



## PANAMA MARITIME AUTHORITY

### MERCHANT MARINE CIRCULAR MMC-183

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**To:** Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (RO).

**Subject:** Procedures for the issuance of the Continuous Synopsis Record (CSR)

**Reference:** SOLAS 74/78 Chapter XI-1 Reg. 3-1, 5 ; Resolution A.959(23) of December 5, 2003; Resolution MSC. 198 (80) of May 20, 2005; Resolution MSC. 160 (78) of May 20, 2004; Resolution MSC. 194 (80) of May 20, 2005; MMC 240; Resolution N° 106-14-DGMM of March 9 2012

This Merchant Marine Circular supersedes MMC-149

1. This Administration has issued this Circular with the purpose of updating the instructions and procedures for the Continuous Synopsis Record (CSR) applications to be submitted to this Administration through the Ships Security Department or SEGUMAR Offices.
2. All Panamanian flagged vessels engaged in international voyages are subject to the SOLAS Regulation XI-1 Regulation 5 and 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.
3. Application Forms (1, 2 and 3) duly filled, signed and sealed by the applicant, as well as the Continuous Synopsis Record (CSR), issued by this Administration must be kept on board at all times. This Administration does not stamp or sign the applications submitted by clients.
4. For further details regarding Application forms, please refer to our MMC 240

#### Procedures

In order to process a Continuous Synopsis Record (CSR) for applicants whose vessels are of **NEW CONSTRUCTION**, the following documents shall be submitted:

- a) Written request via email through a legal representative, operator, owner or authorized company
- b) **APPLICATION FORM 1** duly filled out or submitted via web.

In order to process a Continuous Synopsis Record (CSR) for applicants whose vessels are **CHANGING REGISTRY**, the following documents shall be submitted:

- a) Written request via email through a legal representative, operator, owner or authorized company
- b) **APPLICATION FORM 1** duly filled out or submitted via web.
- c) Ship's CSR file issued by the previous vessel's flag.

Prepared by: Translator	<b>Revised by: Compliance and Enforcement Deputy Chief</b>	Aproved by: Compliance and Enforcement Chief
Control N°: F-RIN-04-01	Version: 05	Date: 21 January, 2013
		Page 1 of 2

In order to process a Continuous Synopsis Record (CSR) **AMENDED**, the following documents shall be submitted:

- a) Written request via email through a legal representative, operator, owner or authorized company
- b) **APPLICATION FORM 2** duly filled out or submitted via web.
- c) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization.
- d) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- e) Full or Interim ISSC issued by a Recognized Organization.
- f) Class Certificate (only if the change is through a Recognized Organization).
- g) Payment receipt issued by this Administration or by a Panamanian Consulate.

In case of loss of or damage to a Continuous Synopsis Record, the following information shall be submitted:

- a) Written request via email through a legal representative, operator, owner or authorized company
- b) Payment receipt issued by this Administration or by a Panamanian Consulate.

In order to issue a **Ceased CSR**, this Administration requires the following documents:

- a) Written request via email through a legal representative, operator, owner or authorized company

For a Continuous Synopsis Record (CSR) whose application is submitted without the ceased CSR, or without the (DOC, SMC, ISSC) duly updated, this Administration will issue a **PROVISIONAL CSR** with its respective remark, and with a validity of (6) months.

For a Continuous Synopsis Record (CSR) whose application is submitted without the IMO Number of the owner or company, this Administration will issue a **PROVISIONAL CSR** with its respective remark, valid for thirty (30) days.

This Administration informs that in case of Flag Registration for assignment, the valid date would be the Flag Registration date and not the assignment date.

The Panama Maritime Authority requests all Owners, Operators and Legal Representatives that when a ship is cancelled from this Registry and returns under the Panamanian Flag, they must request the ceased CSR.

Once all requirements are met, they shall be submitted to the following email address: [csr@amp.gob.pa](mailto:csr@amp.gob.pa) (Phone (507) 501-4223), or through any of the SEGUMAR offices worldwide.

*October, 2013- Addition of 2 paragraphs towards the end of the document*

*June, 2013- Changes throughout text of the Circular*

*November, 2012 - General revision*

*September, 2008*

**Inquiries concerning the subject of this Circular or any request should be directed to:**

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**Directorate General of Merchant Marine**  
**Panama Maritime Authority**  
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		Page 2 of 2