

**International Convention on Standards of Training, Certification and
Watchkeeping for Seafarers, STCW 78, as amended- Issue of seafarer's
identification and Sea service Record Books and Endorsements Attesting the
Recognition of non Cyprus Certificate**

Circular No. 14/2001

TEN:1/5

TEN:32/4/15

29 June 2001

To All owners, Managers and Representatives Of ships under the Cyprus Flag

**Subject: International Convention on Standards of Training, Certification and
Watchkeeping for Seafarers, STCW 78, as amended- Issue of seafarer's
identification and Sea service Record Books and Endorsements Attesting the
Recognition of non Cyprus Certificate**

With reference to the above subject and further to our circular No.4/2001 dated 5 February 2001, please find attached herewith a document entitled "*Guidance Document and Instructions to Companies for the issue of Seafarer's Identification and Sea Service Record Books and endorsements attesting the recognition of non Cyprus Certificates*". The guidance document contains guidelines and instructions regarding the procedure to be followed for obtaining Cyprus Seafarer's Identification and Sea Service Record Books and Cyprus Endorsements attesting the recognition of a non Cyprus Certificate.

The Owners, Managers and Representatives of ships flying the Cyprus flag are advised when applying for the issue of a Seafarer's Identification and Sea Service Record Book and/ or an endorsement attesting the recognition of a non Cyprus Certificate to strictly follow the instructions of the above document in order to avoid unnecessary rejection of applications or delay in their processing.

The attention of the Owners and Companies is drawn to the fact that, the Merchant Shipping (Registration of Seafarers and Seafarers' Register) Law 108(I)/ 2000, requires that Owners, Managers and Representatives of ships flying the Cyprus flag when employing a seafarer not holding a valid Cyprus Seafarer's Identification and Sea Service Record Book, must apply to this Administration for the issue of a Cyprus Seafarer's Identification and Sea Service Record Book, within 30 days from the engagement of such seafarer on board a Cyprus flag vessel.

A contravention of the aforementioned provision is punishable with a fine, not exceeding one thousand Cyprus pounds.

Furthermore, the attention of the Owners and Companies is drawn to the fact that pursuant to Regulation I/2 of the STCW78 Convention as amended, as from 1 February 2002 Masters and Officers serving on board Cyprus flag vessels, in addition to their Certificate of competency, they must be furnished with an additional

endorsement attesting the recognition of their Certificates, issued by this Administration.

Failure of a Master or Officer to hold a valid endorsement attesting the recognition of his Certificate of competency may result in the immediate detention of the vessel pursuant to Regulation I/4 of the aforementioned Convention.

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

Any communication or requests for clarification on the subject should be addressed to:

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P.O Box 56193
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Serghios S. Serghiou

Director
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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 Republic of Cyprus
- Inspectors of Cyprus ships
- Cyprus Shipping Association (Sea Rovers) Ltd
- Cyprus Shipping Council
- Union of Cypriot Shipowners
- Cyprus Bar Association
- Cyprus Naval Architects and Marine Engineers Association
- Master Mariners Association
- Cyprus Seafarers` Unions

REPUBLIC



OF CYPRUS

MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING
LEMESOS

Circular No. 14/2001

TEN:1/5

TEN:32/4/15

29 June 2001

TO ALL OWNERS,
MANAGERS AND REPRESENTATIVES
OF SHIPS UNDER THE CYPRUS FLAG

Subject: INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS, STCW 78, AS AMENDED- ISSUE OF SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOKS AND ENDORSEMENTS ATTESTING THE RECOGNITION OF NON CYPRUS CERTIFICATE

With reference to the above subject and further to our circular No.4/2001 dated 5 February 2001, please find attached herewith a document entitled "*Guidance Document and Instructions to Companies for the issue of Seafarer's Identification and Sea Service Record Books and endorsements attesting the recognition of non Cyprus Certificates*". The guidance document contains guidelines and instructions regarding the procedure to be followed for obtaining Cyprus Seafarer's Identification and Sea Service Record Books and Cyprus Endorsements attesting the recognition of a non Cyprus Certificate.

The Owners, Managers and Representatives of ships flying the Cyprus flag are advised when applying for the issue of a Seafarer's Identification and Sea Service Record Book and/ or an endorsement attesting the recognition of a non Cyprus Certificate to strictly follow the instructions of the above document in order to avoid unnecessary rejection of applications or delay in their processing.

The attention of the Owners and Companies is drawn to the fact that, the Merchant Shipping (Registration of Seafarers and Seafarers' Register) Law 108(I)/ 2000, requires that Owners, Managers and Representatives of ships flying the Cyprus flag when employing a seafarer not holding a valid Cyprus Seafarer's Identification and Sea Service Record Book, must apply to this Administration for the issue of a Cyprus Seafarer's Identification and Sea Service Record Book, within 30 days from the engagement of such seafarer on board a Cyprus flag vessel.

A contravention of the aforementioned provision is punishable with a fine, not exceeding one thousand Cyprus pounds.

Furthermore, the attention of the Owners and Companies is drawn to the fact that pursuant to Regulation I/2 of the STCW78 Convention as amended, as from 1 February 2002 Masters and Officers serving on board Cyprus flag vessels, in addition to their Certificate of competency, they must be furnished with an additional endorsement attesting the recognition of their Certificates, issued by this Administration.

Failure of a Master or Officer to hold a valid endorsement attesting the recognition of his Certificate of competency may result in the immediate detention of the vessel pursuant to Regulation I/4 of the aforementioned Convention.

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

Any communication or requests for clarification on the subject, should be addressed to:

**DEPARTMENT OF MERCHANT SHIPPING
MARITIME TRAINING AND CERTIFICATION
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Inspectors of Cyprus ships

Cyprus Shipping Association (Sea Rovers) Ltd
Cyprus Shipping Council
Union of Cypriot Shipowners
Cyprus Bar Association
Cyprus Naval Architects and Marine Engineers Association
Master Mariners Association
Cyprus Seafarers` Unions

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***GUIDANCE DOCUMENT AND INSTRUCTIONS (TO COMPANIES) FOR THE ISSUE OF SEAFARER'S
IDENTIFICATION AND SEA SERVICE RECORD BOOK AND ENDORSEMENTS ATTESTING THE
RECOGNITION OF NON CYPRUS CERTIFICATES***

1. *PURPOSE*

The purpose of this document is to provide guidance to those concerned, regarding the procedures to be followed for obtaining a Cyprus Seafarer's Identification and Sea Service Record Book and a Cyprus Endorsement attesting the recognition of a non Cyprus Certificate.

2. *REFERENCES:*

- i. International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (Ratification) and Matters Connected Therewith (Amending) Law of 1998 [Law I/III 98]
- ii. Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000
- iii. Merchant Shipping (Registration of Seafarers and Seafarers' Register) Law 108(I) of 2000
- iv. Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 109(I) of 2000
- v. Circular No. 17/98
- vi. Circular No. 4/2001

3. *DEFINITIONS*

Company:	means the owner of the ship or any other organisation 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 by the STCW Convention
Ship or vessel:	means a Cyprus ship or vessel to which the provisions of the STCW Convention as amended, apply
Seafarer:	means anyone who is employed or engaged on a ship, other than passengers.

