



REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY

Circular No 15/2023

15 June 2023

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To all Registered Owners, Registered Bareboat Charterers,
Managers and Representatives of Ships flying the Cyprus Flag

Related Circulars

Circulars No. [25/2016](#), [29/2016](#) and [18/2017](#)

Subject: Electronic Seafarers Application System (eSAS) User Guide Version 6

With reference to the above subject, I hereby wish to inform you of the following:

- 1 The electronic Seafarers Application System (eSAS User Guide) is amended and a new version 6 is in use and is attached hereto (**Appendix 1**).
- 2 The amendments are on page no 13 of the User Guide (Instructions for the submission of documents and photograph) and are the following:
 - a) The copy of the medical fitness certificate required to be uploaded with the pdf file must be issued by a Practitioner recognized by a Party of the STCW78 Convention as amended.
 - b) A verification of the above-mentioned medical fitness certificate must be included into the pdf file and uploaded into the eSAS system.
 - c) Declaration form for master, chief officer, chief engineer officer and second engineer officer, which is attached hereto (**Appendix 2**), must be signed and a copy of this must be included into the pdf file and uploaded into the eSAS system.

This Circular must be placed on board vessels flying the Cyprus flag.

Liana Charalambous Tanos
Acting Permanent Secretary

cc:

- Maritime Offices of the Shipping Deputy Ministry abroad
- Inspectors of Cyprus Ships
- Cyprus Shipping Chamber
- Cyprus Union of Ship-owners
- Cyprus Master Mariners Association
- Association of Merchant Marine Officers
- Recognised maritime training schools
- Trade Union SEK
- Trade Union PEO
- Trade Union DEOK
- Cyprus Bar Association





REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY
LEMESOS

ELECTRONIC SEAFARERS APPLICATIONS SYSTEM – e-SAS User Guide.



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GENERAL

Link - <http://esas.dms.gov.cy/forms/frmservlet?config=pesas>

System requirements:

Browser: preferable Internet Explorer due to the use of JAVA. The above link shall be inserted in Java security exception site list (see instructions in ANNEX 2).

Appreviations:

CoC Certificate of competency

DMS Shipping Deputy Ministry

ENDORSEMENT Endorsement attesting the recognition of a foreign CoC

SISRB Seafarers Identification and Sea Service Record Book

Use the username and password provided by DMS. The password is case sensitive.

Window e-SAS

e-SAS

DMS
CYPRUS

DEPUTY MINISTRY OF SHIPPING

ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

User Name:

Password:

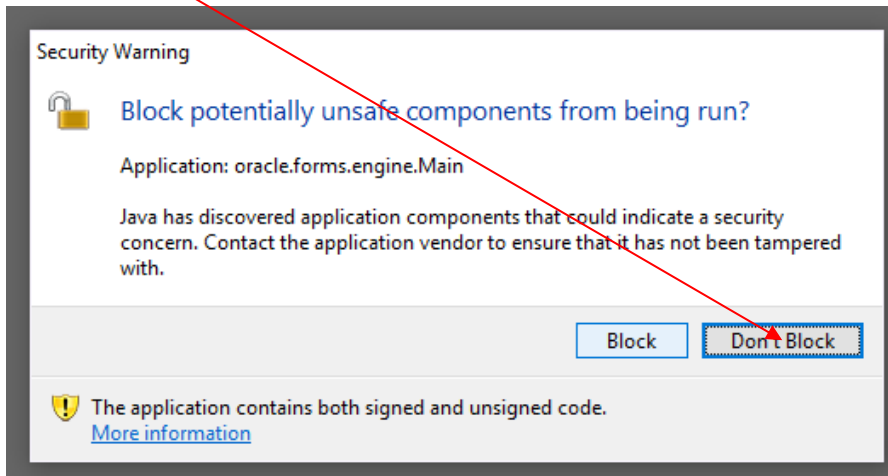
LOGIN

Record: 1/1

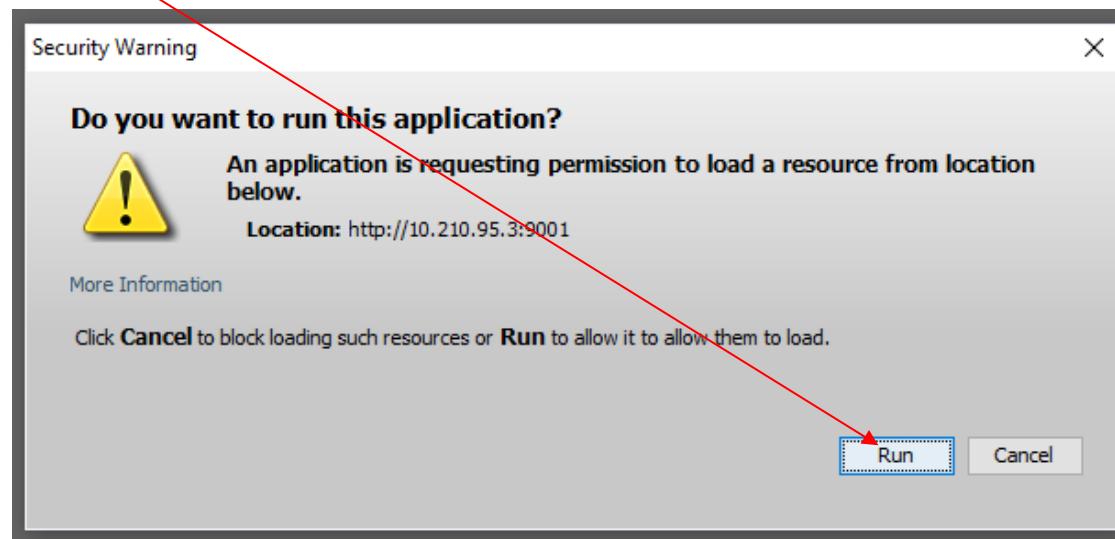
Screen no.1

The following messages will appear

Press **Don't Block**

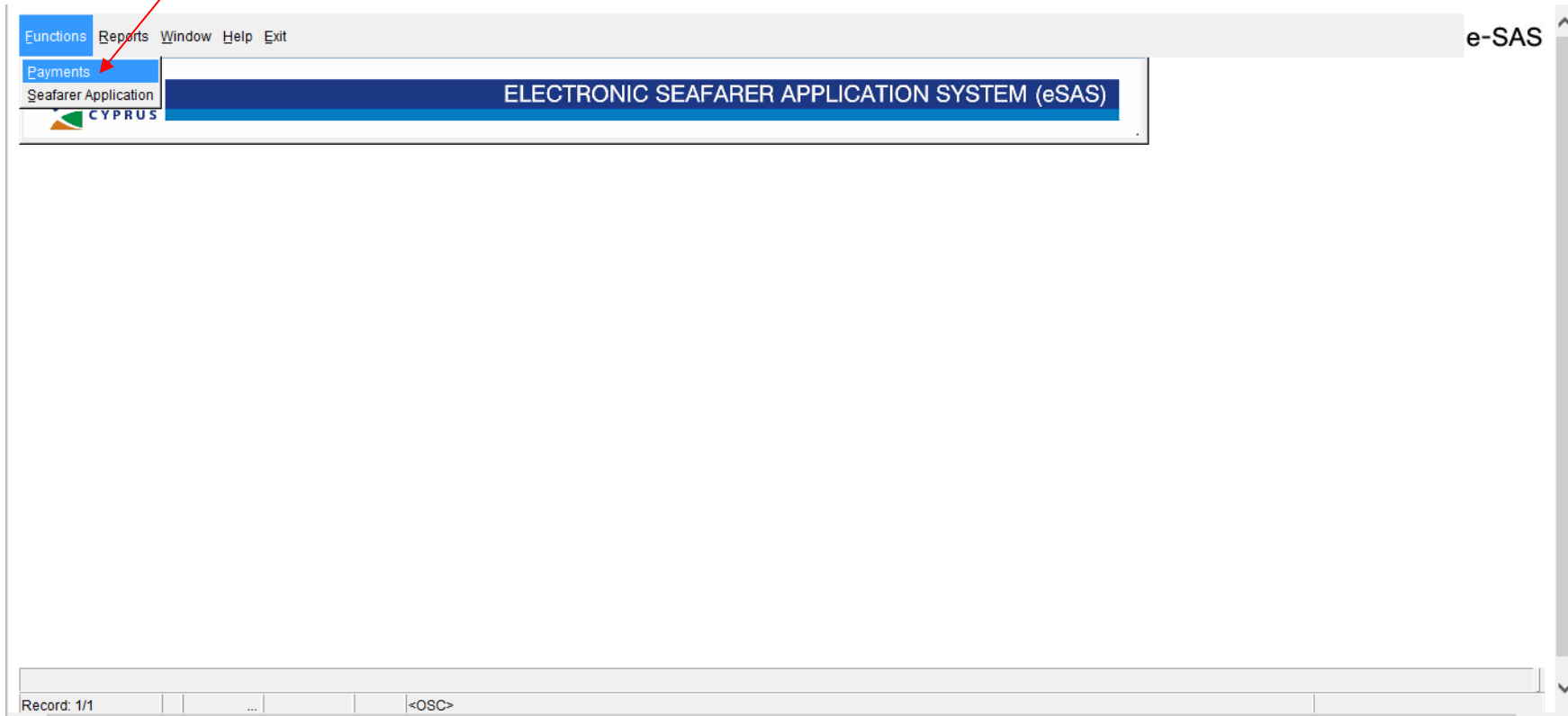


Press **Run**



CREATE A BATCH OF APPLICATIONS


Select **Functions – Payments** from the main menu



Screen no.2

Press button **NEW BATCH** and after the button **save**.

Functions Reports Window Help Exit e-SAS

 **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

Company Name

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
					JCC			

RM-40401: No changes to save.

Record: 1/1 ... <OSC>

Screen no.3

A **Batch Ref. No.** is automatically created.
 Press button **exit** to return to the main menu.

