

Merchant Marine Circular

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

MERCHANT MARINE CIRCULAR MMC-183

To: Master, Ship-owners, Operators, Company Security Officers, Ship Security Officer, Legal Representatives of Panamanian Flagged Vessels, Recognized Security Organizations (RSO) of Panama Flagged Vessel.

Subject: Continuous Synopsis Record (CSR) .

Reference: Law No. 38 June 4th, 1995 UNCLOS 1982.
Resolution A.959(23) December 5th, 2003.
Resolution MSC.198(80) May 20th, 2005.
Resolution No. 106-14-DGMM of March 9th, 2012.
Resolution J.D. No. 038-2014 of November 12th, 2014.
Resolution J.D. No. 003-2020 of February 12th, 2020.
Resolution J.D. No. 028-2022 of June 14th, 2022.

1. This Merchant Marine Circular supersedes and compiles **MMC-240**, **MMC-242**, **MMC-321**, **MMC-325** and **MMC-377**.

2. PURPOSE:

2.1 The purpose of this circular is to establish the requirements for the issuance of the Continuous Synopsis Record (CSR), as well as the Administration's policies regarding the information that the CSR must contain.

3. SCOPE AND APPLICABILITY

- 3.1.** This Merchant Marine Circular applies to all Panamanian flagged ships engaged on international voyages.
- Passenger ships, including high-speed passenger craft;
 - Cargo ships, including high-speed craft, of 500 gross tonnage and upwards;
 - Mobile offshore drilling units;
 - Port facilities serving such ships engaged on international voyages.



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3.2 Background:

3.2.1 The 2002 Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended, in considering special measures to enhance maritime safety and security on board ships and at port facilities, adopted SOLAS regulation XI-1/5 entitled Continuous Synopsis Record.

4. INDEX:

1. CSR Certificate issued by Panama registry.
2. Online Application.
3. Application Form.
4. Bareboat Charter annotation in the CSR.
5. CSR guidance (scenarios) - CSR ANNEX 1.

4.1 CSR Certificate issued by Panama registry:

4.1.1 From July 1, 2004, SOLAS Chapter XI-1, regulation 5 requires to have on board a Continuous Synopsis Record (CSR), that include:

- all CSR documents (Form 1) issued by the ship's Administration(s), numbered sequentially over the life of the ship;
- all amendment forms (Form 2) attached to each individual CSR document relating to changes made to that CSR document; and
- all indices of amendments (Form 3) listing all amendments (specified by amendment forms) relating to each CSR document and attached to Form 1 above.

4.1.2 The Panama Maritime Authority adopted its own CSR Certificate complying with the IMO Resolutions.

4.1.3 The Resolution A.959(23), both CSR's forms (1 and 2) indicated thirteen (13) entry boxes only. Nevertheless, when the IMO adopted the amendments to the said CSR forms, through the Resolution MSC.198(80), the first Appendix included the entry box #14 named Remarks, the Annex 2 included the new entry box #7 named Registered Owner Identification Number and the new entry box #10 named Company Identification Number which resulted in the renumbering of entry boxes from #7 to #16.

4.1.4 On both IMO CSR's Forms 1 and 2, the entry box #1 named this document applies from (date) and the entry box #2 named Flag State which are not included into the Panama CSR Certificate due that the first one is stated at the lower left corner as date of Issue and the second one is in the heading located at the upper side. Reason why the Panama CSR Certificate only has fourteen (14) numbered points.



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4.1.5 As per the above explanation, the fact that the CSR issued by this Administration only have fourteen (14) numbered points should not be considered as a deficiency or non-compliance with the International Regulations.

4.1.6 For the purposes of point 2 of the CSRs issued by Panama, understand by date on which the ship was registered:

- a) For ships of new construction, the date in which the flag registry data will be assigned will be taken from the issuance of the Certificate of Registration and corresponding fees to the Directorate General of Merchant Marine. The assignment will entitle the owner to the use of the data assigned in the documentation needed by the ship during its construction, financing or any other technical and commercial operation of the ship in mention.
- b) For ships from another registry, the date on which the flag application is accepted and the corresponding duties, fees and taxes will be taken as the date of flagging and where the General Directorate of the Merchant Marine will issue the corresponding Navigation Patent and Radio License as long as the ships is suitable for navigation.

4.1.7 The Continuous Synopsis Record is intended to provide an on-board record of the history of the ship with respect to the information recorded and updated therein and must be kept on board with the technical certificates at all time for inspection.

