



**PANAMA MARITIME AUTHORITY  
(AUTORIDAD MARÍTIMA DE PANAMÁ)  
GENERAL DIRECTORATE OF MERCHANT MARINE  
(DIRECCIÓN GENERAL DE MARINA MERCANTE)  
DEPARTMENT OF CONTROL AND COMPLIANCE  
(DEPARTAMENTO DE CONTROL Y CUMPLIMIENTO)**

F-265  
(DCCM)  
V.00



**MERCHANT MARINE CIRCULAR MMC-159**

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

**Subject: Control of the Issuance of Statutory Certificates.**

**Reference: Resolution J.D. No. 019-2005 of November 24, 2005.**

1. The purpose of this Merchant Marine Circular is to remind all Recognized Organizations, duly authorized to act on behalf of the Republic of Panama, on the reporting obligations to this Administration.
2. Considering that the Maritime Operations is aimed to use technological tools in order to facilitate the labour of all interested parties, this Administration will be implementing new mechanisms to facilitate the exchange of information that shall be reported by the Recognized Organizations.

**3. Reporting frequency/ Monthly Report:**

All Recognized Organizations, duly authorized to act on behalf of the Republic of Panama, should submit to Segumar Office in Panama a monthly report by category of the certificates issued; including provisional, full terms conditionals, endorsements and plan approvals made on behalf of this Administration during the previous month together with copies of the of the certificates. This report must be sent every month and at latest the 15 first days of every month to [ro-panama@segumar.com](mailto:ro-panama@segumar.com) and [statutories@segumar.com](mailto:statutories@segumar.com), in accordance with Resolution J.D. No. 019-2005 of November 24, 2005 and the Agreement signed between this Administration and the Recognized Organization.

**4. Contents of the Report**

This monthly report must include the following information:

- a. Name of ship
- b. IMO number
- c. Type of certificate (provisional, full term or conditional)
- d. Number of Certificate or Approval
- e. Date of issuance or approval
- f. Expiration date (as applicable)
- g. Endorsement Type and date

- h. Fee payable to this Administration per certificate, annual and intermediate endorsement or plan approval (according to Resolution J.D. 018 of November 24, 2005, MMC-324 and MMC-67).

## **5. Methods for Reporting**

### **5.1 Platform for the reporting of statutory work done on behalf of the Panama Maritime Authority:**

The Panama Maritime Authority has developed an electronic platform for the reporting of statutory work. This platform can be found following the link <http://certificates.amp.gob.pa/certificatestest/FrmLogin.aspx>, recognized organizations will be provided with a user name and password in order to access the platform and submit the correspondent report along with digital copies of the certificates issued.

### **5.2 Submitting information in XML Format:**

Recognized Organizations may apply IACS Rec. 75 "Format for Electronic Exchange and Standard Reports". RO's using this form of report must first notify the Administration of the specific procedure to be used for the report.

### **5.3 Traditional method of reporting:**

Recognized Organization reporting certificates for less than ten ships per month may continue using the traditional method of reporting through and excel table which format will be provided by the RO-RSO Section of SEGUMAR Office, together with the corresponding copies of certificates. These copies may be sent to us in hard copy or soft copy by CD or e-mail.

6. This Administration reminds all Recognized Security Organizations that they must submit via e-mail to [ro-panama@segumar.com](mailto:ro-panama@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).

- a. Name of ship
- b. IMO number
- c. Number and type of certificate
- d. Date of issuance
- e. Amount of surcharge (as per MMC-324)
- f. Date of approval
- g. Approval Certificate number
- h. Kind of audit
- i. Date of audit
- j. Place of audit

7. Additionally, to remind all Recognized Organizations that they must submit via e-mail to [ro-panama@segumar.com](mailto:ro-panama@segumar.com) and [mlc@segumar.com](mailto:mlc@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:

- a. Name of ship
- b. IMO number
- c. Type and number of certificate
- d. Date of issuance

e. Expiration date

8. MMC No. 324 specifies the fees for the issuance of statutory certificates, technical certificates, as well the fees for approval, issue, re-issue, endorsement and change of name or any modification to plans, manuals and/or record books. Similarly, MMC No.67 specifies the fees for the issuance of tonnage certificates by the Recognized Organizations.
9. Additionally, we request that in cases of suspension of class, or transfer of class, or cancellation of statutory certificates, all Recognized Organizations must report to Segumar Panama office within the first 24 hours so this office may proceed in consequence. This report must include the reason of the withdrawn and the contact details of the operators of the vessel, this report shall be submitted to [rberrocal@segumar.com](mailto:rberrocal@segumar.com) and [withdraws@segumar.com](mailto:withdraws@segumar.com).

**February 2020** – Paragraph 3 has been amended; emails addresses [ro-panama@segumar.com](mailto:ro-panama@segumar.com) and [statutories@segumar.com](mailto:statutories@segumar.com) have been added.

**November 2019** - *new paragraphs 7.*

**August 2018** – *Amendment to paragraph 8*

**February 2018** – *new paragraphs added: 1, 2, 5.1., 5.1.2; paragraphs amended: 3, 4, 5.2., 5.3.*

**November 2017** – *Ammendments to paragraph 4*

**June, 2016** – *amendment to paragraph 1 and 2 and new paragraph 3, 4, 5 and 7 added.*

**October, 2015** - *modification of hyperlink on paragraph 2*

**May, 2012** - *change in contact names / e-mails*

**March, 2008**

**Inquiries concerning the subject of this Circular or any request should be directed to:  
Directorate General of Merchant Marine  
Panama Maritime Authority  
Phone: (507) 501-5351/50/48**