

USER MANUAL

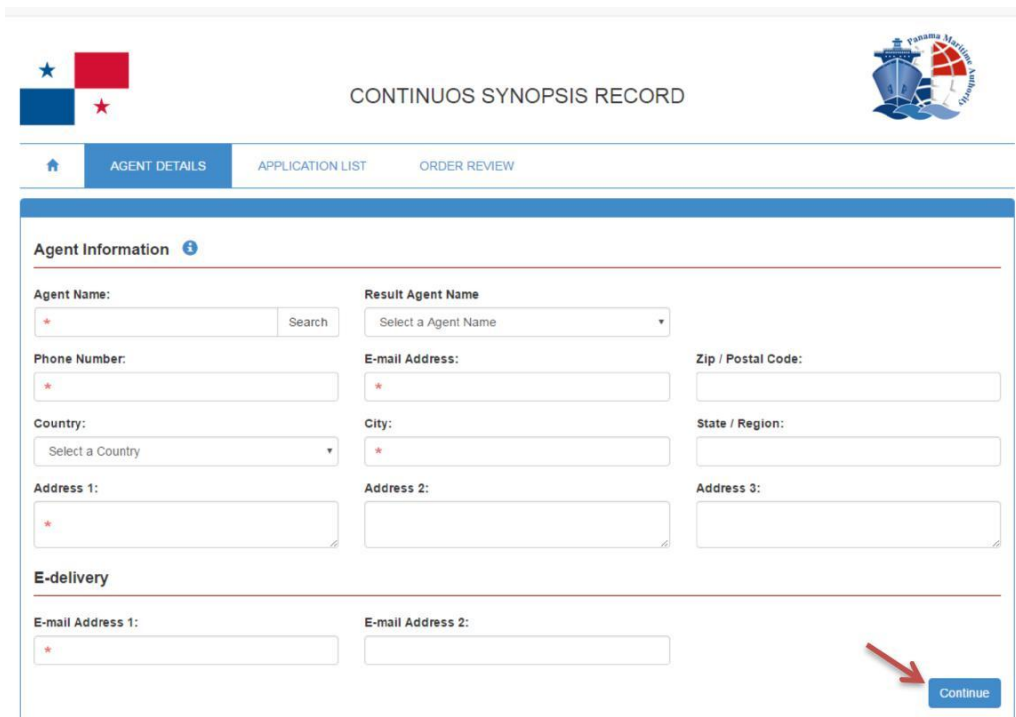
Please save this instruction for your easy reference on how to use E-application system.

STEP 1:

- a) Press ready to apply button to fill your application.



- b) Fill in all required page fields marked with asterisk (*) on “Agent Details” screen, note that you will be able to search the agent name typing one word, furthermore once your information is saved, it can be displayed for future applications. Your certificates will be delivered via email, please make sure to include on field “E-mail Address” the correct information to receive the certificate, press continue button.



- c) Billing and shipping address details should be filled on “Agent Details” screen. This information will be necessary in cases that certificate will be delivered by courier. Each application provides for a single billing address for multiple ships. If you require separate payments and/or separate delivery addresses, then separate applications will be required.

After the information on step 1 is filled, you will not need filling it again, it will be saved for future applications; press continue button to go to the next screen.

STEP 2:

- a) On application list screen you are able to search in our fleet, the vessel (s) would you like to apply for, search by the IMO Number, Name of Ship, Call Sign; then click the search button to bring the ship information automatically.

CONTINUOS SYNOPSIS RECORD

AGENT DETAILS | **APPLICATION LIST** | ORDER REVIEW

Ships to Apply

Name of Ship	Call Sign	IMO	Port of Registry
✖ ✓			

Ship Details

Type of CSR:
 New Registry Amendment
 Cancellation

Search (IMO Number, Name of Ship, Call Sign): * [input] Search

Previous Flag: -- SELECT --

Index Seq.: [input] 1

Imo Number: [input]

Name of Ship: [input]

Date registration with the state: [input] ✖ [input]

1. Name of Ship: * [input]

2. Date registration with the state: [input] ✖ [input]

3. Port of Registration: PANAMA

- b) Then select the Type of CSR if is NEW REGISTRY please select the Previous Flag. If is for NEW CONSTRUCTION select it on the previous flag section.

CONTINUOS SYNOPSIS RECORD

AGENT DETAILS | **APPLICATION LIST** | ORDER REVIEW

Ships to Apply

Name of Ship	Call Sign	IMO	Port of Registry
✖ ✓			

Ship Details

Type of CSR:
 New Registry Amendment
 Cancellation

Search (IMO Number, Name of Ship, Call Sign): * [input] Search

Previous Flag: -- SELECT --

Index Seq.: [input] 1

Imo Number: [input]

Name of Ship: [input]

Date registration with the state: [input] ✖ [input]

1. Name of Ship: * [input]

2. Date registration with the state: [input] ✖ [input]

3. Port of Registration: PANAMA

- c) Please complete the remaining fields and upload the required documents make sure that writing information is according to the Technical Certificate. Also on this screen you are able to select your place of preference to issue.