4.1.8 All the ship's CSR file in chronological order must be on board all the time even when the ship transfers to another flag state, is sold to another owner, is taken over by another bareboat charter or any other company assumes the responsibility of the ship operation.

4.1.9 The Continuous Synopsis Record (CSR) must be requested by the captain, operator, Company Security Officer or the Legal Representative.

- Immediately after the vessel has been registered with the Panama Flag Registry.
- In any case were the amendment affects the CSR information.
- As soon as the vessel is cancelled from the Panama Flag Registry and re-registered with flag Panama.
- In case of Bareboat Charter Registry.
- In those cases when the ship being chartered in another registry makes any change in its Navigation Patent, you must request a CSR with the new information or the second registry update the information, in order to maintain a chronological sequences of all the changes.



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In any of those cases the CSR has to maintain the correct sequential number and the updated information in order to avoid delays at any Port Authority.

4.1.10 Starting from June 1st, 2017, the Continuous Synopsis Record (CSR) for new registry, New Construction or Amendments by changes in the owner address must reflect the same owner address stated in the Radio License which should contain the complete address that includes: street, avenue, building, city, country of residence of the company and e-mail of the company.

4.1.11 In those cases, where the ship is not subject to mandatory compliance with the ISPS Code may do so voluntarily. Once issued the CSR must be kept on board in accordance with SOLAS regulatory requirements.

4.1.12 For those ships that did not request CSR during the time they were registered in Panama, the information will only be sent directly to the new Flag State.

4.2 Online Application:

4.2.1 The purpose of this Circular is to inform all users of the Panama registry that we have developed a new platform via web, through which you will be able to apply online for the Continuous Synopsis Record (CSR) certificate. The CSR certificate will be processed by the Maritime Ships Security Department or by the selected SEGUMAR Offices.

4.2.2 Starting from the August 1st, 2016, the CSR online application will be available on the following website link <http://certificates.amp.gob.pa/certificates>, recommend using Google Chrome, Opera, Mozilla Firefox, Safari and Microsoft Edge. After that date, the CSR application will not be longer received via e-mail or by hard copy only will be received through the aforementioned website link.

4.2.3 The information submitted by the applicant through the above-mentioned website link, should be completely accurate in order to avoid mistakes of the information transferred to the CSR Certificate. In case that one or more items are not available, the same must be marked with “**NOT ISSUED YET**” and that case if it does not apply, you must indicate “**N/A**” (**DOES NOT APPLY**) and those cases that the information remain the same must indicate “**N/C**” (**NOT CHANGE**) on the amendment application form.

4.2.4 The **Continuous Synopsis Record (CSR)** must be printed out in a single page (letter size (8.5”X 11”) or A4 size if letter size is not available) and remain onboard. They should be printed in black and white or colors.



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4.2.5 Original signed CSR issued before August 1, 2018 without electronic signature and QR Code are fully valid.

4.3. Application Form:

4.3.1 As of August 1, 2016, Application Form 1 or 2 (*for reference see CSR Forms*) are sent with the original Continuous Synopsis electronically. All CSR application should be attached to the CSR and kept on board. In case you need a simple copy of application form you should request it by email: csr@amp.gob.pa

4.3.2 When there has been change related to the entries listed in the CSR, such change will be included by the captain or by the Company in the Request Form 3 (*for reference, see CSR Forms*).

4.3.3 The Application Forms (1, 2 and 3), must be kept on board at all times duly signed and stamped by the ship-owner, captain or applicant, as well as the CSR issued by this Administration in order to avoid inconveniences with the Maritime Authorities.

4.4 Bareboat Charter annotation in the CSR:

4.4.1. The Continuous Synopsis Record (CSR) must be requested immediately the vessel has registered and cancel in any of the Bareboat Charter modalities established by the Panama Merchant Marine, in order to maintain the correct sequence number and update the CSR in order to avoid any inconvenience with maritime authorities.

4.4.2 Registration of Foreign Ships under bareboat charter in Panama (Charter In).

1. According to Law No. 57 of August 6, 2008, article 70 any vessel operating pursuant to a bareboat charter-party registered at a foreign registry may be registered in the Merchant Marine without leaving the foreign registry; this is permitted under the legislation of the country of registration. In this case, the interested party shall submit and apply for the Continuous Synopsis Record (CSR) through the E-SEGUMAR Platform and submit the documents described above and the last CSR issued by the first or last registry.
2. Vessels registered in the mentioned bareboat charter register shall be issued with a certificate of registration by the General Directorate of Merchant Marine as evidence of their registration in the Merchant Marine, which shall contain the vessel's particulars as specified by the General Directorate of the Merchant Marine. In addition, this Directorate shall issue a Navigation Chartered Vessels (Navigation Patent) and a Radio License due to the bareboat charter (Law No. 57 of August 6, 2008, article 72).



