

Merchant Marine Circular

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

MERCHANT MARINE CIRCULAR MMC-324

- To:** Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Class Societies.
- Subject:** Control and Administrative Fees imposed by the Republic of Panama to the Technical Documents, Statutory Certificates issued, endorsements and approvals.
- Reference:** Resolution 603-07-01-ALCN dated December 1986.
Resolution J.D. No. 002-2020 dated February 12, 2020.
Resolution J.D. No. 076-2021 dated October 28, 2021, amended by Resolution J.D. No. 055-2022 dated September 22, 2022.
Resolution J.D. No. 006-2025 dated March 27, 2025.
Resolution No. 106-023-DGMM dated March 30, 2022.

1. This Merchant Marine Circular supersedes **MMC-159**.

2. Purpose

2.1. This Merchant Marine Circular has the aim to provide an easily access to all Recognized Organizations (ROs), Recognized Security Organizations (RSOs), Classification Societies duly authorized to act on behalf the Republic of Panama, to all Stakeholders of the Registry, to the regulations regarding periodical reporting of statutory certificates, endorsements, approvals and payments duly established by this Flag.

3. Scope

3.1. This Circular has also the aim to remind all Recognized Organizations, Recognized Security Organizations and Classification Societies duly authorized to act on behalf the Republic of Panama, to comply with the regulations issued by this Administration (see reference above) related to the Control of the Issuance of Statutory Certificates, Endorsements, Approvals Reports and the Administrative Fees imposed by the Republic of Panama.

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4. Control of the Issuance of Statutory Certificates.

4.1. Considering that the Maritime Operations is aimed to use technological tools in order to facilitate the labour of all stakeholders, this Administration will be implementing new mechanisms to facilitate the exchange of information that shall be reported by the Recognized Organizations and Recognized Security Organizations.

4.2. Issuance of technical documents, statutory certificates, endorsements and approvals **Monthly Report:**

4.2.1. Based on the Resolution No. 106-023-DGMM dated March 30, 2022 and the Agreement signed with this Administration, all the Recognized Organization and Recognized Security Organizations duly authorized to act on behalf of the Republic of Panama, shall report monthly to the RO – RSO Control & Monitoring Department, a list of technical documents and statutory certificates issued on behalf of the Republic of Panama.

4.2.2. The above mentioned monthly reports must contain copy of all technical documents and statutory certificates issued, endorsed and/or approved in a month, and submitted within the fifteen (15) first days of the next month by emailing to monthlyreport@segumar.com;

Example: documents or certificates issued in January must be reported within the fifteen (15) first days of February.

4.2.3. Items to be included in the Report:

This monthly report must include the following information, including ISM, ISPS (SSP & ISSC) and MLC:

1. Name of ship / Company
2. IMO number / Call Sign
3. Ship Gross Tonnage
4. Name of Certificate / Plan / Manual / Drawing
5. Number of Certificate / Approval
6. Type of Certificate (Interim, Full Term or Conditional)
7. Type of Survey / Audit (Initial, Annual, Intermediate, Renewal, Additional)
8. Date of Issuance / Survey / Audit / Approval
9. Place of Issuance / Survey / Audit / Approval
10. Expiration date (as applicable)
11. Amount of surcharge (according to the point 6 of this Merchant Marine Circular)

Recognized Organizations are free to use the model in [Annex 1](#) of this MMC.



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***Note:** The RO/RSO shall submit the monthly report even if there are no issuances/endorsements and/or approvals.*

5. Administrative Fees imposed for technical documents, statutory certificates, endorsements and approvals.

5.1. For each technical documents, statutory certificates issued, endorsements and approvals by any of the Recognized Organizations and Recognized Security Organizations, duly authorized by the Panama Maritime Authority, the following fees have been established:

5.1.1. According to Resolution J.D. No. 076-2021 dated October 28, 2021, amended by Resolution J.D. No. 055-2022 dated September 22, 2022, the following fees are established for every technical document, statutory certificates, including a fee for approvals, endorsements.

5.1.2. USD 100.00 for each statutory or technical certificate issued by Recognized Organizations (ROs) on behalf of Panama.

