



REPUBLIC OF CYPRUS  
**MINISTRY OF TRANSPORT,  
COMMUNICATIONS AND WORKS**



**DEPARTMENT  
OF MERCHANT SHIPPING**  
LEMESOS

Circular No. 22/2017

28/11/2017

TEN 5.13.09  
TEN 12.3.01.2.2.

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: Funding of the practical training on board ships for Deck and Engine Cadet Officers.**

I refer to the above subject and I wish to inform you of the following:

- A) Circulars Nos. 5/2016 and 6/2016 dated 21/03/2016 are hereby repealed.
- B) The Application for the funding must be submitted to the Department of Merchant Shipping (DMS) as follows:

**1. Beneficiaries**

1.1. The beneficiaries should:

- 1.1.1 be permanent residents of Cyprus; and
- 1.1.2 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; and
- 1.1.3 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; and
- 1.2.2 have propulsion power 750 Kw or more; and
- 1.2.3 perform international voyages; and



- 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. Very good knowledge of the Greek language and 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.

## **6. Employer's contribution to the salary of cadet officers**

The employer must pay as a part of the cadet's salary at least 200 euro per month. Furthermore if the vessel flies the Cyprus flag the employer shall pay contributions to the Social Insurance Department in accordance to the total amount of cadet's salary (600+employer's contribution).

## **7. Hours of Work and Watchkeeping**

The above mentioned salary refers to 8 hours of work daily, one day of rest per week and rest at public holidays. Provided that that the 8 hours of work must include 4 hours daily for watchkeeping duties on deck or engine room.

## **8. Submission of application for the funding of the practical training of cadet officers**

Applications must be submitted by beneficiaries to DMS in the attached form EN05F34/01 **prior the commencement** of the on board training. Please note that in case the application is submitted in a later date the payment period will start from the date of submission thereof.

**Applications that are not complete will not be accepted.**

## **9. Documents which must be submitted for the payment of the funding.**

9.1 For the monthly payment of 600 euro the following must be submitted to DMS:

9.1.1 For the first month of engagement.

- i. A copy of the pages from the ship's articles where the sign on date and vessel's name are noted.
- ii. A copy of the pages from cadet's seaman's book where the sign on date, the vessel's name with the vessel's stamp and master's signature are noted.
- iii. A copy of the pages from the cadet's training book where the training for the month is documented and signed by the relevant supervised officer.
- iv. Copy of the monthly payslip.

9.1.2 For the second month and following months of engagement.

- i. A copy of the pages from the cadet's training book where the training of the month is documented and signed by the relevant supervised officer
- ii. Copy of the monthly payslip.

9.1.3 For the last month

- i. A copy of the pages from the ship's articles where the sign on date 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 pages from cadet's training book where the documented training of the month is documented and signed by the supervised officer
- iv. Copy of the monthly payslip.
- 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 (EN5F34/01)
  - For sea service on foreign flagged vessels – A sea service confirmation letter signed and stamped by the flag of the vessel

9.2 The required documents of paragraph 9.1 above must be submitted to the DMS the latest by the 10<sup>th</sup> day of the month following the month in concern. These documents must be sent by electronic mail to [seafarers@dms.mcw.gov.cy](mailto:seafarers@dms.mcw.gov.cy). The relevant payment is effected by bank a transfer to the banking account of the cadet officer within 15 days from the day of submission of the required documents to the DMS.

For more information the interested parties may contact the Department of Merchant Shipping, Seafarers' Division (tel: 25823701 / 710 / 726 and/or visit the DMS website [www.shipping.gov.cy](http://www.shipping.gov.cy)) .



Themis Evriviades  
For Acting Director  
Department of Merchant Shipping

CC: - Permanent Secretary, Ministry of Transport, Communications and Works  
- Maritime Offices of the Department of Merchant Shipping abroad  
- Trade Union SEK  
- Trade Union PEO  
- Cyprus Bar Association



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΜΕΤΑΦΟΡΩΝ,  
ΕΠΙΚΟΙΝΩΝΙΩΝ ΚΑΙ ΕΡΓΩΝ



ΤΜΗΜΑ  
ΕΜΠΟΡΙΚΗΣ ΝΑΥΤΙΛΙΑΣ  
ΛΕΜΕΣΟΣ

**Αίτηση για συμμετοχή στο σχέδιο επιδότησης για την επί του πλοίου εκπαίδευση νεοεισερχομένων στο επάγγελμα του Αξιωματικού Εμπορικού Ναυτικού**  
**Έτος:.....**

Προς: Τμήμα Εμπορικής Ναυτιλίας

**Στοιχεία Αιτητή**

Επώνυμο: .....