Functions Reports Window Help Exit

DMS CYPRUS ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

PAYMENTS

Company Name: COMPANY LTD **NEW BATCH** SUBMIT

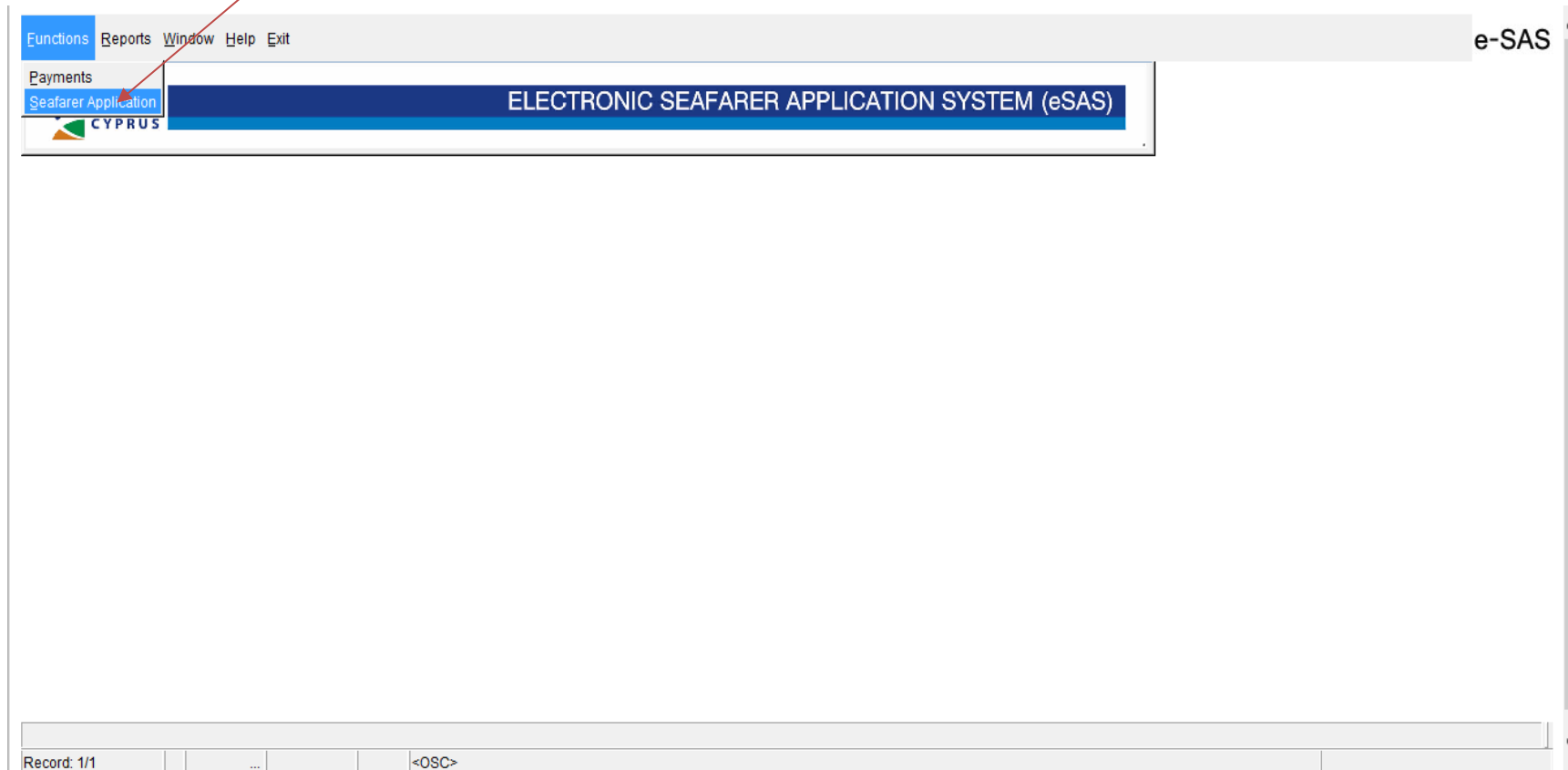
Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	0	0.00		JCC			

Record: 1/1 <OSC>

Screen no.4

COMPLETE SEAFARERS APPLICATIONS

Select Functions- Seafarer Application



Screen no. 5

Press **Search** and select the **Batch Ref. No.** from the list.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: **Search**

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.: *Date of Birth: (dd/mm/yyyy) City: Seafarer Image

Seafarer No. (SFN): Place of Birth: Country: LIST

*Given Names: *Birth Country: LIST Telephone No.:

*Surname: *Nationality: LIST Fax:

*Father's Name: *Sex: Email:

Father's Surname: Street: Medical Certificate

Mother's Name: Postal Code: *Issuing Authority: LIST

Mother's Surname: P.O. Box: *Issue Date: LIST

UPLOAD DELETE

Seafarer Documents

PDF UPLOAD DELETE

Record: 1/1 ... <OSC>

Screen no.6

Select the **Batch Ref. No.** from the list and press **OK**

The screenshot shows the 'e-SAS SEAFARERS APPLICATION' window. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. Below the menu bar is a toolbar with various icons. The main area contains several input fields: 'COMPANY NAME' (COMPANY LTD), 'NOTES', 'ESTIMATED AMOUNT' (0.00), and 'REF. NO.'. A 'Search' button is located to the right of the 'REF. NO.' field. Below these fields are 'SEAFARER NAME' and 'SEAFARER SURNAME' fields. A 'SEAFARER INFO' tab is selected, showing a form with fields for 'CY Seaman's Book No.', 'Seafarer No. (SFN)', '*Given Names', '*Surname', '*Father's Name', 'Father's Surname', 'Mother's Name', 'Mother's Surname', '*Date of (dd/mm/)', 'Place of', '*Birth Co', '*National', '*Sex', 'Street', 'Postal Co', and 'P.O. Box'. A 'Seafarer Image' section has an 'UPLOAD' and 'DELETE' button. A 'Seafarer Documents' section has an 'UPLOAD' and 'DELETE' button. A 'Choose payment reference number' dialog box is open in the center, with a search field containing '2017/CC174/3273%'. Below the search field is a table with two columns: 'Payment Ref. No.' and 'Payment Note'. The first row of the table is highlighted in blue and contains the value '2017/CC174/3273'. The dialog box has 'Find', 'OK', and 'Cancel' buttons at the bottom. A red arrow points from the text 'Select the Batch Ref. No. from the list and press OK' to the 'OK' button in the dialog box.

Screen. No. 7

Completion of **SEAFARER INFO** form

Press the button **Add Seafarer** and start complete the form **SEAFARER INFO**.

After the completion of an application use **Add Seafarer** to add applications for more than one seafarer in the same batch.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273 Search

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.: *Date of Birth: (dd/mm/yyyy) City: Seafarer Image

Seafarer No. (SFN): Place of Birth: Country: LIST

*Given Names: *Birth Country: LIST Telephone No.:

*Surname: *Nationality: LIST Fax:

*Father's Name: *Sex: Email:

Father's Surname: Street: Medical Certificate

Mother's Name: Postal Code: *Issuing Authority: LIST

Mother's Surname: P.O. Box: *Issue Date: LIST

Seafarer Documents

PDF UPLOAD DELETE

Record: 1/1 <OSC>

Screen no.8

Instructions for the submission of documents and photograph.

If the seafarer is a holder of a CY Seaman’s Book fill the “CY Seaman’s Book No.” field and “Seafarer No. (SFN)” field if known and proceed to the completion of the next fields and **upload photo and documents**.

Photo spec.	Documents spec.
Photo should be in colour in a JPEG format file with the following properties. Resolution: 100x100 dpi File Size : less than 30k Size : width - 3cm, high – 4cm	All documents must be combined in a single PDF file of a size not more than 4 Mb.

ONLY the following documents must be included in the single PDF file.

A. Application for SISRB	B. Application for endorsement ¹ (only for officers)	
	B.1 Master and Deck officers	B.2 Engine and Electrotechnical officers
1. ID document (only the pages which are required for the ID) 2. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 3. Verification of the medical fitness certificate 4. Certificate of competency if any. 5. For renewal/replacement of a SISRB, please enclose copy of page 2 of the previous Cyprus SISRB	1. Certificate of competency and endorsement if any. 2. GMDSS Certificate of competency and Endorsement if any. 3. Tankers Training Certificate if any. 4. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 5. Verification of the medical fitness certificate 6. Verification of authenticity for CoCs (from 2/10/2017) 7. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement. 8. Declaration form for Master and Chief Officer (declaration form) ²	1. Certificate of competency and endorsement if any. 2. Tankers Training Certificate if any. 3. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 4. Verification of the medical fitness certificate 5. Verification of authenticity for CoCs (from 2/10/2017) 5. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement. 6. Declaration form for Chief Engineer Officer and Second Engineer Officer (declaration form) ²

¹ If the officer does not hold valid Cyprus SISRB you shall apply for it otherwise the application for endorsement will be rejected.

² *The Document which can be downloaded here “Familiarization with National Maritime Legislation and Requirements” must be carried with you every time you serve on board Cyprus flagged vessels*

8. Declaration form for Masters and Chief Officers
 ([declaration form](#))² (FAMILIARIZATION WITH NATIONAL
 MARITIME LEGISLATION AND REQUIREMENTS)

Functions Reports Window Help Exit e-SAS

After the completion of the form **SEAFARER INFO** press button **SISRB to apply for seaman's book** or **ENDORSEMENT to apply for endorsement**.

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH:

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.:	*Date of Birth: (dd/mm/yyyy)	City:	Seafarer Image
Seafarer No. (SFN):	Place of Birth:	Country: <input type="button" value="LIST"/>	<input type="text"/>
*Given Names:	*Birth Country: <input type="button" value="LIST"/>	Telephone No.:	
*Surname:	*Nationality: <input type="button" value="LIST"/>	Fax:	<input type="text"/>
*Father's Name:	*Sex:	Email:	
Father's Surname:	Street:	Medical Certificate	<input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
Mother's Name:	Postal Code:	*Issuing Authority: <input type="button" value="LIST"/>	Seafarer Documents
Mother's Surname:	P.O. Box:	*Issue Date: <input type="button" value="LIST"/>	

Record: 1/1 <OSC>

Screen no.9

Completion of SISRB form

If the application is for renewal of SISRB select **Renewal** radio button. For replacement select **Replacement** radio button and complete the field **Replace Reason**. After completion of the SISRB form press **save**.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273 Search

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

Issuance Renewal Replacement

Replace Reason:

Vessel Name: *ID Document No.: *ID Issuing Country: Certificate Grade: Cert. Issuing Authority: Cert. Issue Date: Cert. Expiry Date:

IMO No: Sign on Port: Sign on Date: *Passport Travelling Document

Next of Kin

*First Name: *Surname: *Tel. Number: *Relationship: *Street Name: Postal Code: P.O. Box: *City: *Country:

Record: 1/1 ... <OSC>

Please note that if the seafarer is a holder of a Cyprus SISRB that expires in more than one year from the date of application and the reason for replacement is not given the application will be rejected.

Screen no.10

Completion of ENDORSEMENT form. (ONLY FOR MASTER AND OFFICERS)

If the application is for renewal select **Renewal** radio button. For replacement select **Replacement** radio button and complete the field **Replace Reason**. For **Tanker Training** endorsement (ONLY FOR OFFICERS) press **Tanker Training 9** (Screen no. 12)
After completion of the ENDORSEMENT form press **save**.

The screenshot shows the 'SEAFARERS APPLICATION' window in the 'e-SAS' system. The 'ENDORSEMENT' tab is selected. Under the 'ENDORSEMENT' section, there are three radio buttons: 'Issuance' (selected), 'Renewal', and 'Replacement'. Below these is a 'Replace Reason:' text box. To the right, there is a 'Tanker Training' section with an 'Add/Edit Tanker Certificate' button. The form also includes fields for 'COMPANY NAME', 'NOTES', 'ESTIMATED AMOUNT', 'REF. NO.', 'SEAFARER NAME', 'SEAFARER SURNAME', and 'DATE OF BIRTH'. A status bar at the bottom indicates 'Record: 1/1'.

Please note that if the seafarer is a holder of a Cyprus ENDORSEMENT that expires in more than six months from the date of application and the reason for replacement is not given the application will be rejected.

Screen no.11

Tanker Endorsement (ONLY FOR MASTER AND OFFICERS)

Up to three different certificates of proficiency for Tankers may be completed. It is important to select the correct **Tanker's Training Level** (Management or Operational) and **Tanker Type**.