1. Passenger Ship Safety Certificate (PS-SOLAS).
2. Cargo Ship Safety Construction Certificate (SC-SOLAS).
3. Cargo Ship Safety Equipment Certificate (SE-SOLAS).
4. Cargo Ship Safety Radio Certificate (SR-SOLAS).
5. Cargo Ship Safety Radiotelephony Certificate for vessels under 300 GRT.
6. Cargo Ship Safety Certificate for vessels under 500 GRT.
7. International Load Line Certificate (ILLC).
8. Document of Authorization for the Carriage of Grain (GRAIN).
9. International Oil Pollution Prevention Certificate (IOPP-Annex I, MARPOL).
10. Interim Document of Compliance with the Condition Assessment Scheme Plan (CAS-Annex I, MARPOL).
11. International Sewage Pollution Prevention Certificate (ISPP-Annex IV, MARPOL).
12. International Air Pollution Prevention Certificate (IAPP-Annex VI, MARPOL).
13. Engine International Air Pollution Prevention Certificate (NOx – EIAPP).
14. International Energy Efficiency Certificate (IEEC).
15. Confirmation of Compliance (SEEMP Part II and SEEMP Part III).
16. International Antifouling System Certificate (AFS).
17. Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (GC).
18. International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (IGC).
19. Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (BCH).
20. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (IBC).
21. Document of Compliance (DOC-ISM).

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22. Safety Management Certificate (SMC-ISM).
23. Document of Compliance with the Special Requirements for Ships Carrying Dangerous Goods (DOC-IMDG).
24. Ship Safety Certificate for Fishing Vessels with 24mt of Length or more (FISVEL).
25. Mobile Offshore Drilling Unit Safety Certificate (MODU) ('79, '89, '09).
26. Mobile Offshore Unit Safety Certificate (MOU).
27. Maritime Labour Certificate (MLC).
28. Special Purpose Ship Safety Certificate (SPS) ('83, '08).
29. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS-Annex II, MARPOL).
30. High Speed Craft Safety Certificate (HSC).
31. International Maritime Solid Bulk Cargoes Certificate (IMSBC).
32. Caribbean Cargo Ship Safety Certificate, vessels under 500 GT (CCSSC).
33. Safety Certificate for Pleasure Vessels (PLECE).
34. Polar Ship Certificate.
35. International Certificate of Fitness to transport cargo from CNI.
36. Safety Certificate for Nuclear Cargo Ship.
37. Safety Certificate for Nuclear Passenger Ship.
38. REG Yacht Code Certificate (REG Yacht Code Part A and B).
39. Passenger (Yacht) Safety Certificate and its form P (REG Yacht Code Part B).
40. Industrial Personnel Safety Certificate (IP).
41. Declaration of MARPOL Electronic Record Book.
42. Declaration of Electronic Ballast Water Record Book.
43. Conditional Certificates, previously authorized by SEGUMAR offices (as defined in MMC-156).

5.1.3. USD 75.00 for the endorsements done by the Recognized Organizations and/or Recognized Security Organizations approved by the General Directorate of Merchant Marine for the aforementioned certificates, when applicable, and for the following certificates listed below without limitations:

1. Endorsement for Intermediate Verification of the International Ship Security Certificate (ISSC).
2. Endorsement for Annual and Intermediate Verification of the International Ballast Water Management Certificate.
3. Endorsement for the Intermediate Verification of the Maritime Labour Certificate (MLC).
4. Endorsement of the Declaration of Maritime Labour Compliance - Part II.

5.1.4. USD 75.00 for the approval, issuance, reissuance (for any of its reasons), endorsement, of the booklets, plans or manuals by the Recognized Organizations

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and/or Recognized Security Organizations, detailed in the following non-exhaustive list, without limitations:

1. Cargo Securing Manual.
2. Cargo Securing Manual (IMDG).
3. Grain Loading Manual.
4. Intact Stability Booklet.
5. Damage control plans and booklets.
6. Fire control plan/booklet.
7. Shipboard Oil Pollution Emergency Plan (SOPEP).
8. Garbage Management Plan.
9. Technical File - NOx Technical Code.
10. Ship Security Plan.
11. Oil Discharge Monitoring and Control (ODMC) Operational Manual.
12. Ship Structure Access Manual.
13. Bulk Carrier Booklet.
14. Search and rescue cooperation plan.
15. Ship To Ship Operation Plan.
16. Volatile Organic Compounds (VOC) Management Plan.
17. Procedures and Arrangements Manual.
18. Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances (SMPEP).
19. Operation Manual for Nuclear Ships.
20. Shipboard Emergency Plan – INF.
21. Enhance Survey Programme (ESP).
22. Plan Approvals, Manuals and Booklets related to the Statutory Certificates.
23. Any other document. ¹

¹ *All the plans, manual and/or booklets approved on behalf of this Administration, are included in this point.*

5.1.5. USD 500.00 for the Alternative Design and Arrangements (AD&A)² done for each vessel by the Recognized Organizations authorized by the General Directorate of Merchant Marine.

