



REPUBLIC OF CYPRUS

SHIPPING DEPUTY MINISTRY TO THE PRESIDENT

Circular No.: 08/2019

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06 May 2019

To: Owners, Managers,
Masters and Representatives of Ships
under the Cyprus Flag

Subject: Continuous Synopsis Record (CSR) Document

I wish to inform you that the Shipping Deputy Ministry to the President, has decided to issue revised procedure and instructions related to the requirements and the issuance of Continuous Synopsis Record Document for Cyprus Flag Ships.

2. Attached herewith as **Annex 1** is a guidance document, with immediate effect, entitled "Guidelines for the Issuance of CSR document".
3. The Shipping Deputy Ministry to the President will be at the disposal of all Owners, Managers, Masters, Representatives of Ships under the Cyprus Flag and of those concerned with the matter for any explanations and clarifications they deemed necessary.
4. The present Circular revokes previous instructions contained in Circular No. 06/2006, which were relevant to CSR issuance and Circular 30/2009.
5. For any questions concerning the content of this circular, may contact:

Shipping Deputy Ministry – Technical Support to Shipping Registry
Tel: +357 25 848100
e-mail: csr@dms.gov.cy

This Circular must be placed on board ships flying the Cyprus Flag.

Costas Iacovou
Permanent Secretary
Shipping Deputy Ministry to the President

- cc
- Maritime Offices of the Shipping Deputy Ministry to the President abroad
 - Permanent Secretary, Ministry of Foreign Affairs
 - Diplomatic and Consular Missions of the Republic
 - Honorary Consular Officers of the Republic
 - Cyprus Bar Association
 - Cyprus Shipping Chamber
 - Cyprus Union of Shipowners

Encl.



Annex 1

Guidelines for the Issuance of CSR document

1 Background

The International Convention for the Safety of Life at Sea 1974, as amended, (SOLAS 74), Chapter XI-1, Regulation 5 requires every ship to which Chapter I of SOLAS applies to be issued with a Continuous Synopsis Record (CSR) document. The CSR document is intended to provide an on-board record of the history of the ship with respect to the information recorded therein.

2 Applicability

2.1 Cargo ships of more than 500 gross tonnage and all passenger ships engaged on international voyages shall be issued with a CSR document.

3 Definitions & Abbreviations

“Administration” means the government whose flag the vessel is entitled to fly.

“Cargo Ship” means any ship which is not a passenger ship.

“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 owner of the ship (regulation IX/1 of SOLAS 74).

“CSR” means Continuous Synopsis Record

“CSR Document” means the CSR document issued by the Administration

“CSR Form 1”: Application for Continuous Synopsis Record Document for the Ship with IMO Number:

“CSR Form 2”: Amendments to the Continuous Synopsis Record Document No.... for the Ship with IMO Number:

“CSR Form 3”: Index of amendments to the Continuous Synopsis Record Document No.... for the Ship with IMO Number:

“DoC”: Document of Compliance

“ISSC”: International Ship Security Certificate

“Passenger Ship” means a ship which carries more than twelve passengers.

“SMC”: Safety Management Certificate

“SOLAS 74”: The International Convention for the Safety of Life at Sea, 1974, as amended.

4 The CSR Document – General Information

4.1 A CSR document for a ship can only be issued by the Administration. The first CSR document issued to a ship is numbered “1” and subsequent CSR documents are to be sequentially numbered. The sequential numbering continues across change of flag through out the life of the ship.

4.2 Each original CSR shall be sent to the ship and kept on-board throughout its lifetime. The Administration is required to keep a copy of each CSR document issued to the ship.

4.3 Whenever issuing a CSR document to a ship, the Administration will have to provide all information in boxes 1 to 16. If an information is not applicable then relevant fields must be indicated with “N/A”.

4.4 The information regarding the bareboat charterer has to be completed if the ship is actually bareboat chartered and when the Administration requires the registration of bareboat charterer to its registration.

5 Issuance of CSR by Cyprus - CSR Applications and Amendments

This Administration accepts requests, application forms and amendment forms from:

- (i) The owner of the ship; or
- (ii) The Management Company of the ship; or
- (iii) The Master of the ship; or
- (iv) An Authorised representative of the owner or management company, provided that the name and contact details have been communicated to this Administration by either the owner or the manager of the ship prior to the submission of the application / forms.

