



REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY

31 March 2022

Circular No. 16/2022

SDM File No. 05.13.002

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

Subject: Application for Extension, Dispensation, Equivalence, Exemption or Deficient Manning with respect to the number of crew

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

1. Purpose

The purpose of this Shipping Deputy Ministry (SDM) Circular No. 16/2022 (the “Circular”) is to:

- i. advise all Registered owners, Registered Bareboat Charterers, Managers, Representatives and Masters of Ships flying the Cyprus Flag on the procedure in place for applying for Extension, Dispensation, Equivalence, Exemption or Deficient Manning with respect to the number of crew,
- ii. clarify the terminology used when applying.

2. This SDM Circular

- i. applies to all ships under the Flag of Cyprus and to ships in the process of changing Flag to Cyprus,
- ii. supersedes SDM Circulars No.15/2015 and No. 26/2021 which are hereby revoked,
- iii. deletes paragraph B of SDM Circular No. 7/2003.

3. Application Procedure

In order to ensure consistent response and handling of the applications and to facilitate the communication of all required information for consideration, the “Applications for Service Extension, Dispensation, Equivalence, Exemption or Deficient Manning with respect to the number of crew” shall be submitted using the relevant application form at the following SDM e-mails:

- i. **All applications should be sent to:**
shipsafety@dms.gov.cy
- ii. **Applications should also be sent as per the following table:**



Application related to:	Send to email:
Passenger Ships	passengerships@dms.gov.cy
MARPOL and Environmental Matters	environment@dms.gov.cy
Deficient Manning with respect to the number of crew	manning@dms.gov.cy
Long-Range Identification and Tracking (LRIT)	lrit@dms.gov.cy
Maritime Labour Convention (MLC) / ILO 152	mlc@dms.gov.cy
International Safety Management (ISM) Code	ism@dms.gov.cy
International Ship and Port Facility Security (ISPS) Code	maritime.security@dms.gov.cy

It is recommended in order to expedite handling and response, that all applicable sections of the application to be filled with sufficient detail and accuracy.

The latest version of form “Application for Extension, Dispensation, Equivalence, Exemption, Deficient Manning with respect to the number of crew” - EN06F01.03 is available on the website of the Shipping Deputy Ministry (www.shipping.dms.gov.cy) in Section: Info Centre → Forms → Maritime Safety - Forms.

4. Terminology

In order to secure consistency when referring to various cases or authorizations that can be granted by SDM the following basic definitions are established for reference when addressing such cases:

Extension: An Extension is a postponement of the term of validity of a Statutory certificate¹, servicing interval, or Dispensation previously issued, in accordance with the provisions of the relevant Convention, due to extenuating circumstances encountered that prevent the crediting of a requisite task prior to the nominal due date. Extensions of servicing intervals in particular are referred to as “Service Extensions.” Extensions are generally limited to the minimum period of time necessary for the ship to reach a port where rectification of the task can be accomplished and are also issued with time specific corrective action requirements, compliance with which, are reportable to the SDM by the expiration date.

Dispensation: A Dispensation is a temporary allowance granted in writing by the SDM to permit a ship to proceed without being in full compliance with a specific Convention requirement due to mitigating circumstances preventing the immediate rectification of the subject deficiency. Dispensations are issued with time specific corrective action requirements compliance with which are reportable to the SDM by the expiration date. In all cases, some measure of equivalence should be identified to be put in place and adhered to for the duration of the Dispensation Letter.

Equivalence: Equivalence is an equivalent arrangement which provides the same general level of safety or intent of a Convention requirement without meeting all criteria for full compliance. Such arrangements can be accomplished, either independently or in combination with, alternative equipment, additional procedures/precautions, operational restrictions, etc. Equivalences, when granted, are normally communicated to the International Maritime Organization (IMO).

Exemption: An Exemption is a permanent release from compliance with a Statutory Convention requirement due to the existence of specific circumstances as sanctioned by the provisions of that Convention. The Exemption Certificate is linked to, and retained with, its associated statutory

¹ Application for Statutory Surveys extension/postponement (such as Renewal, Intermediate or bottom Surveys) must be supported by the vessel’s class and accompanied by the class’s requirements for accepting the extension.

certificate, and is issued by the same Recognised Organization (RO) which issues that statutory certificate always under authorization from the SDM. Applications for Exemptions can also be requested directly by the shipowner, however, the SDM will review these requests with the relevant RO. Certain Exemptions, when granted, are required to be communicated to the IMO.

Deficient Manning with respect to the number of crew: In exceptional circumstances due to unforeseen reasons, reduced manning² of a Cyprus ship may be allowed^{3,4}, for a particular voyage and/or limited period of time, under the provisions of section 15 of the Merchant Shipping (Safe Manning, Hours of Work and Watchkeeping) Laws of 2000 to 2005 (Law 105(I)/2000 as amended).

Exemptions for the position of the Master or Chief Engineer may only be issued in circumstances of “force majeure”⁵, only in an event or effect that could not reasonably be anticipated or controlled.

5. Implementation

The provisions of this SDM Circular become applicable on 15 April 2022.



Liana Charalambous Tanos
Acting Permanent Secretary

cc: Maritime Offices of the Shipping Deputy Ministry abroad
Recognised Organisations
Inspectors of Cyprus Ships
Cyprus Shipping Chamber
Cyprus Union of Shipowners
Cyprus Bar Association

² With respect to the number/positions required by the vessel’s Minimum Safe Manning Document.

³ Applications for Deficient Manning with respect to the number of crew must be accompanied by the following documentation: a) Crew List, b) Minimum Safe Manning Document.

⁴ In addition, application for the position of the ship’s Cook must be accompanied by the following: a) Name of the person which will perform the duties of Cook on board the subject vessel. b) Confirmation that the above person is trained or instructed in areas including food and personal hygiene as well as handling and storage of food on board ship.

⁵ For example, sudden illness of a person rendering him incapable to perform his duties on board may be considered as a circumstance of “force majeure”. However, arrangements for his proper replacement at the next port of call should be made.