

# Merchant Marine Circular

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

## MERCHANT MARINE CIRCULAR MMC-368

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

**Subject:** Technical E-Certificates onboard.

**Reference:** Resolution No. 106-57-DGMM dated March 25<sup>th</sup>, 2020.  
MMC 355 - Use of Electronic Certificates onboard.  
MMC193 - Optional and Voluntary System for Electronic Books on board of Panamanian Flagged Vessels.  
FAL.5/Circ.39/Rev.2-Guidelines for the use of electronic certificates, of April 20<sup>th</sup>, 2016. **(Only as Recommendation)**

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1. The purpose of this Circular is to inform all users of the Panamanian Registry about the List of Certificates that has been already issued by this Administration as Electronic Certificates according to the Guidelines (for the use of electronic certificates), adopted by the International Maritime Organization by the Facilitation Committee (for the use of electronic certificates) through the FAL.5/Circ.39/Rev.2 of April 20, 2016, in order to facilitate the use and acceptance of electronic certificates on board.
  2. Since 2016, new modules have been added, to place your applications on-line, through our E-Segumar Application System.
  3. The Panama Maritime Authority is inviting users to place your online applications and become familiar with each new module available at E-Segumar Application System.
  4. All applications through these modules must be placed on-line, accessing the following link: <http://certificates.amp.gob.pa/certificates>.
  5. The Certificates will be issued in electronic form, with Electronic Signature, Stamp and QR Code. Original printed and signed documents are not required.



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6. From August 1<sup>st</sup>, 2018 all applications must be placed using the link provided above and the system will send an automatic confirmation.

7. Once the request is completed via the E-Segumar Application the team in charge of verifications will receive a notification of a new request placed. On-line applications will be processed, and finally an E-Certificate will be sent to the user through a non-reply e-mail message.

## 8. Enhanced validation

8.1. To enhance the online validation of the certificates issued through our system, a QR Code feature is included, as well as an Electronic Signature and Stamp. By means of the QR Code feature an additional validation mechanism is available for each Panama's E-Certificate.

## 9. Contacting SEGUMAR

9.1. In the event a user needs to contact the Administration for feedback or any difficulty encountered in the process while using the available modules, an e-mail can be sent to the following e-mail address: [segumar.headoffice@segumar.com](mailto:segumar.headoffice@segumar.com).

9.2. The e-mail will be reviewed and answered by the duty officer located in Panama Segumar HQ.

The Panama Maritime Authority thanks to all their users for their acceptance and swift familiarization with the application system, and reinforce our commitment to provide the best expected technical support.

10. Starting from August 1<sup>st</sup>, 2018, the Electronic certificates (E-certificates) with QR Code that might be printed are the following:

1. Continuous Synopsis Record (CSR)
2. International Ship Security Certificate (ISSC)
3. Company Security Officer (CSO) Declaration
4. Authorization for carrying Armed Security Personnel
5. National Tonnage Certificate (NTC)
6. International Tonnage Certificate (ITC)
7. Minimum Safe Manning Certificate (MSM) (for cargo, passenger, supply vessels & tug boat).



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The Administration will add further E-Certificates to the application system as esteemed appropriate.

**11. Starting from December 15<sup>th</sup>, 2018**, the ISPS authorization issued electronically (QR Code feature included) will be the following:

1. Initial Audit postponement
2. Intermediate Audit postponement
3. Renewal Audit extension
4. In addition, to extend full-term SMC/ISSC/MLC Certificates simultaneously expiring, starting from March 1<sup>st</sup>, 2021.

**12. The following E-Certificates might be printed on board:**

1. Certificate of Insurance or other financial security in respect of civil liability for bunker oil pollution damage (BCC)
2. Certificate of Insurance or other Financial Security in respect of Liability for the Death of and Personal Injury to Passengers (PAL)
3. Certificate of Insurance or other Financial Security in respect of Liability for the Removal of Wrecks (WRC)
4. Certificate of Insurance of other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC)
5. Declaration of Maritime Labour Compliance Part I (DMLC Part I)
6. International Ballast Water Management Certificate (IBWMC)
7. Ballast Water Management Plan Approval (BWMP)
8. Statement of Compliance on Inventory of Hazardous Material (SoC-IHM)

The Administration will add further E-Certificates to the application system as esteemed appropriate.

**13. Starting from April 1<sup>st</sup>, 2019**, the ISPS authorization for additional audit and ISPS authorization with QR Code will be the following:

1. PSC detention
2. Flag State detention
3. Change of vessel name (verification on board or documentary verification).
4. For Change of tonnage (verification on board or documentary verification).
5. Security Incident (Stowaways).
6. Changes of RSO out of window established.
7. To verify effective corrective actions were taken regarding any major nonconformity.
8. When substantial modifications have been made to the SSP.



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9. SSAS Malfunction.
10. Single Voyage
  
14. **Starting from November 1st, 2019**, the “SSAS Exemption Certificate” shall request through the E-SEGUMAR platform in the following link <http://certificates.amp.gob.pa/certificates> and it will be issued in electronic form including QR code on it, therefore electronic certificate (E-certificate) may be printed on board. Please refer the MMC-123.
  
15. For these E-Certificates, below you will find specifics, about the formats in which each should be printed out:
  - 15.1. For **Continuous Synopsis Record (CSR), Company Security Officer Declaration (CSO) and Authorization for Armed Personnel**: 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.
  