9. DOC

9. Administration/Government/Recognized Organization with issued Document of Compliance /DOC:

10. Company

10. Company Identification Number:

11. SMC

11. Administration/Government/Recognized Organization with issued Document of Compliance /IMS:

12. ISSC

12. Administration/Government/Recognized Organization with issued International Ship Security Certificate/ISSC:

13. New Construction or Previous Registry


13. The Ship is New Construction or Previous Registry:

14. Remarks

14. Remarks:

Place of Issue

-- SELECT --



STEP 3:

- a) Finally press “Add application” button. Please note that before press continue, you can add more vessels as necessary. Make Shure to attach all the necessary documents required for the specific application.


Attachments

Valid attachments formats: doc or docx, xls orxlsx, jpg, png, pdf
Maximum sizes for all attachments: 10 mb

* Attachments with an asterisk are mandatory

Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *	Interim ISSC issued by a Recognized Organization
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization	Ship's CSR file issued by the previous vessel's flag
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
Class Certificate (only if the change is through a Recognized Organization)	Payment Receipt Copy
You must attached a file	You must attached a file
<input type="button" value="Attach"/> <input type="button" value="Remove"/>	<input type="button" value="Attach"/> <input type="button" value="Remove"/>
	Deletion Certificate
	You must attached a file
	<input type="button" value="Attach"/> <input type="button" value="Remove"/>

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).



b) After you press Add application you would be available to click “View Application Form”.

Attachments

Valid attachments formats: doc or docx, xls or xlsx, jpg, png, pdf
 Maximum sizes for all attachments: 10 mb
 * Attachments with an asterisk are mandatory


<p>Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Interim ISSC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
<p>Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Ship's CSR file issued by the previous vessel's flag</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
<p>Class Certificate (only if the change is through a Recognized Organization)</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	<p>Payment Receipt Copy</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>
<p>Deletion Certificate.</p> <p>You must attached a file</p> <p>Attach Preview Remove</p>	


In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).

Update View Application Form Previous Continue


c) Then you would be available to view, save and download the application form, please be advised that the application form needs to be onboard with the Original CSR.

frmImpression.aspx 1 / 2




APPLICATION FORM 2
 Amendments to the Panamanian Continuous Synopsis Record (CSR)
 Document No. 04 for the ship With IMO Number: IMO 9508160
 Updated according to the Res. MSC.198(80) Amendment
 The amendments are shown in the table. Indicate NIC for all items not being changed.
 Dates should be in the format yyyy/mm/dd

1	Name of Ship:	CHEMROUTE SKY
2	Date in which registration with the state	2010/11/08
3	Port of Registration	Panama
4	a) Name of current registered owner(s) Registered addresses)	NIC
	b) Name of current registered owner(s) Registered addresses)	NIC
	c) Name of current registered owner(s) Registered addresses)	NIC
5	If applicable: name of current registered bareboat charterer(s)	NIC
	Registered Address:	
6	Name of Company (ISM Code):	NIC
	Registered Address:	
7	a) Registered Owner (s) Number:	NIC
	b) Registered Owner (s) Number:	NIC
	c) Registered Owner (s) Number:	NIC
8	a) Name of Classification Societies with the Ship is classed	NIC
	b) Name of Classification Societies with the Ship is classed	NIC
9	Administration/Government/Recognized Organization which issued Document of Compliance/DOC (Body which carried out audit if relevant):	NIC
10	Company identification number	NIC



d) Press Continue Bottom

Attachments



Valid attachments formats: doc or docx, xls or xlsx, jpg, png, pdf
Maximun sizes for all attachments: 10 mb
** Attachments with an asterisk are mandatory*

<p>Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization *</p> <p>You must attached a file</p> <p>Attach Remove</p>	<p>Interim ISSC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Remove</p>
<p>Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization</p> <p>You must attached a file</p> <p>Attach Remove</p>	<p>Ship's CSR file issued by the previous vessel's flag</p> <p>You must attached a file</p> <p>Attach Remove</p>
<p>Class Certificate (only if the change is through a Recognized Organization)</p> <p>You must attached a file</p> <p>Attach Remove</p>	<p>Payment Receipt Copy</p> <p>You must attached a file</p> <p>Attach Remove</p>
	<p>Deletion Certificate</p> <p>You must attached a file</p> <p>Attach Remove</p>

In case that the SMC and the ISSC are not issued yet, this Administration will issued a provisional CSR valid for SIX MONTH (6).

[Add Application](#) [Previous](#) [Continue](#)

STEP 4: a) Finally check the vessel Name, IMO number and Call Sign, if is all in order you can press continue.

CONTINUOS SYNOPSIS RECORD

[REQUESTS](#) [AGENT DETAILS](#) [APPLICATION LIST](#) **[ORDER REVIEW](#)** [EVALUATION](#)

Order Review ⓘ No. Request: 62405 Sequence: 1

Name of Ship	Call Sign	IMO
CHEMROUTE SKY	3FDM6	9508160

[Previous](#) [Continue](#)

b) After pressing the Continue bottom you would see your Application number. Press OK bottom and the process finish.

