

**Initial application for the certification of a
Private Ship Security Company (PSSC)**

(Total: 8 pages)

[Insert Date]

Permanent Secretary
Shipping Deputy Ministry
P.O. Box 56193, CY-3305 Limassol, Cyprus

1. **Company** *(the name and address of applicant as per Sixth Schedule item 1 Law 77 (1) of 2012)*

Registered Name:

2. **Total private ship security guards**

Number: *[written in full] [written in numbers]*

3. **Person responsible for the Company** *(responsible for the private ship security company for the purposes of the Law)*

Name/Surname:

The undersigned declares that has read and understood the provisions of the Law and instructions issued by the Permanent Secretary of the Shipping Deputy Ministry in a Circular form, as per the provisions of article 87(1) of the Law, and that he/she¹ is duly authorized by the Company to make this application in its name and on its behalf.

Yours sincerely,
for and on behalf of the Company

<enter First Name(s) and Family name or Surname>
<enter job title or position>

Enc.

FOR OFFICIAL USE			
SDM Number		Date Received	
SDM Surveyor		Fees	
Signature		Receipt Number (F18)	

¹ Delete as appropriate.

ANNEX I – SUPPORTING DOCUMENTATION

Supporting documentation submitted as per the provisions of article 21(2) of the Protection of Cyprus Ships Against Acts of Piracy and Other Unlawful Acts Law of 2012
(Information to be clearly typed and not hand written)

TO Permanent Secretary
Shipping Deputy Ministry
P.O. Box 56193
CY-3305 Limassol
Cyprus

Dear Sir,

I the undersigned, declare that the below supporting documentation referred to in the Sixth Schedule of the Protection of Cyprus Ships Against Acts of Piracy and Other Unlawful Acts Law of 2012 have been included with the submitted application of <enter name of the Company²>.

4. **Company** (the name and address of applicant as per Sixth Schedule item 1 Law 77 (1) of 2012)

Registered Name:	
Registered Address:	Business Address (address of the office(s) from where the legal person is conducting its activities or operations as per Sixth Schedule item 8 of Law 77(1) of 2012:
Telephone:	Telephone:
Fax:	Fax:
E Mail:	E Mail:
Country of Incorporation:	

5. **Authorized Representative** (in the cases referred to in the provisions of section 20(2)(b) and 20(2)c)

Name:
Address:

6. **Person Responsible for the Company** (responsible for the private ship security company for the purposes of the Law)

Name:
Surname:
Nationality:
Number of the identity card or passport or travel document:

Guidance notes:

² the name and registered address of applicant as per Sixth Schedule item 1 of Law 77(I) of 2012

7. **Sixth Schedules: Law 77(I)/2012**

The information included in the application and the documents which are submitted with the application are:	Submitted			COMMENTS Reference to the application submitted (annex / page numbers / etc) & state if not applicable if not submitted
	YES	NO	N/A	
(1) the name and address of applicant;				
(2) certificate of incorporation or registration as a body corporate or partnership, of the legal person for which application is made;				
(3) certificate of the address of the registered office of the legal person;				
(4) certificate of shareholders or partners of the legal person;				
(5) certificate of directors and secretary of the legal person;				
(6) the name, surname, nationality, identity card or passport or travel document number, work telephone number, usual residence address, academic and/or other qualifications, previous occupations and/or activities and relevant experience of the directors (or partners, in case of partnership), the secretary and of the manager(s) of the legal person;				
(7) the name, surname, nationality, identity card or passport or travel document number, work telephone number, usual residence address, academic and/or other qualifications, previous occupations and/or activities and relevant experience of the natural person responsible for the legal person for purposes of the Law;				
(8) the address of the office(s) from where the legal person is conducting its activities or operations and, for each of such offices, the office business hours, the telephone and facsimile numbers and e-mail address, including those applicable outside office business hours;				
(9) the name, surname, nationality, identity card or passport or travel document number and the title of all persons working for or employed by the legal person ³ ;				

³ The total number of persons will have to be provided in the comments column

<p>(10) the name, surname, nationality, identity card or passport or travel document number, work telephone number, usual residence address, academic and/or other qualifications, previous occupations and/or activities and relevant experience of the persons employed or working for the legal person as private ship security guard who may be responsible for carrying out work aboard a ship in relation to the implementation of a written private agreement⁴;</p>				
<p>(11) the description of the activities and services the legal person provides, its organizational structure and the administrative and supervisory arrangements for the management of the work performed;</p>				
<p>(12) the description of the services the legal person offers or intends to offer in relation to the provisions of the Law and for which the application is made and the relevant to the services offered types of ships;</p>				
<p>(13) the description of the firearms and/or special security equipment which may be used and their identification and tracing details;</p>				
<p>(14) a declaration of the applicant or of the legal person that the legal person is satisfied and undertakes to ensure that its shareholders or partners, directors, managers, secretary, the person responsible for the legal person for purposes of the Law, the private ship security guards referred to in subparagraph (10) of this Schedule, and all other persons employed by, or working for, the legal person do not fall within the provision of section 20(3)(a) of the Law;</p>				
<p>(15) a declaration of the applicant or of the legal person that the legal person has lawfully acquired and lawfully possesses the firearms and/or specialized security equipment it intends to use for the provision of its services and that they will remain in its possession and will not be sold or given for use by other States or other natural or legal persons after the completion of their usage on-board;</p>				
<p>(16) a declaration of the applicant or of the legal person that the legal person undertakes the responsibility to compensate the persons on board the ship and the ship's operator for any damage they suffer due to its fault or negligence, or due to the fault or negligence of the private ship security guards or of any other person it employs or is working for it;</p>				

