK ABA & SWIFT CODE:** 026009593/BOFAUS3N  
**ACCOUNT NAME:** PANAMA MARITIME AUTHORITY  
**ACCOUNT NUMBER:** 226005679320

We are asking to our customers to cover the amount of USD 50.00 as fee for international wire transfer in order to avoid receiving incomplete payments.

\* Including Cargo Ship Safety Certificate for vessels less than 500 GT and Cargo ship Safety Radiotelephony Certificate or vessels less than 300 GT  
 \*\* Annual / Periodical / Intermediate endorsements



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**April, 2022** – Reference was update; paragraph 6 & 7 were amended; Annex was update.

**October, 2021** – Subject has been amended; the word “stakeholders” has been included in paragraph 2; paragraphs 4.1, 4.2 and 4.4 entire amended; paragraph 5.2.1 and 5.2.2 amended; the certificate “Passenger (Yacht) Safety Certificate and Form P included in paragraph 6.1.2.31; paragraph 6.1.9 deleted; new paragraph 6.2 included; paragraph 6.1.8.2 shifted to the new paragraph 6.2.1.1; new paragraph 7 has been included.

**July, 2021** – Modification/update through the entire MMC text. Supersedes MMC 159.

**April, 2020** - New paragraph 7 has been added. Confirmation of Compliance – SEEMP Part II & Statement of Compliance – Fuel Oil Consumption Reporting, new fees.

**March, 2020** - Paragraph 10 has been amended fmarmol@segumar.com has been deleted and segumar.miami@segumar.com added.

**February, 2020** - Paragraph 6 has been deleted and added to paragraph 2.a).30 and paragraphs 7 to 10 renumbered accordingly; paragraph 10 has been amended and split up into paragraph 9 and 10.

**August, 2019** - Confirmation of Compliance for SEEMP Part II is deleted in paragraph 2, point 7 after it .1 added, remaining points re-numbered.

**July, 2019** - Confirmation of Compliance for SEEMP Part II is included in paragraph 2.

**April, 2018** - E-mails for official receipts are updated in paragraph 9.

**December, 2016** - The word “Interim” is deleted from Cargo Ship Safety Radiotelephony Certificate for ships less than 300GT (RTC) and Cargo Ship Safety Certificate for Ship less than 500TRB (CSSC). Polar Ship Certificate is included in paragraph 2.

**June, 2016** - Amendment to paragraph 3, amendment to paragraph 8.

**December, 2015** - Clarifying any other document and new paragraph added.

**October, 2015** - Point 6 added, amended to point 2 a) 29 and amendment to first Reference point.

**October, 2015** - New content.

**June, 2014** - Changes in Reference, new point b and changes in point 4.

**September, 2006**

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

RO – RSO Control & Monitoring Department  
General Directorate of Merchant Marine  
Panama Maritime Authority

Phone: (507) 501-5351

E-mail: [ro-panama@segumar.com](mailto:ro-panama@segumar.com) / [ro-legalaffairs@segumar.com](mailto:ro-legalaffairs@segumar.com)

Website: <https://panamashipregistry.com/circulars/>