# ELECTRONIC TONNAGE TAX SYSTEM (E-TTS)



#### **INDEX**:

- 1. General Information
- 2. Functions
  - 2.1. Company Details
  - 2.2. Application (for Approval of the Option to be taxed under the Tonnage Tax System)
    - 2.2.1. Commands of the System
    - 2.2.2. Tables
      - A. Owners of Foreign Ships
      - B. Charterers
      - C. Ship Managers
  - 2.3. Tax Declaration
- 3. Reports
- 4. Annexes

#### 1. General Information

The Department of Merchant Shipping (DMS) prepared an Electronic Tonnage Tax System (e-TTS) for the submission of the *«Application for Approval of the Option to be taxed under the Tonnage Tax System (TTS)»* (MS TT1) and for the submission of the relevant *«Declaration for Taxation»* (MS TT2) for every fiscal year electronically.

The Electronic Tonnage Tax System (e-TTS) can be accessed through DMS website at <a href="https://www.shipping.gov.cy">www.shipping.gov.cy</a>.



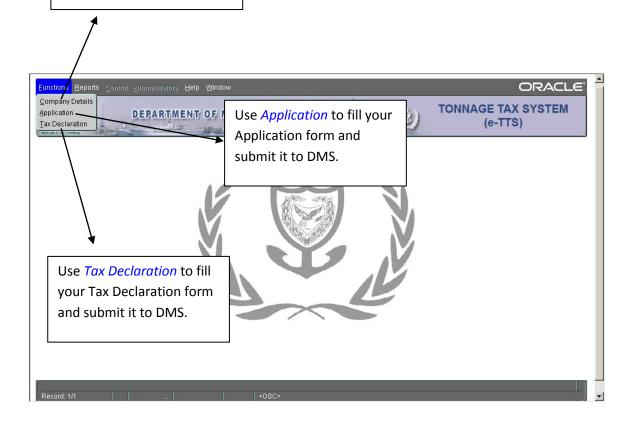
To log-in the System please enter your ID and PASSWORD provided to you by DMS.

**NOTE:** PASSWORD is case sensitive. After 5 unsuccessful attempts to log-in, the system blocks your account and you must consult the DMS.

To *exit* the System (log-off) *Save* first your work and then close the browser window.

#### 2. Functions

Use *Company Details* to update the address and any other contact details of your company.



## 2.1. Company Details

Update Address details and Contact details in the following screen.

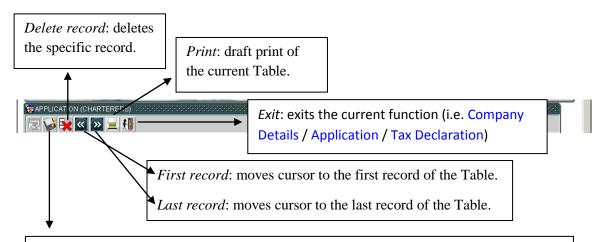
**NOTE:** You do not have access to the *General details*.



## 2.2. Application (for Approval of the Option to be taxed under the Tonnage Tax System)

#### 2.2.1. Commands of the System:

These commands are the same for all the functions of the e-TTS (Application, Tax Declaration).



Save record: saves the records entered since last Save record.

**NOTE:** It is <u>extremely important to save your work regularly</u>, i.e. for every record added or every minute. In case of an electricity supply breakdown or internet failure, all unsaved records will be lost.

#### 2.2.2. Tables

#### A. OWNERS OF FOREIGN SHIPS

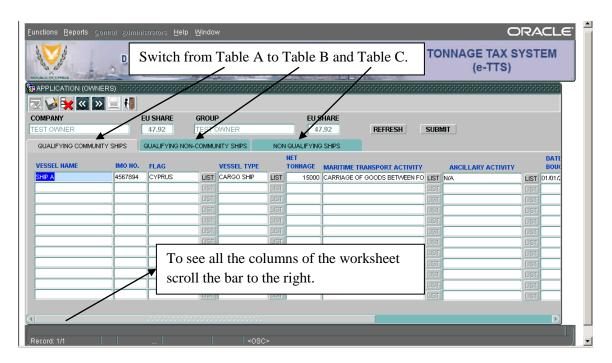
This is the «Worksheet» of the Owner of Foreign Ships, where all information will be provided/entered in respect of the vessels under operation.

