

# Merchant Marine Circular

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

## MERCHANT MARINE CIRCULAR MMC-332

- To:** Parties, Administrations, Port State Supervisory Authorities, Ship-owners / Operators, Recognized Organizations, Seafarers, Legal Representatives, Authorized Maritime Training Centers, Authorized Physicians, Private Consulates of Merchant Marine, Inspectorates, Authorized Offices, Brokers, and users of the Panama Ship Registry.
- Subject:** Provisions for authorization as brokers of services of technical documentation for seafarers.
- Reference:** 1978 STCW Convention, as amended, Law No. 4 of May 15, 1992, Resolution J.D. No. 076-2020 of October 8, 2020 and its modifications, Resolution J.D. No. 070-2021 of October 7, 2021, Resolution ADM No. 252-2021 of November 18, 2021 and Resolution ADM No. 564-2022 of December 6, 2022.  
Circular DGGM No. 026 (**Only as recommendation**).

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1. The purpose of this Circular is to communicate to the users of the Panamanian Registry, the provisions for authorization as brokers of services of technical documentation for seafarers.
  2. These provisions are mandatory for all persons those who request to be authorized as brokers of services of technical documentation for seafarers by General Directorate of Seafarers (GDS).
  3. The documents that must be submitted to request the authorization for a **natural person** as brokers of services of technical documentation for seafarers, are briefly defined hereinafter:
    - 3.1. Memorial addressed to the General Director of Seafarers, through an attorney licensed to practice in the Republic of Panama;
    - 3.2. Printed Power of Attorney, duly notarized, legalized or apostilled;
    - 3.3. Application Form as broker of technical documentation for seafarers;
    - 3.4. Copy of the personal identity card or personal identity document, duly notarized;

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- 3.5. Copy of the electrical, water or telephone bill, establishing its domicile;
  - 3.6. Sworn Declaration duly notarized, declaring that the applicant will only process documentation for Panamanians and non-nationals who are residents in the Republic of Panama;
  - 3.7. Payment receipt of the current fee, when appropriate; and
  - 3.8. Any other requirement established either by law or the regulations of the PMA.
4. The documents that must be submitted to request the authorization for a **legal person** as broker of services of technical documentation for seafarers, are briefly defined hereinafter:
- 4.1. Memorial addressed to the General Director of Seafarers, through an attorney licensed to practice in the Republic of Panama;
  - 4.2. Printed Power of Attorney, duly notarized, legalized or apostilled;
  - 4.3. Pre-authorization note addressed to the General Directorate of Seafarers issued by the respective General Consulate of the Republic of Panama, manifesting the acceptance of the legal person as broker before the Consulate, when applicable;
  - 4.4. Application Form as broker of the technical documentation for seafarers;
  - 4.5. Original certificate issued by the Public Registry or its equivalent in the country of origin;
  - 4.6. Notice of Operation of the company, in case it is located in the Republic of Panama;
  - 4.7. Authentic copy of the personal identification card or personal identity document of the legal representative of the legal person. In case it is a foreign document, it must be duly apostilled or legalized;
  - 4.8. Authentic copy of the personal identity card or personal identity document of the person who will be the user and responsible of the Digital Token;
  - 4.9. Copy of the document of employment relationship between the legal person and the user of the Digital Token;
  - 4.10. The payment receipt of the current fee, when appropriate; and
  - 4.11. Any other requirement established either by the law or the regulations of the PMA.
5. The persons authorized as brokers will be subjected to a periodical monitoring mechanisms, as well as inspections by GDS. In addition, will be subjected to an evaluation as provider of services of this General Directorate.



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6. The persons authorized as brokers may collect a fee that will not exceed a thirty five percent (35%) of the fee fixed by the Panama Maritime Authority for each carried out technical documentation process, in compliance with **Resolution J.D. No. 070-2021 of October 7, 2021**.
7. The GDS will apply penalties to the persons authorized as brokers in case of infraction or breach to the current and applicable regulations by the PMA.
8. The persons authorized as brokers will be responsible for the verification of the veracity and authenticity of the documentation submitted in the applications, and will be subjected to the criminal, civil and administrative provisions derived from non-compliance and non-conformities with the current regulations.
9. The persons authorized as brokers by the PMA, to request an authorization again, shall apply **with up to six (6) months of anticipation to the expiration** of the authorization, complying with the formalities and requirements established in the current provisions.
10. The provisions of the **Resolution ADM No. 252-2021 of November 18, 2021**, are applied from **October 1, 2022**.
11. The persons authorized as brokers by the PMA must provide the GDS, at the moment of the submission of the request of the process of technical documentation for seafarers, the information of the acts of due diligence in the checkup of the data and documents of the seafarers, including the domicile and e-mails, so the PMA can send the communication in case a possible action due to breach of the current and applicable regulations.
12. The natural person authorized by a requestor to manage the request for the process of the technical documentation for seafarers, may only submit processes for a maximum of three (3) natural persons in a period of one (1) year. In case of submitting processes for another person additional to the previous three (3) allowed in the year, the processes of this person will not be accepted or processed by the GDS, for a one-year period.
13. The natural persons that has been authorized by a requesting party aspires to continue processing documentation for more than three (3) natural persons in a period of one (1) year, must submit the corresponding request to be authorized as a broker of technical services for seafarers and meet the requirements established in



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**Resolution ADM No. 252-2021 of November 18, 2021 and Resolution ADM No. 564-2022 of December 6, 2022, as well as the fees, as suitable.**

14. The provisions of the **Resolution ADM No. 564-2022 of December 6, 2022**, will be applied from **April 30, 2023**.
15. The Resolutions approving the Regulations for authorization of persons as brokers of services of technical documentation for seafarers, are available in the following links:
  - 15.1. [Resolution J.D. No. 070-2021 of October 7, 2021.](#)
  - 15.2. [Resolution ADM No. 252-2021 of November 18, 2021.](#)
  - 15.3. [Resolution ADM No. 564-2022 of December 6, 2022.](#)

**April, 2023** – *New Paragraphs # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 y 15.*  
**May, 2016**

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

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General Directorate of Seafarers  
General Directorate of Merchant Marine  
Panama Maritime Authority

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