



**PANAMA MARITIME AUTHORITY  
(AUTORIDAD MARÍTIMA DE PANAMÁ)  
GENERAL DIRECTORATE OF MERCHANT MARINE  
(DIRECCIÓN GENERAL DE MARINA MERCANTE)**

F-265  
(DCCM)  
V.00



**MERCHANT MARINE CIRCULAR MMC-368**

**Subject: Technical E-Certificates onboard**

**Reference:** a) FAL.5/Circ.39/Rev.2 - Guidelines for the use of electronic certificates, of 20 April 2016.  
b) Merchant Marine Circular No.347 - Online Certificates Verification.  
c) Merchant Marine Circular No.193 - Optional and Voluntary System for Electronic Books on board of Panamanian Flagged Vessels.

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. **Starting from June 4<sup>th</sup> 2018**, the following new Modules will be ready to be used:
  - National Tonnage Certificate (NTC)
  - International Tonnage Certificate (ITC)
  - Minimum Safe Manning Certificate (MSM) (for cargo, passenger, supply vessels & tug boat)

The PMA is inviting users to use the three new online applications to allow them to become familiar with the new online system.

**From June 18<sup>th</sup>, 2018 until August 1<sup>st</sup>, 2018**, applications may be placed by email or via web, accessing the following link: <http://certificates.amp.gob.pa/certificates>. The Certificates will be issued in electronic form, with Digital Signature, Stamp and QR Code. Original signed document will not be required.

From August 1st, 2018 all applications must be placed using the link provided above.

The system will send as confirmation a receipt of the online application. 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.

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

### 3. **Applications by email**

For those users wishing to continue using the traditional procedure of applying by email instead of the E-Segumar Application, they may be able to do so, as Segumar offices will receive all the applications and attachments by email as usual until the 1st August 2018. After this date, all these applications must be lodged only online through the "E-Segumar Application" platform.

### 4. **Enhanced security**

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.

### 5. **Contacting segumar**

In the event a user needs to contact the Administration with feedback or any difficulty encountered in the process while using the new three modules (E-ITC, E-NTC and E-MSM); an email can be sent to the following address: [rberrocal@segumar.com](mailto:rberrocal@segumar.com) with copy to [npino@amp.gob.pa](mailto:npino@amp.gob.pa).

The email will be reviewed and answered by the duty officer located in Panama Segumar HQ.

The PMA and Segumar 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.

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

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

### 7. **Starting from December 15<sup>th</sup>, 2018**, the ISPS authorization with QR Code will be the following:

- To postpone Initial Audit
- To postpone Intermediate Audit
- To postpone Renewal Audit

### 8. **Starting from December 7<sup>th</sup>, 2018**, the following Certificates will be issued in electronic form including QR code on it, therefore electronic certificate (E-certificate) may be printed on board:

- Certificate of Insurance or other financial security in respect of civil liability for bunker oil pollution damage (BCC),
- Certificate of Insurance or other Financial Security in respect of Liability for the Death of and Personal Injury to Passengers (PAL),
- Certificate of Insurance or other Financial Security in respect of Liability for the Removal of Wrecks (WRC).

9. **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.
9. SSAS Malfunction
10. Single Voyage

10. For these E-Certificates, below you will find specifics, about the formats in which each should be printed out:

**Continuos Synopsis Record (CSR), Company Security Officer (CSO) Declaration 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.
- 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.

**ITC, NTC,MSM, BCC, WRC, CLC, PAL , BWMP and IBWMC**

- 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.

**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.

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

- QR Code: by scanning the QR Code in your Mobile Device, your certificate will immediately be verified.
- Verification System: through the following link <http://certificates.amp.gob.pa/certificates>, selecting the option "Verification System" and inserting the UNT displayed at the bottom of the Electronic Certificate.
- 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.

12. For E-CSR and E-ISSC requested in any Segumar Offices or through any Panamanian Merchant Marine Consulates (listed in MMC 337) a consular fees is applicable for One hundred Dollars (US\$100.00) per E-certificate plus the regular cost established by MMC-183 and MMC- 205.

In case of E-ITC, E-NTC and E-MSM requested in any Segumar Offices or through any Panamanian Merchant Marine Consulates, a 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.

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".

13. 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.

14. In the case of the E-ITC, E-NTC and E-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.

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.

15. **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).**

**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.**

16. 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.

**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 Circular or any request should be directed to:**

***Maritime Ships Security Department***

**Directorate General of Merchant Marine**

**Panama Maritime Authority**

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