² *Shall be reported as per paragraph 4 and 6 of this Merchant Marine Circular.*

5.2. For each of the listed below technical documents, statutory certificates issued, endorsed by this Administration, the following fees has been established.

5.2.1. Through Resolution J.D. No. 002-2020 dated February 12, 2020.



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USD 150.00 for the Statement of Compliance - Fuel Oil Consumption Reporting and Operational Carbon Intensity Rating (MARPOL, Annex VI)³

³ Reported as per the paragraph 6 of this circular, in case it's requested by the Recognized Organization dedicated on providing the service of data collection and verification on fuel oil consumption and the Operational Carbon Intensity Indicator CII.

5.2.2. Fees imposed through Resolution 603-07-01-ALCN of December 1986, for the endorsement of the final ITC:

Gross Tonnage	Fee (US Dollars)
Up to 49	50.00
50 to 299	75.00
300 to 499	100.00
500 to 999	150.00
1,000 to 4,999	250.00
5,000 to 9,999	300.00
10,000 to 14,999	400.00
15,000 and over	500.00

1. In the case of sister ships, a 50% discount is to be applied to the fee of the second or succeeding vessels, if the tonnage has been determined by the same Class Society or Recognized Organization, as long as the full fee was paid for the first vessel. However, the fee will never be less than USD 50.00.
2. The basic fee shall be applicable in full with the issuance of every Tonnage Certificate. However, when a Tonnage Certificate is issued in duplicate forms, one each, Spanish and English languages, the fee shall be paid for only one of the forms.

5.3. This Administration through the Directorate General of Merchant Marine, based on Resolution J.D. 076-2021 dated October 28, 2021 amended by Resolution J.D. No. 055-2022 dated September 22, 2022, may incorporate at any time other statutory or technical certificates, endorsements, approvals, manuals, record books issued by Class Societies Recognized Organization (RO's) and/or and Recognized Security Organizations (RSO's), as well as establish or modify the fees. Class Societies Recognized Organization (RO's) and/or and Recognized Security Organizations (RSO's) shall comply with these payments since the date of authorization.

6. Quarterly Reports – Wire transfers

6.1. Recognized Organizations, Recognized Security Organizations and Classification Societies shall report quarterly the wire transfers due to sums related to the issuance of technical



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documents, statutory certificates, endorsement and approvals to PANAMA MARITIME AUTHORITY to the following international bank account:

Bank Name:

Bank of America

Bank Address:

730 15th Street, NW 7th Floor, Washington, DC. 20005

Bank ABA & SWIFT Code:

026009593 / BOFAUS3N

Account Name:

Panama Maritime Authority

Account Number:

226005679320

6.2. Quarterly Reports Process

6.2.1. As part of the quarterly reports, the Recognized Organizations are instructed to follow the process indicated herein:

- a. Before making the quarterly wire transfer, Recognized Organizations must request the **“INVOICE”** by sending an email to quarterlyreport@segumar.com.
- b. The **“INVOICE”** will be issued electronically and sent to the Recognized Organization.
- c. After receiving the **“INVOICE”** the Recognized Organization can proceed with the wire transfer.
- d. Once the wire transfer is completed, an **“Official Receipt”** will be issued and submitted to the Recognized Organization.

Note: *Recognized Organizations must notify any changes to the information below required for invoice issuance, in order to update our Invoice Remittance Information database:*

- *Email account.*
- *Telephone Number.*
- *Company Address.*

6.2.2. In addition to the description of the regular fees applicable to the issuance of technical documents, statutory certificates, endorsements and approvals, the Recognized Organizations must indicate the code **“OUR”** for international wire transfers, ensuring that all bank charges are borne by the sender and that the full amount is credited in our bank account, allowing the corresponding official payment receipt to be issued accordingly.