5.1 Registration on new build ships – First CSR Document

For first CSR document, Company or Master must complete the CSR Form 1 (Application for First CSR Document). Original CSR Form 1 must be kept on-board the ship’s CSR File until original CSR No.1 is delivered on board.

For the issuance of the first CSR document, the following documents (if applicable) must be forwarded to this Administration:

- (i) Copy of CSR Form 1, and
- (ii) Copy of company’s DoC,
- (iii) Copy of ship’s SMC, and
- (iv) Copy of ship’s ISSC, and
- (v) Copy of ship’s Class Certificate.

5.2 Change of Flag – New CSR Document

When a ship will be flagging into the Cyprus Register, Company or Master must complete the CSR Form 2 (Amendments to the CSR Document No.) and CSR Form 3 (Index of amendments to the CSR Document No.). Original CSR Forms 2 & 3 to be attached on the current CSR document until the new original CSR document is delivered on-board.

For the issuance of new CSR document, the following documents (if applicable) must be forwarded to this Administration:

- (i) Copies of CSR Forms 2 & 3, and
- (ii) Copies of all previous CSR documents, and
- (iii) Copy of company's DoC,
- (iv) Copy of ship's SMC, and
- (v) Copy of ship's ISSC, and
- (vi) Copy of ship's Class Certificate.

5.3 Existing ships on the Register of Cyprus Ships – Amended CSR Document

In case of any changes of the information record on the current Cyprus CSR document, Company or Master must fill in only these changes on CSR Form 2 and complete CSR Form 3. Original CSR Forms 2 & 3 to be attached on the current CSR document until the amended original CSR is delivered on-board.

For the issuance of amended CSR document the following documents must be forwarded to this Administration:

- (i) Copies of CSR Forms 2 & 3, and
- (ii) Relevant documents for changes relating to the entries of details 6 to 14 (i.e. new certificates).

5.4 Leaving the Register of Cyprus Ships – Closed CSR Document

When a ship is to be deleted from the Register of Cyprus Ships and in order to speed up the issuance of the closed CSR document, the owners / managers / master / authorised representatives must communicate in writing the name of ship's new flag.

5.5 CSR Document for Parallel-In and Parallel-Out Registered Ships

5.5.1 Parallel-In Registered Ships

In cases of Parallel-In registrations (i.e. a ship remains registered in a foreign register but flies the flag of Cyprus under the terms of a bareboat

charter), above procedures 5.2, 5.3 and 5.4 are applicable for the issuance of new, amended or closed CSR documents.

5.5.2 Parallel-Out Registered Ships

In cases of Parallel-Out registrations (i.e. when a ship remains registered in the Register of Cyprus Ships but flies the flag of foreign country), this Administration issues CSR document evidencing that transaction. Therefore, the owners are requested to ensure that a relevant request is submitted to this administration and relevant CSR document is received prior of the issuance of new CSR document from the foreign registry.

6 Actions by the Master when receiving original CSR Document

When receiving the Original CSR document on-board, the Master must check the sequential number and review the document to ensure that all entries are correct and in accordance of the amended form(s) attached to the current CSR document (if not the first CSR Document). After verified that sequential number and entries are correct the Master shall date and sign the second page of the CSR document. The CSR document shall then be placed in the ship's CSR File.

If the Master identifies any inconsistencies or mistakes on the new CSR document received on-board, this Administration shall be immediately informed for further actions.

7 Lost CSR Documents

7.1 Lost CSR documents of existing ships on the Register of Cyprus Ships

If for any reason, the CSR document(s) issued by this Administration is/are lost or damaged the owners / managers / Master / authorised representatives should contact this Administration in order to provide signed and stamped duplicates.

7.2 Lost CSR documents of deleted ships from the Register of Cyprus Ships.

When a ship is deleted from the Register of Cyprus Ships and the original CSR document or CSR documents issued by this Administration to the ship are not on-board the ship, all missing CSR documents will be re-issued provided that:

- (i) A written request is submitted to this Administration by the new owner providing sufficient reasoning; and
- (ii) The new owner has appointed an authorised representative (name of whom to be notified to this Administration) to collect these documents from the offices of the Shipping Deputy Ministry in Limassol – Cyprus; and
- (iii) The appropriate fees have been paid to this Administration in advance.

8 CSR Forms

8.1 CSR Form 1: Application for First Continuous Synopsis Record Document for the Ship with IMO Number:

The CSR Form 1 shall be completed **only** when the application is **for the ship's first CSR document**.

