



REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY

Circular No. 2/2023

5 January 2023

SDM 05.13.002
SDM 07.01.015

Cyprus Shipping Chamber,
Cyprus Union of Shipowners,
Cyprus Master Mariners Association,
Association of Merchant Marine Officers,
Registered Owners, Ship Managers,
Recognised Merchant Marine Academies,
Students of Merchant Marine Academies

Subject: Funding¹ of the practical training on board ships for Deck and Engine Cadet Officers.

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

- A) Circular No. 01/2022 and previous circulars² are hereby repealed and replaced by this one.
- B) The Application for the funding must be submitted to the Shipping Deputy Ministry (SDM) as follows:

1. Beneficiaries

1.1. The beneficiaries should:

- 1.1.1 i. be Cypriot citizens who study in a Merchant Marine Academy or other school to obtain a certificate of competency as officers in charge of a navigational watch or officers in charge of an engineering watch or electro-technical officers that is issued or recognized by the government of the Republic of Cyprus; or
- ii. be Cypriot citizens or citizens of Member-States of European Union who study at the following recognized by the Shipping Deputy Ministry, Marine Academies located in the Republic of Cyprus, and be residents of the Republic of Cyprus, independent of their place of permanent residence:
- a. Cyprus Maritime Academy (Intercollege Nicosia)
 - b. Cyprus Marine Technology Academy of Frederick University
 - c. Mediterranean Maritime Academy

¹ In accordance with the Ministry Council Decisions No 79.801 dated 17.11.2015 and 87.874 dated 25.07.2019

² Circulars 05/2016, 06/2016, 21/2017, 22/2017 and 15/2019



1.1.2 not receive any funding for the same practical training from the vessel's flag state or any other state;

1.2. The vessel on which the cadet will be employed should:

1.2.1 be at least 1500 gross tonnage

1.2.2 have propulsion power 750 Kw or more

1.2.3 perform international voyages

1.2.4 be managed by a company located in an EU Member State and/or fly the Cyprus flag.

2. Required knowledge, training and certification

2.1. Good knowledge of the English language.

2.2. Valid medical examination certificate

2.3. Basic Training (Part A-VI/1, STCW,78 as amended)

2.4. Ship Security Awareness Training (Part A-VI/6, STCW78)

3. Funding Period

The funding for a period of up to six months for each cadet officer each year. The total funding period should not exceed twelve months per cadet officer and must be completed within three years from the first funding period.

4. Maximum number of participants per year

The maximum number of participants per year will be determined in accordance with the budget available. In case the applications are exceeding the budget amount, priority will be given in accordance with the date of submission of the application.

5. The amount of funding

The funding will be 600 euro per month per cadet officer and will be funded at the end of the onboard practical training voyage in accordance with paragraph 8.

6. Obligations of the employer.

The relevant provisions and obligations of the international Convention MLC2006 are applied. It is understood that the trainees / cadets are not active members of the crew and do not replace permanent staff.

7. Submission of application for the funding of the practical training of cadet Officers

Applications must be submitted by beneficiaries to SDM in the attached form EN05F33/03 **prior the commencement of the onboard training and until 1 month (30 calendar days) after the signing off date of the cadet from the vessel** provided this will be proved by submitting the required documents (copy of the seaman's book and ship's articles where the sign on and sign off dates, the vessel's name and the vessel's stamp and master's signature are noted and sea service confirmation letter)

Please note that the date of submission of the application is the date the application is accepted and all the required documents are submitted.

Applications that are not complete will not be accepted.

8. Documents which must be submitted for the payment of the funding.

8.1 At the end of the onboard practical training voyage the following must be submitted to SDM:

- i. A copy of the pages from the ship's articles where the sign on and sign off dates and vessel's name are noted.
- ii. A copy of the pages from the cadet's seaman's book where the sign on and sign off dates, the vessel's name and the vessel's stamp and master's signature are noted
- iii. A copy of the page from cadet's training book where the documented training of the months is documented and signed by the supervised officer (**TRAINING BOOK – ΚΕΠ**) (**MONTHLY INSPECTION OF RECORD BOOK – ΜΗΝΙΑΙΟ**)
- iv. Copies of the monthly pay slip.
- v. Confirmation for sea service:

- **For sea service on Cyprus flagged vessels** – A sea service Confirmation letter from the company in accordance with the attached sample letter (EN5F37/02)

- **For sea service on foreign flagged vessels** – A sea service confirmation letter signed and stamped **by the flag of the vessel**

8.2 At the end of the on board practical training voyage the required documents of paragraph 8.1 above must be sent to the SDM by electronic mail to the address seaservice@dms.gov.cy.

8.3 For the approved training Academies in accordance with paragraph 1.1.1.ii

All above mentioned required documents of paragraph 8.1 must be submitted at the secretariat of the academy.

8.3.1 The relevant payment is done by bank transfer to the banking account of the cadet officer.

For more information the interested parties may contact the Shipping Deputy Ministry Seafarers' Division (tel: 25823725 / 726 and/or visit the SDM website www.shipping.gov.cy)



Liana Charalambous Tanos
Acting Permanent Secretary

CC: - Maritime Offices of the SDM abroad
- Trade Union SEK
- Trade Union PEO
- Cyprus Bar Association
- Trade Union DEOK

Application for participation in the subsidy scheme for the on-board training of new entrants to the profession of Merchant Marine Officer

Year:.....

To: Shipping Deputy Ministry to the President

Applicant Information

Last Name:

Name:

Birth Date:

Nationality:

Passport No:.....

Address:

.....

.....

.....

Mail Address:

.....

.....

.....

Mobile phone No:.....

Phone No:

Email:

Date:

Dear Sirs,

Please allow me to participate in the subsidy scheme for the on-board training of new entrants to the profession of Merchant Marine Officer

I attach the following documents:

1. Copy of National Passport
2. Confirmation letter with respect to the trainees' ship on which he/she will be employed and the shipping management company (EN05F34).
3. Copy of medical examination certificate
4. Copies of initial pages of the on board training record book.
5. Certificate of training / Diploma
 - a. For trainees: Training confirmation letter
 - b. For diploma holders: copy of diploma / bachelor and confirmation recognition letter from ΚΥΣΑΤΣ
6. FIMAS form with your bank account
7. Confirmation letter for residency in Cyprus (from a certifying official officer) together with a utility bill.

Sincerely,

.....
(Applicant signature)

Sea service confirmation letter

Management
Company
Address
.....
.....
Telephone no.
Fax no.
email

We hereby confirm that:

- 1) Mr/Ms (full name)
- Passport number.....
- Country of issue
- Date of expiry

was employed as deck/engine (delete as applicable) cadet officer on board our vessel for the period from(dd/mm/yyyy) to(dd/mm/yyyy).

Vessel's particulars

Type
Name
IMO No.
Flag
Gross Tonnage (GT)
Propulsion power (Kw)
Signed by
(Name-Title-Stamp-Signature)

Place and date of issue