



REPUBLIC OF CYPRUS
MINISTRY OF TRANSPORT,
COMMUNICATIONS AND WORKS



DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS

Circular No. 18/2017

24 August 2017

TEN 5.13.09
TEN 12.3.01.2.2.

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

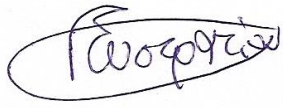
Subject: Cancellation and replacement of certain DMS circulars related to the issuance of endorsement attesting the recognition of non-Cyprus certificates of competency and Cyprus Seafarers Identification and Sea Service Record Book

I refer to the above subject and further to our Circulars Nos. 25/2016 and 29/2016, dated 31st August 2016 and 29th September 2016 respectively, I wish to inform you of the following:

1. Circular No. 4/2001 dated 5th February 2001, Circular No. 14/2001 dated 29th June 2001, Circular No. 26/2001 dated 19th December 2001 and Circular No.04/2002 dated 29th January 2002 are hereby repealed ..
2. All information and instructions how to apply for the Cyprus Seafarers Identification and Sea Service Record Book (SISRB) and Cyprus endorsement attesting the recognition (EAR) of non-Cyprus certificates of competency issued by countries whose certificates of competency are recognised by the Republic of Cyprus using the Electronic Seafarer's Application System (e-SAS) can be found in the "e-SAS User Guide" (UG) that can be downloaded from the e-SAS system using the HELP flag.
3. The UG will be updated/amended when it will be deemed necessary and notification for the changes will be provided.
4. The latest version of the UG is "Version 004 August 2017". The changes/additional requirements compared with previous versions are listed in the Annex of this circular.



The Seafarers' Division of the Department will be at the disposal of Owners, Managers and anyone concerned with the matter for any explanations and clarifications they may require.



Ioannis Efstratiou
Acting Director
Department of Merchant Shipping

CC:

Permanent Secretary, Ministry of Transport, Communications and Works

Maritime Offices of the Department of Merchant Shipping abroad

Inspectors of Cyprus Ships

Permanent Secretary, Ministry of Foreign Affairs

Diplomatic Missions and Honorary Consular Offices of the Republic

Cyprus Shipping Chamber

Cyprus Union of Ship-owners

Trade Union SEK

Trade Union PEO

Cyprus Bar Association

ANNEX

List of changes/additional requirements in UG version 004 compared with previous versions

1. Page 13 of 32 – The maximum size of photo (jpeg file) is increased from 10k to 30k.
2. Page 13 of 32 – The maximum size of DOCs (pdf file) is increased from 2mb to 4mb.
3. Page 13 of 32 – The list of documents that must be included in the single pdf file is amended with the addition of the “Verification of authenticity for CoCs.(Take effect from 02 Sept 2017)
4. Page 20 of 32 – Change of the link for the online JCC payments.