

REPUBLIC



OF CYPRUS

**MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING
LEMESOS**

Circular No. 38/2005

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20 December 2005

All Owners, Managers and Representatives of Ships
under the Cyprus Flag

**Subject: Directory of Services and Contact Persons of the Department
of Merchant Shipping**

Further to our circular No. 4/2003 dated 25/2/2003 regarding the Directory of Services and Contact Persons of this Department, please find attached an updated Directory, incorporating the changes which occurred during the last two years.

Serghios S. Serghiou
Director
Department of Merchant Shipping

cc. Permanent Secretary, Ministry of Communications and Works
Permanent Secretary, Ministry of Foreign Affairs
Maritime Offices of the Department of Merchant Shipping abroad
Diplomatic Missions and Honorary Consular Officers of the Rep. of Cyprus
Cyprus Bar Association
Cyprus Shipping Council
Cyprus Union of Shipowners

SSS/CHK



**MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING
LEMESOS**

DIRECTORY OF SERVICES AND CONTACT PERSONS

A. LEMESOS HEADQUARTERS

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Web page : <http://www.shipping.gov.cy>

Emergency tel. numbers for reporting marine casualties/incidents : **Rescue Coordination centre:**
Tel. No. +357 24304723/ 24304737
Fax: +357 24643254
Dept. of Merchant Shipping:
Tel. no. +357 99645707

Contact details for emergency security alerts : *e-mail:* SSAS@dms.mcw.gov.cy
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202	Secretary: Christina Kyriakidou	25848230	ckyriakidou@dms.mcw.gov.cy
	<u>GENERAL ADMINISTRATION</u> <i>Consideration of general administrative matters and correspondence with the Ministry of Communications and Works, other Ministries and Departments and private organizations.</i>		
205	Nickie Petoussi, Administrative Officer	25848234	npetoussi@dms.mcw.gov.cy
	<u>MARITIME LABOUR, ENVIRONMENT PROTECTION, CLASSIFICATION SOCIETIES, PORT STATE CONTROL AND COORDINATION DIVISION</u>		
218	Head : Andreas Constantinou, Senior Marine Surveyor	25848278	aconstantinou@dms.mcw.gov.cy
	<i>A1. Implementation of ILO Conventions. A2. Relief and repatriation of distressed and abandoned seafarers. A3. Examination of complaints and resolution of disputes regarding contracts of employment and conditions of living and work of seafarers on board Cyprus ships. B1. Relations with and monitoring of Classification Societies.</i>		

Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
	<p><i>B2. Transfer of class procedures</i></p> <p><i>C1. Protection of the Environment.. Implementation of MARPOL 73/78 as amended, approval of SOPEP's and of Garbage Management plans, investigation of MARPOL violations. Implementation of the IMDG Code and SOLAS Chapter VII (Carriage of dangerous goods). Reception Facilities, underwater pipelines.</i></p> <p><i>C2. Consideration of issues of environmental nature such as ballast water pollution, antifouling paints and dumping of wastes</i></p> <p><i>D1. Matters concerning the Paris M.O.U on Port State Control and coordination with the other M.O.U's. Planning of Port-State Control (Cyprus Ports). Communication with the SIRENAC and EQUASIS.</i></p> <p><i>D2. Matters concerning the Mediterranean M.O.U.</i></p> <p><i>E. Coordination of horizontal issues, falling within the responsibilities of more than one division.</i></p>		
214	Andreas Chrysostomou, Marine Surveyor A'	25848274	achrysostomou@dms.mcw.gov.cy
213	John Efstratiou, Marine Surveyor A'	25848273	jefstratiou@dms.mcw.gov.cy
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310	Ioanna Georgiou Kritioti, Assistant Clerical Officer	25848271	igeorgiou@dms.mcw.gov.cy
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307	Head: John Karitzis, Senior Marine Surveyor	25848264	jkaritzis@dms.mcw.gov.cy
	<p><i>A. Interpretation of the SOLAS 74/78, LOADLINES 66, COLREGS 72 and TONNAGE 69 conventions as amended, the STP 71 Agreement and the SPACE STP 73 protocol CSC 72 and consideration of issues concerning these, tonnage measurement of ships, matters concerning passenger ships, small (non convention)ships, fishing vessels, MODU. COLREG contraventions, approval of stability booklets and cargo securing manuals; Consideration of applications for temporary exemptions and equivalent arrangements.</i></p> <p><i>B. Tonnage Measurement, issue of Safe Manning Documents.</i></p> <p><i>C. Matters concerning Radiocommunications, GMDSS, allocation of MMSI and SELCAL numbers, Maritime Security.</i></p>		<p>mannings@dms.mcw.gov.cy</p> <p>maritime.security@dms.mcw.gov.cy</p>

Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
	<i>D. Safety of passenger vessels, dynamically supported & high speed craft, coastal and fishing vessels.</i>		coastalvessels@dms.mcw.gov.cy
	<i>E. Recreational craft : Implementation of Recreational Craft Directives, national legislation on High Speed Small Vessels: Inspection of vessels, Navigation Licences and Operator's Licenses.</i>		
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306	Georgios M. Demetriades, Marine Surveyor (A+E)	25848263	gmdemetriades@dms.mcw.gov.cy
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303	Panayiotis Bartzis, Marine Surveyor (A+D)	25848288	pbartzis@dms.mcw.gov.cy
323	Violetta Kyriakidou, Marine Surveyor (B +E)	25848164	vkyriakidou@dms.mcw.gov.cy
	Radio Licences:		shipradio@dms.mcw.gov.cy
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301	Constantina Neophytide, Ass. Clerical Officer	25848255	cneophytide@dms.mcw.gov.cy
	<i>High speed small vessel operator's licenses and navigation licenses; issue of radio licenses for pleasure craft:</i>		
053	Maria Michael, Assistant Clerical Officer	25848155	mmichael@dms.mcw.gov.cy
053	Marina Constantinou, Ass. Clerical Officer	25848120	mconstantinou@dms.mcw.gov.cy
	<u>CONTROL OF SHIPS DIVISION</u>		shipcontrol@dms.mcw.gov.cy
317	Head: Costas Rousos, Senior Marine Surveyor	25848265	crousos@dms.mcw.gov.cy
	A. Flag-State Implementation Programme.		
	<i>A.1 Coordination of Inspectors of Cyprus Ships world-wide.</i>		
	<i>A.2 Processing of all deficiency reports of Cyprus Ships and keeping a Safety Record for every ship registered in Cyprus.</i>		
	<i>A3. Preparation of statistics regarding flag state and port state control inspections of Cyprus Ships.</i>		
	<i>A4. Planning the unscheduled inspections and entry inspections. Follow up action.</i>		
	<i>A5. Reporting to IMO and to the Administrations which had submitted deficiency reports for Cyprus ships, the action taken by the Department.</i>		
	<i>A6. Follow-up of deficiency reports of Cyprus ships (SOLAS, ILO, STCW, Load Lines). Appeals. Administrative penalties.</i>		
	B. ISM Code		ism@dms.mcw.gov.cy
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Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
059	<p><u>INVESTIGATION OF MARINE CASUALTIES AND NOTICES TO MARINERS DIVISION</u></p> <p>Head: Nicos Economides, Senior Marine Surveyor</p> <p><i>Investigation of marine casualties; Search and Rescue Matters; Casualty Statistics; Hydrographic Matters; Notices to mariners.</i></p>	25848149	<p>casualties@dms.mcw.gov.cy</p> <p>neconomides@dms.mcw.gov.cy</p>
058	<p>Panayiotis Varnavides, Marine Surveyor</p> <p><u>SEAFARERS' REGISTRATION, TRAINING AND CERTIFICATION DIVISION</u></p> <p>Head: Panayiotis Pacoutas, Senior Marine Surveyor</p> <p><i>A. Issue of seafarers' Certificates of Competency and Training Certificates. Dispensations. Maritime Training and Certification; Implementation of the STCW 78 Convention as amended.</i></p> <p><i>B. Registration of Seafarers, Issue of Seafarers' Identification and Sea Service Record Books; Endorsements for recognition of Certificates and Proofs of deposit of applications.</i></p> <p><i>C. Information and professional orientation of candidates for maritime and shipping related education and training. Processing of applications for admission to the Greek Academies of Mercantile Marine.</i></p>	25848277	<p>pvarnavides@dms.mcw.gov.cy</p> <p>seafarers@dms.mcw.gov.cy</p> <p>ppacoutas@dms.mcw.gov.cy</p>
	<p>George Christodoulides, Marine Surveyor A'</p> <p>Kyriacos A. Kyriacou, Marine Surveyor</p> <p>Argyris Madella, Marine Surveyor</p> <p><i>Applications for Seafarer's Identification and Sea Service Record Books and Endorsements for recognition of certificates:</i></p>	25823716 25823726 25823707	<p>gchristodoulides@dms.mcw.gov.cy</p> <p>kkyriacou@dms.mcw.gov.cy</p> <p>armadella@dms.mcw.gov.cy</p>
	<p>Elena Charalambous- Sophocleous, Ass.Cler.Off.</p> <p>Christina Tsioloupi, Ass. Clerical Officer</p> <p>Cashier: Olga Charalambous, Ass. Clerical Officer</p>	25823701 25823725 25823705	<p>esofokleous@dms.mcw.gov.cy</p> <p>ctsioloupi@dms.mcw.gov.cy</p> <p>ocharalambous@dms.mcw.gov.cy</p>
104	<p><u>REGISTER OF SHIPS AND RELATED LEGAL AFFAIRS DIVISION</u></p> <p>Head: Chryssou Demetriou, Merchant Shipping Officer A'</p> <p><i>A. Registration of Cyprus Ships</i></p> <p><i>A1. Supervision and Control of the processing of applications for all Registry transactions; Legal issues relating to the operation of the Ships' Registry; Arrest of Ships and forced sales; EU matters pertaining to the registration of ships.</i></p> <p><i>A2. Implementation of Government Policy for the registration of ships under the Cyprus flag.</i></p> <p><i>A3. Drafting/ updating of legislation on registration of ships and related matters.</i></p>	25848190	<p>shipregistry@dms.mcw.gov.cy</p> <p>cdemetriou@dms.mcw.gov.cy</p>

Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
	<p>B. Registration of Small Vessels.</p> <p>C. Information on the registration of ships, small vessels and related matters.</p> <p>D. Fees and Taxing Provisions</p> <p>D1. Drafting/ updating of relevant legislation. D2. Examination of shipmanagement contracts for the purpose of reduction of tonnage tax.</p> <p>E. Maritime Labour Matters (ILO, EU)</p> <p>E1. Drafting/ updating of maritime training and maritime labour legislation.</p> <p>E2. Legal Matters concerning the relief and repatriation of distressed and abandoned seafarers and the examination of complaints and resolution of disputes regarding contracts of employment and conditions of living and work of seafarers on board Cyprus ships.</p> <p>F. Bilateral Shipping Cooperation Agreements and related matters.</p>		
103	Chryssa P. Loizou, Merchant Shipping Officer	25848251	cploizou@dms.mcw.gov.cy
105	Athena Chrysostomou, Merchant Shipping Officer	25848227	athchrysostomou@dms.mcw.gov.cy
	<p>Processing of applications for provisional registration; extension of provisional registration; instructions for provisional registration; issue of carving notes, allocation of call signs; updating of the Register Books.</p>		
107	Stella Christofi, Assistant Clerical Officer	25848185	schristofi@dms.mcw.gov.cy
	<p>Preparation of list of outstanding documents for permanent registration: issue of carving notes; information on the registration of ships:</p>		
102	Agathoklis Agathokleous, Ass. Clerical Officer	25848177	aagathokleous@dms.mcw.gov.cy
	<p>Permanent registrations, follow up and control of documents; issue of certificates for permanent registration; issue of new certificates in case of loss or destruction, alterations of tonnage/ type of ship/ technical features; issue of carving notes.</p>		
102	Niki Pavlidou, Assistant Clerical Officer	25848176	npavlidou@dms.mcw.gov.cy
	<p>Processing applications for transfer/ transmission of ownership, registration, discharge, transfer/ transmissions of mortgages and changes of name; relevant instructions; issue of carving notes; preparation of relevant certificates and transcripts of register.</p>		
102	Egli Mavrokefalou, Assistant Clerical Officer	25848178	emavrokefalou@dms.mcw.gov.cy
	<p>Registration, discharge, transfer/ transmissions of mortgages; injunctions; relevant instructions; preparation of relevant certificates and transcripts of register.</p>		
105	Maria Parmaxi, Assistant Clerical Officer	25848175	mparmaxi@dms.mcw.gov.cy

Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
105	<i>Processing of applications for parallel in registration and relevant transactions; follow up of parallel registration; preparation of transcripts and certificates of ownership and encumbrances.</i> Andri Andreou, Assistant Clerical Officer	25848182	aandreou@dms.mcw.gov.cy
101	<i>Processing of applications for parallel out registration and relevant transactions; follow up of parallel registration; issue of certified true copies of certificates; changes of registered offices.</i> Maria Pieridou, Assistant Clerical Officer	25848183	mpieridou@dms.mcw.gov.cy
107	<i>Processing of applications for the deletion of ships from the Cyprus Register of Ships; discharge of mortgages/ injunctions; relevant instructions; preparation of transcripts of register/ "Closed" transcripts.</i> Panayiota Venezi, Assistant Clerical Officer	25848184	pvenezi@dms.mcw.gov.cy
107	<i>Search of the Register of Cyprus Ships; preparation of transcripts of register.</i> Polina Demosthenous, Ass. Clerical Officer	25848185	pdemosthenous@dms.mcw.gov.cy
224 054	<i>Registration, transfer of ownership, deletion, change of engines of small vessels.</i> Gregoris Karapatakis, Clerical Officer Koulla Solomou, Assistant Clerical Officer	25848123 25848154	gkarapatakis@dms.mcw.gov.cy
	<u>LEGAL AND EU HARMONISATION DIVISION</u>		
002	Head: Anthony Madella, Merchant Shipping Officer A'	25848246	amadella@dms.mcw.gov.cy
	<i>A. All legal matters, except matters on Ships' Registry and maritime labour (See under Ships' Registry). Private Maritime Law Matters; Public Maritime Law Matters; Maritime Safety and Pollution, CLC Convention and issue of CLC Certificates; FUND Convention, Law of the Sea, Piracy and maritime fraud, U.N. sanctions; Stowaways; Taxation of Shipmanagers; Diplomatic protection of Cyprus ships.</i>		
	<i>B. Consolidation of the shipping legislation, Index of shipping Legislation and DMS Circulars.</i>		
	<i>C. European Union Harmonisation legislation).</i>		
001 003	Christina Antoniou, Merchant Shipping Officer Lydia Markari Kyriacou, Merchant Shipping Officer	25848179 25848237	cantoniou@dms.mcw.gov.cy lkyriacou@dms.mcw.gov.cy
	<u>MERCHANT SHIPPING DEVELOPMENT DIVISION</u>		maritimecyprus@dms.mcw.gov.cy
012	Head: Christina Patsiou, Merchant Shipping Officer A'	25848247	cpatsiou@dms.mcw.gov.cy
	<i>A. Information on Cyprus Merchant Shipping and the registration of ships.</i>		