- Passenger:** means an invited guest or a fare paying customer who has no responsibilities whatsoever in the operation or the business of the ship
- Department:** means the Department of Merchant Shipping of the Ministry of Communications and Works
- STCW78 Certificate:** means a Certificate recognized under the transitional provisions of Article VII, paragraph 2, or regarded as the equivalent of a certificate issued under the Convention by virtue of paragraph 3 of that Article or issued in accordance with the provisions of the STCW convention in force prior to 1 February 1997 or issued on or after that date in accordance with the transitional provisions of regulation I/15
- STCW95 Certificate:** means a certificate issued on or after 1 February 1997 in accordance with all applicable requirements of the Convention and the STCW Code. or a STCW78 Certificate duly endorsed after 1 February 1997 in accordance with Regulation I/11

4. SEAFARERS IDENTIFICATION AND SEA SERVICE RECORD BOOK

Article 5 of the Merchant Shipping (Registration of Seafarers and Seafarers' Register) Law 108(I)/ 2000 requires that all seafarers serving on board Cyprus flag vessels must hold a valid Cyprus Seafarer's Identification and Sea Service Record Book or a relevant exemption issued by this Administration.

Furthermore, the above article requires that Companies when employing a new seafarer not holding a valid Cyprus Seafarer's Identification and Sea Service Record Book, must apply to this Administration for the issue of a Cyprus Seafarer's Identification and Sea Service Record Book or a relevant exemption, within 30 days from the engagement of such a seafarer on board a Cyprus flag vessel.

Contravention of the aforementioned provisions of Law 108(I)/2000 is punishable with a fine, not exceeding one thousand Cyprus pounds.

In view of the above, Companies are hereby required to apply to this Administration, for the issue of a Cyprus Seafarer's Identification and Sea Service Record Book or a relevant exemption for each seafarer serving on board their vessels, not later than **1st November 2001**.

As from **1st November 2001**, Companies when employing a new seafarer, **not** holding a valid Cyprus Seafarer's Identification and Sea Service Record Book, must apply to this Administration for the issue of a Cyprus Seafarer's Identification and Sea Service Record Book or a relevant exemption, **within 30 days** from the engagement of such a seafarer on board their vessels.

Companies are hereby required to establish policies and maintain procedures to ensure compliance with the aforesaid provisions of Law 108 (I)/2000.

4.1 Application for the issue of a Seafarer's Identification and Sea Service Record Book

Each application for the issue of a Seafarer's Identification and Sea Service Record Book must be submitted to the Headquarters of the Department on **Form MS.TC. 1, "Application for Seafarer's Identification and Sea Service Record Book"** shown in Annex 1.

Applications may be obtained from the Headquarters of the Department and the Overseas Offices of the Department or may be directly downloaded from the website of the Department at www.shipping.gov.cy.

It must be noted that the application form for the issue of a Seafarer's Identification and Sea Service Record Book (Form MS.TC 1) may be revised from time to time. Applicants must use the latest version available at the time of application. Applications made on outdated versions of Form MS.TC 1 may be rejected. Companies are hereby advised to regularly visit the website of the Department at the address shown above for the latest information regarding the issue of a Seafarer's Identification and Sea Service Record Books.

4.1.1 Persons Eligible for a Seafarer's Identification and Sea Service Record Book

Officers, ratings and other personnel presently serving on board Cyprus flag vessels or intending to serve on board Cyprus flag vessels, over fifteen (15) years of age, who are able to swim are eligible to apply for a Cyprus Seafarer's Identification and Sea Service Record Book.

Persons less than sixteen (16) years of age, will be allowed to serve **only** on board Cyprus flag vessels upon which **only members of the same family** are employed and their Seafarer's Identification and Sea Service Record Book will be marked accordingly.

4.1.2 Completion of the Application

The application form (MS.TC 1) must be completed in the Greek or English language and the information must be printed legibly in **capital letters**. Failure to properly complete the application form or to give all the required information, may result in the rejection of the application or delay in its processing.

The application form **must** be signed by the applicant himself. Failure of the applicant to reproduce the signature submitted with the application form may result in the cancellation, withdrawal or suspension of the Seafarer's Identification and Sea Service Record Book issued to the seafarer.

4.1.3 Documents to be submitted with each application

Each application for the issue of a Seafarer's Identification and Sea Service Record Book must be supported by the following documents:

1. Two passport size photographs
2. Identification document
3. Copy of the Certificate of competency (if applicable)
4. Photocopy of the Medical fitness certificate
5. Written consent from the guardians of the applicant (if applicable)
6. Report on the conduct and character of the applicant
7. Fees
8. Name list of seafarers for whom an application has been made (If more than two)

It should be noted that failure to submit all the required documents will result in the rejection of the application.

If the documents required are not in the Greek or in the English language, an official duly certified translation of the documents into Greek or English must also be submitted with the application. The translations must identify the translator for verification purposes.

Photographs

Two passport size (3.5 x 4.5 cm) photographs, facial front view of the applicant, taken within a year preceding the application, with applicant's name and surname printed on the reverse side.

Identification document

As a proof of identity, copy of the pages in which the personal identification details of the applicant are shown of a valid passport or of a valid seaman's book, issued 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 at the time of the application is accepted.

It must be emphasized out that only a valid seaman's book issued by or on behalf of the Government of the Republic of Cyprus or **the relevant competent Authorities of the country of nationality of the applicant will be accepted as a proof of identity, provided that the document in question is recognised by the issuing Authority as a travelling document (in lieu of a valid passport)**

Copy of the Certificate of competency

A clear photocopy of the most recent, valid certificate of competency held by the applicant, issued by or on behalf of the Government of the Republic of Cyprus or any other competent Authority whose certificates of competency are recognised by the Government of the Republic of Cyprus at the time of the application.

Certificates submitted for Masters, Chief Officers, Officers in charge of a Navigational watch, GMDSS restricted or General Operators, Chief Engineers, Second Engineers, Officers in charge of an Engineering watch, ratings forming part of a Navigational watch and ratings forming part of an Engineering watch, must be in accordance with the relevant provisions of the STCW Convention as amended and in force at the time of application.

The certificates of Masters and Officers must be accompanied by the relevant endorsement and certificate of proficiency and updating of knowledge (STCW78 Certificates of competency only), if applicable.

Medical fitness certificate

The medical fitness certificate required, must be 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, issued or recognised by the Government of the Republic of Cyprus or by any other State the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of the application.

If the applicant is over 18 years old, the medical fitness examination must be carried out not more than 18 months prior to the date of the application.

If the applicant is under 18 years old, the medical fitness examination must be carried out not more than 6 months prior to the date of the application.

Written consent from the guardians of the applicant

If the applicant is less than eighteen (18) years of age, a written consent from his/ her legal guardians must also be submitted with the application.

Report on the conduct and character

The report on the conduct and character of the applicant should be from the Master or the Company or the previous employer or the manning agent or in case of newly a certificated seafarer, from the maritime college or training institution, as shown in Annex 1, Appendix 1.

Fees

The required fees shown on Form MS.TC. 1 (Annex 1) in Cyprus pounds or the equivalent amount in a foreign currency must be paid in cash or by a Banker's Draft or a Cyprus based Bank cheque in favour of "The Director of Department of Merchant Shipping", to the Department of Merchant Shipping or to any diplomatic mission or a Maritime Office of the Republic abroad.

Name list

Companies applying for the issue of a Seafarer's Identification and Sea Service Record Book for more than two seafarers at the same time, must include a name list with the personal details (Surname, Name, Sex, and Date of Birth) of each seafarer for whom an application has been made.

4.2 *Delivery of a Seafarer's Identification and Sea Service Record Book*

A Seafarer's Identification and Sea Service Record Book will be delivered by courier to the mailing address indicated by the applicant on Form MS.TC. 1. To this end, it is important that applicants include the full details of their mailing address as indicated in Form MS.TC.1, in order to avoid problems during delivery.

Notwithstanding the above, Seafarer's Identification and Sea Service Record Books may be delivered to the Overseas Offices of the Department or to Diplomatic Missions of the Republic of Cyprus, abroad, and applicants will be informed via facsimile to obtain their documents from the aforementioned offices.