The screenshot displays the 'SEAFARERS APPLICATION' window in the 'e-SAS' system. The interface is divided into several sections:

- Header:** 'SEAFARERS APPLICATION' and 'e-SAS'.
- Search Fields:** COMPANY NAME (COMPANY LTD), NOTES, ESTIMATED AMOUNT (0.00), and REF. NO. (2017/CC174/3273). A 'Search' button is present.
- Seafarer Search:** SEAFARER NAME, SEAFARER SURNAME, and DATE OF BIRTH fields, with 'Find Seafarer' and 'Add Seafarer' buttons.
- Navigation:** 'SEAFARER INFO', 'SISR', and 'ENDORSEMENT' tabs. The 'ENDORSEMENT' tab is active.
- Tanker Certificates Section:** Contains three columns for 'Certificate 1:', 'Certificate 2:', and 'Certificate 3:'. Each column has a 'Back' button and the following fields:
 - Tanker Cert. No. (text input)
 - Issue Date (text input with calendar icon)
 - Expiry Date (text input with calendar icon)
 - Issuing Authority (text input with 'LIST' button)
 - Tanker's Training Level (dropdown menu, currently set to 'MANAGEMENT')
 - Tanker Type (text input with 'LIST' button)
- Footer:** 'Record: 1/1' and '<OSC>'.

Screen no. 12

For more applications press the **Add Seafarer** and continue as above. (Screen nos. 8 to 12)

The screenshot shows the 'SEAFARERS APPLICATION' window in the 'e-SAS' system. The interface includes a menu bar (Functions, Reports, Window, Help, Exit) and a toolbar with icons for home, back, forward, and search. The main form area contains several input fields and buttons:

- COMPANY NAME:** COMPANY LTD
- NOTES:** (empty)
- ESTIMATED AMOUNT:** 0.00
- REF. NO.:** 2017/SC174/3273
- Search** button
- SEAFARER NAME:** (empty)
- SEAFARER SURNAME:** (empty)
- DATE OF BIRTH:** (empty)
- Find Seafarer** button
- Add Seafarer** button (highlighted by a red arrow)

Below the search fields are three tabs: **SEAFARER INFO** (selected), **SISRB**, and **ENDORSEMENT**. The 'SEAFARER INFO' section contains the following fields:

- CY Seaman's Book No.:** (empty)
- Seafarer No. (SFN):** (empty)
- *Given Names:** (empty)
- *Surname:** (empty)
- *Father's Name:** (empty)
- Father's Surname:** (empty)
- Mother's Name:** (empty)
- Mother's Surname:** (empty)
- *Date of Birth:** (dd/mm/yyyy) (empty)
- Place of Birth:** (empty)
- *Birth Country:** (LIST) (empty)
- *Nationality:** (LIST) (empty)
- *Sex:** (dropdown menu) (empty)
- Street:** (empty)
- Postal Code:** (empty)
- P.O. Box:** (empty)
- City:** (empty)
- Country:** (LIST) (empty)
- Telephone No.:** (empty)
- Fax:** (empty)
- Email:** (empty)
- Medical Certificate** section:
 - *Issuing Authority:** (LIST) (empty)
 - *Issue Date:** (empty)
- Seafarer Image** section:
 - Image placeholder box
 - UPLOAD** button
 - DELETE** button
- Seafarer Documents** section:
 - PDF icon
 - UPLOAD** button
 - DELETE** button

At the bottom of the window, a status bar shows 'Record: 1/1' and '<OSC>'.

SUBMISSION OF APPLICATIONS

When the batch of applications is completed return to main menu and select **Functions – Payments** (screen no.2).

Functions Reports Window Help Exit e-SAS

DMS CYPRUS **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

Company Name: COMPANY LTD NEW BATCH SUBMIT

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17		JCC			

Record: 1/1 ... <OSC>

Screen no.13

Select the preferred **Payment Type**

INVOICE the fees are debited and can be paid on a weekly basis via bank transfer, JCC or cash payment in a DMS office.

JCC on-line prepayment with credit card (account at [jccsmart.com](https://www.jccsmart.com) required) - link: <https://www.jccsmart.com/e-bill/invoices/197/pay>

CASH prepayment in a DMS office

BANK TRANSFER prepayment with bank transfer to DMS bank account

Account No: 0339-01-016858-00 IBAN: CY23 0020 0339 0000 0001 0168 5800

SWIFT address (BIC Code) of Bank of Cyprus Public Company Ltd: BCYPCY2N

Note: Please give the Batch Ref. No.

Functions Reports Window Help Exit

e-SAS

DMS CYPRUS ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

PAYMENTS

Company Name: COMPANY LTD NEW BATCH SUBMIT

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	28/2/2017	JCC			
					JCC			
					CASH			
					INVOICE			
					BANK TRANSFER			

Record: 1/1 ... <OSC>

Complete the **Payment Date** and **Pay Receipt No.** fields and write in the **Notes** any remark you wish and after press **SUBMIT**.

Pay Receipt No. is the unique number of the receipt*. **If you select the INVOICE payment type there is no need (you will not be allowed) to fill Pay Receipt No. and Payment Date.**

The screenshot shows the 'PAYMENTS' window in the eSAS system. The window title is 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)'. The 'Company Name' field is set to 'COMPANY LTD'. There are 'NEW BATCH' and 'SUBMIT' buttons. A table displays the following data:

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	10/03/2017	JCC	157253523		

Record: 1/1 ... <OSC>

*see examples in ANNEX 1

Press **OK** to finish and submit the applications.

The screenshot displays the e-SAS application interface. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. The title bar includes the 'e-SAS' logo and the text 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)'. Below this, the 'PAYMENTS' window is visible, featuring a toolbar and a 'Company Name' field containing 'COMPANY LTD'. A table with the following columns is shown: 'Batch Ref. No.', 'SISR', 'Endorse', 'Total Amount', and 'Paymen Date'. The first row contains the values: '2017/CC174/3273', '0', '1', '34.17', and '10/03/201'. A 'SUBMIT PAYMENT' dialog box is overlaid on the table, containing the following text and instructions:

If you press the ok button please note that:

- 1) You will submit the application(s) and you will not have the right to edit them.
- 2) You verify the authenticity of the submitted certificates and documents.
- 3) You verify that the applicant(s) is (are) of a good character.
- 4) You verify that the applicant(s) for endorsement attesting the recognition of a foreign certificate at the management level has (have) carefully studied and understood the contents of the guidance document entitled "Familiarization with National Maritime Legislation and Requirements", which they will carry with them every time they serve on board Cyprus flag vessels.

At the bottom of the dialog box are two buttons: 'OK' and 'CANCEL'. A red arrow points from the text 'Press OK to finish and submit the applications.' to the 'OK' button.

Record: 1/1 ... <OSC>

Screen no.16

The submitted batch of applications turned into pink.
 Press the button **exit** to go to the main menu.

Functions Reports Window Help Exit

DMS CYPRUS ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

PAYMENTS

Company Name COMPANY LTD NEW BATCH SUBMIT

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	10/03/2017	JCC	157253523	14/03/2017	Notes

Record: 1/1 ... <OSC>

Screen no. 17

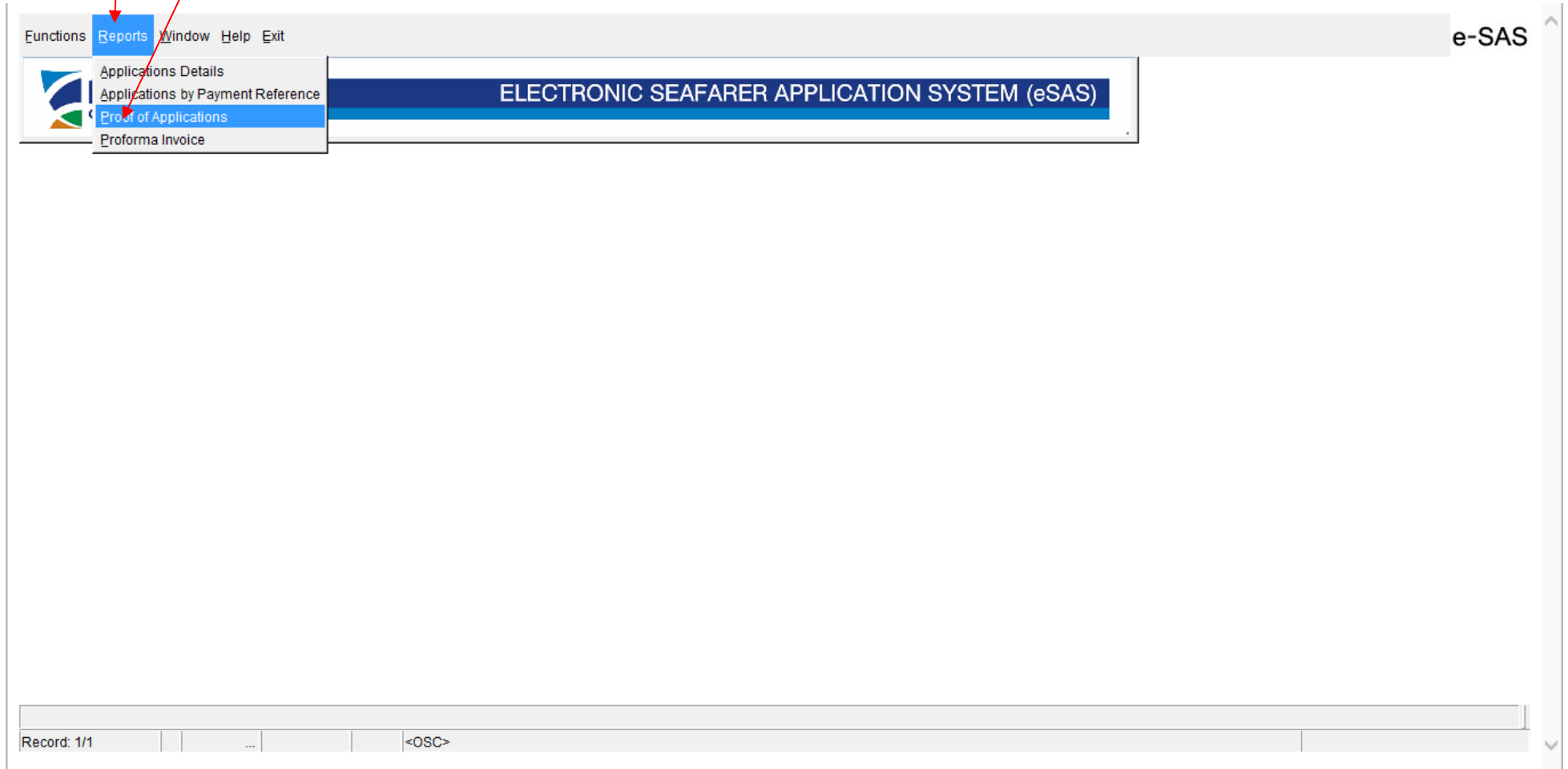
GENERATE THE PROOF OF APPLICATION

Select **Reports - Proof of Applications** to get for each submitted application a PROOF in PDF format.

Applications Details provides a report of the submitted data for each seafarer.

Applications by Payment Reference provides a short report for the requested documents.

Proforma Invoice provides a report of the submitted applications with selected **Payment Type** the **INVOICE**.



Screen no.18

Press **Search** to find the preferred **Batch Ref. No.**

The screenshot displays the 'e-SAS' application window. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. Below the menu is a header bar with the 'DMS CYPRUS' logo and the text 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)'. The main content area is titled 'PROOF OF APPLICATIONS' and contains the following elements:

- A prompt: 'Please enter the following criteria:'
- A 'Company:' label followed by a text input field containing 'COMPANY LTD'.
- A 'Payment Ref. No.:' label followed by an empty text input field and a 'Search' button.
- A 'Print:' label followed by three radio button options: 'Both' (selected), 'SISSRB', and 'Endorsement'.
- A 'PRINT' button at the bottom of the form.

At the bottom of the application window, a status bar shows 'Record: 1/1' and '<OSC>'.