Όνομα: .....

Ημερ. Γεννήσεως: .....

Υπηκοότητα: .....

Αριθμός Διαβατηρίου:.....

Διεύθυνση κατοικίας:

.....

.....

Διεύθυνση για αλληλογραφία:

.....

.....

Τηλέφωνο κινητό:.....

Τηλέφωνο σταθερό: .....

Email: .....

Ημερομηνία: .....

Κύριοι,

Παρακαλώ να μου επιτραπεί να συμμετέχω στο σχέδιο επιδότησης για την επί πλοίου εκπαίδευση νεοεισερχομένων στο επάγγελμα του αξιωματικού εμπορικού ναυτικού

Επισυνάπτω τα ακόλουθα δικαιολογητικά:

1. Αντίγραφο Διαβατηρίου
2. Βεβαίωση για εκπαιδευόμενους αναφορικά με το πλοίο ναυτολόγησης και την ναυτιλιακή εταιρεία που διαχειρίζεται το πλοίο (ΕΝ05F34/01).
3. Πιστοποιητικό Μόνιμης Διαμονής (από Επαρχιακή Διοίκηση διαμονής)
4. Αντίγραφο Πιστοποιητικού Ιατρικής Εξέτασης.
5. Αντίγραφο αρχικών σελίδων βιβλίου εκπαίδευσης.
6. Πιστοποιητικό σπουδών / Δίπλωμα
  - a. Για σπουδαστές: Βεβαίωση σπουδών
  - b. Για διπλωματούχους: Αντίγραφο Πτυχίου /Διπλώματος και βεβαίωση αναγνώρισης από το ΚΥΣΑΤΣ
7. Έντυπο FIMAS με τα τραπεζικά στοιχεία του λογαριασμού μου

Με τιμή,

.....

(Υπογραφή Αιτητή)

## 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 .....

will be employed as deck/engine (delete as applicable) cadet officer on board our vessel for a period of ..... months.

### Vessel's particulars

Type .....

Name .....

IMO No. ....

Flag .....

Gross Tonnage (GT) .....

Propulsion power (Kw) .....

2) During the period of employment the training of the aforementioned cadet officer will be monitored by an officer of the corresponding capacity.

3) The provisions of MLC2006 will be applied respectively for the above mentioned cadet officer.

Signed by

( Name-Title-Stamp-Signature) .....

Place and date of issue

.....

## Βεβαίωση

Πλοιοδιαχειρίστρια εταιρεία .....

Διεύθυνση .....

Αρ. τηλεφώνου .....

Αρ. Φαξ .....

email .....

### Βεβαιώνουμε ότι:

1) Ο/η (ονοματεπώνυμο) .....

Αριθμός διαβατηρίου .....

Χώρα έκδοσης διαβατηρίου .....

Ημερομηνία λήξης διαβατηρίου .....

θα ναυτολογηθεί με την ειδικότητα του δόκιμου αξιωματικού καταστρώματος/μηχανής  
(διαγράφεται ανάλογα) στο παρακάτω πλοίο μας για περίοδο ..... μηνών.

Τύπος .....

Όνομα .....

IMO No. ....

Σημαία .....

Ολική Χωρητικότητα(GT) .....

Ισχύς πρόωσης (Kw) .....

2) Σε όλη την περίοδο κατά την οποία θα είναι ναυτολογημένος/η ο/η παραπάνω  
δόκιμος αξιωματικός, η εκπαίδευση του/της θα εποπτεύεται από αξιωματικό  
αντίστοιχης ειδικότητας.

3) Οι πρόνοιες της Σύμβασης MLC,2006 θα εφαρμόζονται ανάλογα και για τον/την  
ανωτέρω δόκιμο αξιωματικό.

Υπογραφή

(Όνομα-Τίτλος-Σφραγίδα-Υπογραφή)

.....

Τόπος και ημερομηνία

.....