



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-205**

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

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**Subject:** International Ship Security Certificate (ISSC) online application.

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**Reference:** SOLAS 74/78 Chapter XI-2 Reg. 4  
Resolution MSC 160(78) of May 20, 2004  
Resolution MSC. 194 (80) of May 20, 2005  
Resolution MSC. 196 (80) of May 20, 2005  
IMO Circular No. 2554/Rev.1 of February 7, 2007  
Resolution No. 106-059-DGMM of July 11th, 2012  
Resolution JD 038-2014 of November 12th, 2014  
MMC-242

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1. The purpose of this Circular is to inform all the users of the General Merchant Marine Directorate that we have developed a new online platform, through which you will be able to apply for the International Ship Security Certificate (ISSC) and the ISSC will be processed by the Maritime Ships Security Department or by the Segumar offices of your esteemed convenience.

2. Starting from the November 1<sup>st</sup>, 2016 the ISSC online application will be available on the following website link: <http://certificates.amp.gob.pa/certificates> . After that date, the ISSC application will not be longer received by e-mail and only will be received through the aforementioned website. We recommend using Google Chrome, Mozilla Firefox, Opera and Safari to get access in the online platform.

3. The information submitted by the online application through the above mentioned website link, should be completely accurate in order to avoid mistake(s) of the information transferred to the ISSC.

4. For further details about the use of the online application, an user manual can be found at the website link <http://certificates.amp.gob.pa/certificates> by click on the button marked as "User Manual". In case of any technical issue when using the online application, feel free to contact us to the e-mail address: [issc@amp.gob.pa](mailto:issc@amp.gob.pa) or to any of the Segumar offices worldwide; the contact details of Segumar offices can be found at the MMC-242.

5. Starting from September 1st, 2017 all Recognized Security Organizations (RSO) should verify during any ISPS Verifications, that the Company Security Officer designed by the Company Operator, already has the Declaration of Company Security Officer duly endorsement by Panama Maritime Authority and indicate the name of the CSO in the Audit Report in accordance with chapter XI-2 of SOLAS and part A.6 Obligations of the Company of the ISPS code.

The Panama Maritime Authority will issue an International Ship Security Certificate (ISSC Full Term) when the RSO carried out the verification, complies with the requirements established by this MMC-205 and when the company has obtained the CSO endorsement previously with PMA.

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6. The ISSC certificate shall be renewed after five (5) years of validity, and also an intermediate verification must be carried out between the second and third anniversary date of the certificate by the Recognized Security Organization (RSO).

7. All Panamanian flagged vessels engaged in international voyages in which apply the ISPS Code, Section 19.2 must have onboard the vessel the original ISSC certificate at all times. In the MMC-313 please check the instructions for the validity of color copies on board Panamanian flagged vessels.

## 8. GLOSSARY

DOC – Document of Compliance (issued by RSO)

SMC – Safety Management Certificate (issued by RSO)

ISSC – International Ship Security Certificate (Interim Certificate issued by RSO that not exceed more than six months)

ISSC – International Ship Security Certificate (ISSC Full Term issued by the Flag for 5 years of validity)

SSP – Ships Security Plan

RSO – Recognized Security Organization

## 9. PROCEDURES

In order to process ISSC for applicants whose vessels are of **NEW CONSTRUCTION**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Interim ISSC.
- d) SSP Approval Certificate.
- e) ISPS initial verification report duly filled, typed, signed and stamped by the RSO's auditor.
- f) Payment receipt issued by this Administration or by a Panamanian Consulate.

In order to process an ISSC for applicants whose vessel **CHANGE OF FLAG**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Interim ISSC.
- d) SSP Approval Certificate.
- e) ISPS initial verification report duly filled, typed, signed and stamped by the RSO's auditor.
- f) Payment receipt issued by this Administration or by a Panamanian Consulate.

In order to process an ISSC due to **CHANGE OF RSO** the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>, if the RSO re-initiate the ISPS process with the interim verification.

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC
- c) Interim ISSC

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- d) SSP Approval Certificate.
- e) ISPS initial verification report duly filled, typed, signed and stamped by the new RSO
- f) Payment receipt issued by this Administration or by Panamanian Consulate.

If the **CHANGE OF RSO**, occurs **within the first year of validity of the Full Term ISSC**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC
- c) ISSC (Full Term) duly endorsement
- d) SSP Approval Certificate.
- e) ISPS Additional verification report duly filled, typed, signed and stamped by the new RSO
- f) Payment receipt issued by this Administration or by Panamanian Consulate.

If the **CHANGE OF RSO**, occurs within the **intermediate verification**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC
- c) ISSC (Full Term) duly endorsement
- d) SSP Approval Certificate.
- e) ISPS intermediate verification with scope an initial verification, duly filled, typed, signed and stamped by the new RSO
- f) Payment receipt issued by this Administration or by Panamanian Consulate (if applicable)

If the **CHANGE OF RSO**, occurs **within the renewal verification**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC
- c) Short Term ISSC or endorsement of the Full Term ISSC
- d) SSP Approval Certificate.
- e) ISPS renewal verification, duly filled, typed, signed and stamped by the new RSO
- f) Payment receipt issued by this Administration or by Panamanian Consulate

In order to process an ISSC due to **CHANGE OF OPERATOR COMPANY**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Interim ISSC.
- d) SSP Approval Certificate.
- e) ISPS initial verification report duly filled, typed, signed and stamped by the RSO's auditor.
- f) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to **CHANGE OF VESSEL NAME**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) SSP approval certificate endorsed with the new name of the vessel.