Whenever applications are submitted through companies, the Seafarer's Identification and Sea Service Record Books will be delivered to the Companies concerned.

4.3 *Usage of Seafarer's Identification and Sea Service Record Book*

The Seafarer's Identification and Sea Service Record Books are issued in compliance with the provisions of Law No 108 (I)/2000 and may be used only for Engagement, Discharge and Recording sea service of a seafarer on board ships under the Flag of Cyprus.

The content of the Seafarer's Identification and Sea Service Record Book is in accordance with the provisions of the International Labour Organization (ILO) Convention No. 108 (1958) concerning Seafarers' Identity Documents, and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978 as amended

The Seafarer's Identification and Sea Service Record Book **is neither a passport nor a travelling document** and it is issued without prejudice to and in no way affects the nationality status of the holder.

4.4 *Validity of a Seafarer's Identification and Sea Service Record Book*

The Seafarer's Identification and Sea Service Record Book is valid for up to ten (10) years from the date of issue.

4.5 Replacement of a Seafarer's Identification and Sea Service Record Book

Whenever the Seafarer's Identification and Sea Service Record Book becomes full with entries, needs to be amended or is damaged, an application for a replacement book (Form MS. TC 1) should be made immediately.

If the Seafarer's Identification and Sea Service Record Book is stolen or is lost or destroyed, notification should be given immediately to the Headquarters of the Department and an application for a replacement book (Form MS.TC 1) should be made.

If a Seafarer's Identification and Sea Service Record Book is lost in the mail during delivery, then the Seafarer's Identification and Sea Service Record Book will be replaced at no additional charge.

4.6 Renewal of Seafarer's Identification and Sea Service Record Book

An application for renewal of a Seafarer's Identification and Sea Service Record Book (Form MS. TC 1) should be made at least three (3) months prior to the expiration date of the Book.

It should be noted that if the application is for a renewal of a Seafarer's Identification and Sea Service Record Book, a copy of the identification pages of the previous Seafarer's Identification and Sea Service Record Book is required as proof of identity.

4.7 Rejection of an application for the issue of a Seafarer's Identification and Sea Service Record Book

Applications for the issue of Seafarer's Identification and Sea Service Record Book are subject to the approval by this Administration. If an application is not approved the applicant will be promptly informed of the reasons of rejection and all documents submitted, together with any fee paid, will be returned to the applicant at the mailing address indicated.

The applicant may, within forty-five (45) days from the date of rejection of the application, submit additional information and request re-examination of the application. If the application is not approved for the second time, the rejection is final.

It should be noted that in accordance with Article 16 of the Merchant Shipping (Registration of Seafarers and Seafarers' Register) Law 108(I)/ 2000 this Administration may refuse the issue of a Seafarer's Identification and Sea Service Record Book to any seafarer who has been convicted to imprisonment for a period exceeding 6 months, for smuggling or theft or fraud, or for trading / use of drugs or for any other reason it is deemed that employment of the seafarer on board Cyprus flag vessels is not appropriate.

4.8 *Suspension and withdrawal of a Seafarer's Identification and Sea Service Record Book*

The Seafarer's Identification and Sea Service Record Book remains the property of the Republic of Cyprus and it may be suspended or withdrawn by this Administration at any time, on account of a disciplinary offence or any other cause as provided for in the Cyprus legislation.

Upon suspension or withdrawal of a Seafarer's Identification and Sea Service Record Book issued by this Administration the seafarer in question and the Company employing the seafarer (if any) will be informed accordingly.

This Administration will maintain a list of Seafarer's Identification and Sea Service Record Books suspended or withdrawn at the website of the Department for the information of those concerned.

4.9 *Application for employment on board a Cyprus flag vessel without a Seafarer's Identification and Sea Service Record Book*

In exceptional circumstances, this Administration may allow the employment, without a Seafarer's Identification and Sea Service Record Book, of a person not engaged on board a ship in any capacity as part of the ship's complement, with designated safety or pollution, prevention duties or required by the vessel's Document of Safe Manning,.

Each application for the employment of a seafarer on board a specific Cyprus flag vessel without of a Seafarer's Identification and Sea Service Record Book must be submitted to the Headquarters of the Department on **Form MS.TC. 4, “Application for employment on board a Cyprus flag vessel without a Seafarer's Identification and Sea Service Record Book”** shown in Annex 2 by the Company of the vessel.

Applications for employment on board a Cyprus flag vessel without a Seafarer's Identification and Sea Service Record Book submitted by individual seafarers will not be approved.

Each application for the employment without a Seafarer's Identification and Sea Service Record Book must be supported with the following documents:

1. Identification document
2. Photocopy of the Medical fitness certificate
3. Written consent from the guardians of the applicant (if applicable)

Applications may be obtained from the Headquarters of the Department, the Overseas Offices of the Department or may be directly downloaded from the website of the Department at www.shipping.gov.cy .

5. ENDORSEMENTS ATTESTING THE RECOGNITION OF NON CYPRUS CERTIFICATES

Regulation I/2 of the STCW 78 Convention as amended, requires that each Administration which recognizes a foreign certificate of competency under regulation I/10 of the aforementioned Convention, shall endorse such a certificate to attest its recognition.

Article 8 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) of 2000, requires that *“Every Company is responsible and shall ensure that:*

- a. Every seafarer assigned to any of its ships holds, an appropriate certificate in respect of any function he is to perform on that ship.*
- b. Every seafarer on any of its ships has undergone training as specified in the Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 109 (I) of 2000 and holds the relevant certificates and training documentary evidence.”*

Contravention of the provision of the above Law is punishable with a fine varying from one hundred to five thousand Cyprus pounds depending on the seriousness of the contravention.

In view of the above, Companies are hereby required to apply to this Administration, for the issue of an endorsement attesting the recognition of a non Cyprus Certificate for each Master, Chief Officer, Officer in charge of a navigational watch, Chief Engineer, Second Engineer, Officer in charge of an engine room watch and Radio Operator, serving on board their vessels, not later than the **1st November 2001**.

It should be noted that the above requirement applies only to Masters and Officers holding valid certificates of competency issued in accordance with the relevant provisions of the STCW78 Convention as amended (**STCW95 Certificates**), by or on behalf of a competent Authority whose certificates of competency are recognised by the Government of the Republic of Cyprus at the time of the application.

As from the, **1st November 2001** Companies when employing new Masters and Officers holding valid STCW95 Certificates must apply to this Administration for the issue of an endorsement attesting the recognition of a non Cyprus Certificate, **within 30 days** from the engagement of such a seafarer on board a Cyprus flag vessel.

As from the, **1st January 2002** no Master or Officer shall serve on board Cyprus flag vessels without a valid STCW95 Certificate of competency and Cyprus Endorsement attesting the recognition of the non Cyprus Certificate (for holders of non Cyprus Certificates of competency) or a valid proof that an application for the issue of an endorsement has been made to this Administration.

Notwithstanding the above, in exceptional circumstances, this Administration may allow the continuation of the employment of Masters or Officers on board a Cyprus flag vessel without a valid STCW95 Certificate, until the 30th January 2002.

Companies are hereby required to establish policies and maintain procedures to ensure compliance with the aforesaid requirements.

5.1 *Application for the issue of an endorsement attesting the recognition of a non Cyprus Certificate*

Each application for the issue of an endorsement attesting the recognition of a non Cyprus Certificate must be submitted to the Headquarters of the Department on **Form MS.TC. 2, "Application for the issue of an endorsement attesting the recognition of a non Cyprus Certificate"** shown in Annex 3.

Applications may be obtained from the Headquarters of the Department, the Overseas Offices of the Department or may be directly downloaded from the website of the Department at www.shipping.gov.cy.

