



ISPS  
Technical Notice  
No. **03/2017**  
DATED: 22.03.2017

SUBJECT:  
**PANAMA CIRCULARS MMC 205 & MMC 206  
RECOGNITION OF COMPANY SECURITY OFFICERS  
(CSO)**

TO: INSB AUDITORS/MANAGING COMPANIES

PANAMA CIRCULARS MMC 205 & MMC 206  
**Recognition of Company Security Officers (CSO)**

Panama Maritime Authority circulars **MMC 205** and **MMC 206**, among others state:

Starting from the **September 1st, 2017** the CSO Endorsement online application will be available on the Following website link: <http://certificates.amp.gob.pa/certificates>.

After that date, the CSO Application will not be longer received by e-mail and only will be received through the aforementioned Website.

The Company Security Officer (CSO) according to the Section 13.1 Part A and the Guidance Recommended given in the Section 13.1 Part B of the ISPS Code **has to complete an appropriate training** and submit to this Administration through the Maritime Ships Security Department the Declaration of CSO with the following documents:

- Declaration of CSO duly signed and stamped by Management Company (PMA APPLICATION FORM)
- DOC (Document of Compliance), with copy of annual endorsement if it has taken place
- Certificate of training IMO model course 3.20 issued in a training center for CSO principal and Alternative CSO (*if apply*).
- Letter Head of experience signed and stamped where the CSO Principal / Alternative CSO worked as such (only if the course has more than 5 years of having been issued).
- Any other necessary document to corroborate the information reflected in the CSO Declaration Form.

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.

Please be guided accordingly.

**P. Klavdianos**  
Marine Management  
Systems Certification Division



**INSB Class**  
International Naval Surveys Bureau

**Attachment 1**

**PMA Circular MMC-205**

International Ship Security Certificate (ISSC) online application

**Attachment 2**

**PMA Circular MMC-206**

Recognition of Company Security Officers (CSO)



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

PanCanal Building  
Albrook, Panama City  
Republic of Panama  
Tel: (507) 501-5348  
[mmc@amp.gob.pa](mailto:mmc@amp.gob.pa)

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

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

**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**

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>

- 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 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.
- 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>

- 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	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	B/.100.00
I)	Any other Change in the Certificate	B/.100.00
j)	For Loss or Damage	B/.100.00
k)	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.

**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:**

**Maritime Ships Security Department**

**Directorate General of Merchant Marine**

Prepared by: Lawyer	Revised by: Compliance and Enforcement Deputy Chief	Aproved by: Compliance and Enforcement Chief
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**Panama Maritime Authority**  
**Phone: (507) 501-4223 / 5037**  
**Fax: (507) 501-5401**  
**Email: [nardila@amp.gob.pa](mailto:nardila@amp.gob.pa)**  
**[taranda@amp.gob.pa](mailto:taranda@amp.gob.pa)**

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**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-206**

PanCanal Building  
Albrook, Panama City  
Republic of Panama  
Tel: (507) 501-5000  
[mmc@amp.gob.pa](mailto:mmc@amp.gob.pa)

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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:** **Recognition of Company Security Officers (CSO)**

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**References:**

- . SOLAS 74/78 Chapter XI-2 Reg. 4
- . ISPS Code, Part A, Sections 9.4.14, 11, 12.2.5, 13.1, 13.5
- . ISPS Code, Part B, Sections 8, 9, 13.1, 13.7
- . Merchant Marine Circular N° 124, 125
- . Merchant Marine Circular N° 228

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1. The purpose of this Circular is to update the responsibilities of the Company Security Officer (CSO) like a person designated by the Company to ensure that a Ships Security Assessment (SSA) is carried out; that a Ship Security Plan (SSP) is developed and submitted for approval, thereafter implemented and maintained, and liaison with Port Facility Security Officer (PFSO) and the Ship Security Officer (SSO).
2. This Administration urges the Company Security Officers (CSO's) of the Panamanian vessels transiting high-risk areas developing procedures to prepare crews for the contingency of their vessels being hijacked when transiting in high risk areas ([MSC.1/Circ.1390](#)).
3. All the Company Security Officers (CSO) recognized by this Administration have to perform the duties and responsibilities as detailed in Part A, Section 11 and the relevant provisions of Part B, Sections 8, 9 and 13 of the ISPS Code.
4. The CSO shall ensure that each vessel he or she is responsible for has appointed a trained and qualified SSO.
5. All the Company Security Officers (CSO's) of the Panamanian vessels transiting high-risk areas are hereby requested to maintain a wide communication with the Panama Maritime Authority and to liaise with the International Contact Centers according to the current and most updated BMP version (**MMC 208**), and raise their Security Level according to the Ship Security Plan.
6. **Starting from the September 1st, 2017 the CSO Endorsement online application will be available on the Following website link:** <http://certificates.amp.gob.pa/certificates> . After that date, the CSO 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.

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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 CSO.

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: [isps@amp.gob.pa](mailto:isps@amp.gob.pa) or to any of the Segumar offices worldwide; the contact details of Segumar offices can be found at the MMC-242

The Company Security Officer (CSO) according to the Section 13.1 Part A and the Guidance Recommended given in the Section 13.1 Part B of the ISPS Code has to complete an appropriate training and submit to this Administration through the Maritime Ships Security Department the Declaration of CSO with the following documents:

- Declaration of CSO duly signed and stamped by Management Company  
**(APPLICATION FORM)**
  - DOC (Document of Compliance), with copy of annual endorsement if it has taken place
  - Certificate of training IMO model course 3.20 issued in a training center for CSO principal and Alternative CSO (if apply).
  - Letter Head of experience signed and stamped where the CSO Principal / Alternative CSO worked as such (only if the course has more than 5 years of having been issued).
  - Any other necessary document to corroborate the information reflected in the CSO Declaration Form.

Once the requirements are met, they shall be submitted to the following email address: [isps@amp.gob.pa](mailto:isps@amp.gob.pa) + (507) 501-5085, or through any of the SEGUMAR offices worldwide according to the Merchant Marine Circular 242.

**7. 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.**

8. If the information reflected in the ISSC and CSR Certificates does not match with the DOC presented to the Recognition of the CSO the Shipowners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, need to amend those Certificates as soon as possible to avoid any PSC detention.

9. From November 1, 2014 only the Application Form for CSO endorsement (version: 01) will be accepted. All endorsements made before that date are totally valid.

**March , 2017- inclusion new paragraph in point 7 and Modification in bullets of point 8, 9.**

**March , 2017 – Modification of point 6**

**August, 2016 - Modification in bullets of point 6 and modification of point 8.**

**September, 2014 – Modification of points 6 and 8 and replacement of hyperlink on point 6.**

**May, 2013 – New points 3 and 4**

**March, 2012 – Changes in bullets of point 4**

**September, 2011 – Complete revision of content and Form**

**May, 2011 - Change in Phone Number**

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March, 2010

**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**

**Phone: (507) 501-5085**

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