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3. For this case, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Navigation Chartered Vessels, in the Remarks section of the CSR, in order to maintain the sequential and chronological information about the vessel.

4.4.3 Registration of Panama flag vessels under foreign bareboat charter (Charter Out):

1. According to Law No. 57 of August 6, 2008, article 80 vessels registered in Panama engaged in foreign trade operating pursuant to a bareboat charter-party may be temporarily registered in a foreign special bareboat charter register with the prior consent of the General Directorate of Merchant Marine, and without having to terminate its Panamanian registration. In this case, the interested party must apply for the Continuous Synopsis Record (CSR) after Ship Registry Department have issued a consent letter.

2. Those ships that at the date of their registration with Panama are unaware of the certain date of the beginning of the bareboat charter must provide prior to the CSR issuance, an approximate date for the beginning and termination of the charter contract, in order to make the respective entry in the Remark section.

3. For this case, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Consent from the Directorate of Merchant Marine, in the Remarks section of the CSR in order to maintain the sequential and chronological information about the vessel.

4.4.4. Registration of the bareboat charter without change of Panama Flag (PANAMA-PANAMA).

1. According to Resolution No. 106-002-DGMM dated on January 21, 2022, in case of ships registered in Panama under international or domestic service that are subject to bareboat charter contracts (Panama-Panama), the charterer may choose to:

- a) Register the ship in the Special Bareboat Charter Registry, which implies the issuance of Navigation Chartered vessels and radio license or;
- b) Register a copy of the charter contract in the Ship Registry Department;
- c) Both procedures are prerequisites for any annotation in point 5 of the CSR.



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2. For both cases, the Panama Maritime Authority will indicate the period of the Bareboat Charter, as it appears in the Navigation Chartered Vessels, in the Remarks section of the CSR in order to maintain the sequential and chronological information about the vessel.

3. In both cases, the Ship Registry Department will perform the relevant verifications duly registered or documented.

4.5. CSR guidance (scenarios) – CSR ANNEX 1:

4.5.1 This Administration has developed the CSR guide, for easy reference of our users. Where you will find the requirements and fee according to the CSR requested ([Annex 1 CSR Guidance Scenarios](#)).

September, 2024 - This circular has been revised and each paragraph has been correctly numbered and the CSR annex 1 has been included in the paragraph 4.5.1.

February, 2024 - This circular has been revised and each paragraph has been correctly numbered.

September, 2023 - Inclusion of purpose and scope. This Merchant Marine Circular supersedes and compiles MMC-240, MMC-242, MMC-321, MMC-325, MMC-377 and MMC-368; and each paragraph has assigned a number.

June, 2023 – Inclusion of paragraphs 1.4 and 1.5.

April, 2023 – Changes in the subject of this MMC that supersedes and compiles MMC-325 and MMC-377.

September, 2022 – Modification in Reference and paragraph 5, 19.

June, 2022 - Modification of paragraph 20.

January, 2021 – Modification of paragraph 5 and inclusion of CSR Forms 1 and 2 as Annex.

December, 2020 – Change of reference, Modification of paragraphs 1,2,7,8,9,10,11,12,13, New paragraphs from 5 to 11 and 19 and PMA changes phone numbers.

April, 2020 – Modification of paragraph 12.

December, 2019 – Inclusion of paragraph 6 and modification in paragraph 8.

November, 2019 – Restructuration of all Circular and exclusion of paragraph 1.

June, 2019 – Including in paragraph 4 Application Form No. 3 as Annex.

July, 2018 – Inclusion of new paragraph 11.

July, 2018 – Modification of paragraph 11.

June, 2018 - Inclusion of paragraph 9 and 10.



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September, 2017 – Modification of paragraph 4.

July, 2016 – Inclusion of the item 8.

July, 2016 – Modification of the item 2, 3, 4 and 6.4.

June, 2016 – Update of the Continuous Synopsis Record (CSR) online application (whole document).

June, 2013 – Change in reference

April, 2012.