The Worksheet consists of 3 sheets:

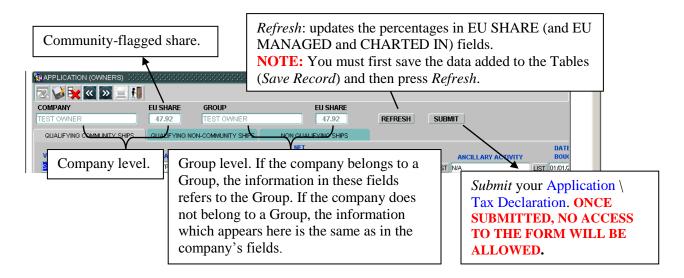
Qualifying Community Ships (Table A)

Qualifying Non-Community Ships (Table B)

*Non-Qualifying Ships* (Table C)



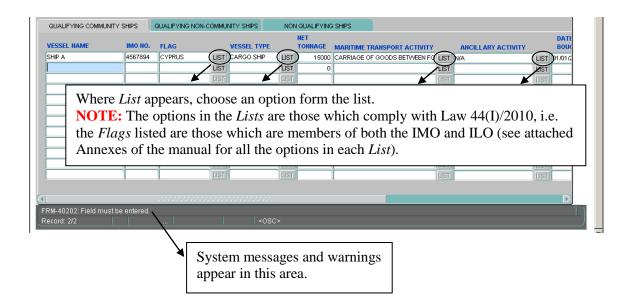
The Worksheet provides also information on the Community-flagged share of the Company (Company Level) and on the Community-flagged share of the Group (Group Level) if that company is a member of a Group.



#### Table A: Qualifying Community Ships

Provides information on Community ships.

The tab colour of the sheet where you are working now is grey while the tab colour of the other two sheets is green.



ALL the fields in ALL the Tables (A, B and C) must be completed. In case some of the requested information is not known to you when inserting the information for a vessel, you may save your work and complete the record when the information is obtained. However, the fields: VESSEL NAME, IMO NO., FLAG, VESSEL TYPE and NET TONNAGE must always be completed for all records. Otherwise, the system will not allow you to save your work.

#### Table B: Qualifying Non-Community Ships

The information requested is similar to Table A with some additional information which refers to the non-Community ships and is required by Law 44(I)/2010 (i.e. Classification Society and Compliance with International and Community Standards).

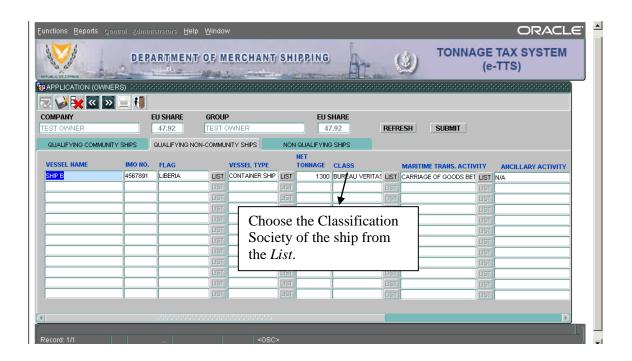
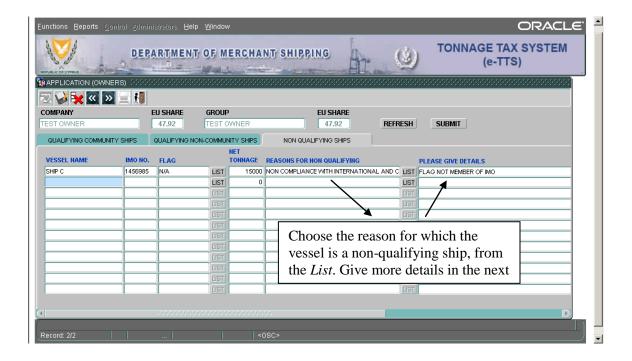


Table C: Non- Qualifying Ships

Provides information on the vessels which are non-qualifying ships for the TTS.



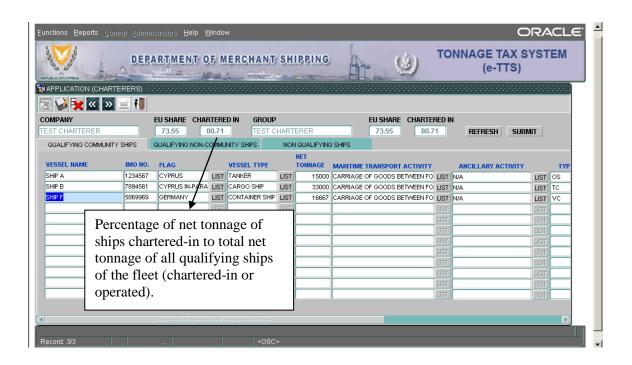
#### **B. CHARTERERS**

This is the «Worksheet» of the Charterers, where all information will be provided/entered in respect of the vessels under operation.