Screen no.19

Select the **Payment Ref. No.** from the drop down list and press **OK**.

The screenshot displays the e-SAS application interface. At the top right, the text "e-SAS" is visible. A search dialog box is open, titled "Choose Reference Number:". The "Find" field contains the text "2017/CC174/3%". Below this, a list of "Payment Referenc..." is shown with two entries: "2017/CC174/3273" (highlighted in blue) and "2017/CC174/3783". At the bottom of the dialog box are buttons for "Find", "OK", and "Cancel". A red arrow points from the instruction above to the "OK" button. Another red arrow points from the instruction above to the highlighted entry in the list. In the background, a window titled "ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)" is partially visible. Below the search dialog box, there is a section for "Payment Ref. No." with a search field and a "Search" button. Below that, there are radio buttons for "Print:" with options "Both", "SISSRB", and "Endorsement". A "PRINT" button is located below the radio buttons. At the bottom of the application window, a status bar shows "Record: 1/1" and "<OSC>".

Screen no.20

Proof of application

Select the appropriate radio button for the type of proof of application and press **PRINT**. A PDF file is generated.

The screenshot displays the 'e-SAS SEAFARERS APPLICATION' interface. A dialog box titled 'PROOF OF APPLICATIONS' is open, prompting the user to enter criteria. The dialog box contains the following fields and controls:

- Company:** Text input field containing 'COMPANY LTD'.
- Payment Ref. No.:** Text input field containing '2017/CC174/3273' with a 'Search' button.
- Print:** Radio buttons for 'Both' (selected), 'SISSRB', and 'Endorsement'.
- PRINT:** A button to generate the PDF.

The background application window shows a search form with the following fields and controls:

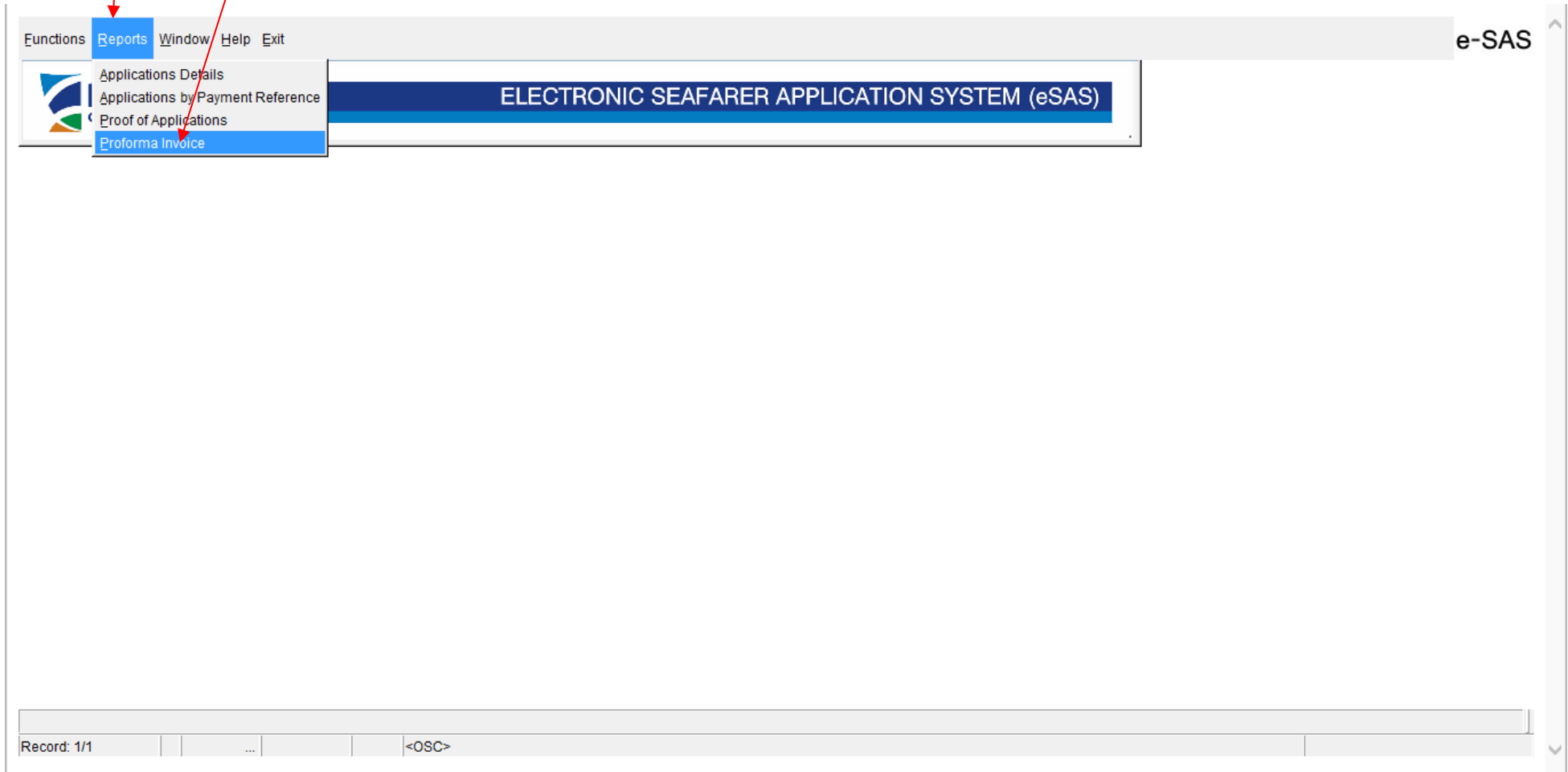
- NOTES:** Text input field.
- ESTIMATED AMOUNT:** Text input field containing '0.00'.
- REF. NO.:** Text input field.
- Search:** Button.
- DATE OF BIRTH:** Text input field.
- Find Seafarer:** Button.
- Add Seafarer:** Button.
- Seafarer Image:** Text input field.
- Country:** Text input field with a 'LIST' button.
- Telephone No.:** Text input field.
- Fax:** Text input field.
- Email:** Text input field.
- Medical Certificate:** Text input field with a 'LIST' button.
- *Issuing Authority:** Text input field with a 'LIST' button.
- *Issue Date:** Text input field with a 'LIST' button.
- Seafarer Documents:** Text input field with 'UPLOAD' and 'DELETE' buttons.

At the bottom of the application window, the status bar shows 'Record: 1/1' and '<OSC>'.

Screen no. 21

Generate the Proforma Invoice



Select **Reports – Proforma Invoice** from main menu. A proforma Invoice is generated where all the pending for payment batches of application are included. The fees for the application shall be paid by next Friday or next working day if it happens to be a public holiday otherwise the proof of application will be considered invalid. The Company shall print the Proforma Invoice every Friday and pay the fees and inform the DMS. The settlement of account will be effected within two working days after the a.m. information received. After the settlement the paid applications will not be shown in the proforma invoice.



Screen no. 24

Payment of amount due as per the Proforma Invoice

The total amount due shall be paid every Friday or next working day if it happens to be a public holiday otherwise the proof of application will be considered invalid. The Company shall print the **Proforma Invoice** every Friday and pay the fees and inform the DMS sending an email to seafarers@dms.gov.cy and anconstantinou@dms.gov.cy with the proforma invoice and payment receipt attached. The payment can be made by bank transfer, JCC, or cash at a DMS office. The settlement of account will be effected within two working days after the a.m. information received. After the settlement of account the paid applications will not be shown in the proforma invoice.

REPUBLIC OF CYPRUS
MINISTRY OF TRANSPORT
COMMUNICATIONS AND WORKS

DEPARTMENT OF MERCHANT SHIPPING
LEMESOS

PROFORMA INVOICE FOR COMPANY LTD

Batch Ref. No.:	Total Amount:	Submit Date:	SISR No.:	Endorsement No.:
2017/CC174/3273	34.17	15/03/2017	0	1
First Name	Last Name	Birth Date	Nationality	SISR
NAME	SURNAME	10/10/1995	CYPRUS	●
2017/CC174/3783	85.43	15/03/2017	1	1
First Name	Last Name	Birth Date	Nationality	SISR
NAME1	SURNAME1	01/01/1990	CYPRUS	●

Total SISRB: 1
Total Endorsements: 2
Total Amount Due: 119.6

Page 1 of 1

Screen no. 25

ANNEX 1 - Samples of payments receipt no.


MERCHANT SHIPPING-SEAFARERS CERTIFICATES
MERCHANT SHIPPING - SISRB/ENDORSEMENTS/CERTIFICATES

Reference number (JCCsmart): **17886284**
Placed on: 2/13/2017 1:11 PM

Invoice details

Total SISRBs: 1
Total Endorsements:
Total Cert. of Competency:
Total Cert. of Special Training:
Amount to be paid: 51.26

The total amount you have paid for this order is €51.26

For any clarifications please contact:

Telephone: 25848100
Email: maritimeadmin@dms.mcw.gov.cy
Fax: 25848200
Address: KYLLINIS STREET, MESA YTONIA, 4007 LIMASSOL

BBVA**Pay Receipt No.**RESGUARDO DE PAGO
MT103

BANCO DEL RECEPTOR BCYPCY2NXXX

REFERENCIA DE MENSAJE 1300070184088678

CODIGO TRANSACION CRED

FECHA/DIVISA/IMPORTE 161212EUR 307,56

ENTIDAD QUE
AVALA/ORDENAN

BCO.ORDENANTE/GIRADOR

BANCO DEL BENEFICIARIO BCYPCY2NXXX

BENEFICIARIO CY23002003390000000101685800

1/DIRECTOR DEPARTMENT OF MERCHANT S

1/HI

3/CY

DETALLES DEL PAGO

S/ BOOK

DETALLE DE GASTOS

NOMBRE ORDENANTE 1º

COD.IDENT.BENEFICIARIO

Pay Receipt No.**DNB****Starptautiskais maksājums**
Международный платеж / International payment

Maksājuma dokumenta nr.: 11197

Платежный документ № /
Payment document No.Datums:
Date / Date

28.01.2017

Trans. ID:
ТРАНСИД / TRANS ID

RMZB13PBLX

Statuss:
Change / Status

Pirmot:

Maksātājs:
Плательщик / PayerSāvētājs:
ПолучательBank of Cyprus for the
Department of Merchant
ShippingKonts:
Cont / AccountKonts:
Cont / Account

CY23002003390000000101685800

Banka, kods:
Bank, code / Bank, codeBanka, kods:
Bank, code / Bank, codeBANK OF CYPRUS PUBLIC
COMPANY LIMITED
BCYPCY2NStarptanka, kods:
Intermediary bank, codeStarptanka, kods:
Intermediary bank, codeSumma, valūda:
Сумма, валюта / Amount,
currency