It must be noted that the application form for the issue of an endorsement attesting the recognition of a non Cyprus Certificate (Form MS.TC 2) will be revised from time to time. Applicants must use the latest version available at the time of application. Applications made with outdated versions of Form MS.TC 2 may be rejected. Companies are hereby advised to visit regularly the website of the Department at the address shown above for the latest information regarding the issue of endorsements attesting the recognition of non Cyprus Certificates.

5.1.1 *Persons Eligible for an endorsement attesting the recognition of a non Cyprus Certificate*

Holders of STCW95 Certificates of competency recognised by the Government of the Republic of Cyprus for the capacity of Master, Chief Officer, Officer in charge of a Navigational watch, Radio Operator, Chief Engineer, Second Engineer and Officer in charge of an Engineering watch, presently serving on board Cyprus flag vessels or intending to serve on board Cyprus flag vessels, over eighteen (18) years of age, are eligible to apply for an endorsement attesting the recognition of a non Cyprus Certificate provided that they are holding a valid Cyprus Seafarer's Identification and Record Book or they have applied for the issue of such a book.

It should be noted that this Administration will **only** examine applications for the issue of an endorsement attesting the recognition of a non Cyprus Certificate if the applicant is holding a valid Cyprus Seafarer's Identification and Sea Service Record Book or if he has applied for the issue of such a book, and his application has been approved.

5.1.2 *Completion of the Application*

The application form (MS.TC 2) must be completed in the Greek and English language or in the English language alone and the information must be printed legibly in capital letters. Failure to complete the application form, properly giving all the required information, may result in the rejection of the application or delay in its processing.

The application form **must** be signed by the applicant himself. Failure of the applicant to reproduce the signature shown on his application form may result in the cancellation, withdrawal or suspension of the endorsement attesting the recognition of a non Cyprus Certificate issued to the seafarer.

5.1.3 Documents to be submitted with each application

Each application for the issue of an endorsement attesting the recognition of a non Cyprus Certificate must be supported by the following:

1. Two passport size photographs.
2. A certified copy of the certificate and endorsement to be recognised.
3. Photocopy of the Medical fitness certificate.
4. Declaration regarding Cyprus legislation and national requirements.
5. Fees
6. Name list of seafarers for whom an application has been made (If more than two)

It should be noted that failure to submit all the required documents photographs and fees will result in the rejection of the application.

If the documents required are not in the Greek or English language, an official duly certified translation of the documents into Greek or English must also be submitted with the application. The translations must identify the translator for verification purposes.

Photographs

Two passport size (3.5 x 4.5 cm) photographs, facial front view of the applicant, taken within a year preceding the application with the applicant's name and surname printed on the reverse side.

Certified copy of the certificate and endorsement to be recognised

A certified copy of the certificate and endorsement to be recognised, issued by a foreign Administration in accordance with the relevant provisions of the STCW Convention as amended and in force at the time of application. **The copy of the certificate and endorsement must be certified by the issuing Authority or by a Cyprus Consul or a Cyprus Honorary Consul or by a Marine Surveyor or any other Officer of the Department of Merchant Shipping.**

Notwithstanding the above, if the authenticity and the validity of a certificate can be verified via the Internet, by direct access to an electronic database maintained by the Certificate issuing Authority, a copy of the certificate and endorsement to be recognised, is sufficient.

Medical fitness certificate

Photocopy of the medical fitness certificate issued in accordance with the relevant provisions of the ILO 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 at the time of application.

The medical fitness examination must be carried out not more than 18 months before the date of submission of this application.

Declaration regarding Cyprus Legislation and national requirements

Masters, Chief Officers, Chief Engineers and Second Engineers must also submit a signed declaration concerning their knowledge of Cyprus legislation and requirements relevant to their position and duties.

It should be noted that Officers in charge of a navigational watch and Officers in charge of an Engine room watch must also submit the above declaration if their certificate of competency allows them to serve on board a vessel at a higher capacity.

The required declaration (Form MS.TC.3) to be submitted, is shown on the last page of the Guidance Document attached as Annex 4, entitled, “***Familiarisation with National Maritime Legislation and Requirements***”.

Masters, Chief Officers, Chief Engineers and Second Engineers must have the aforementioned Guidance Document with them, while serving on board Cyprus flag vessels.

The above Guidance Document and the declaration form (Form MS.TC.3) may be obtained from the Headquarters of the Department, the Overseas Offices of the Department or may be directly downloaded from the website of the Department at www.shipping.gov.cy.

It must be noted that the “***Familiarisation with National Maritime Legislation and Requirements***” Guidance Document and Form MS.TC 3 may be revised from time to time. Applicants must use the latest version available at the time of application. Declarations made on outdated versions of Form MS.TC 3 may be rejected.

Fees

The required fees shown on Form MS.TC. 2 (Annex 3) in Cyprus pounds or the equivalent amount in a foreign currency must be paid in cash or by a Banker's Draft or a Cyprus based Bank cheque in favour of “The Director of Department of Merchant Shipping”, to the

Department of Merchant Shipping or to any diplomatic mission or a Maritime Office of the Republic abroad

Name list

Companies applying for the issue of an endorsement attesting the recognition of a non Cyprus Certificate for more than two seafarers at the same time, must include a name list with the personal details (Surname, Name, Sex, and Date of Birth) of each seafarer for whom an application has been made.

5.2 *Delivery of an endorsement attesting the recognition of a non Cyprus Certificate*

Endorsements attesting the recognition of non Cyprus Certificate will be delivered by courier to the mailing address indicated by the applicants on the Forms MS.TC. 2. To this end, it is important that applicants include the full details of their mailing address as indicated in Form MS.TC.2, in order to avoid problems during delivery.

Notwithstanding the above, Endorsements attesting the recognition of a non Cyprus Certificates may be delivered to the Overseas Offices of the Department or to Diplomatic Missions of the Republic of Cyprus, abroad, and applicants will be informed via facsimile to obtain their documents from the aforementioned offices.

Whenever applications are submitted through companies, the Endorsements attesting the recognition of a non Cyprus Certificates will be delivered to the Companies concerned.

5.3 *Validity of an endorsement attesting the recognition of a non Cyprus Certificate*

Endorsements attesting the recognition of a non Cyprus Certificates shall have the same expiration date as the certificate whose recognition they attest.

Notwithstanding the above, no endorsement shall be valid for a period of more than five (5) years from the date of issue.

5.4 *Replacement of endorsement attesting the recognition of a non Cyprus Certificate*

If an endorsement attesting the recognition of a non Cyprus Certificate requires alteration or is damaged, an application for a replacement (Form MS.TC 2) should be made immediately.

If the endorsement attesting the recognition of a non Cyprus Certificate is stolen or lost or it is destroyed, notification should be given immediately to the Headquarters of the Department and an application for a replacement endorsement (Form MS.TC 2) should be made.

If an endorsement attesting the recognition of a non Cyprus Certificate is lost in the mail during delivery, then the endorsement will be replaced at no additional charge.

5.5 *Renewal of endorsement attesting the recognition of a non Cyprus Certificate*

An application for the renewal of an endorsement attesting the recognition of a non Cyprus Certificate (Form MS. TC 2) should be made at least three (3) months prior to the expiration date of the endorsement.

5.6 *Rejection of an application for the issue of an endorsement attesting the recognition of a non Cyprus Certificate*

Applications for the issue of endorsements attesting the recognition of non Cyprus Certificates are subject to the approval of this Administration. If an application is not approved the applicant will be promptly informed of the reasons and all documents submitted, together with the fee, shall be returned to the applicant at the return mailing address indicated on the application.

The applicant may within forty-five (45) days from the date of rejection of the application, request re-examination of the application. If the application is not approved for the second time, the rejection is final.