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

Maritime Ships Security Department
General Directorate of Merchant Marine
Panama Maritime Authority

Phone: (507) 501-5028 / 5086

E-mail: csr@amp.gob.pa

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



**GENERAL DIRECTORATE OF MERCHANT MARINE
MARITIME SHIP SECURITY DEPARTMENT
ANNEX 1 – CSR GUIDANCE SCENARIOS**

Revision Date: 00

(*) Mandatory documents			
CSR FOR FLAGGING			
	CSR SCENARIOS	DOCUMENTS	FEE
1	NEW CONSTRUCTION	a) DOC – Document of Compliance and/or Multiflag (DOC) authorization issued by Segumar Offices (*) b) SMC – Safety Management Certificate c) ISSC – International Ship Security Certificate d) Class Certificate and/or OR Statement (*) e) Officially Payment receipt (*)	Only handling fee: \$50.00
2	CHANGE OF FLAG (During Registration Process)	a) DOC – Document of Compliance and/or Multiflag (DOC) authorization issued by Segumar Offices (*) b) SMC – Safety Management Certificate c) ISSC – International Ship Security Certificate d) Class Certificate and/or OR Statement (*) e) Ships CSR File or last CSR (*) f) Officially Payment receipt (*)	Only handling fee: \$50.00
3	LAY-UP (Special Registration)	a) Lay-up Certificate issued by Panama Registry (*) b) DOC – Document of Compliance and/or Multiflag (DOC) authorization issued by Segumar Offices (*) c) Class Certificate and/or OR Statement (*) d) Officially Payment receipt (*)	Only handling fee: \$50.00
4	VESSEL IN SHIPYARD (During Registration Process)	a) Class Certificate and/or OR Statement (*) b) DOC – Document of Compliance c) Officially Payment receipt (*)	Only handling fee: \$50.00
5	SPECIAL REGISTRY (Scrapping, Delivery or Testing)	a) DOC – Document of Compliance and/or Multiflag (DOC) authorization issued by Segumar Offices (*) b) Class Certificate and/or OR Statement (*) c) SMC – Safety Management Certificate d) ISSC – International Ship Security Certificate e) Ships CSR File or last CSR (*) f) Officially Payment receipt (*)	Only handling fee: \$50.00



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BAREBOAT CHARTER CONDITION/FOR FLAGGING			
6	BAREBOAT IN-OUT (Panamá-Foreign) Ships that are flagged and immediately chartered to another registry.	a) Panama DOC – Document of Compliance and/or Multiflag (DOC) issued by Segumar Offices and /or Second registry DOC (*) b) SMC - Safety Management Certificate c) ISSC – International Ship Security Certificate d) Officially Payment receipt (*)	Only handling fee: \$50.00
AMENDMENTS			
7	CHANGE OF VESSEL NAME	a) SMC - Safety Management Certificate (if apply) b) ISSC – International Ship Security Certificate (if apply) c) Officially Payment receipt (*)	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
8	CHANGE OF OWNER ADDRESS	a) Officially Payment receipt (*) Note: The Radio License must indicate the new owner address (*)	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
9	CHANGE OF OPERATOR COMPANY	a) DOC - Document of Compliance (*) b) SMC - Safety Management Certificate (if apply) c) ISSC – International Ship Security Certificate (if apply) d) Officially Payment receipt (*)	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
10	CHANGE OF CLASS	a) Class Certificate (*) b) Officially Payment receipt (*)	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
11	CHANGE OF RO/RSO	a) DOC - Document of Compliance (if apply) b) SMC - Safety Management Certificate (if apply) c) ISM Audit (if apply) attached in other documents d) ISSC – International Ship Security Certificate (if apply) e) Officially Payment receipt (*)	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00



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12	LAY-UP (Special Registration)	<ul style="list-style-type: none"> a) Lay-up Panama Certificate (*) b) Class Certificate and/or OR Statement (*) c) Officially Payment receipt (*) 	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
13	BAREBOAT IN-OUT (Panamá-Foreign) Ships flagged regularly and over time are chartered.	<ul style="list-style-type: none"> a) Panama DOC – Document of Compliance and/or Multiflag (DOC) issued by Segumar Offices and /or Second registry DOC (*) b) SMC - Safety Management Certificate c) ISSC – International Ship Security Certificate d) Officially Payment receipt (*) 	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
14	BAREBOAT OUT-IN (Foreign-Panamá)	<ul style="list-style-type: none"> a) Document of Compliance and/or Multiflag (DOC) issued by Segumar Offices (as long as it is the same operating company) (*) b) SMC - Safety Management Certificate c) ISSC – International Ship Security Certificate d) Class Certificate or OR Statement (*) e) Ships CSR File or last CSR (*) f) Officially Payment receipt (*) 	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
15	BAREBOAT IN-IN (Panamá – Panamá)	<ul style="list-style-type: none"> a) DOC - Document of Compliance (*) b) SMC - Safety Management Certificate c) ISSC – International Ship Security Certificate d) Class Certificate (if apply) e) Officially Payment receipt (*) <p style="color: red; font-weight: bold;">Note: Must verify the last sequential number after the regular cancellation.</p>	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00
VOLUNTARY APPLICATION- (NON SOLAS)			
16		<ul style="list-style-type: none"> a) DOC - Document of Compliance by Panama or issued by the last registry (as long as it is the same operating company) (*) b) SMC - Safety Management Certificate c) ISSC – International Ship Security Certificate d) Class Certificate (*) e) Officially Payment receipt (*) 	CSR cost: \$50.00 + handling fee \$50.00 Total payment receipt: \$100.00