51.26 EUR (пятьдесят один, 26/100 EUR)

Mērķis:
Цель / Purpose

ref.2017/CC66/2220 Dmitrijevs Makelins

Komisija:
Комиссия / Fee

Раздельно

Komisijas maksājums:
Комиссия / Charge

0.10 EUR

Stokāzārība:
Срочность / Urgency

Экономический

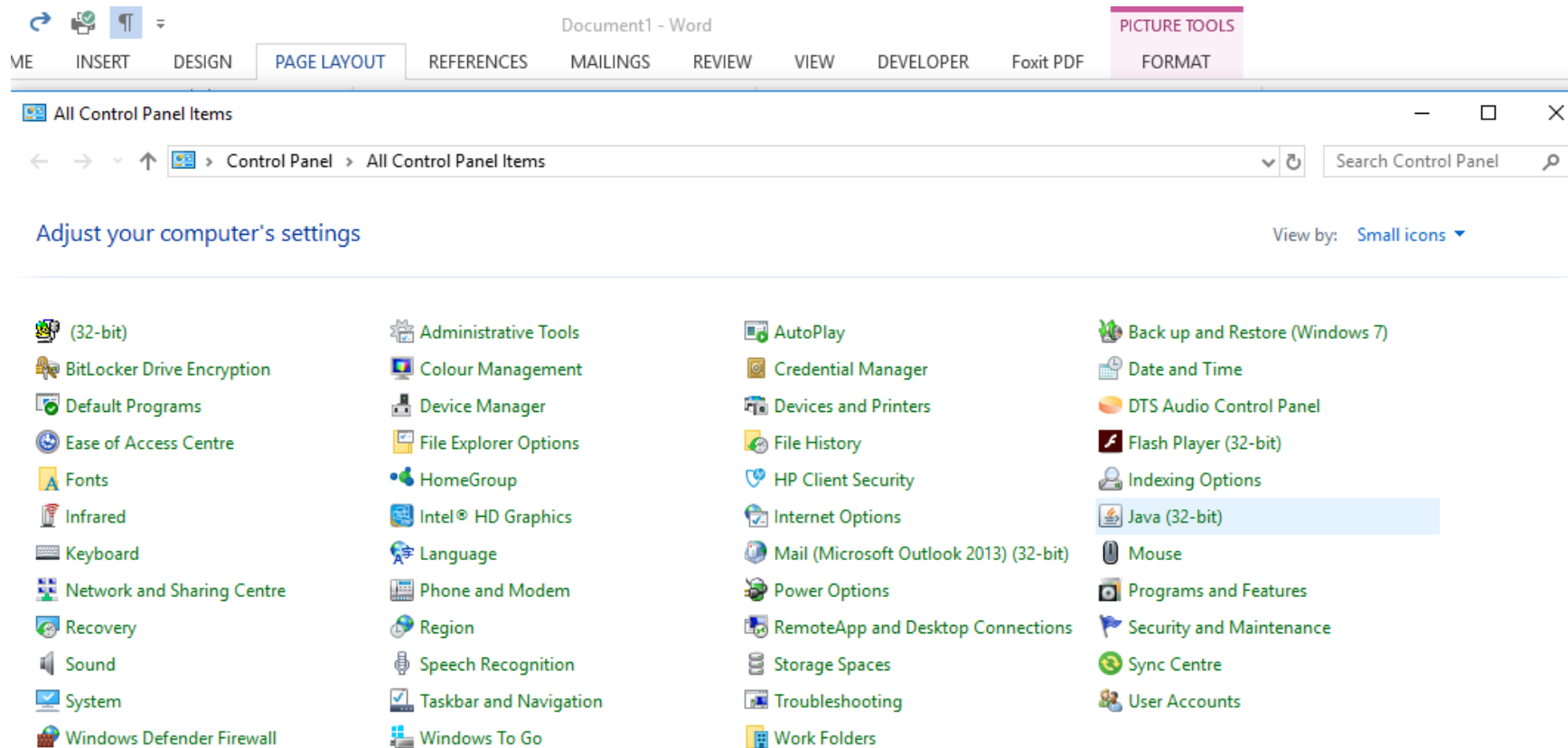
Komisijas konts:
Чей комиссионный / Charge accountValūtas kurss:
Курс валюты / Currency rateSagatavotājs:
Агент / Prepared by

ANNEX 2 - Configuration of the Java security settings

Java security settings must be configured in order the browser (Internet Explorer version 11) be able to load and launch Java application from eSAS url. This will be achieved by adding the eSAS url to the Java exception site list. The following steps describe this procedure.

Please note that eSAS web application can be accessed only through Internet Explorer browser. Also note that the Java (32-bit) and not the 64-bit version must be installed.

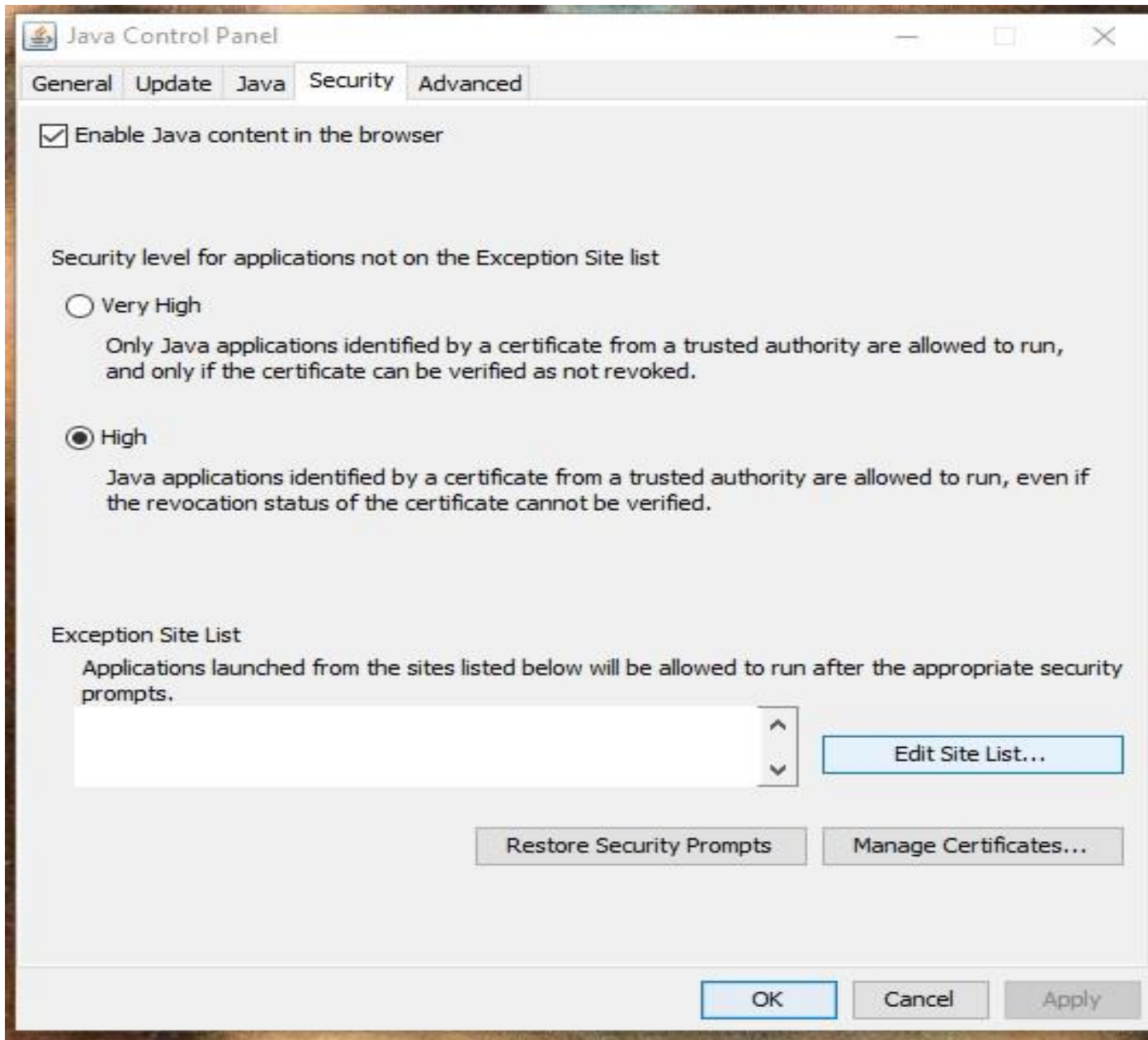
1. Go to the Control Panel on your computer and click on the Java (32-bit) icon (see picture below).



2. Check if only one version of Java is installed (see picture below). The “Java Control Panel” window will appear. Select “Java” tab and click on the “View” button in order to see the versions of Java that are installed. Only one should appear. If there exist more, remove (uninstall) the older versions.

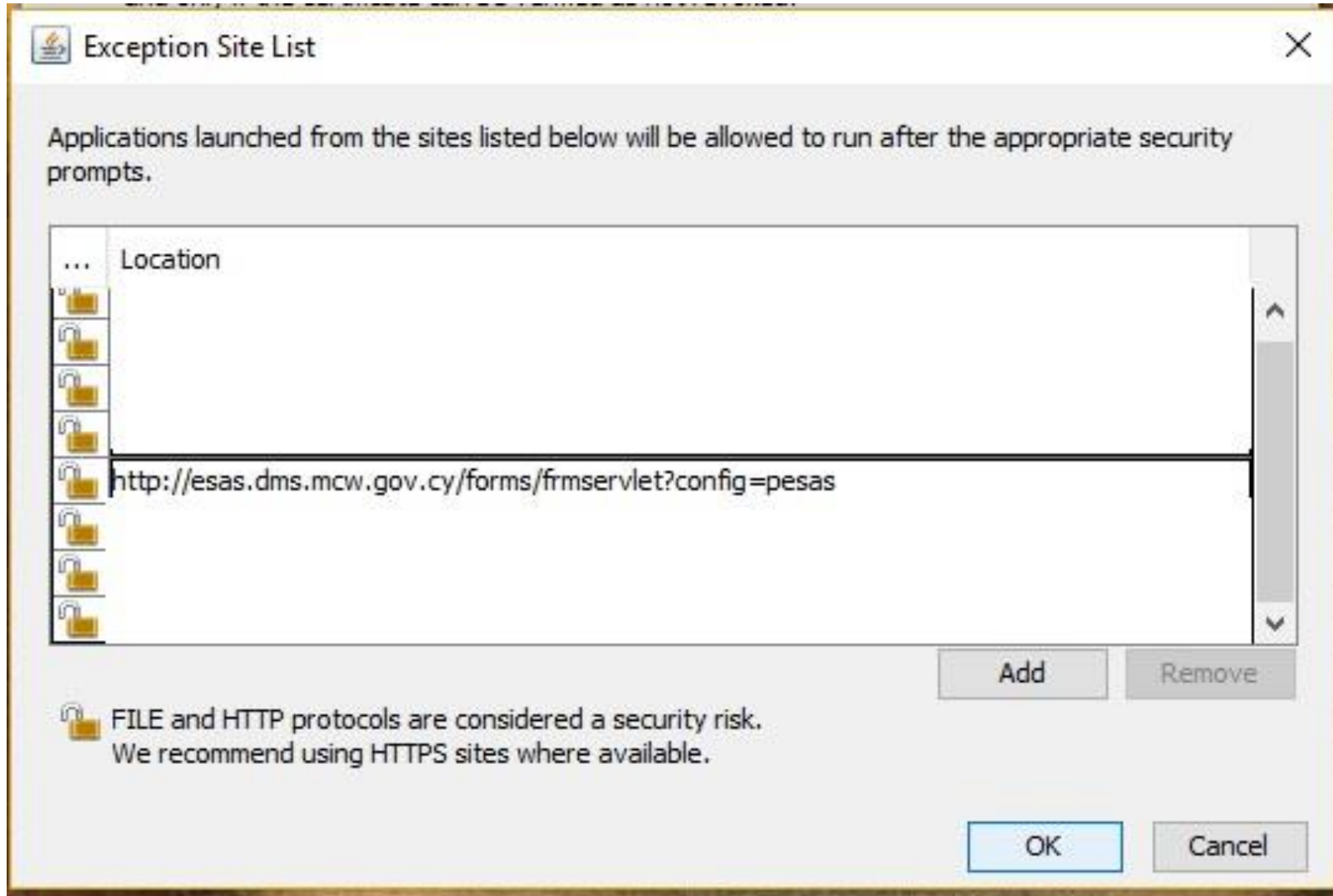


3. Select the "Security" tab and then click ok "Edit Site List" button (see below).



4. Click on the “Add” button on the new window that will appear (see below). Then on the row that has the (!) icon, add the following:
<http://esas.dms.mcw.gov.cy>, then click “Add” , then “Continue” -> OK -> OK.