5.7 *Suspension and withdrawal of endorsement attesting the recognition of a non Cyprus Certificate*

The endorsement attesting the recognition of a non Cyprus Certificate remains the property of the Republic of Cyprus and it may be suspended or withdrawn by this Administration at any time on account of a disciplinary offence or any other cause as provided for in the Cyprus legislation.

Upon suspension or withdrawal of an endorsement attesting the recognition of a non Cyprus Certificate, issued by this Administration, the seafarer in question and the Company employing the seafarer (if any) and the competent Authority that issued the relevant certificate of competency will be informed accordingly.

This Administration will maintain a list of suspended or withdrawn endorsements attesting the recognition of a non Cyprus Certificate at the website of the Department for the information of those concerned.

5.8 *Proof of application for the issue of endorsement attesting the recognition of a non Cyprus Certificate*

In accordance with the provisions of Regulation I/10 of the STCW78 Convention as amended, this Administration may allow a seafarer to serve in a capacity, **other than that of a radio operator**, for a period not exceeding three months on board a Cyprus flag vessel, while holding an appropriate and valid certificate issued and endorsed by a competent Authority the certificates of which are recognised by the Government of the Republic of Cyprus which has not yet been endorsed, but for which an application for the issue of an endorsement has been made to this Administration.

As from **1st December 2001**, this Administration will commence the issue of documentary evidence to all seafarers other than radio operators, applying for the issue of an endorsement attesting the recognition of a non Cyprus Certificate. The aforesaid documentary evidence will permit the holder to serve on board Cyprus flag vessels without a recognition endorsement for a period not exceeding three months, provided he holds an appropriate and valid certificate issued and endorsed by a competent Authority the certificates of which are recognised by the Government of the Republic of Cyprus

The above documentary evidence will be forwarded to the address indicated on Form MS.TC. 2.

In exceptional circumstances, where a seafarer must be engaged on board a Cyprus flag vessel within a in very short time, this Administration may issue the above documentary evidence upon receiving via facsimile or otherwise **all** the information required for the issue of an endorsement attesting the recognition of a non Cyprus Certificate (Form MS.TC 2). However, such applications must be forwarded to this Administration by the Company that will employ the seafarer in question. The Company must also forward to this Administration the details of the vessel on which the seafarer will be employed and the reasons that warrant the urgent engagement of the seafarer on board the vessel.

6. ENGAGEMENT OF SEAFARERS ON BOARD CYPRUS FLAG VESSELS

6.1. Authenticity and Validity of Certificates

As mentioned in Section 5, Article 8 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Law 105(I) requires Companies to ensure that each seafarer serving on board their vessels holds a valid and authentic appropriate certificate in respect of any function he is to perform on that ship.

In view of the above, Companies are hereby urged to ensure that all seafarers serving on board their vessel hold valid and authentic certificates and training documentary evidence.

The validity and authenticity of certificates and training documentary evidence may be verified by direct request to the certificate-issuing Authority. The contact details of most certificate-issuing Authorities are shown in STCW95 Circular 1 Rev.1 issued by the International Maritime Organisation shown in Annex5.

The aforementioned document and its subsequent revisions will be available at the Website of the Department.

6.2 *Banned Seafarers*

As from **1st August 2001**, the Department will establish and maintain at its Website a list of seafarers banned from serving on board Cyprus flag vessels as well as lists of Certificates, endorsements attesting the recognition of a non Cyprus Certificate and Cyprus Seafarer's Identification and Sea Service Record Books which have been suspended or withdrawn.

Companies are hereby requested to establish processes and maintain procedures to ensure that no banned seafarers or seafarers holding suspended or withdrawn Certificates / endorsements attesting the recognition of a non Cyprus Certificate / Cyprus Seafarer's Identification and Sea Service Record Books are engaged on board their vessels.

6.3 *STCW95 Certificates of competency*

As mentioned in Section 5, as from **1st January 2002**, no Master or Officer shall serve on board a Cyprus flag vessel without a valid STCW95 Certificate of competency and a Cyprus Endorsement attesting the recognition of the non Cyprus Certificate (for holders of non Cyprus Certificates of competency) or a valid proof that an application for the issue of an endorsement has been made to this Administration.

In view of the above, Companies are hereby urged to ensure that Masters and Officers who are presently engaged on board Cyprus Flag vessels or will be engaged on board Cyprus Flag vessels prior to 1st January 2002 and will continue to serve on board Cyprus Flag vessels after 1st January 2002, hold a valid STCW95 Certificate of competency or their STCW78 Certificate of competency will be upgraded to STCW95 Certificate of competency, by the certificate- issuing Authority, without any additional training, prior to 1st January 2002.

REPUBLIC



OF CYPRUS

MS.TC.1 Rev/1-01

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

APPLICATION FOR THE ISSUE OR RENEWAL OF A SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOK (SISRB)

Please read carefully the attached notes before completing this application form

1. Surname (Family Name)		2. First Name (Given Name)	
3. Other names (Middle)		4. Place of Birth	
		City: _____ Country: _____	
5. Date of birth	6. Nationality (Citizenship)		7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Day: _____ Month: _____ Year: _____			
8. Father's Surname (Family Name)		9. Father's First Name (Given Name)	
10. Mother's Surname (Maiden Name)		11. Mother's First Name (Given Name)	
12. Medical Certificate issue date	13. Medical Certificate expiry date	14. Medical Certificate Issuing Authority	
Day: _____ Month: _____ Year: _____	Day: _____ Month: _____ Year: _____		
15. Seafarer's contact Address			
Street: _____ Postal Code: _____			
City: _____ Country: _____			
Tel. / Fax: _____ Other: _____			
16. Mailing address where the document applied for should be sent if different from contact address			
Street: _____ Postal Code: _____			
City: _____ Country: _____			
Tel. / Fax: _____ Other: _____			
17. In case of Emergency notify :			
Relationship: _____			
Surname (Family Name): _____ First Name (Given Name): _____			
Street: _____ Postal Code: _____			
City: _____ Country: _____			
Tel. / Fax: _____ Other: _____			
PROOF OF IDENTITY			
18. Identity Document <input type="checkbox"/> Passport <input type="checkbox"/> Seaman's Book	19. Identity Document Number		20. Identity Document issuing Authority
DESCRIPTION OF HIGHEST GRADE CERTIFICATE NOW HELD, IF ANY			
21. Grade of certificate now held, If any		22. Certificate issuing Authority	
23. Certificate issue date		24. Certificate expiry date	
Day: _____ Month: _____ Year: _____	Day: _____ Month: _____ Year: _____		
25. Under 18 Years old		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If under 18 years old ,attach relevant written consent from your legal guardians			
26. Under 16 Years old		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If under 16 years of age, will be allowed to serve on board Cyprus flag vessels where only members of the same family are employed			
27. Are you able to swim ?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cyprus Legislation requires that persons applying for a Seafarer's Identification and Sea Service Record Book must be able to swim			

28. Is this an application for Renewal? <input type="checkbox"/> YES <input type="checkbox"/> NO											
If Yes give old book number	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 10%;">C</td> <td style="width: 10%;">Y</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	C	Y								
C	Y										
29. If furnished with Cyprus certificates or endorsement or training documentary evidence or seafarer's identification and record book, specify Seafarer's Identification Number											
<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
30. If the application is for a replacement, give old book number and reason for replacement											
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C	Y										
31. Photographs (Two)	32. DECLARATION (THE MAXIMUM PENALTY FOR FALSE DECLARATIONS IS CY£ 5000) I DECLARE THAT THE INFORMATION I HAVE GIVEN IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE. I ALSO DECLARE THAT THE DOCUMENTS SUBMITTED ARE GENUINE. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <div style="border-top: 1px dotted black; margin-bottom: 5px;"></div> Signature </div> <div style="width: 45%; text-align: center;"> <div style="border-top: 1px dotted black; margin-bottom: 5px;"></div> Date of Application </div> </div>										
Seafarers found with fraudulent certificates of competency or training documentary evidence, will be banned from employment on board Cyprus flag vessels for life											
FOR OFFICIAL USE ONLY											
Do not write below this line											