⁴ The total number of private ship security guards that have been included in the application will have to be provided in the comments column

<p>(17) a declaration of the applicant or of the legal person that the private ship security guards referred to in subparagraph (10) of this Schedule have in force contract of employment with the legal person and that they are trained, to a degree that satisfies the legal person, in transportation, handling, storage, stowage and use of firearms and/or specialized security equipment it intends to use for the provision of its services;</p>				
<p>(18) a declaration of the applicant or of the legal person that the legal person undertakes and assumes, irrevocably, the responsibility for health care and the repatriation of private ship security guards on whom will entrust the implementation of a written private agreement and of the other persons it employs or work for it which may go on board on its instructions;</p>				
<p>(19) a declaration of the applicant or of the legal person that the legal person agrees, undertakes and assumes, irrevocably, the obligation to abide by and implement the provisions of the Law and to cooperate, obey and implement the decisions and directives of the Competent Authority;</p>				
<p>(20) a declaration from each of the directors, managers, secretary, the person responsible for the legal person for purposes of the Law, the private ship security guard referred to in subparagraph (10) of this Schedule and from all other persons employed by, or working for, stating that he does not fall within the provision of section 20(3)(a) of the Law and that he agrees, undertakes and assumes, irrevocably, the obligation to abide by and implement the provisions of the Law and to cooperate, obey and implement the decisions and directives of the Competent Authority; and</p>				
<p>(21) in the cases specified in sections 20(2)(b) and 20(2)(c) of the Law, the declaration appointing an authorized representative and a declaration of the authorized representative that it does not fall within the provisions of section 20(3)(a) of the Law.</p>				

I the undersigned hereby declare and state for and on behalf of the Company, that:

- I have read and understood the provisions of the Law and the instructions issued by the Permanent Secretary of the Shipping Deputy Ministry in a Circular form as per the provisions of article 87(1) of the Law;
- I am duly authorised by the Company to provide the aforesaid information, and to take this application in its name and on its behalf;
- the above information is true and correct; and
- The fees and other charges due for the consideration of this application and for the issue of the requested certificate shall be charged by the Shipping Deputy Ministry to the account of Company.

Name and Surname		
Name of Company		
Position		
Signature:		
Place:		Date:

ANNEX II – GUARD DETAILS

(Information to be clearly typed and not hand written and to be electronically submitted to maritime.security@dms.gov.cy in word or excel format)

TO Permanent Secretary
Shipping Deputy Ministry
P.O. Box 56193
CY-3305 Limassol
Cyprus

The following persons have been included in the application of *<enter name of the Company which has been submitted to the Permanent Secretary of the Shipping Deputy Ministry on <insert date>*:

<i>Family name or Surname</i>	<i>First Name(s)</i>	<i>Nationality</i>	<i>Passport Number</i>

Name and Surname of person that prepared the above list			
Name of Company			
Position			
Place:			Date:

ANNEX III – ARMS DETAILS

(Information to be clearly typed and not hand written and to be electronically submitted to maritime.security@dms.gov.cy in word or excel format)

TO Permanent Secretary
Shipping Deputy Ministry
P.O. Box 56193
CY-3305 Limassol
Cyprus

The details of the following arms have been included in the application of <enter name of the Company the application of which was submitted to the Permanent Secretary of the Shipping Deputy Ministry on <insert date>:

Manufacturer, Type and Caliber**	Serial Number	Classification††

Name and Surname of person that prepared the above list		
Name of Company		
Position		
Place:	Date:	

** Please provide complete details and avoid abbreviations

†† The category to which the item belongs with reference to the Second Schedule of the Law.

ANNEX IV – SPECIAL SECURITY EQUIPMENT

(Information to be clearly typed and not hand written and to be electronically submitted to maritime.security@dms.gov.cy in word or excel format)

TO Permanent Secretary
Shipping Deputy Ministry
P.O. Box 56193
CY-3305 Limassol
Cyprus

The details of the following special security equipment have been included in the application of <enter name of the Company which has been submitted to the Permanent Secretary of the Shipping Deputy Ministry on <insert date>:

Description	Manufacturer and Type	Serial Number	Classification¹

Name and Surname of person that prepared the above list			
Name of Company			
Position			
Place:	Date:		

¹ Second Schedule of the Law and the Common Military List of the European Union.