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- b) Short Term ISSC.
- c) SMC.
- d) ISPS Intermediate verification report and/or Additional ISPS verification report, duly filled, typed, signed and stamped by the RSO's auditor.
- e) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to **CHANGE OF NAME OF THE OPERATOR COMPANY**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Short Term ISSC.
- d) ISPS Intermediate verification report duly filled, typed, signed and stamped by the RSO's auditor (if the same has taken place).
- e) Letter from RSO stating that the change of name of the operator does not affect the responsibilities, organization structure and personnel of the operator company.
- f) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to **CHANGE OF PHYSICAL ADDRESS OF THE OPERATOR COMPANY**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Short Term ISSC.
- d) ISPS Intermediate verification report duly filled, typed, signed and stamped by the RSO's auditor (if the same has taken place).
- e) Letter from RSO stating that the change of physical address of the operator company does not affect the responsibilities, organization structure and personnel of the operator company.
- f) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to change of **TONNAGE**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) SMC.
- b) Short Term ISSC.
- c) ISPS intermediate verification report duly filled, typed, signed and stamped by the RSO's auditor (if the same has taken place).
- d) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to change of **TYPE OF VESSEL**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Short Term ISSC.
- d) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC to include **COMPANY IMO NUMBER**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

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- a) Full term or interim DOC, with the annual endorsement (if applicable); SMC, or ISSC Certificate, any of them which contain the Company ID reflected.
- b) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC for applicants whose vessels are **HARMONIZING**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Interim ISSC.
- d) SSP Approval Certificate.
- e) ISPS initial verification report duly filled, typed, signed and stamped by the RSO's auditor. **(There should not be more than 3 months between the ISM and ISPS initial verification).**
- f) Payment receipt issued by this Administration or by a Panamanian Consulate.

In order to process an ISSC to include **ISPS INTERMEDIATE VERIFICATION**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) ISPS intermediate verification report duly filled, typed, signed and stamped by the RSO's auditor. It is also valid to present the endorsement on the back of the Full term ISSC Certificate issued by this Administration as long as the same appears legible.
- b) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process an ISSC due to **RENEWAL**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Full term or interim DOC, with the annual endorsement (if applicable).
- b) SMC.
- c) Short Term ISSC.
- d) ISPS intermediate verification duly filled, typed, signed and stamped by the RSO's auditor (only in the cases the same was not presented previously)
- e) Renewal verification report duly filled, typed, signed and stamped by the RSO's auditor.
- f) SSP Approval Certificate (the previous Ship Security Plan is also acceptable)
- g) Payment receipt issued by this Administration or by Panamanian Consulate.

In order to process **Interim ISSC** for applicants whose vessels are under **NEW CONSTRUCTION**, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) Letter ensuring that the SSP is under development.
- b) Full term or interim DOC issued by the RSO
- c) Payment receipt issued by this Administration or by Panamanian Consulate.

In case of **LOSS OR DAMAGE** of an ISSC, the following documents shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates>

- a) ISPS intermediate verification report duly filled, typed, signed and stamped by the RSO's auditor (if the same has taken place)
- b) Payment receipt issued by this Administration or by Panamanian Consulate.

## **10.RATES**

According to the article 1<sup>st</sup> of the Resolution J.D. No.038-2014 of November 12<sup>th</sup>, 2014, the following fees have been established for the International Ship Security Certificate.

a)	New Construction	B/.250.00
b)	Harmonization	B/.250.00
c)	Renewal	B/.250.00
d)	Change of RSO ( Re-initiate process)	B/.250.00
e)	Interim ISSC Certificate issued by this Administration	B/.150.00
f)	Change of the Name and Address of the operating company	B/.250.00
g)	Company IMO Number	B/.100.00
h)	Issuance of the ISSC full Term by PMA with the Intermediate Audit Endorsement carried out by the same RSO	B/.100.00
i)	Issuance of the ISSC full Term by PMA with the Intermediate Audit Endorsement, if the verification was carried out by another RSO	-----
j)	Any other Change in the Certificate	B/.100.00
k)	For Loss or Damage	B/.100.00
l)	By Changing (name of ship, name or address of the operating company, technical details of the ship)	B/.100.00

This Administration kindly informs that the **International Ship Security Certificate** can be printed through any Segumar offices of your esteemed convenience or through a Panamanian Consulate (Private of Merchant Marine); however, additional consular fees are applicable according to the Resolution J.D. No.040-2014, dated on November 12<sup>th</sup>, 2014.

April, 2018 – *Modification of paragraph 9 (Change of RSO)*

March, 2017 – *Modification of paragraph 5*

March, 2017 – *Modification of paragraph 5.*

September, 2016 – *Modification of paragraph 1 and through the whole text.*

August, 2016 – *Modification of items 6 and 7.*

December, 2014 – *Inclusion of fees*

August, 2012 – *Changes throughout the text of the Circular*

August, 2012 – *General revision of complete Circular due to new Resolution No. 106-059-DGMM of July 11th, 2012*

September, 2009

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

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