APPLICATION FOR THE ISSUE OR RENEWAL OF A SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOK (SISRB)

GENERAL INFORMATION AND NOTES FOR GUIDANCE

1. Please read these notes carefully before completing the attached application form. All required information must be printed legibly in **capital letters**. Failure to properly complete this application or to submit the required documentation may result in the rejection of this application or delay its processing.
2. Applications must be forwarded to the following address

DEPARTMENT OF MERCHANT SHIPPING
Kyllinis Street, Mesa Geitonia,
CY-4007 Lemesos,
Cyprus
P.O. Box 56193
CY-3305 Lemesos
Cyprus
Tel.: +357-5-848132, Fax: +357-5-848135, E-mail dmscy@attglobal.net

3. The following documents must be submitted with this application :
 - I. Two passport size (3.5 x 4.5 cm) photographs, facial front view of the applicant, taken within a year preceding the application with applicant's name and surname printed on the reverse side .
 - II. As a proof of identity, copies of the pages, in which the personal identification details of the applicant are shown, of a valid passport or of a valid seaman's book, issued 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 at the time of the application, are accepted. If these documents are not in the Greek or English language, a certified translation of the documents into Greek or English must also be enclosed with the application. If the application is for renewal, only a copy of the previous book's identification pages is required.

Only a valid seaman's book issued by or on behalf of the Government of the Republic of Cyprus or the relevant competent Authorities of the country of nationality of the applicant will be accepted as a proof of identity, provided that the document in question is recognised by the issuing Authority as a travelling document (in lieu of a valid passport)

- III. Clear photocopies of the highest grade, of the valid certificate now held by the applicant, issued by or on behalf of the Government of the Republic of Cyprus or any other competent Authority recognised by the Government of the Republic of Cyprus at the time of the application. Certificates submitted for Masters, Chief Officers, Officers in charge of a Navigational watch, GMDSS restricted or General Operators, Chief Engineers, Second Engineers, Officers in charge of an Engineering watch, ratings forming part of a Navigational watch and ratings forming part of an Engineering watch, must be in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended and in force at the time of application. The certificates of Masters and Officers must be accompanied by the relevant endorsement and certificate of proficiency and updating of knowledge (For STCW78 Certificates) if any.
- IV. Photocopy of the Medical fitness certificate 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 at the time of application. If the applicant is over 18 years old, the medical fitness examination must be carried out not more than 12 months prior to the date of submission of this application. If the applicant is under 18 years old, the medical fitness examination must be carried out not more than 6 months prior to the date of submission of this application.

- V. If the applicant is less than eighteen (18) years of age, a written consent from his/ her legal guardians must also be submitted with this application. If these documents are not in the Greek or English language, a certified translation of the documents into Greek or English must also be enclosed with the application
- VI. A report of the conduct and character of the applicant signed by the Master or Shipowner or previous employer. or the manning agent or in case of newly certificated seafarer, by the maritime college or training institution
- VII. The required fee for each Seafarers Identification and Sea Service Record Book is CY£25 or U.S.\$50 , plus CY£10 or U.S.\$20 for secure delivery by courier. Payment must be made by Banker's Draft or Cyprus based Bank cheque, payable in Cyprus pounds or U.S dollars, as above indicated, or any other European currency convertible to Cyprus Pounds, equivalent to the aforementioned U.S\$ amount, to "The Director of Department of Merchant Shipping". Payment can also be made in places where Cyprus has a diplomatic mission or a Maritime Office, in this case a copy of the payment receipt must be submitted with the application.
4. This application is subject to the approval of the Maritime Administration of the Republic of Cyprus. If the application is not approved, the applicant will be promptly informed of the reasons and all documents submitted together with the fee, shall be returned to the applicant at the mailing address indicated. The applicant may, within forty-five (45) days from the date of rejection of the application, request re-examination of the application. If the application is rejected for the second time, the rejection is final.
5. The Seafarer's Identification and Sea Service Record Book remains the property of the Republic of Cyprus and may be suspended or withdrawn at any time.
6. The Seafarer's Identification and Sea Service Record Books are issued in compliance with the provisions of the Law No 108 (I)/2000 and may be used only for the Engagement, Discharge and recording the sea service of a seafarer on board ships under the Flag of Cyprus.
7. The Seafarer's Identification and Sea Service Record Book is neither a passport nor a travelling document, it is issued without prejudice to and in no way affects the National status of the holder.
8. The Seafarer's Identification and Sea service Record Book is valid for ten (10) years from the date of issue.
9. The Contents of the Seafarer's Identification and Sea Service Record Book are in accordance with the provisions of the International Labour Organization (ILO) Convention No. 108 concerning the Seafarers Identity Documents 1958, and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW78, as amended.

SEAFARERS FOUND WITH FRAUDULENT CERTIFICATES OF COMPETENCY OR TRAINING DOCUMENTARY EVIDENCE, WILL BE BANNED FROM EMPLOYMENT ON BOARD CYPRUS FLAG VESSELS FOR LIFE.

LIST OF COUNTRIES OF WHOM THE CERTIFICATES OF COMPETENCY ARE PRESENTLY ACCEPTED FOR THE ISSUE OF SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOK (SISRB)

Argentina	Cuba	Hungary	Korea, Republic of	Philippines	Turkey
Australia	Czech Republic	Iceland	Latvia	Poland	Ukraine
Belgium	Denmark	India	Malaysia	Portugal	United Kingdom
Bulgaria	Egypt	Indonesia	Maldives	Romania	United States of America
Canada	Finland	Ireland	Myanmar	Russia **	
Chile	France	Israel	Netherlands	Singapore	
China, Peoples' Republic of	Germany*	Italy	New Zealand	Spain	
Colombia	Greece	Ivory Coast	Norway	Sri Lanka	
Croatia **	Hong Kong (China)	Japan	Pakistan	Sweden	

* Including Certificates of Competency issued by the Federal Republic of Germany and the German Democratic Republic.

** The Certificates of Competency issued by the former States of U.S.S.R and Yugoslavia are also recognised

Note: Applicants are advised to obtain the most recent list of countries whose Certificates of Competency have been recognised by the Government of the Republic of Cyprus, from the website of the Department of Merchant Shipping at www.shipping.gov.cy

Company / Organization/ Institution Letterhead

REPORT ON THE CONDUCT AND CHARACTER

[FOR THE ISSUE OF SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOK (SISRB)]

I the undersigned, certify that Mr /Mrs.
Name Surname

Citizen of holder of passport/ Seaman's Book No.....
(Nationality / Citizenship) (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)

is of a good character and his /her professional conduct during his /her assignment with our

Company /Organization/ Institution / Ship from.....to..... was satisfactory.
[Start Date (Date/Month/Year)] [End Date (Date/Month/Year)]

.....
Signature


.....
Name and Surname

.....
Position

.....
(Name of the Company / Organisation/ Institution/ Ship)

Note:

This report must be printed on paper with the official letterhead of the Company / Organization/ Institution and if issued by the Master, must have the official seal of the vessel.