Close Java control Panel and (Windows) Control Panel. Re-launch Internet Explorer and go to the eSAS webpage.



To :

Shipping Deputy Ministry
Kyllinis Street
Mesa Geitonia
CY-4007 Lemesos
P.O Box 56193

DECLARATION

I the undersigned

.....
(Name) (Surname)

Citizen of holder of passport /Seaman's book

(NATIONALITY)

No.....
(Passport or Seaman's book Number)

issued by the competent Authorities of

.....
(Passport or Seaman's book Issuing Authority)

born on the

(Date of birth [date/month/Year])

at

(Birth Place)

Declare that:

I have carefully studied and understood the contents of the guidance document entitled "***Familiarization with National Maritime Legislation and Requirements***", which I will carry with me every time I serve on board Cyprus flag vessels.

**REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY**



**FAMILIARISATION WITH
NATIONAL MARITIME LEGISLATION
AND REQUIREMENTS**

For senior officers serving on board Cyprus Ships

CONTENTS

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10	Safety Familiarization Training
11	Basic safety training & Special safety training
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14	Hours of Work and Hours of Rest
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1. PREFACE:

The purpose of this Guidance Document is to familiarize Masters and Senior Officers (Chief Officers, Chief Engineer Officers and Second Engineer Officers) serving on board Cyprus vessels with the Cyprus National Legislation and Requirements relevant to their duties and responsibilities.

It is not intended with this document to substitute the Cyprus Maritime Law or Regulations, and readers are encouraged to study the actual text of Cyprus Laws and Regulations.

Regulation I/10 (*Recognition of Certificates*) of the STCW78 Convention as amended requires that Masters and Senior Officers must have an appropriate knowledge of the maritime legislation of the Flag State Administration, relevant to the function they are permitted to perform, prior to the issue of an endorsement attesting the recognition of their Certificates of competency by the Flag State Administration.

In view of the above, Masters and Senior Officers applying for the issue of an endorsement attesting the recognition of a non-Cyprus Certificate of competency, are kindly requested to study carefully the contents of this document, prior to signing the declaration form (Form MS.TC 3) shown in the last page.

Masters and Senior Officers must carry this guidance document with them while serving on board Cyprus flag vessels.

The attention of Masters and Senior Officers serving on board Cyprus flag vessels is drawn to the fact that SDM Surveyors will, on random basis, examine individual Masters and Senior Officers as to their knowledge and understanding of Cyprus Legislation and requirements. Seafarers who fail to demonstrate that they have a basic knowledge and understating of the Cyprus Legislation and requirements, relevant to their duties and responsibilities may have their endorsements attesting the recognition of a non-Cyprus Certificate, suspended or withdrawn.

2. REFERENCES

1. Merchant Shipping (Masters and Seamen's) Laws 1963 to 1997.
2. Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended
3. Merchant Shipping (Criminal and Disciplinary Liability of Seafarers, Suspension or Cancellation of Certificates) Law 106(I) of 2000 as amended.
4. Merchant Shipping (Medical Examination of Seafarers and Issue of Certificates) Law 107(I) of 2000 as amended.
5. Merchant Shipping (Registration of seafarers and Seafarer's Register) Law 108(I) of 2000 as amended
6. Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 27(I) of 2008 as amended

3. DEFINITIONS

Permanent Secretary:	means the Permanent Secretary of Shipping Deputy Ministry
SDM:	means the Shipping Deputy Ministry
Crew:	means all seafarers serving onboard a vessel
Master:	means the person having command of the ship
Officer:	means the Chief Mate (officer), Deck Officer, Chief Engineer Officer, Second Engineer Officer, Engineer Officer and Radio Operator
Deck Officer:	means an officer qualified in accordance with the provisions of chapter II of the STCW78 Convention as amended

Chief Mate(officer):	means the officer next in rank to the master and upon whom the command of the ship will fall in the event of the incapacity of the master
Engineer Officer:	means an officer qualified in accordance with the provisions of chapter III of the STCW78 Convention as amended
Chief Engineer Officer:	means the senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship
Second Engineer Officer:	means the engineer officer next in rank to the chief engineer officer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship will fall in the event of the incapacity of the chief engineer officer
Radio Operator:	means a person holding an appropriate certificate issued or recognized by the Administration under the provisions of the Radio Regulations
Rating:	means a member of the ship's crew other than the master or an officer
STCW Code:	means the Seafarers' Training, Certification and Watchkeeping (STCW) Code as adopted by the 1995 Conference resolution 2, as amended
Company:	means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for the operation of the ship from the shipowner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by the national legislation.

4. CERTIFICATION OF SEAFARERS

Each seafarer assigned to a Cyprus flag vessel must hold an **appropriate certificate** with respect to his position and duties. Original certificates (Not Photocopies) shall be carried on board at all times, while the seafarer is serving on board.

Appropriate Certificate is considered to include all Certificates and documentary evidence or endorsement required by the STCW78 Convention as amended for a specific position and duty, which may include but not limited to those shown below:

- | | |
|---|--|
| 1. Certificate of competency | 18. Cargo Handling Training |
| 2. Endorsement from the issuing Administration | 19. Tanker Familiarisation Training |
| 3. Endorsement from the Cyprus Administration | 20. Oil tanker Training |
| 4. Certificate of continued proficiency and Updating of Knowledge | 21. Chemical tanker Training |
| 5. Radar observation and plotting training | 22. Liquefied tanker Training |
| 6. Automatic Radar Plotting Aid training | 23. Crowd management Training for ro-ro passenger ships |
| 7. General Radio Operators Certificate | 24. Familiarisation Training for ro-ro passenger ships |
| 8. Watch keeping Certificate / Authorisation documents | 25. Safety training for ro-ro passenger ships |
| 9. Certificate of proficiency in survival craft | 26. Passenger safety ,cargo safety and hull integrity training for ro-ro passenger ships |
| 10. Certificate of proficiency in fast rescue boats | 27. Crisis management and human behaviour training for ro-ro passenger ships |
| 11. Basic Safety Training | 28. Crowd management Training for passenger ships |
| 12. Familiarisation Training | 29. Familiarisation Training for passenger ships |
| 13. Safety Familiarisation Training or instruction | 30. Safety training for passenger ships |
| 14. Advance fire-fighting Training | 31. Passenger safety training for passenger ships |

15. Medical first Aid Training
16. Take Charge of medical care on board ship Training
17. Certificate of fitness (Medical)
32. Crisis management and human behaviour training for passenger ships

Failure of a seafarer to hold the original appropriate certificate may result in the immediate detention of the vessel.

In accordance with Article 21 of the Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended, any Master who engages a person on board a Cyprus flag vessel without appropriate certificate(s) commits a criminal offence, **punishable with a fine up to five thousand Cyprus pounds**

5. FRAUDULENT CERTIFICATES

Any seafarer found serving on board a Cyprus flag vessel with fraudulent (fake) certificates will be banned from serving on board Cyprus flag vessels **for life**.

In accordance with Article 22 of the Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended, any seafarer who attempts to be engaged or achieves to be engaged on board a Cyprus flag vessel with the use of fraudulent (fake) certificate(s), commits a criminal offence, **punishable with a fine up to three thousand Cyprus pounds and / or imprisonment up to two years**.

6. MEDICAL FITNESS CERTIFICATE

All seafarers serving on board Cyprus flag vessel must hold a valid Medical Fitness Certificate.

The Medical Fitness Certificate must be issued in accordance with the relevant provisions of the Medical Examination (Seafarers) Convention, 1946 (No.73) and the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended, by or on behalf of the Government of the Republic of Cyprus or any other competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus

Medical fitness certificate is deemed valid for a period not more than two years from the date of issue, for seafarers over 18 years old and for a period of one year for seafarers 18 years old or less.

In accordance with Article 23 of the Merchant Shipping (Medical Examination of Seafarers and Issue of Medical Fitness Certificates) Law 107(I) of 2000 the Master or any other seafarer who allows the engagement of a seafarer on board a Cyprus flag vessel without a valid Medical Fitness Certificate commits a criminal offence, **punishable with a fine up to five thousand Cyprus pounds and / or imprisonment up to two years**.

7. DOCUMENTS FILE

All the **original** documents related to the training and certification of seafarers serving on board, must be kept in a documents file on board the ship, by the Master (or a person authorized by the Master) and be presented for inspection by flag Authority and port Authorities when required.

The documents file must be organized in such a manner that all documents concerning a specific crewmember are kept in a single folder and all the folders are filed in the documents file, in accordance with the crew list.

8. SAFE MANNING

Each vessel must be manned in accordance with the Document of Safe Manning issued by the Cyprus Administration.

If the vessel does not have a valid Document of Safe Manning or is not manned in accordance with the requirements of the Document of Safe Manning this may result in the immediate detention of the vessel

It is the obligation of the Master to ensure that the vessel has a valid Document of Safe Manning and that the vessel is manned in accordance with the Document of Safe Manning.

In accordance with Article 42 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended, if the Master fails to ensure that the vessel has a valid Document of Safe Manning and that the vessel is manned in accordance with the Document of Safe Manning, commits a criminal offence, **punishable with a fine up to two thousand** Cyprus pounds and / or imprisonment up to six months.

9. SHIPBOARD FAMILIARIZATION TRAINING

The Master has the immediate responsibility to ensure that seafarers upon first assigning on board a Cyprus flag vessel are provided with reasonable time to become familiar with the ship arrangements, equipment, procedures and ship characteristics relevant to their routine and emergency duties, in accordance with Company's written instructions and procedures.

No Certificate is required for shipboard familiarisation training, however as a minimum, relevant entries must be made in the ship's official logbook, or training record book, or the Company may issue its own documentary evidence as per SDM Circular No. 17/98, dated 27 July 1998.

In accordance with Article 42 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended, if the Master fails to ensure that seafarers upon first assigning on board a Cyprus flag vessel receive shipboard familiarization training commits a criminal offence, **punishable with a fine up to two thousand Cyprus pounds and / or imprisonment up to six months.**

10. SAFETY FAMILIARIZATION TRAINING

All persons employed on a Cyprus flag vessel, must receive approved safety familiarization training in personal survival techniques or receive sufficient information and instruction to be able to:

- I. communicate with other persons on board on elementary safety matters
- II. understand safety symbols, signs and alarm signals
- III. know what to do if a person falls overboard
- IV. know what to do if fire or smoke is detected
- V. know what to do if the fire or abandon ship alarm is sounded
- VI. identify the muster and embarkation stations and emergency escape routes
- VII. locate and don life-jackets
- VIII. raise the alarm in case of fire and use portable fire extinguishers
- IX. take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board and
- X. close and open the fire, weathertight and watertight doors fitted in the particular ship other than those for hull openings.

No Certificate is required for safety familiarization training, however as a minimum relevant entry must be made in the ship's official logbook, or training record book or the Company may issue its own documentary evidence as per SDM Circular No. 17/98, dated 27 July 1998

11. BASIC TRAINING & SPECIAL SAFETY TRAINING.

Basic training is required for all personnel employed or engaged on board ship in any capacity as part of the ship's complement with designated safety or pollution duties in the operation of the ship.