  - 15.2. **International Ship Security Certificate (ISSC)**: Must be printed out in a dual 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.
  
  - 15.3. To print our **ITC, NTC, MSM, BCC, WRC, CLC, PAL, DMLC Part I, BWMP, IBWMC and SoC-IHM** single or multiple pages might be used (Letter size (8.5”X 11”) or A4 size if letter size is not available). The number of pages will depend on the content of the certificate. Printed copies might be black and white or full color. Please make sure that Certificates are available onboard for inspections by the competent authorities. If printed copies are not available onboard for inspection, then the QR Code might be directly scanned from the screen.
  
  - 15.4. For **ISPS Authorization**: 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.
  
  - 15.5. To print authorizations extending full-term SMC/ISSC/MLC certificates simultaneously, use size printing paper Letter size (8.5”X11”) or A4 size if letter size is not available. Printed copies might be black and white or full color. Please make sure that authorization is available onboard for inspections by the competent authorities. If printed copies are not available onboard for inspection, then the QR Code might be directly scanned from the screen.



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16. The following verification methods can be used for E-Certificates:
  - 16.1. **QR Code:** by scanning the QR Code in your Mobile Device, your certificate will immediately be verified.
  - 16.2. **Verification System:** through the following website link <http://certificates.amp.gob.pa/certificates>, selecting the option "VerificationSystem" and inserting the UNT displayed at the bottom of the Electronic Certificate.
  - 16.3. **Certificates Query:** verification instructions for using the option "Certificates Query" through the following link <http://certificates.amp.gob.pa/certificates>, is available in our MMC-347.
17. For E-CSR and E-ISSC requested in any SEGUMAR Offices or through any Panamanian Merchant Marine Consulates (listed in MMC 337) a consular fee is applicable for One Hundred Dollars (US\$100.00) per E-certificate plus the regular cost established by MMC-183 and MMC-359
18. In case of E-ITC, E-NTC and E-MSM requested in any SEGUMAR Offices or through any Panamanian Merchant Marine Consulates, consular fees are applicable for One Hundred Dollars (US\$100.00) per E-certificate plus the regular cost established by MMC-67 and MMC-285.
19. In case the pdf document sent to you by e-mail, gets lost, you must apply again for a duplicate through the website link: <http://certificates.amp.gob.pa/certificates> and make payment according to MMC-337 "Instructions for Payments to CSR and ISSC".
20. This Administration reminds to all users that these E-Certificates will be sent by e-mail from the same SEGUMAR Office or Panamanian Merchant Marine Consulates where the payment was made.
21. In case of ITC, NTC and MSM, issued before June 18th 2018, they will remain valid until re-issuance is required due to changes on the ships' main particulars or in cases falling within the parameters described in MMC-67.
22. Also, in case that previous original signed MSM Certificate or E-MSM Certificate, suffering changes on its trading area, ships' responsible Company (refer to the ISM



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Code), type of service, ships' particulars of any information thereof a new Minimum safe Manning Certificate shall be requested through the on-line system.

23. Original signed CSR, ISSC, CSO Endorsements and Authorization for carrying Armed Security Personnel (those issued before August 1, 2018 without electronic signature and QR Code) are fully valid. Only those certificates/authorizations issued on or after August 1, 2018 will have QR Code and electronic signature (only the printed certificates not the drafts version).
24. Original signed CSR, ISSC, CSO Endorsements and Authorization for carrying Armed Security Personnel Corrections and Duplicates (those issued before August 1, 2018) must be printed by the Maritime Security Department or SEGUMAR International Offices, using the corresponding official paper with signature and original seal.
25. A copy of this Merchant Marine Circular should be placed on board to facilitate the acceptance of electronic certificates and made available to other interested relevant authorities.
26. **Starting from February 15<sup>th</sup>, 2021** the application for Ships Security Plan amendments must be placed through the following website link: <http://certificates.amp.gob.pa/certificates>, according the MMC-346.
27. **Starting from March 1<sup>st</sup>, 2021** the application to extend full-term SMC/ISSC/MLC Certificate expiring simultaneously must be placed through E-Segumar Application, through the following link: <http://certificates.amp.gob.pa/certificates>.

**July, 2021** – Revision through the text, inclusion of new paragraph 26 and 27.

**February, 2021** – Updating the paragraph 11 and inclusion of new paragraph 15.5.

**December, 2020** – Inclusion of new paragraph 15, replaced paragraph 7; Updating the paragraph 9.1. and 18 and Change of PMA telephone numbers and email. Following point amended: 2, 3,4,5,10,13,16.3 and 22.

**April, 2019** – Update of the paragraph 10

**March, 2019** – Inclusion of new paragraph 9

**January, 2019** – new point 8 inserted, previous point 8 renumbered as 9 and its third bullet amended.

**December, 2018** – Inclusion of new paragraph 7 and modification of paragraph 8.

**August, 2018** – Inclusion of new paragraph 12.

**June, 2018.**



# Merchant Marine Circular

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

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

Phone: (507) 501-5038/5350/5085

E-mail: [segumar.headoffice@segumar.com](mailto:segumar.headoffice@segumar.com) ; [isps@amp.gob.pa](mailto:isps@amp.gob.pa)

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