8.2 CSR Form 2: Amendments to the Continuous Synopsis Record Document No.... for the Ship with IMO Number:

The CSR Form 2 shall be completed when the application is **for flagging into** the Cyprus Register or when the application is **for amending** the existing Cyprus CSR document.

8.3 CSR Form 3: Index of amendments to the Continuous Synopsis Record Document No.... for the Ship with IMO Number:

The CSR Form 3 shall be completed when the application is **for flagging into** the Cyprus Register or when the application is **for amending** the existing Cyprus CSR document.

The CSR Form 1 must be available on board until the original CSR No.1 has been received on board.

The CSR Forms 2 & 3 must be attached on the ship's current CSR document until the original amended CSR document has been received on board.

Although CSR Forms 1,2 & 3 are not mandatory to be kept on board after the relevant CSR document is received on board, this Administration advises the ships' owners, managers and masters to keep them in CSR file in order to avoid unnecessary issues/discussions with port authorities.

Blank CSR Forms may be downloaded from Shipping Deputy Ministry to the President web site at the address: www.shipping.gov.cy

9 Contact Details

All applications for the issuance of CSR documents or enquiries for further information on the matter shall be addressed by e-mail to csr@dms.gov.cy or by telephone to **+357 25 848100**

**APPLICATION FOR FIRST CONTINUOUS SYNOPSIS RECORD DOCUMENT
FOR THE SHIP WITH IMO NUMBER:**

INFORMATION	
1.	This documents applies from (date):
2.	Flag State:
3.	Date of registration with the State indicated in 2:
4.	Name of ship:
5.	Port of registration:
6.	Name of current registered owner (s):
	Registered address (es):
7.	Registered owner identification number
8.	If applicable, name of current registered bareboat charterer (s):
	Registered address (es):
9.	Name of Company (International Safety Management)
	Registered address (es):
	Address (es) of its safety management activities:
10.	Company identification number
11.	Name of all classification societies with the ship which the ship is classed:
12.	Administration / Government / Recognized Organization which issued Document of Compliance:
	Body which carried out the audit (if different):
13.	Administration / Government / Recognized Organization which issued Safety Management Certificate:
	Body which carried out the audit (if different):
14.	Administration / Government / Recognized Organization which issued International Ship Security Certificate:
	Body which carried out the audit (if different):
15.	Date on which the ship ceased to be registered with the State indicated in 2:
16.	Remarks (insert relevant information as appropriate):

THIS IS TO CERTIFY THAT this record is correct in all respects:

Issued by the Company or Master

Date of issue:

Signature of authorized person:

Name of authorized person:

**AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD DOCUMENT NO. ____
FOR THE SHIP WITH IMO NUMBER:**

The amendments are shown in the table. Indicate N/A for all items not being changed.

INFORMATION	
1.	This documents applies from (date):
2.	Flag State:
3.	Date of registration with the State indicated in 2:
4.	Name of ship:
5.	Port of registration:
6.	Name of current registered owner (s):
	Registered address (es):
7.	Registered owner identification number
8.	If applicable, name of current registered bareboat charterer (s):
	Registered address (es):
9.	Name of Company (International Safety Management)
	Registered address (es):
	Address (es) of its safety management activities:
10.	Company identification number
11.	Name of all classification societies with the ship which the ship is classed:
12.	Administration / Government / Recognized Organization which issued Document of Compliance:
	Body which carried out the audit (if different):
13.	Administration / Government / Recognized Organization which issued Safety Management Certificate:
	Body which carried out the audit (if different):
14.	Administration / Government / Recognized Organization which issued International Ship Security Certificate:
	Body which carried out the audit (if different):
15.	Date on which the ship ceased to be registered with the State indicated in 2:
16.	Remarks (insert relevant information as appropriate):

THIS IS TO CERTIFY THAT this record is correct in all respects:

Issued by the Company or Master

Date of issue:

Signature of authorized person:

Name of authorized person:

INDEX OF AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD DOCUMENT NO. _____

FOR THE SHIP WITH IMO NUMBER:

After this CSR document was issued, the following amendments to entries on the document have been made by the Company or the master, have been attached to the ship's CSR file and have been notified to the Administration.

Date of application of amendments	Amendments to CSR information (2-16)	Date amendment form attached to the ship's CSR file:

NOTE: If more amendments are issued than allowed for in the above table, add copies of this table as Appendices to this page. Such Appendices should be numbered from 1 and upwards.
When relevant, indicate as follows: Appendix no. . . . has been added to this page.