Merchant Marine Circular

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

MERCHANT MARINE CIRCULAR-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.

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1. This Merchant Marine Circular supersedes and compiles **MMC-240**, **MMC-242**, **MMC-321**, **MMC-325, MMC-377** and **MMC-337.**

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 vessels **(regular, special, laid-up and charterer)** 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.

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. CSR Request
3. Online Application.
4. Bareboat Charter annotation in the CSR.
5. CSR guidance (Scenarios) - CSR ANNEX 1.
6. Instructions for Payments to CSR.

4.1. <u>CSR Certificate issued by Panama Registry:</u>

4.1.1 According to Regulation 5 Chapter XI-1, the Continuous Synopsis Record shall be issued by the Panama Administration to each ship that is entitled to fly its flag and it shall contain, at least, the following information:

1. the name of the State whose flag the ship is entitled to fly;

2. the date on which the ship was registered with that State;

3. the ship's identification number in accordance with regulation 3;

4. the name of the ship;

5. the port at which the ship is registered;

6. the name of the registered owner(s) and their registered address(es);

7. the registered owner identification number;

8. the name of the registered bareboat charterer(s) and their registered address(es), if applicable;

9. the name of the Company, as defined in regulation IX/1, its registered address and the address(es) from where it carries out the safety-management activities;

10. the Company identification number;

11. the name of all classification society(ies) with which the ship is classed;

12. the name of the Administration or of the Contracting Government or of the recognized organization which has issued the Document of Compliance (or the Interim Document of Compliance), specified in the ISM Code as defined in regulation IX/1, to the Company operating the ship and the name of the body which has carried out the audit on the basis of which the Document was issued, if other than that issuing the Document;

13. the name of the Administration or of the Contracting Government or of the recognized organization that has issued the Safety Management Certificate (or the Interim Safety Management Certificate), specified in the ISM Code as defined in regulation IX/1, to the ship and the name of the body which has carried out the audit on the basis of which the Certificate was issued, if other than that issuing the Certificate;

14. the name of the Administration or of the Contracting Government or of the recognized security organization that has issued the International Ship Security Certificate (or the Interim International Ship Security Certificate), specified in part A of the ISPS Code as defined in regulation XI-2/1, to the ship and the name of the body which has carried out the verification on the basis of which the Certificate was issued, if other than that issuing the Certificate; and

15. the date on which the ship ceased to be registered with that State.

16. In case of any Remarks

4.1.2 Starting December 01, 2025, the Continuous Synopsis Record (CSR) issued by Panama will have a new format in accordance with the Appendix of the Resolution A.959 (23) of December 5, 2003, and Resolution MSC.198(80) of May 20, 2005.

4.1.3 The Panama Administration will issue the CSR including all the information in rows 1 through 16. The item 8 of the CSR must be completed whenever the ship is under a charter and is registered with the Ship Registry Department according to the paragraph 4.4.

4.1.4 It is the responsibility of the Company or the master to completed:

- The Amendment form (Form 2 described in Resolution A.959(23) of December 5, 2003, and Resolution MSC.198(80) of May 20, 2005) and attached to each CSR document issued by the Panama Administration in connection with the changes made to that document, and

- All amendment indexes (Form 3 described in Resolution A.959(23) of December 5, 2003 and Resolution MSC.198(80) of May 20, 2005) listing all amendments (specified by the amendment forms) related to each CSR document issued by the Panama Administration.

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

a) For vessels 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 vessel during its construction, financing or any other technical and commercial operation of the vessel in mention.

b) For vessel 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 vessel is suitable for navigation.

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

4.1.7 All the vessel´s CSR file in chronological order must be on board all the time even when the vessel 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.

4.1.8 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.

4.1.9 In cases where the vessel is not subject to mandatory compliance with the ISPS Code, it may do so voluntarily, must to comply with the Class Certificate, DOC, SMC and ISSC. Once issued the CSR must be kept on board in accordance with SOLAS regulatory requirements.

4.1.10 For those vessels 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. All Panamanian-registered vessels to which the SOLAS Convention applies must maintain a Continuous Synopsis Record on board. This Administration does not issue a Note for non-compliance with the CSR.

