

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 25th, 2020.
MMC 347 - Online Certificates Verification.
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 20th, 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 20 April 2016, in order to facilitate the use and acceptance of electronic certificates on board.
 2. The following Modules are ready to use:
 - 2.1. National Tonnage Certificate (NTC) - since June 4th, 2018
 - 2.2. International Tonnage Certificate (ITC) - since June 4th, 2018
 - 2.3. Minimum Safe Manning Certificate (MSM) (for cargo, passenger, supply vessels & tug boat) - since June 4th, 2018
 - 2.4. Statement of Compliance on Inventory of Hazardous Materials – since September 1st, 2020.
 3. The PMA is inviting users to place your online applications and become familiar with the new online system.



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4. All applications must be placed by email or via web, accessing the following link: <http://certificates.amp.gob.pa/certificates>.
5. The Certificates will be issued in electronic form, with Digital Signature, Stamp and QR Code. Original printed and signed document will not be required.
6. From August 1st, 2018 all applications must be placed using the link provided above and the system will send as confirmation a receipt of the online application.
7. The team in charge of verifications will receive the online application, once the request is completed via the E-Segumar Application, the application will be processed and the E-Certificate will be sent to the user.

7.1. There is a no-reply feature available for these email messages.

8. Enhanced security

- 8.1. To enhance the online security of the certificates issued by the Online platform, these will have a QR Code, Digital Signature and Stamp. The new QR Code has been added to offer an additional feature to validate Panama's on-line E-Certificate.

9. Contacting SEGUMAR

- 9.1. In the event a user needs to contact the Administration with feedback or any difficulty encountered in the process while using the modules (ITC, NTC, MSM, BWMP, IBWMC, CLC, WRC, BCC, PAL and IHM); an email can be sent to the following address: segumar.headoffice@segumar.com.
- 9.2. The email will be reviewed and answered by the duty officer located in Panama Segumar HQ.

The PMA wish to thank all users that will take part and hopes that with the new modules certificates added to the web platform, the users can get a soft familiarization with the system and to continue receiving the technical support expected from our side.

10. Starting from August 1st, 2018, the printed version of Panama Electronic certificates (E-certificates) with QR Code will be 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



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5. National Tonnage Certificate (NTC)
6. International Tonnage Certificate (ITC)
7. Minimum Safe Manning Certificate (MSM) (for cargo, passenger, supply vessels & tug boat).

11. Starting from December 15th, 2018, the ISPS authorization with QR Code will be the following:

1. To postpone Initial Audit
2. To postpone Intermediate Audit
3. To postpone Renewal Audit

12. The following Certificates will be issued in electronic form including QR code on it, therefore electronic certificate (E-certificate) may 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).

13. Starting from April 1st, 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.
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.



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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. For **ITC, NTC, MSM, BCC, WRC, CLC, PAL, BWMP, IBWMC and IHM SoC**: 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. The number of pages will depend on the content of the certificate. These certificates must be full color printed; if not, QR Code scanning must be directly from the screen (electronic certificate).
- 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.

16. These E-Certificates may be verified by using any of the following methods:

- 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 "Verification System" 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



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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 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 mail for the same SEGUMAR Office or Panamanian Merchant Marine Consulates where you made the payment.
21. In the case of the ITC, NTC and MSM, issued before June 18th 2018, they will remain valid until re-issuance because of any change on the main particulars of ship or in case of vessel fall within any of the parameters prescribe under paragraphs C or D respectively of MMC-67.
22. In the case of the E-MSM certificate, because of the circumstances of equipment, trading area and type of service change enough to affect the prescribed manning.
23. The CSR, ISSC, CSO Endorsements and Authorization for carrying Armed Security Personnel issued before August 1, 2018 without digital signature and QR Code are fully valid. Only those certificates/authorizations issued on or after August 1, 2018 will have QR Code and digital signature (only the printed certificates not the drafts version).
24. All the Corrections and Duplicates for above certificates issued before August 1, 2018 must be printed in the Panama or SEGUMAR Offices, on the corresponding official paper with signature and original seal, and will not have QR Code, but they will be completely valid.
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.

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



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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

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 ; isps@amp.gob.pa

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