REPUBLIC  OF CYPRUS		MS.TC.4 Rev/1-01
MINISTRY OF COMMUNICATIONS AND WORKS DEPARTMENT OF MERCHANT SHIPPING LEMESOS		
<u>APPLICATION FOR EMPLOYMENT ON BOARD A CYPRUS FLAG VESSEL WITHOUT A SEAFARER'S IDENTIFICATION AND SEA SERVICE RECORD BOOK (SISRB)</u>		
1. Surname (Family Name)		2. First Name (Given Name)
3. Other names (Middle)		4. Place of Birth City: _____ Country: _____
5. Date of birth Day: _____ Month: _____ Year: _____	6. Nationality (Citizenship)	7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Father's Surname (Family Name)		9. Father's First Name (Given Name)
10. Mother's Surname (Maiden Name)		11. Mother's First Name (Given Name)
12. Medical Certificate issue date Day: _____ Month: _____ Year: _____	13. Medical Certificate expiry date Day: _____ Month: _____ Year: _____	14. Medical Certificate Issuing Authority
15. Seafarer's contact Address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel. / Fax: _____ Other: _____		
16. Mailing address where the document applied for should be sent if different from contact address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel. / Fax: _____ Other: _____		
17. In case of Emergency notify : Relationship: _____ Surname (Family Name): _____ First Name (Given Name): _____ Street: _____ Postal Code: _____ City: _____ Country: _____ Tel. / Fax: _____ Other: _____		
PROOF OF IDENTITY		
18. Identity Document <input type="checkbox"/> Passport <input type="checkbox"/> Seaman's Book	19. Identity Document Number	20. Identity Document issuing Authority
21. Has the person received similar exemption in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO		
22. If furnished with Cyprus certificates or endorsement or training documentary evidence or seafarer's identification and record book, specify Seafarer's Identification Number		
Vessel Details		
23. Name: _____		24. Call Sign: _____
25. Type: _____		26. IMO No.: _____
Duration of Employment		
27. Employment Starting Date Day: _____ Month: _____ Year: _____		28. Employment Termination Date Day: _____ Month: _____ Year: _____
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">-----</p> <p style="text-align: center;">Date of Application</p> </div> <div style="width: 45%;"> <p style="text-align: center;">-----</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Name and Surname</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Position</p> </div> </div> <p>Company Name: _____</p>		

REPUBLIC



OF CYPRUS

MS.TC.2 Rev/1-01

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

APPLICATION FOR THE ISSUE OR RENEWAL OF AN ENDORSEMENT ATTESTING THE RECOGNITION OF A NON CYPRUS CERTIFICATE

Please read carefully the attached notes before completing this application form

1. Surname (Family Name)		2. First Name (Given Name)	
3. Other names (Middle)		4. Place of Birth City: _____ Country: _____	
5. Date of birth Day: _____ Month: _____ Year: _____	6. Nationality (Citizenship)		7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Father's Surname (Family Name)		9. Father's First Name (Given Name)	
10. Mother's Surname (Maiden Name)		11. Mother's First Name (Given Name)	
12. Medical Certificate issue date Day: _____ Month: _____ Year: _____	13. Medical Certificate expiry date Day: _____ Month: _____ Year: _____	14. Medical Certificate Issuing Authority	
15. Seafarer's contact Address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel./ Fax: _____ Other: _____			
16. Mailing address where the document applied for should be sent if different from contact address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel./ Fax: _____ Other: _____			
DESCRIPTION OF HIGHEST GRADE CERTIFICATE NOW HELD, IF ANY (1995 CERTIFICATE)			
17. Grade of certificate now held, If any		18. Certificate issuing Authority	
19. Certificate issue date Day: _____ Month: _____ Year: _____		20. Certificate expiry date Day: _____ Month: _____ Year: _____	
21. FUNCTIONS	22. LEVEL	23. LIMITATIONS APPLYING, IF ANY	
Navigation			
Cargo handling and stowage			
Controlling the operation of the ship and care of persons on board			
Marine Engineering			
Maintenance and repair			
Electrical, Electronic and Control Engineering			
Radiocommunications			
24. CAPACITY		25. LIMITATIONS APPLYING, IF ANY	

26. Do you hold a valid Cyprus seafarer's identification and sea service record book? <input type="checkbox"/> YES <input type="checkbox"/> NO											
If NO , state the date of application for Cyprus seafarer's identification and sea service record book <div style="text-align: right;">Day: _____ Month: _____ Year: _____</div>											
If yes, give the Cyprus seafarer's identification and sea service record book Number : <table border="1" style="float:right; text-align:center; width:150px;"> <tr> <td>C</td><td>Y</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		C	Y								
C	Y										
27. Are you familiar with the Cyprus legislation and requirements related to your duties? <input type="checkbox"/> YES <input type="checkbox"/> NO											
(A separate declaration must be submitted with this application, see instructions)											
28. Is this Application for Renewal? <input type="checkbox"/> YES <input type="checkbox"/> NO											
If Yes give old Cyprus Endorsement number <table border="1" style="float:right; text-align:center; width:150px;"> <tr> <td>R</td><td>E</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		R	E								
R	E										
29. If furnished with Cyprus certificates or endorsement or training documentary evidence or seafarer's identification and record book, specify Seafarer's Identification Number <table border="1" style="float:right; text-align:center; width:150px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
30. If the application is for a replacement, give old Cyprus Endorsement number and reason for replacement <table border="1" style="float:right; text-align:center; width:150px;"> <tr> <td>R</td><td>E</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		R	E								
R	E										
31. Photographs (Two)	32. DECLARATION (THE MAXIMUM PENALTY FOR FALSE DECLARATIONS IS CY€ 5000) I DECLARE THAT THE INFORMATION I HAVE GIVEN IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE. I ALSO DECLARE THAT THE DOCUMENTS SUBMITTED ARE GENUINE. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> Signature </div> <div style="width: 45%; text-align: center;"> Date of Application </div> </div>										
Seafarers found with fraudulent certificates of competency or training documentary evidence, will be banned from employment on board Cyprus flag vessels for life											
FOR OFFICIAL USE ONLY											
Do not write below this line											

**APPLICATION FOR THE ISSUE OR RENEWAL OF AN ENDORSEMENT ATTESTING
THE RECOGNITION OF A NON CYPRUS CERTIFICATE**

GENERAL INFORMATION AND NOTES FOR GUIDANCE

1. Please read these notes carefully before completing the attached application form. All required information must be printed legibly in **capital letters**. Failure to properly complete this application or to submit the required documentation may result in the rejection of this application or delay its processing.
2. An Endorsement Attesting the recognition of a non Cyprus certificate is required **only** for Masters, Chief Officers, Officers in charge of a Navigational watch, GMDSS restricted or General Operators, Chief Engineers, Second Engineers and Officers in charge of an Engineering watch.
3. Applicants must hold valid certificates of competency and endorsements issued in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended and in force at the time of application (STCW 95 Certificate), recognised by the Government of the Republic of Cyprus.
4. Applicants must hold valid Cyprus Seafarer's Identification and Sea service Record Books or must have applied for Cyprus Seafarer's Identification and Sea service Record Books. (Form MS.TC.1).
5. Applications must be forwarded to the following address

DEPARTMENT OF MERCHANT SHIPPING
Kyllinis Street, Mesa Geitonia,
CY-4007 Lemesos,
Cyprus
P.O. Box 56193
CY-3305 Lemesos
Cyprus
Tel.: +357-5-848132, Fax: +357-5-848135, E-mail dmscy@attglobal.net

6. The entries for **Level (22)**, **Limitations applying for each function, if any (23)**, **Capacity (24)** and **Limitations applying for each capacity (25)** must be recorded exactly as they appear on the certificate of competency and endorsement of the applicant. For function(s) not applicable, a N/A note must be entered in the corresponding **Level** and **Limitations** column.
7. The following documents must be submitted with this application :
 - I. Two passport size (3.5 x 4.5 cm) photographs- facial front view of the applicant, taken within a year preceding the application, with applicant's name and surname printed on the reverse side .
 - II. A copy of the certificate and endorsement to be recognised, which must be issued in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended and in force at the time of application, by or on behalf of any competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of application. The copy of the certificate and endorsement must be certified by the issuing Authority or by a Cyprus Consul or a Cyprus Honorary Consul or by a Marine Surveyor or other Officer of the Department of Merchant Shipping.