Office No.	DIVISION/SECTION/SERVICE/CONTACT PERSON	Teleph. No.	E-mail address
	B. International relations and promotion of Cyprus as a shipping centre: Maritime Cyprus Conference, participation in maritime exhibitions, organization of seminars, issue of press releases, the newsletter and information booklets. Internet and website information.		
	C. Economic and competition issues, Statistics.		shipaccounts@dms.mcw.gov.cy
	D. Taxation of Shipmanagement Companies		
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011	Elisavet Neophytou, Merchant Shipping Officer	25848250	eneophytou@dms.mcw.gov.cy
013	Maria Theodorou, Merchant Shipping Officer	25848235	mtheodorou@dms.mcw.gov.cy
	Information technology matters:		
223	Christodoulos Melis, Merchant Shipping Officer	25848240	cmelis@dms.mcw.gov.cy
	<u>ACCOUNTS SECTION</u>		
119	Head: Niki Savva, Accounting Officer	25848224	nsavva@dms.mcw.gov.cy
	Department's Accounts, Budget, payment vouchers:		
114	Athina Koursarou, Assistant Clerical Officer	25848291	akoursarou@dms.mcw.gov.cy
115	Georgia Papazachariou, Assistant Clerical Officer	25848195	gpapazachariou@dms.mcw.gov.cy
114	Niki Eliotou-Kyriacou, Assistant Clerical Officer	25848194	neliotou@dms.mcw.gov.cy
114	Constantia Vassiliou, Assistant Clerical Officer	25848193	cvassiliou@dms.mcw.gov.cy
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116	Loukia Koupepa, Assistant Clerical Officer	25848198	lkoupepa@dms.mcw.gov.cy
117	Panayiota Matheou, Assistant Clerical Officer	25848221	pmatheou@dms.mcw.gov.cy
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117	Katia Kaplaniou, Assistant Clerical Officer	25848221	kkaplaniou@dms.mcw.gov.cy
050	Cashier: Nicoletta Socratous Papapoliviou	25848153	nspapapoliviou@dms.mcw.gov.cy
	<u>REGISTRY</u>		
015	Chief Clerk: Costakis Constantinou, Clerical Officer	25848141	cconstantinou@dms.mcw.gov.cy
	Record keeping, inventory and general registry, Distribution of circulars and DMS Publications. Incoming correspondence		
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004	Theonitsa Evagorou, Assistant Clerical Officer	25848137	thevagorou@dms.mcw.gov.cy
005	Maria Potonidou, Assistant Clerical Officer	25848139	mpotonidou@dms.mcw.gov.cy
	Ships' Files and reservation of ships' names:		
118	Despo Pastidou, Assistant Clerical Officer	25848187	dpastidou@dms.mcw.gov.cy
118	Margarita Economidou	25848189	meconomidou@dms.mcw.gov.cy
	Messengers:		
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	George Nicolaou	25848254	
	Costas Constantinou	25848171	
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OVERSEAS OFFICES

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(Marine Surveyor A ')

George Stylianides, Counsellor (Maritime Affairs)
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George A. Demetriades , Counsellor (Maritime Affairs)
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Christos Atalianis, Counsellor (Maritime Affairs)
Alternate Permanent Representative of the Rep.of Cyprus to the
International Maritime Organisation
(Marine Surveyor A ')

Secretary: Photini Smagadou

Note: *H.E. Mr. Petros Eftychiou, High Commissioner of the Republic of Cyprus to the United Kingdom of Great Britain and Northern Ireland, is the accredited Permanent Representative of the Republic of Cyprus to the International Maritime Organisation.*

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Secretary: Elena Philippou

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Christos Hadjichristou, Counsellor (Maritime Affairs)
Marine Surveyor
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