This Worksheet is similar to the one of the Owners of Foreign Ships (see Section A for more info).

#### The Worksheet consists also of 3 sheets:

Qualifying Community Ships (Table A)
Qualifying Non-Community Ships (Table B)
Non-Qualifying Ships (Table C)



The Worksheet provides, in addition to the information on the Community-flagged share of the Company (Company Level) and on the Community-flagged share of the Group (Group Level) [the EU SHARE], the *«chartered-in» percentage* on the Company Level and Group Level.

Charterers must provide - in addition to the information provided by the Owners of Foreign Ships- information on the *Type of Chartering* or *ownership relationship* (where OS: Ownership, BB: Bareboat Charter, TC: Time Charter, VC: Voyage Charter and CA:

Contract of Affreightment) and as to whether the ships which are chartered-in are entirely managed from the EU/EEA territory.

#### C. SHIP MANAGERS

This is the «Worksheet» of the Ship Managers, where all information will be provided/entered in respect of the vessels under management (including vessels for which only Commercial Ship management Services are provided).

This Worksheet is similar to the one of the Owners of Foreign Ships (see Section A for more info).

The Worksheet consists also of 3 sheets:

Qualifying Community Ships (Table A) Qualifying Non-Community Ships (Table B) Non-Qualifying Ships (Table C)

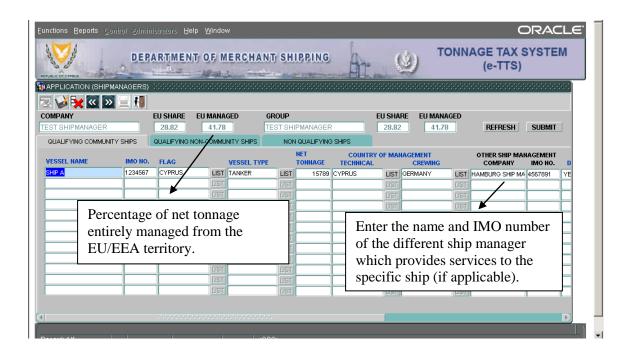
The Worksheet provides, in addition to the information on the Community-flagged share of the Company (Company Level) and on the Community-flagged share of the Group (Group Level) [the EU SHARE], the percentage of the net tonnage which is entirely managed from the EU/EEA territory on the Company Level and Group Level.

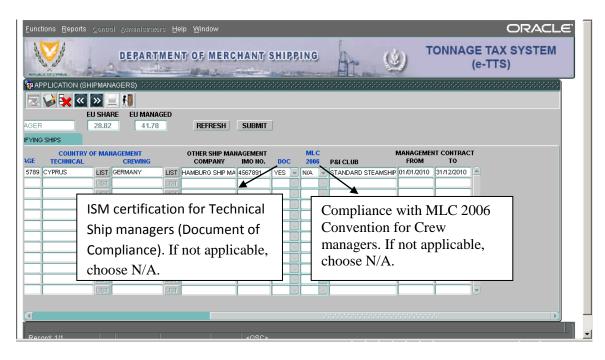
Ship Managers must provide - in addition to the information provided by the Owners of Foreign Ships- the following:

- Information on the company which provides the other part of the management activity. i.e. if the applying company provides only the *technical management* of a ship then information on the company which provides the *crew management* of that ship must be provided. If it provides *crew management services* then information on the company which provides the *technical management* must be provided. If the applicant company provides both, *technical and crew management services* to the same ship then the name of the company is sufficient.
- Information on compliance with the requirements of the *MLC 2006* Convention for Crew Managers. If no crew management services are provided, then enter «Non Applicable» (N/A) in the specific field.
- Information on certification of Technical Managers under the ISM Code (*DOC*) by the competent authority of the flag State of the ships under its management. If

no technical management services are provided then enter «Non Applicable» (N/A) in the specific field.

• The name of the *P&I Club* which the vessel is entered with.