Notwithstanding the above, if the authenticity and the validity of a certificate can be verified via the Internet, by direct access to an electronic database maintained by the Certificate issuing Authority, no certified copy of the certificate and endorsement to be recognised is required

- III. Photocopy of the Medical fitness certificate 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 at the time of application. The medical fitness examination must be carried out not more than 12 months prior to the date of submission of this application.

- IV. A signed declaration by the applicant concerning his knowledge of the Cyprus Legislation and requirements relevant to his position and duties. Required only for Masters, Chief Officers, Chief Engineers and Second Engineers (Form MS.TC.3).
- V. The required fee for each Endorsement Attesting the recognition of a non Cyprus certificate is CY£15 or U.S\$30, plus CY£10 or U.S\$20 for secure delivery by courier. Payment must be made by Banker's Draft or Cyprus based Bank cheque, payable in Cyprus pounds or U.S dollars or any other European currency convertible to Cyprus Pounds, equal to the U.S\$ amount, to "The Director of Department of Merchant Shipping". Payment can also be made in places where Cyprus has a diplomatic mission or a Maritime Office, in this case a copy of the payment receipt must be submitted with the application..
8. This application is subject to the approval of the Maritime Administration of the Republic of Cyprus. If the application is not approved, the applicant will be promptly informed of the reasons and all documents submitted together with the fee, shall be returned to the applicant at the mailing address indicated.
9. Endorsements attesting the recognition of a non Cyprus certificate are issued in compliance with the provisions of the Law No 109 (I)/2000 and are in accordance with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW78, as amended.
10. Endorsements attesting the recognition of a non Cyprus Certificates shall have the same expiration date as the certificate whose recognition they attest. However no endorsement shall be valid for a period of more than five (5) years from the date of issue.
11. The endorsement Attesting the recognition of a non Cyprus certificate remains the property of the Republic of Cyprus and may be suspended or withdrawn at any time.

SEAFARERS FOUND WITH FRAUDULENT CERTIFICATES OF COMPETENCY OR TRAINING DOCUMENTARY EVIDENCE, WILL BE BANNED FROM EMPLOYMENT ON BOARD CYPRUS FLAG VESSELS FOR LIFE.

LIST OF COUNTRIES OF WHOM THE CERTIFICATES OF COMPETENCY ARE PRESENTLY ACCEPTED FOR THE ISSUE OF ENDORSEMENT ATTESTING THE RECOGNITION OF NON CYPRUS CERTIFICATE OF COMPETENCY

Argentina	Cuba	Hungary	Korea, Republic of	Philippines	Turkey
Australia	Czech Republic	Iceland	Latvia	Poland	Ukraine
Belgium	Denmark	India	Malaysia	Portugal	United Kingdom
Bulgaria	Egypt	Indonesia	Maldives	Romania	United States of America
Canada	Finland	Ireland	Myanmar	Russia **	
Chile	France	Israel	Netherlands	Singapore	
China, Peoples' Republic of	Germany*	Italy	New Zealand	Spain	
Colombia	Greece	Ivory Coast	Norway	Sri Lanka	
Croatia **	Hong Kong (China)	Japan	Pakistan	Sweden	

* Including Certificates of Competency issued by the Federal Republic of Germany and the German Democratic Republic.

** The Certificates of Competency issued by the former States of U.S.S.R and Yugoslavia are also recognised

Note: Applicants are advised to obtain the most recent list of list of countries of whom the Certificates of Competency have been recognised by the Government of the Republic of Cyprus from the website of the Department of Merchant Shipping at www.shipping.gov.cy

REPUBLIC OF CYPRUS
MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING



FAMILIARISATION WITH
NATIONAL MARITIME LEGISLATION
AND REQUIREMENTS

For senior officers serving on board Cyprus Ships

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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 DMS 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
3. Merchant Shipping (Criminal and Disciplinary Liability of Seafarers, Suspension or Cancellation of Certificates) Law 106(I) of 2000.
4. Merchant Shipping (Medical Examination of Seafarers and Issue of Certificates) Law 107(I) of 2000.
5. Merchant Shipping (Registration of seafarers and Seafarer's Register) Law 108(I) of 2000
6. Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 109(I) of 2000

3. DEFINITIONS

Director:	means the Director of the Department of Merchant Shipping
DMS:	means the Department of Merchant Shipping
Crew:	means all seafarers serving onboard a vessel
Master:	means the person having command of the ship
Officer:	means the Chief Mate, 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:	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 | 32. Crisis management and human behaviour training for passenger ships |
| 16. Take Charge of medical care aboardship Training | |
| 17. Certificate of fitness (Medical) | |

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, 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, 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 five 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, 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 DMS 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, 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 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 DMS Circular No. 17/98, dated 27 July 1998

11. BASIC SAFETY TRAINING & SPECIAL SAFETY TRAINING.

Basic safety 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 safety training, shall in addition to safety familiarization training receive special safety training as per DMS 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, 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.

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.

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]

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 as 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 DMS as well as the DMS 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 this Department as well as to the Department'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 Department of Merchant Shipping stationed at the overseas Maritime Offices and the Headquarters of the Department of Merchant Shipping 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 Department of Merchant Shipping 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 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 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
3. Merchant Shipping (Criminal and Disciplinary Liability of Seafarers) Law 106(I) of 2000
4. Merchant Shipping (Medical Examination of Seafarers and Issue of Medical Fitness Certificates) Law 107(I) of 2000
5. Merchant Shipping (Registration of seafarers and Seafarer's Register) Law 108(I) of 2000
6. Merchant Shipping (Issue and Recognition of Certificates and Marine Training) Law 109(I) of 2000

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 DEPARTMENT OF MERCHANT SHIPPING

The Department of Merchant Shipping 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

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To :

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P.O Box 56193

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)

INTERNATIONAL MARITIME ORGANIZATION
4 ALBERT EMBANKMENT
LONDON SE1 7SR

Telephone: 020-7735 7611
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**E**

Ref. T2/4.2.1

STCW 95/Circ.1/Rev.1
2 May 2000

NATIONAL ADMINISTRATIONS RESPONSIBLE FOR IMPLEMENTING THE STCW CONVENTION

1 In order to assist Parties and companies to verify the authenticity of certificates of competency, the STW Sub-Committee at its thirtieth session, instructed the Secretariat to revise and update STW/Circ.29 containing the list of certificate-issuing authorities.

2 Consequently, document STCW 95/Circ.1 dated 15 April 1999 was issued, superseding STW/Circ.29 and comprising a compilation of names, postal addresses, telephone and facsimile numbers and e-mail addresses of ministries, departments or governmental agencies responsible for administering the Convention in accordance with information communicated to the Secretary-General as required by paragraph 2.1 of section A-I/7 of the STCW Code.

3 At its thirty-first session (10-14 January 2000), the STW Sub-Committee instructed the Secretariat to update STCW 95/Circ.1 (STW 31/17, paragraph 6.14). The revised list is attached hereto.

4 Parties to the STCW Convention listed in the attachment are requested to check their details and, if amendments are required, to advise the Secretariat accordingly. This document will be kept under review, amended as deemed necessary and circulated to Member States Party to the Convention.

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Administration responsible for regulating the STCW Convention

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