All seafarers serving on board Cyprus vessels in any capacity as part of the ship's complement with designated safety or pollution duties in the operation of the ship must hold valid Basic Safety Training documentary issued by or on behalf of the Cyprus Administration or any other competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus.

Catering personnel and other personnel employed to provide service related to passenger accommodation, sales, entertainment etc. on passenger and ro-ro passenger ships, which have not received basic training, shall in addition to safety familiarization training receive special safety training as per SDM Circular No. 9/99 Dated 23 March 1999.

12. EFFECTIVE CO-ORDINATION OF CREW ON BOARD

The Master, officers and crew must be able to effectively coordinate their activities in an emergency situation and perform the functions vital to safety or preventing or mitigating pollution.

Crew co-ordination in an emergency situation can be maintained and improved through:

- a. Regular drills requiring the active participation of all crewmembers, in accordance with the instructions of the Cyprus Administration
- b. Following –up discussions of what went well and what needs to be improved and critiques to identify areas where improved procedures, or methods of communication, would allow smoother co-ordination of activities
- c. Regular training sessions to allow crew members to become acquainted with each other's role on the vessel
- d. Incentives for crewmembers who identify or introduce improvements and for superior team performance during drills

13. COMMON LANGUAGE

A common language must be spoken sufficiently well by the crewmembers, as required for co-ordinating their designated duties and to contribute effectively in a crisis situation, as effective communication is a vital condition for the crew members ability to achieve the necessary coordination.

14. HOURS OF WORK AND HOURS OF REST

A watch system and work schedules must be established and enforced on board every Cyprus flag vessel to ensure that fatigue does not impair the efficiency of the watchkeeping seafarers.

The watch system must ensure compliance with the following work hours provisions:

- i. Each watchkeeping seafarer must receive a minimum of 10 hours of rest in any 24 hour period
- ii. The hours of rest may be divided into not more than two periods, one of which must be at least 6 hours in length.
- iii. These rest hours provisions need not be maintained in the case of an emergency, drill or other overriding operational condition (that is, circumstances in which essential shipboard work cannot be delayed for safety or environmental reasons, or could not reasonably have been anticipated at the commencement of the voyage)
- iv. The minimum 10 hours rest period may be reduced to not less than 6 consecutive hours under the following conditions:
 - a. No reduction may extend beyond two days and
 - b. Not less than 70 hours of rest are provided in each 7 day period.

"*Overriding Operational Conditions*" is construed to mean only essential shipboard work which cannot be delayed for safety or environmental reasons, or, could not reasonably have been anticipated at the commencement of the voyage

The Master on every Cyprus flag vessel must ensure that the watch system and work schedules is established and enforced.

In accordance with Article 42 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended, if the Master fails to ensure the watch system and work schedules is established and enforced commits a criminal offence, **punishable with a fine up to two thousand Cyprus pounds and / or imprisonment up to six months.**

15. WATCHKEEPING ARRANGEMENTS

On board every Cyprus flag vessel a table with the shipboard working arrangements which shall contain for every watchkeeping position at least:

- a. The schedule of service at sea and in port and
- b. The maximum hours of work required by the national legislation currently in force

must be posted in an easily accessible place. The table shall be in English and in the working language of the ship if different.

The Master must ensure that records of seafarers watchkeeping daily hours of work and daily hours of rest are maintained and every watchkeeping seafarer receives a copy of the records pertaining to him which are endorsed by the Master or a person authorized by the master, and by the seafarer.

The Master must ensure that a record file is kept on board accommodating all "hours of work" records for all watchkeeping crewmembers on board the ship. The document file must be kept by the master or a person authorised by the master and be presented for inspection by the flag Authority and port Authorities when required

The Master must ensure that the watchkeeping arrangements for the ship are at all times adequate for maintaining safe navigational and engineering watches having regard to Chapter VIII of Section A of the STCW Code as amended. The Master must also give directions to the deck watchkeeping officers responsible for navigating the ship safely during their periods of duty, in accordance with Part 3-1 of Section A VIII/2 of the STCW Code as amended.

Any Master who fails to meet the requirements of the above paragraph commits a criminal offence, **punishable with a fine up to two thousand Cyprus pounds and / or imprisonment up to six months** as per Article 42 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended.

The Chief engineer officer must ensure that the engineering watchkeeping arrangements for the ship are at all times adequate for maintaining a safe watch, in accordance with Part 3-2 of Section A VIII/2 of the STCW Code as amended and any requirements specified by this Administration.

Any Chief engineer officer who fails to meet the requirements of the above paragraph commits a criminal offence, **punishable with a fine up to two thousand Cyprus pounds and / or imprisonment up to six months** as per Article 42 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended.

16. DRUG AND ALCOHOL ABUSE

Drug and alcohol abuse can directly affect the fitness and ability of a seafarer to perform his duties. Seafarers who are under the influence of drugs or alcohol should not be permitted to perform their duties on board.

Any seafarer who in the course of his duty is under the influence of drugs or alcohol commits a criminal offence, **punishable with a fine up to five hundred Cyprus pounds.** [Article 19 of the Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended]

17 SHIP'S LOG BOOKS

Every Cyprus flag vessel must be furnished with the following logbooks.

1. Official logbook (Kept by the Master)
2. Engine Room logbook (Kept by the Chief Engineer Officer)
3. Radio logbook (Kept by the Radio Operator)

The following entries must be recorded in the Official logbook and signed by the Master and a member of the Crew

1. All navigational and meteorological indications.
2. Every conviction by a court of a crewmember and the punishment imposed.
3. Every criminal or disciplinary offence committed by a crewmember
4. Every offence for which punishment is imposed on board and the punishment imposed.
5. A statement of every engagement and discharge of crewmember.
6. Every case of illness or injury happening to a crewmember and the medical treatment adopted.
7. Every collision with any other ship and the circumstances.
8. Every accident sustained or caused by the ship.
9. Every marriage taking place on board, with the names and ages of the parties

18 SHIP'S ARTICLES

Every Cyprus flag vessel must be furnished with Ship's Articles

In the Ship's Articles the engagement agreement and details of the agreement with every seafarer serving on board is recorded.

Ship's Articles must be available for inspection by any interested seafarer serving on board the vessel.

19. AGREEMENT WITH THE CREW

The Master must ensure that all seafarers on board a Cyprus flag vessels have a valid Agreement for their engagement on board the vessel. The Agreement must be signed by the Master or an Agent of the Company and the seafarer concerned, and recorded in the Ship's Articles.

As a minimum the Agreement must include the following information.

1. Seafarer's name, date and place of birth and current address
2. Duration of the employment.
3. The ports of the world, if any, to which the ship will not sail
4. The place and time at which the seafarer must be on board or commence work
5. The job which the seafarer is to perform and his duties
6. The amount of the wages the seafarer is to receive
7. The amount of food and water the seafarer will receive on board
8. Any regulations as to the conduct, fines and lawful punishments, as approved by the Council of Ministers of the Government of the Republic of Cyprus.

The Agreement may be terminated if any of the following occurs:

1. When the time set in the Articles of Agreement ends
2. The ship is lost or wrecked
3. The ship is no longer under the Cyprus flag
4. The ship is sold in public auction.

Termination of the Agreement by the Master

5. When the seafarer fails, without reasonable cause, to join the ship on the date set in the Agreement
6. When the seafarer is absent without cause
7. When the seafarer is guilty of "grave misconduct" which endangers the safety or good discipline of the ship
8. Whenever the ship becomes unseaworthy

Termination of the Agreement by the Seafarer

9. When the Master is found guilty for seriously violating his duties towards the seafarer

When the seafarer is discharged, the Master must provide him with a certificate of discharge, and returns to him, his certificate of competency

20. PAYMENT OF WAGES TO SEAFARERS

The seafarer has the right to be paid the wages stated in the Agreement and all wages due to him must be paid before his agreement is terminated.

At least 24 hours before discharge, the seafarer has the right to receive a full account of his wages, including any deduction to be made from his wages.

Upon discharge, the seafarer must sign a release note, on which he can make a note of any claim or demand he still has against the Company or the Master.

If the employment of a seafarer is terminated, not due to his own fault, within a month from the date of his engagement on board the vessel, he may have the right of an extra pay in addition to any money he has earned up to that date.

21. PROVISIONS (FOOD AND WATER)

All seafarers serving on board Cyprus flag vessels have the right to receiving sufficient and decent food and water.

Any seafarer who feels that he is not getting enough food or water or that the food or water is of poor quality, he may notify the Cyprus Administration at the address indicated in this Document.

22. MEDICAL CARE

All Cyprus flag vessels must be furnished with adequate supplies of medicines and instructions for the use of medicines in accordance with the requirements of the Cyprus Administration.

The costs related to the treatment of an injured or sick seafarer including hospital bills, doctor's bills and medicines must be paid by the Company a per his engagement agreement.

The Company must continue to pay the wages of an injured or sick seafarer until he is fit to return to his duties or until his engagement agreement is terminated due to his inability to return to his duties.

If the seafarer is discharged because he is no longer fit to work on board the vessel, the Company must pay the amount of wages owed to him up to the time of his discharge and before he is repatriated.

In the unfortunate event of death of a seafarer serving on board a Cyprus flag vessel, the Company must pay the burial expenses.

23. REPATRIATION

The Company must pay all the costs related to the repatriation of a seafarer serving on board a Cyprus flag vessel at the termination of the engagement agreement or prior to the termination of the engagement agreement if it is caused without the seafarer's consent. The seafarer may be repatriated to the port where he signed on or to his home country or to a port mutually agreed by the seafarer and the Company.

The Government of the Republic of Cyprus has the ultimate responsibility to repatriate all seafarers serving on board a Cyprus flag vessel, which have been abandoned or left behind or wrecked, if the Company fails to do so.

24. REPORTING OF CASUALTIES, PERSONAL ACCIDENTS AND SERIOUS ILLNESSES.

When casualties, personal accidents or serious illness occur on board Cyprus flag vessels, it is the Master's responsibility to ensure that as a minimum the following information is expeditiously (preferably by facsimile or electronic mail) reported to the Cyprus Administration at the address indicated in this document,

1. Master's report regarding the incident,
2. Relevant log-book extracts
3. Relevant seafarer's statements
4. Any other relevant documents

Notwithstanding the above, the Master's report and any other information required regarding the incident, must be reported in accordance with the instructions of the Cyprus Administration, applicable at the time of the incident.

25. REPORTING OF STOWAWAYS

It is the Master's obligation to ensure that incidents involving stowaways are expeditiously (preferably by facsimile or electronic mail) reported to the Cyprus Administration. The Master must also ensure that the relevant instructions of the Cyprus Administration are fully complied with.

26. REPORTING OF SHIP'S ARREST

It is the Master's obligation to ensure that incidents involving the arrest of Cyprus flag vessel are immediately (preferably by facsimile or electronic mail) reported to the Cyprus Administration.

27. PIRACY AND ARMED ROBBERY

In the unfortunate event of piracy or armed robbery attack on board a Cyprus flag vessel, the Master must immediately inform the relevant Authorities of the coastal State concerned about the incident. As a minimum, the following information must be communicated to the relevant Authorities of the coastal State.

1. Identity and location of the vessel
2. Any injuries

3. Any information regarding the attackers (Number, description, vessel used for the attack)

It is the Master's responsibility to ensure that the above information and any other information required in accordance with the instructions of the Cyprus Administration, applicable at the time of the incident, is also reported via facsimile or electronic mail to the Cyprus Administration at the address indicated in this document.

