

Merchant Marine Circular

Panama Maritime Authority
General Directorate of Merchant Marine
Control and Compliance Department

MERCHANT MARINE CIRCULAR MMC-396

- To:** Parties, Administrations, Port State Control Authorities, Ship-owners/Operators, Recognized Organizations (RO's), Seafarers, Legal Representatives, Privative Consulates of Merchant Marine of the Republic of Panama, Inspectorates offices, Auxiliary Registry Offices, Authorized Offices, Brokers, Departments/Areas/Units of the General Directorate of Seafarers, Regional Documentation Offices of the Panama Maritime Authority and users of the Panama Ship Registry.
- Subject:** Regulation for the issuance of the Certificate of Inspection of Crew Accommodation (CICA) and its exemptions, dispensations and authorizations of the Ship Registry of the Republic of Panama.
- Reference:** Maritime Labour Convention 2006, as amended (MLC 2006, as amended), Convention No. 92, Convention No. 126, Law No. 2 of January 6, 2009, Executive Decree No. 86 of February 22, 2013, Executive Decree No. 160 of March 3, 2021, and Resolution J.D. No. 045-2021 of June 29, 2021. Circular No. DGGM-017 (**Only as recommendation**).

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1. This Merchant Marine Circular replaces **MMC-190, MMC-296, MMC-297, MMC-300 and MMC-301**.
 2. The purpose of this Circular is to inform users of the Panamanian Registry, the Regulation for the issuance of the Certificate of Inspection of Crew Accommodation (CICA) and its exemptions, dispensations and authorizations of the Ship Registry of the Republic of Panama.
 3. The General Directorate of Seafarers shall only process the issuance of the CICA, exemptions and dispensations, requested by a Recognized Organization (RO) authorized by the Panama Maritime Authority and duly established according to the Panamanian Law, which carries out the inspection of accommodation, food and catering service, operating from the Republic of Panama.

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4. To obtain the CICA, the ships shall pass satisfactorily the initial inspection of crew accommodation, food and catering services confirming that the ship complies with all the valid regulation.
5. The Recognized Organization (RO) authorized may issue a provisional or interim compliance certificate, when the ship passes satisfactorily the initial inspection, with a maximum validity of five (5) months counted since the date the inspection is terminated.
6. The application for the issuance of the CICA, exemptions and dispensations shall be made through the **E-CICA Web Application** on the Panama Maritime Authority's website, in the following link: <https://ecica.amp.gob.pa/>.
7. The CICA issuance shall be made through the **E-CICA Web Application**, in a single digital format, provided that the administrative and technical requirements established for the application of the CICA are met.
8. Each application in the **E-CICA Web Application** will accept a maximum of fifteen (15) vessels per application of CICA, exemptions or dispensations.
9. The tariffs for the issuance of the (CICA), are as follows:

Number of Crewmembers on the ship	Initial Certificate	Successive or Renewal Certificate	Duplicate
Until 15	One hundred and fifty dollars with 00/100 cents (US\$150.00)	Ninety dollars with 00/100 cents (US\$90.00)	Ninety dollars with 00/100 cents (US\$90.00)
From 16 to 50	Two hundred dollars with 00/100 cents (US\$200.00)	One hundred dollars with 00/100 cents (US\$100.00)	One hundred dollars with 00/100 cents (US\$100.00)
From 51 to 150	Three hundred dollars with 00/100 cents (US\$300.00)	One hundred and fifty dollars with 00/100 cents (US\$150.00)	One hundred and fifty dollars with 00/100 cents (US\$150.00)
From 151 onwards	Four hundred and fifty dollars with 00/100 cents (US\$450.00)	Two hundred dollars with 00/100 cents (US\$200.00)	Two hundred dollars with 00/100 cents (US\$200.00)

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10. In compliance with the provisions of the Conventions Number 92 and Number 126 from the International Labour Organization (ILO), the tariffs for services are as follows:

Services	Tariff
Issuance of exemptions and dispensations	One hundred and twenty five dollars with 00/100 cents (US\$ 125.00)
Authorizations	Shall not have a cost

11. The Resolution that approves the Regulation for the issuance of the Certificate of Inspection of Crew Accommodation (CICA) and its exemptions, dispensations and authorizations of the Ship Registry of the Republic of Panama is available in the following link:

11.1. [Resolution J.D. No. 045-2021 of June 29, 2021.](#)

March, 2022 – New.

Inquiries concerning the subject of this Merchant Marine Circular or any other request should be forward to:

Maritime Labour Affairs Department
General Directorate of Seafarers
Panama Maritime Authority

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E-mail: cicadigital@amp.gob.pa

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