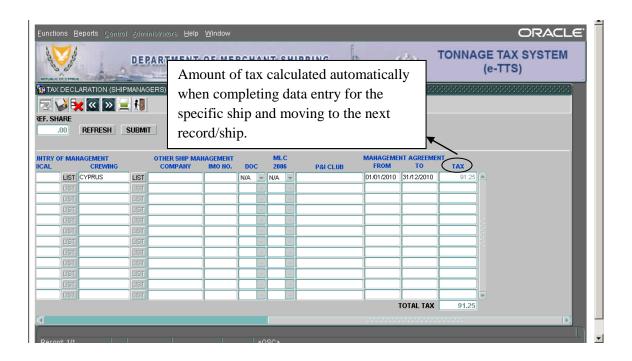
#### 2.3. Tax Declaration

The Tables are identical to the ones in the Application, with ONLY two differences being:

- a column added (last column of the Tables entitled: Tax) which will enable the calculation of the tax,
- a column added to Ship Managers entitled: *Management Type* where the Ship manager has to insert the management type offered to the specific vessel, i.e. *Technical* management, *Crewing* or *Technical and Crewing*.

The commands and functions in the Tables are also the same.





#### 3. Reports

When you have submitted your Application \ Tax Declaration electronically, print the Tables from this tool (official printing of the 3 Tables with signature spaces at the end of each Table), sign them and submit them in hard copy to the DMS together with the Application Form \ Tax Declaration Form and the supporting documents which are requested by the DMS (available on DMS website).



## 4. ANNEXES

- A. Flags
- B. Vessel Types
- C. Maritime Transport Activities
- D. Ancillary Activities
- E. Classifications Societies
- F. Reasons for not Qualifying

## A. Flags

1	ALBANIA	45	ECUADOR	91	KOREA, REPUBLIC OF	137	RUSSIAN FEDERATION
	ALGERIA		EGYPT		KUWAIT		SAMOA
	ANGOLA		EL SALVADOR		LATVIA		SAN MARINO
	ANTIGUA & BARBUDA		EQUATORIAL GUINEA		LEBANON	_	SAO TOME & PRINCIPE
_	ARGENTINA		ERITREA		LIBERIA	_	SAUDI ARABIA
	AUSTRALIA		ESTONIA		LIBYA	-	SENE GAL
	AUSTRIA		ETHIOPIA		LITHUANIA		SERBIA
	AZERBAIJAN		FAROE ISLANDS		LUXEMBOURG		SEYCHELLES
	BAHAMAS		FIJI		MACAO, CHINA		SIERRA LE ONE
	BAHRAIN		FINLAND		MADAGASCAR	_	SINGAPORE
	BANGLADESH		FRANCE		MADEIRA	-	SLOVAKIA
	BARBADOS		FRANCE - RIF		MALAWI		SLOVENIA
	BELGIUM		FYROM		MALAYSIA		SOLOMON ISLANDS
	BELIZE		GABON		MALDIVES		SOMALIA
	BENIN		GAMBIA		MALTA		SOUTH AFRICA
	BERMUDA		GEORGIA		MARSHALL ISLANDS		SPAIN
						-	
	BOLIVIA BOSNIA & HERZEGOVINA		GERMANY GERMANY - ISR		MAU RITANIA MAU RITIUS		SRI LANKA ST. KITTS & NEVIS
_	BRAZIL		GHANA		MEXICO	_	ST. LUCIA
	BRUNEI DARUSSALAM		GIBRALTAR		MOLDOVA, REPUBLIC OF	_	ST. VINCENT & GRENADINES
	BULGARIA		GRE ECE		MONGOLIA	-	SUDAN
	CAMBODIA		GRENADA		MONTENEGRO		SURINAME
	CAMEROON		GUATEMALA		MOROCCO		SWE DEN
	CANADA		GUINEA		MOZAMBIQUE		SWITZE RLAND
	CANARY ISLANDS		GUINEA-BISSAU		MYANMAR	_	SYRIA
_	CAPE VERDE		GUYANA		N/A		TANZANIA
	CAYMAN ISLANDS		HAITI		NAMIBIA		THAILAND
_	CHILE		HONDURAS	_	NEPAL		TIMOR-LESTE
	CHINA		HONG KONG, CHINA		NETHERLANDS		TOGO
	COLOMBIA		HUNGARY		NETHERLANDS ANTILLES	_	TRINIDAD & TOBAGO
	COMOROS		ICELAND		NEW ZEALAND		TUNISIA
	CONGO		INDIA		NICA RA GUA		TURKEY
	CONGO, DEMOCRATIC REP.		INDONESIA		NIGERIA	_	TURKMENISTAN
$\overline{}$	COSTA RICA		IRAN		NORWAY	_	TUVALU
	COTE D'IVOIRE (IVORY COAST)		IRAQ		NORWAY - NIS	_	U.S.A.
	CROATIA		IRELAND		OMAN		UGANDA
	CUBA		ISLE OF MAN		PAKISTAN		UKRAINE
38	CYPRUS		ISRAEL	-	PANAMA		UNITED ARAB EMIRATES
	CYPRUS IN-PARALLEL		ITALY	129	PAPUA NEW GUINEA	_	UNITED KINGDOM
	CYPRUS OUT-PARALLEL	84	ITALY - INT. SHIP REG.	130	PARAGUAY	176	URUGUAY
	CZECH REPUBLIC		JAMAICA		PERU		VANUATU
	DENMARK		JAPAN		PHILIPPINES		VENEZUELA
41	DENMARK - DIS	87	JORDAN	133	POLAND	179	VIET NAM
42	DJIBOUTI	88	KAZAKHSTAN	134	PORTUGAL	180	YEMEN
_	DOMINICA		KENYA		QATAR	181	ZIMBABWE
44	DOMINICAN REPUBLIC	90	KIRIBATI	136	ROMANIA		
		_		_		_	