PanCanal Building **6.2.3.** Quarterly reports timeframe:
Albrook, Panama City
Republic of Panama

 **Panama Ship Registry**
 **@ShipPanama**

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- a. **Quarter 1:** Will cover the period from January to March. The wire transfer must be submitted by the end of April.
 - b. **Quarter 2:** Will cover the period from April to June. The wire transfer must be submitted by the end of July.
 - c. **Quarter 3:** Will cover the period from July to September. The wire transfer must be submitted by the end of October.
 - d. **Quarter 4:** Will cover the period from October to December. The wire transfer must be submitted by the end of January (next year).
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January 2026 – Paragraph 4 has been moved and renumbered as paragraph 6 and amended to read “Quarterly Reports – Wire Transfers”. Paragraph 5.1.2.40 has been amended and renumbered as paragraph 6.1.2.40 to include the “Industrial Personnel Safety Certificate (IP)” / Paragraph 6.1.2.41 new added “Declaration of MARPOL Electronic Record Book” included / Paragraph 6.1.2.42 new added “Declaration of Electronic Ballast Water Record Book” included / Annex 1 “Quarterly Wire Transfer Report” deleted.

December 2023 – Paragraph 4.4 amended.

November 2023 – Text added to paragraph 5.2.3, Paragraph 6.1.4 item 22 was added, Annex 1 – “Quarterly Wire Transfer Report” was updated and Annex 2 - Approvals Excel Format Report was added.

January 2023 – Paragraph 5.2.3 amended, Paragraph 5.2.4 and 5.2.5 have been deleted / Paragraph 6.1.2.15. amended “SEEMP Part II” added / Paragraph 6.2.3 deleted and added to MMC-67 / Paragraph 7 deleted and added to MMC-307 / New Annex 2 added.

November, 2022 – Paragraph 6.1.2.15. amended “Confirmation of Compliance – SEEMP Part III” – Paragraph 6.2.1 amended “Statement of Compliance - Fuel Oil Consumption Reporting and Operational Carbon Intensity Rating”.

April, 2022 – Reference was update; paragraph 6 & 7 were amended; Annex was update.

October, 2021 – Subject has been amended; the word “stakeholders” has been included in paragraph 2; paragraphs 4.1, 4.2 and 4.4 entire amended; paragraph 5.2.1 and 5.2.2 amended; the certificate “Passenger (Yacht) Safety Certificate and Form P included in paragraph 6.1.2.31; paragraph 6.1.9 deleted; new paragraph 6.2 included; paragraph 6.1.8.2 shifted to the new paragraph 6.2.1.1; new paragraph 7 has been included.

July, 2021 – Modification/update through the entire MMC text. Supersedes MMC 159.

April, 2020 - New paragraph 7 has been added. Confirmation of Compliance – SEEMP Part II & Statement of Compliance – Fuel Oil Consumption Reporting, new fees.

March, 2020 - Paragraph 10 has been amended fmarmol@segumar.com has been deleted and segumar.miami@segumar.com added.



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February, 2020 - Paragraph 6 has been deleted and added to paragraph 2.a).30 and paragraphs 7 to 10 renumbered accordingly; paragraph 10 has been amended and split up into paragraph 9 and 10.

August, 2019 - Confirmation of Compliance for SEEMP Part II is deleted in paragraph 2, point 7 after it .1 added, remaining points re-numbered.

July, 2019 - Confirmation of Compliance for SEEMP Part II is included in paragraph 2.

April, 2018 - E-mails for official receipts are updated in paragraph 9.

December, 2016 - The word "Interim" is deleted from Cargo Ship Safety Radiotelephony Certificate for ships less than 300GT (RTC) and Cargo Ship Safety Certificate for Ship less than 500TRB (CSSC). Polar Ship Certificate is included in paragraph 2.

June, 2016 - Amendment to paragraph 3, amendment to paragraph 8.

December, 2015 - Clarifying any other document and new paragraph added.

October, 2015 - Point 6 added, amended to point 2 a) 29 and amendment to first Reference point.

October, 2015 - New content.

June, 2014 - Changes in Reference, new point b and changes in point 4.

September, 2006.

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

Recognized Organization Oversight Department
General Directorate of Merchant Marine
Panama Maritime Authority