4.2 CSR Request:

4.2.1 According to **Regulation 5.3 and 5.4.2 Chapter XI-1**, the Panama Administration will issue a new or amendments Continuous Synopsis Record (CSR) requested by the captain, shipowner, operator, Company Security Officer or the Legal Representative of the vessel. Any other person requesting the CSR must submit authorization from the shipowner or operator, specifying the ship's name and IMO number.

4.2.2 The Continuous Synopsis Record (CSR) must be requested to the PMA Administration:

- Immediately after the vessel has been registered in the Panamanian Flag Registry.
- Before and after requesting a change of ownership.
- Before and after requesting a Charterer's Annotation.
- In any case where the modification affects the CSR information, this includes updating the vessel's technical certification, owner, charter, operator company and/or addresses.
- In any case where the modification affects the CSR information, this includes updating the vessel's technical certification, owner, charter, Operator Company and/or addresses before to request the CSR cancellation.
- As soon as the vessel is deregistered from the Panamanian Flag Registry and reregistered under the Panamanian flag.

4.2.3 In the event of a request for an extension of the Navigation Provisional Registry, a change of owner and/or address, and/or the issuance of a Navigation Statutory Registry, the vessel must maintain previously a CSR issued by the Administration.

4.2.4 In any of those cases mentioned in paragraph 4.2.2, the CSR has to maintain the correct sequential number and the updated information in order to avoid delays at any Port Authority **(Regulation 5.4.3 Chapter XI-1).**

4.2.5 In the event that a vessel chartered to another registry makes any changes to its Navigation Patent, a CSR must be requested with the new information or the second registry must update the information, in order to maintain a chronological record of all changes.

4.2.6 When a Panamanian flagged vessel is transferred to the flag of another State the Government of which is a Contracting Government, the Panama Administration shall transmit to the new Flag the Ship´s CSR File covering the period during which the vessel was under Panama together with any other Continuous Synopsis Records issued by the previously flag **(Regulation 5.8 and 5.9 Chapter XI-1).**

4.2.7 According to the Merchant Marine Circular (MMC-359), **the PMA only will issue the Full Term ISSC for initial (new construction or change of flag), change of Operator Company and change of RSO, when the application for amended CSR point 12 is received through the Platform E-Certificate. Both documents will be issue at the same time.**

4.2.8 As of May 15th, 2025 any application for amendment to a CSR must maintain a valid Conformance Test Report on board and/or comply with the provisions of Merchant Marine Circular (MMC-195).

4.3 Online Application:

4.3.1 Starting December 01, 2025, the online application for CSR will be available at the following website link: https://ecertificatespanama.amp.gob.pa. You must register to access, as well as to download the User Manual.

4.3.3 The information and documents that the applicant must attach are described in CSR Annex 1. In the case of a New Construction Registration or Previous Flag where one or more items do not apply, select "N/A" (if not applicable).

4.3.4 As of this date, it is mandatory to submit the complete Ship CSR File of the previous registry(ies). In case do not present the Cancellation CSR of the previous registry, you must submit it as soon as in the first amendment to the CSR with Panama.

4.3.5 If the vessel has navigated in jurisdictional waters where a CSR has not been issued, it must present a Statement from the previous Registry indicating that no CSRs were issued under its Administration. Otherwise, this Administration will contact the previous Registry directly, prior to the issuance of the CSR by Panama.

4.3.6 The Continuous Synopsis Record (CSR) must be printed out in a letter size page (8.5"X 11") or A4 size if letter size is not available and remain onboard with the CSRs issued by the previous registry(ies). They should be printed in black and white or colors.

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

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)

4.4.2.1. According to Law No. 57 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-CERTIFICATE Platform and submit the documents described above and the last CSR issued by the first or last registry.

4.4.2.2. 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).

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

4.4.3.1 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 has issued a consent letter.

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

4.4.4.1. According to Resolution No. 106-002-DGMM dated on January 21, 2022 (English version) (Spanish version) 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 vessel 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 8 of the CSR.

4.4.4.2. 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 (CSR Annex 1).

