



REPUBLIC OF CYPRUS
MINISTRY OF
COMMUNICATIONS AND WORKS



DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS

Circular No. 27/2013

20 November, 2013

TEN 5.13.09
TEN 12.3.01.2.2.

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

Subject: The Merchant Shipping (Official Logbooks, Ship's Articles and Annual Lists) Regulations of 2001 and 2012 (P.I. 451/2012) - MS50 Form

I refer to the above subject and wish to draw your attention to the following:

1. The completed Annual List (MS50 form), attached herewith as ANNEX I, should be sent by the company, to the email address seaservice@dms.mcw.gov.cy **not later than the 1st of April each year.**
2. The Annual list will cover the period from 1st January to 31st December of previous year.

For example a seafarer joined the vessel on 05/10/2013 and sign off on 10/03/2014.

- a. In the Annual list of 2013 the following should be entered for the above mentioned seafarer:

DATE OF ENG (DD/MM/YY)	DATE OF DISCHARGE (DD/MM/YY)
05/10/2013	

- b. In the Annual list of 2014 the following should be entered for the above mentioned seafarer:

DATE OF ENG (DD/MM/YY)	DATE OF DISCHARGE (DD/MM/YY)
	10/03/2014

3. Ship's Articles pages are not required to be sent to our office electronically or by mail.
4. The Annual List (MS50 form), **should be sent in an excel file** format and named as follows:

“MS50.IMO No of vessel.name of vessel.year”



For example the file of MS50 for a ship named **ABCD**, with IMO No. **1234567** for the year **2013**, should read as follows: **MS50.1234567.ABCD.2013**

5. MS50 form sent to our office using old file formats will not be accepted.
6. In case of deletion of a vessel from the Register of Cyprus Ships, or transfer of ownership, the Annual List (MS50 form) must be completed until the date of her delivery to the new owner and sent electronically to the Department of Merchant Shipping.
7. The present Circular amends Circular No.71/2012.

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

This Circular must be placed on board vessels flying the Cyprus flag.



Dr. Anthony A. Madella
Acting Director
Department of Merchant Shipping

CC:

- Permanent Secretary, Ministry of Communications and Works
- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Department of Merchant Shipping
- Diplomatic Missions and Honorary Consular Offices of the Republic
- Cyprus Shipping Chamber
- Cyprus Union of Ship-owners
- SEK
- PEO