28. UNAUTHORIZED REPAIRS

It is the Master's responsibility to ensure that no repairs, which may affect the structural integrity of the vessel, are carried out during a voyage. In cases where such repairs must be carried out during a voyage, the complete procedure including the extent of the proposed repairs must be submitted to the vessel's classification society and agreed upon by the attending surveyor.

In cases of "*force majeure*" where repairs considered necessary to enable the vessel to proceed safely to the next port of call or to a port of refuge, the Master must immediately inform via facsimile or electronic mail the vessel's classification society and the Cyprus Administration.

29. PORT STATE CONTROL

Whenever a Cyprus flag vessel is detained by a Port State Control Authority, the Company must inform immediately by fax the nearest maritime office of the SDM as well as the SDM Headquarters in Limassol and to submit a copy of the detention order as well as a copy of the report on deficiencies.

In the majority of cases where ships are detained by Port State Control Authorities, the nature of deficiencies is such that they can be rectified before the completion of the operations of the ships at the port, so the ships' schedule is not affected. However, it should be realized that, all detentions add to the negative score of the flag State, irrespective of the severity of the deficiencies.

Another practice of Port State Control Authorities is to detain ships on account of deficiencies and to record all detentions, irrespective of whether those were not due to lack of negligence or were scheduled to be rectified at the particular port. Such cases occur usually following a casualty, after encountering heavy weather during the last voyage or when the ship is scheduled for repairs and surveys at the particular port. It is therefore imperative that the master or the Company notifies before or upon arrival, the relevant Port State Control Authorities accordingly, explaining the specific deficiencies, the circumstances these deficiencies occurred and his intention to rectify them or to undergo surveys and repairs at the port of call. In the case of the United States and Canada, in particular, such notification should be given (usually through the agent) well in advance of the ship's entry into U.S. waters, as Port State Control functions commence, in many instances, at the time the vessel enters the territorial waters of these countries.

When your ship is detained by Port State Control Authorities on account of deficiencies which should not warrant a detention (e.g when the ship is scheduled for repairs surveys at the particular port, or the ship had encountered heavy weather during the last voyage which caused damage or the ship had a collision, stranding or other casualty), especially when due notification was given before or upon arrival to the Port-State Control Authorities, you are urged to submit immediately a written protest to the Port State Control Authorities stating the specific circumstances, as you deem fit. A copy of the protest together with the report of deficiencies, must be communicated at the same time by fax, to the nearest maritime office of SDM as well as to the SDM's Headquarters in Limassol.

The same procedure should be followed whenever the master, owners and operators feel that the deficiencies identified are of minor importance and the detention imposed is unreasonable or unjustified.

If the protest is not successful, which means that the Port-State Control Authorities deny your request to drop the detention, you are advised to follow the complain and appeal procedures which each port-State has established. The master of the vessel should be able to obtain from the Port State Control officer information about the complain and appeal procedures. In the case of the Paris MOU and of the United States of America, written information to this end is provided by the attending Port State Control officer when he issues an order of detention. The Department will appreciate it to be immediately informed when the attending Port State control officer is unable to provide the Master with information about complain or appeal procedures or when the port State has not established such procedures.

30. FLAG STATE CONTROL

Flag State Control Inspections are carried out by Marine Surveyors of the SDM stationed at the overseas Maritime Offices and the Headquarters of the SDM as well as by the worldwide network of Inspectors of Cyprus ships

It is the obligation of the Master to ensure that whenever his ship is inspected by any of the aforementioned surveyors /inspectors all documentation required by the Cyprus Legislation (Certificates, log books, ship's articles, manuals etc) is available for inspection.

Furthermore, it is the obligation of the Master to ensure that all spaces to be inspected (Tanks, cargo spaces etc) are safe for access as per surveyors /inspectors request.

It is the Master's obligation to ensure that whenever his vessel is calling at a port where Marine Surveyors of the SDM or Inspectors of Cyprus ships are stationed, these are informed forty-eight (48) hours prior to the vessel's arrival, if Flag State inspectors have not inspected the vessel in the preceding six (6) months.

31. DISCIPLINARY LIABILITY OF SEAFARERS

In accordance with Article 24 of the Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended any seafarer who contravenes his duties on board a Cyprus flag vessel commits a disciplinary offence.

The Master of a Cyprus flag vessel may punish any seafarer who commits a disciplinary offence with a fine, up to one-fifth of the monthly salary entered by the seafarer. In case where a second disciplinary offence is committed within a period of two months the Master may punish the seafarer with a fine up to one third of the monthly salary of the seafarer.

Any seafarer who has been penalized by the Master due to a disciplinary offence may submit an official appeal against the Master's decision to the Cyprus Administration.

It is the obligation of the Master to ensure that fines imposed on seafarers due to disciplinary offence are forwarded to the Cyprus Administration or deposited with a Cyprus Consul abroad.

Pursuant to Article 24 of the Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended the following actions constitute also a disciplinary offence, punishable by the Master.

1. Absences without reasonable cause from the ship at the time of duty
2. Desertion of the ship without the consent of the Master.
3. Disobedience to a command of the Master or any superior seafarer
4. Insult or threat of the Master or superior seafarer.
5. Act of violence on board or off the ship against the Master or any superior seafarer.
6. Pollution of the sea or negligence for preventing the pollution of the sea.
7. Abuse of power which impinges the rights of another person on board the ship

32. PUBLICATIONS

It is the obligation of the Master to ensure that the relevant publications shown below are available on board the vessel.

It should be noted that the list of publications required on board Cyprus flag vessels is amended from time to time and those concerned can find the latest list of publications required on the website of the Cyprus Administration at www.shipping.gov.cy

A. National Legislation (All ships)

1. Merchant Shipping (Masters and Seamen) Laws 1963 to 2000
2. Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000 as amended
3. Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000 as amended
4. Merchant Shipping (Medical Examination of Seafarers and Issue of Medical Fitness Certificates) Law 107(I) of 2000 as amended
5. Merchant Shipping (Registration of seafarers and Seafarer's Register) Law 108(I) of 2000 as amended
6. Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 109(I) of 2000 as amended

B. Conventions (All ships)

1. International Convention for the Safety of Life at Sea, 1974 as amended (SOLAS 74 as amended)
2. Convention on the International Regulations for Preventing Collisions at Sea 1972, as amended.
3. Protocol of 1978 relating to the international Convention for the Prevention of Pollution from Ships, 1973 as amended, Annexes I, II and V (MARPOL 73/78 as amended)
4. International Convention on Load Lines, 1966 /LL 1966)
5. International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 as amended
6. International Convention on Tonnage Measurement of Ships, 1969 (Tonnage 1969)
7. Merchant Shipping (Minimum Standards) Convention 1976 (ILO Convention 147)

C. Regulations, Codes and Manuals

1. Radio Regulations (as defined in Regulation IV/2.1.11 SOLAS 74 as amended) or the Convention on the International Telecommunication Union and the Regulations thereto (all Ships)
2. International Medical Guide for ships (all Ships)
3. Recommendations on the Safe use of Pesticides in Ships (all ships)
4. Pocket Guide to cold Water Survival (all ships)
5. NAVTEX manual (all ships)
6. Merchant Ship Search and Rescue Manual (MERSAR Manual) (all ships)
7. IMO Search and Rescue Manual (IMOSAR Manual) (All ships)
8. International Safety NET Manual (all ships)
9. International maritime Dangerous Good Code (for ships certified for the carriage of Dangerous Goods)
10. Medical First Aid Guide for use in Accidents involving Dangerous Goods (for ships certified for the carriage of Dangerous Goods)
11. Recommendation on the Safe Transport of Dangerous cargoes and related activities in port areas (where applicable)
12. Code for Safe Practice for Cargo Stowage and Securing (where applicable)
13. Code for the construction and equipment of Ships carrying Liquefied Gases in Bulk (where applicable)
14. International Code for the Construction and Equipment of Ships carrying Liquefied Gases in Bulk (where applicable)
15. Gas Carrier Code for existing ships (where applicable)
16. Code for the Construction and Equipment of Ships carrying Dangerous Chemicals in bulk (where applicable)
17. International Code for the Construction and equipment of ships carrying dangerous chemicals in Bulk (where applicable)
18. Code for Safe Practice for Solid Bulk Cargoes (BC Code) (where applicable)
19. International Grain Code (where applicable)
20. Code of Safe Practice for Ships Carrying Timber Deck Cargoes (where applicable)
21. Code of Safety for Dynamically supported Craft (where applicable)
22. Code for the Construction and Equipment of Mobile Offshore Drilling units (where applicable)

33. CIRCULARS ISSUED BY THE SHIPPING DEPUTY MINISTRY

The Shipping Deputy Ministry in its effort to assist Companies and those serving on board Cyprus flag vessels in the implementation of the various International and National requirements relevant to the maritime Industry issues a number of circulars. These circulars can be found at the website of the Cyprus Administration at www.shipping.gov.cy

34. CONTACT DETAILS**SHIPPING DEPUTY MINISTRY**

Kyllinis Street
Mesa Geitonia
CY-4007 Lemesos
P.O Box 56193
Telephone:+357-5-848100
Facsimile:+357-5-848200
Telex 2004 MERSHIP CY,
E-mail maritimeadmin@dms.gov.cy,
Website <http://www.shipping.gov.cy>

CYPRUS MARITIME OFFICE, GREECE

Maritime Sector
Cyprus Embassy
96 Iron Polytechniou Ave.
6th Floor, 185-36 Piraeus
Telephone:+30 1 4536371
Facsimile:+ 30 1 4636373

CYPRUS MARITIME OFFICE, UK

Cyprus High Commission
93, Park Street
London, W1Y 4ET
Telephone:+ 44 171 4998272
Facsimile: +44 171 4910691
E-mail SDMlo@ibm.net

CYPRUS MARITIME OFFICE, USA

Consulate General of the Republic of Cyprus
13 East 40th Street, New York
N.Y 10016, USA
Telephone: + 1 212 6866016
Facsimile:+ 1 212 4471988
E-mail SDMny@ibm.net

CYPRUS MARITIME OFFICE, NETHERLANDS

Consulate of the Republic of Cyprus
Weena 292,
3012 NJ Rotterdam
Telephone:+ 31 10 2406363
Facsimile: +431 10 2406366
E-mail SDMro@ibm.net

CYPRUS MARITIME OFFICE, GERMANY

Rothenbaumschaussee 3
2nd Floor, 20148 Hamburg
Telephone:+ 49 40 4107497
Facsimile: +49 40 4107246
E-mail cyconsulate-hamburg@t-online.de

To :

SHIPPING DEPUTY MINISTRY

Kyllinis Street
Mesa Geitonia
CY-4007 Lemesos
P.O Box 56193
Telephone:+357-5-848100
Facsimile:+357-5-848200
Telex 2004 MERSHIP CY,
E-mail maritimeadmin@dms.gov.cy,
Website http://www.shipping.gov.cy

DECLARATION

I the undersigned
.....
(Name)
(Surname)

Citizen of holder of passport /Seaman's book
No.....
(Nationality) (Passport or
Seaman's book Number)

issued by the competent Authorities of
.....
(Passport or Seaman's book Issuing
Authority)

born on theat
.....
(Date of birth [date/month/Year]) (Birth Place)

Declare that:

I have carefully studied and understood the contents of the present guidance document entitled "***Familiarization with National Maritime Legislation and Requirements***", which I will carry with me every time I serve on board Cyprus flag vessels.

(Signature)

(Date)