



PANAMA MARITIME AUTHORITY
Directorate General of Merchant Marine
International Representative Office, N.Y.

Merchant Marine Circular No. 135

To:	Shipowners/Operators, Company Recognized Security Officers and Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates.
Subject:	Procedures for the issuance of the Continuous Synopsis Record (CSR) and the Full Term International Ship Security Certificate (ISSC).
References:	SOLAS 74 (2002 Amendments) The International Code for the Security of Ships and Port Facilities (ISPS Code)

For the issuance of the Continuous Synopsis Record Certificate (CSR) and the International Ship Security Certificate (ISSC), the Maritime Security Department of the Panama Maritime Authority (MSD) has developed the following guidelines and procedures:

For the Continuous Synopsis Record (CSR)

1- Completed CSR applications in the attached format ([click here](#)), must be mailed or faxed to:

Directorate General of Merchant Marine
Maritime Security Department
Panama Maritime Authority
3rd Floor Plaza Guadalupe Building, 50th & 69th East Street
Panama, Republic of Panama
P.O. Box 5245, Panama 5, Republic of Panama

Phone: (+507) 270 7525

Fax: (+507) 322 0133

E-mail: csr@amp.gob.pa and msd@amp.gob.pa

2- Applications may be submitted by the Ship's legal representatives, or the shipowners, or the Company Security Officers (CSOs).

3- Panama Maritime Authority will process the data and issue the CSR Document, within one week, at no charge.

4- The CSR Document may be withdrawn directly in the MSD central office by the applicant, or by the Ship's legal representative, or by a designated person carrying a formal letter of authorization on company's letterhead. Alternatively, the CSR Document may be sent by courier at the applicant's expense. Such preference must be clearly stated and the courier account number to be charged (recipient) must be indicated.



PANAMA MARITIME AUTHORITY
Directorate General of Merchant Marine
International Representative Office, N.Y.

For the International Ship Security Certificate (ISSC)

1- Submit a request by letter addressed to:

Directorate General of Merchant Marine
Maritime Security Department
Panama Maritime Authority
3rd Floor Plaza Guadalupe Building, 50th & 69th East Street
Panama, Republic of Panama
P.O. Box 5245, Panama 5, Republic of Panama

Phone: (+507) 270 7525

Fax: (+507) 322 0133

E-mail: csr@amp.gob.pa and msd@amp.gob.pa

- 2- Requests may be submitted by the Ship's legal representatives, or the shipowners, or the Company Security Officers (CSOs).
- 3- Panama Maritime Authority will issue the full term certificates within one week, previous payment of US \$ 250.00 Dollars.

The fee may be paid as follows:

- (a) - Main Office in the Directorate General of Merchant Marine General Headquarters in Panama, 50th Street.
- (b) - At Panamanian Merchant Marine Consulates abroad. (Consulates will indicate modalities of payment upon request, and provide an official receipt).

Copy of the payment receipt must be sent to MSD in order to process the ISSC.

4- The following documents are to be included with the request:

- a) Copy of Plan approval certificate issued by one of the RSOs authorized by the Panama Maritime Authority to perform SSP evaluation.
- b) Copy of the audit report issued by one of the RSOs authorized by the Panama Maritime Authority to carry out plan verification on board (Merchant Marine Circular No. 131 Revised).
- c) Document issued by the RSO certifying that the ship security plan has been implemented correctly on board (interim certificate).
- d) Copy of the payment receipt for the amount US\$ 250.00.



PANAMA MARITIME AUTHORITY
Directorate General of Merchant Marine
International Representative Office, N.Y.

- 5- The full term ISSC may be withdrawn directly in the MSD central office by the applicant, or by the Ship's legal representative, or by a designated person carrying a formal letter of authorization on company's letterhead. Alternatively, the full term ISSC may be sent by courier at the applicant's expense. Such preference must be clearly stated and the courier account number to be charged (recipient) must be indicated.
- 6- Upon completion of the SSP's verification, RSOs are entitled to issue on behalf of the Panama Maritime Authority a Short Term ISSC valid for five months – to cover the period between the audit and the issuance of the full term ISSC.

May 2004

Revised on June 21, 2004 (adding paragraph 6: Short Term ISSC)

Revised on October 5, 2004 (change the new full style address of Maritime Security Department)

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

Directorate General of Merchant Marine
Maritime Security Department
Panama Maritime Authority (PMA)
Address: P.O. Box 5245, Panama 5, Republic of Panama.

E-mail: MSD@amp.gob.pa