Phone: (507) 501-5351

E-mail: ro-monitoring@segumar.com

Website: <https://www.panamashipregistry.com/segumar/merchant-marine-circulars/>

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ANNEX 1

STATUTORY CERTIFICATES									
RO NAME									
Period: 2023 January 01 to 31									
#	Vessel / Company Name	IMO	Vessel Call Sign	GT	Certificate Name	Certificate Code	Type of Certificate	Type of Survey/Audit	Certificate Issue/Inspection/Audit Date
1	ABCD	N/A	3EFGT4	10500	International Ballast Water Management Certificates	BWM	Interim	Interim	2022-05-25
2	ABCD	N/A	3EFGT4	10500	International Oil Pollution Prevention Certificate, Type	OPP	FullTerm	Initial	2022-05-25
3	HM-5432	N/A	TH350	12350	International Load Line Certificate	LL	N/A	Annual	2022-05-11
4	HM-1234	N/A	3HPT6	12350	International Load Line Certificate	LL	N/A	Annual	2022-05-11
5	MSC LUCIA	8413887	5HYRF	50245	Cargo Ship Safety Equipment Certificate	SE	N/A	Intermediate	2022-05-05
6	ANN	8521234	3FRG10	65254	Cargo Ship Safety Equipment Certificate	SE	FullTerm	Initial	2022-05-07
7	ANN	8521234	3FRG10	65254	Cargo Ship Safety Radio Certificate	SR	FullTerm	Initial	2022-05-07
8	ANN	8521234	3FRG10	65254	Cargo Ship Safety Equipment Certificate	SE	FullTerm	Initial	2022-05-07
9	ANN	8521234	3FRG10	65254	International Tonnage Certificate	ITC69	FullTerm	Initial	2022-04-08
10	ANN	8521234	3FRG10	65254	Safety Management Certificate	SMC	ShortTerm	Initial	2023-04-21
11	HARBOUR SHIPPING LTD.	101421	N/A	N/A	Document of Compliance	DOC	FullTerm	Initial	2022-06-20
12	STAR SHIPPING LTD	115879	N/A	N/A	Document of Compliance	DOC	Interim	Interim	2022-01-20
13	ANDALUCIA	987524	RT3E	12890	Confirmation of Compliance	COC-SEEMP III	FullTerm	Initial	2022-06-21
14	VERON	8618293	W34TY	90561	International Ballast Water Management Certificates	BWM	Interim	Renewal	2022-05-06
15	VERON	8618293	W34TY	90561	Cargo Ship Safety Equipment Certificate	SE	Conditional	Additional	2023-02-25
Amount of surcharge									

Approvals									
RO NAME									
Period: 2023 January 01 to 31									
#	Vessel Name	Vessel IMO	Vessel Call Sign	GT	Technical Document/Plan/Drawing Name	Approval Number	Approval Date	Place of Approval	Flag Fee
1	SEA	9276543	ERTYU	10500	SOPEP	22ZS0095	2022-03-25	London	\$75,00
2	TBC	9486548	YE3UF	12689	NOx Technical File	GTH54TR	2022-03-18	Paris	\$75,00
3	DRILLER	8798756	W34TY	12350	Garbage Management Plan	256987JY	2022-03-14	USA	\$75,00
4	DRILLER	8798756	W34TY	12350	Main Lighting Panel	GTH54269	2022-03-14	Greece	\$75,00
5	DRILLER	8798756	W34TY	12350	Fire and Safety plan	25UY87JY	2022-03-23	London	\$75,00
6	BOS	1234567	3FRG7	65254	SHIP TO SHIP OPERATION PLAN	GTH54TR	2022-03-01	Paris	\$75,00
7	BOS	1234567	3FRG7	65254	SHIPBOARD MARINE POLLUTION EMERGENCY PLAN - S	256987JY	2022-03-01	USA	\$75,00
8	ANS	9654789	3TUG9	268754	EGCS Piping & Instrument Diagram	GTH54271	2022-03-04	Greece	\$75,00
9	ANS	9654789	3TUG9	268754	EGCS Piping & Instrument Diagram	25UY87JY	2022-03-10	London	\$75,00
10	ANS	9654789	3TUG9	268754	Ship Security Plan	22ZS0098	2022-03-29	Paris	\$75,00
11	ANS	9654789	3TUG9	268754	Garbage Management Plan	GTH54TR	2022-03-18	USA	\$75,00
12	RACHEL	9298526	3FRG10	8754	SOX scrubber piping system	GTH54272	2022-03-01	Greece	\$75,00
13	NERI	8521471	N/A	9658	Ship Security Plan	25UY87JY	2022-03-30	London	\$75,00
14	ATLA	8975361	RT3E	36587	REEFER POWER SINGLE LINE DIAGRAM	22ZS0099	2022-03-01	Paris	\$75,00
15	LUCKY	9517535	3F4TR	5214	Oil Discharge Monitoring and Control (ODMC) Operati	GTH54TR	2022-03-09	USA	\$75,00
Amount of surcharge									
									\$1.125,00