4.6. Instructions for Payments to CSR:

4.6.1 In accordance with Resolution J.D. No. 028-2022 of June 14, 2022 and published in the Official Gazette 29,607-B of August 25, 2022, the Continuous Synopsis Record (CSR) should be requested at our Main Headquarters in Panama, through any authorized General Consulate of Panama or at any of the Segumar Offices worldwide. A fee of Fifty Dollars (USD50.00) will be applied per certificate plus the regular cost established by MMC-183. These certificates will be issue by the office where you applied. The new fee will be effective by September 25, 2022.

4.6.2 In case of international bank transfers follow the instructions established in MMC-219.

November, 2026 *– Modification in paragraph 1, 4 and inclusion of paragraph 4.6, 4.6.1 and 4.6.2.*
June, 2026 - *Modification in paragraph 4.1.10.*
February, 2026 *– Modification in paragraph 4.1, 4.4.4.1 literal c) and CSR Annex 1.*

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November, 2025 *– Modification in paragraph 4.1.3, 4.21, 4.2.2, 4.3.1, 4.3.6.*
October, 2025 *– Restructuration in paragraph 4.3.*
August, 2025 *– Modification in paragraph 3.1., 4.1.2, 4.1.11, 4.2.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6,4.3.7, 4.5.2, 4.5.3, 4.5.4.*
June, 2025 *– Modification in paragraph 3.6.1 (CSR Annex 1)*
May, 2025 *– Modification in paragraph 3, 3.2,3.3 and inclusion of paragraph 3.2.6.*
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 3.5*
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.*
June, 2018 *- Inclusion of paragraph 9 and 10.*
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/

FORM 1
CONTINUOUS SYNOPSIS RECORD (CSR)
FOR THE SHIP WITH IMO NUMBER: IMO ....

The information is shown in the table. Dates should be in the format yyyy/mm/dd

No.	Item	Information
1	**This document applies from (date)**	
2	**Flag State:**	
3	**Date of registration with the State indicated in 2:**	
4	**Name of Ship:**	
5	**Port of registration**	
6	**Name of current registered owner(s)** **Registered address(es):**	
7	**Registered owner identification number:**	
8	**If applicable, name of current registered bareboat charterer(s): Registered address(es):**	
9	**Name of Company (International Safety Management):** **Registered address(es):** **Address(es) of its safety management activities:**	
10	**Company identification number:**	
11	**Name of all classification societies with which the ship is classed:**	
12	**Administration/Government/Recognized Organization which issued Document of Compliance:** **Body which carried out audit (if different):**	
13	**Administration/Government/Recognized Organization which issued Safety Management Certificate:** **Body which carried out audit (if different):**	
14	**Administration/Government/Recognized Security Organization which issued International Ship Security Certificate:** **Body which carried out verification (if different):**	
15	**Date on which the ship ceased to be registered with the State indicated in 2:**	
16	**Remarks (insert relevant information as appropriate)**	

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

Issued by the Company or

master: .....

Date of issue: .....

Signature of authorized person: .....

Name of authorized person: .....

FORM 2

AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR) DOCUMENT NUMBER

FOR THE SHIP WITH IMO NUMBER: IMO ....

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

No.	Item	Information
1	This document applies from (date)	
2	Flag State:	
3	Date of registration with the State indicated in 2:	
4	Name of Ship:	
5	Port of registration	
6	Name of current registered owner(s) Registered address(es):	
7	Registered owner identification number:	
8	If applicable, name of current registered bareboat charterer(s) : Registered address(es):	
9	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:	
10	Company identification number:	
11	Name of all classification societies with which the ship is classed:	
12	Administration/Government/Recognized Organization which issued Document of Compliance: Body which carried out audit (if different):	
13	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration/Government/Recognized Security Organization which issued International Ship Security Certificate: Body which carried out verification (if different):	
15	Date on which the ship ceased to be registered with the State indicated in 2:	
16	Remarks (insert relevant information as appropriate)	

THIS IS TO CERTIFY THAT this record is correct in all respects. Issued by the Company or

master: .....

Date of issue: .....

Signature of authorized person: .....

Name of authorized person: .....

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:	Amendment to CSR Information (2– 16)	Date amendment form attached to the ship's CSR file :

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.