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DUPLICATE		
17	a) Officially Payment receipt (*)	CSR cost: \$75.00 + handling fee \$50.00 Total payment receipt: \$125.00 per duplicate
CSR SOFT COPY		
18	a) CSR Copy with DRAFT mark, without seal and signature	No cost
CANCELLATION		
19	a) Officially Payment receipt (*)	CSR cost: \$250.00 + handling fee \$50.00 Total payment receipt: \$300.00
CSR CERTIFICATION		
20	This Administration will only issue a NOT CSR CERTIFICATION where the SOLAS Chapter XI-1/5 does not apply or in cases when the Panama Maritime Authority have to certify any other items in relation with the ship according to the article 1 paragraph 8 from Resolution J.D. No. 038-2014 of November 12th, 2014.	Cost: \$10.00 per items
SPECIAL CASES		
a) DRY DOCK: In those cases that the vessel needs to dry dock directly and does not have the class certificate, the operator company shall send us the RO Statement. b) DOC MULTIFLAG: Must present Segumar Authorization before CSR issuance.		
ANY OTHER CASE MUST TO BE CHECK WITH PANAMA HEAD OFFICE.		
MMC RELATED		
183 Continuous Synopsis Record 359 Guidance for the implementation and certification of the ISPS Code 123 International Ship and Port Facility Security Code (ISPS Code) 388 Revised Guidelines on the Implementation of the ISM Code by Administrations 399 Statutory requirements for a Single International Voyage		



APPLICATION FORM 2

Amendments to the Panamanian Continuous Synopsis Record (CSR)

Document No. ____ for the ship with IMO Number: IMO _____
Updated according to the Res. MSC.198 (80) Amendment

The amendments are shown in the table. Indicate N/C for all items not being changed.
 Dates should be in the format yyyy/mm/dd.

1	Name of ship:	
2	Date in which registration with the state	
3	Port of Registration:	
4	a) Name of current registered owner(s) Registered address(es)	
	b) Name of current registered owner(s) Registered address(es)	
	c) Name of current registered owner(s) Registered address(es)	
5	If Applicable, name of current registered bareboat charterer(s) Registered Address:	
6	Name of Company (ISM Code): Registered Address:	
7	a) Registered Owner (s) Number:	
	b) Registered Owner(s) Number:	
	c) Registered Owners(s) Number	
8	a) Name of Classification Societies with the ship is classed	
	b) Name of Classification Societies with the ship is classed	
9	Administration/Government/Recognized Organization which issued Document of Compliance //DOC: Body which carried out audit (if different):	
10	Company identification number	
11	Administration/Government/Recognized Organization which issued Safety Management Certificate // ISM: Body which carried out audit (if different):	
12	Administration/Government/Recognized Organization which issued International Ship Security Certificate // ISSC: Body which carried out audit (if different):	
13	This amended replaces the CSR (If known please indicate).	
14	Remarks	

Date on which the ship ceased to be registered with the State indicated in 2
--

THIS IS TO CERTIFY THAT this record is correct in all respects

Issued by the Company or master of: _____

Date of issue: _____

Signature of Authorized person: _____

Name of authorized person: _____



APPLICATION FORM 3

INDEX OF AMENDMENTS TO CSR DOCUMENT NUMBER..... FOR THE SHIP

WITH IMO NUMBER: IMO.....

After this CSR document was issued, the following amendments to entries on the document have been made by the company or the master, have been attached to the ship's CSR file and have been notified to the administration:

Date of application of Amendments:	Amendments to Official CSR Information (1-14)	Date amendments form attached to the ship's CSR file:

Issued by the Company or master of: _____

Date of issue: _____

Signature of Authorized person: _____

Name of authorized person: _____

NOTE: *If more amendments are issued than allowed for in the above table, add copies of this table as appendices to this page. Such appendices should be numbered from 1 and upwards. When relevant, indicate as follows: Appendix no.....has been added to this page.*