## B. Vessel Types

S/N	VESSEL TYPE	S/N	VESSEL TYPE
1	BARGE	33	N/A : NOT AVAILABLE
2	BARGE CARRIER	34	OIL RECOVERY VESSEL
3	BULK CARRIER	35	OIL TANKER
4	CABLE LAYING VESSEL	36	ORE/BULK/OIL CARRIER (OBO)
5	CARGO SHIP	37	ORE/OIL CARRIER (OOC)
6	CHEMICAL TANKER	38	OTHER CARGO SHIP
7	COASTAL PASSENGER VESSEL	39	OTHER TYPE OF DREDGERS
8	COMBINATION CARRIER	40	PASSENGER SHIP
9	CONTAINER SHIP	41	PATROL VESSEL
10	DREDGER	42	PILOT VESSEL
11	DUMP BARGE	43	PIPE LAYER VESSEL
12	DYNAMICALLY SUPPORTED CRAFT	44	POLLUTION CONTROL VESSEL
13	FIRE FIGHTING VESSEL	45	PONTOON
14	FLOATING CRANE	46	REFRIGERATED CARGO CARRIER
15	FLOATING DOCK	47	RESEARCH VESSEL
16	FPSO (FLOATING PRODUCTION/STORAGE/OFFLOADING UNIT)	48	RO-RO CARGO
17	GAS CARRIER	49	RO-RO PASSENGER
18	GENERAL CARGO	50	SALVAGE TUG
19	HEAVY LOAD CARRIER	51	SALVAGE VESSEL
20	HIGH SPEED CARGO CRAFT	52	SHIPS FOR DREDGING ACTIVITIES
21	HIGH SPEED PASSENGER CRAFT	53	SMALL PASSENGER VESSEL
22	HIGH SPEED RO-RO CARGO CRAFT	54	SPECIAL PURPOSE SHIP
23	HIGH SPEED RO-RO PASSENGER CRAFT	55	SUPPLY VESSEL
24	HOPPER DREDGER	56	TANK CLEANING VESSEL
25	HOPPER UNIT	57	TANKER
26	HOSPITAL VESSEL	58	TRAINING SHIP
27	ICE-BREAKER	59	TUG
28	LANDING CRAFT	60	TUG/SUPPLY VESSEL
29	LAUNCH	61	VEHICLE CARRIER
30	LO-RO CARGO	62	WASTE DISPOSAL VESSEL
31	MODU (MOBILE OFFSHORE DRILLING UNIT)	63	WORK/REPAIR VESSEL
32	MULTI PURPOSE SHIP		

## C. Maritime Transport Activities

S/N	CODE	ACTIVITY
1	CABLE-LAYING	CABLE-LAYING OUTSIDE THE TERRITORIAL SEA OF THE REPUBLIC OF CYPRUS
2	GCYFP	CARRIAGE OF GOODS BETWEEN CY PORTS AND FOREIGN PORTS
3	GCYOF	CARRIAGE OF GOODS BETWEEN CY PORTS AND OFF-SHORE FACILITIES
4	GFP	CARRIAGE OF GOODS BETWEEN FOREIGN PORTS
5	GFPOF	CARRIAGE OF GOODS BETWEEN FOREIGN PORTS AND OFF-SHORE FACILITIES
6	GOF	CARRIAGE OF GOODS BETWEEN OFF-SHORE FACILITIES
7	PCYFP	CARRIAGE OF PASSENGERS BETWEEN CY PORTS AND FOREIGN PORTS
8	PCYOF	CARRIAGE OF PASSENGERS BETWEEN CY PORTS AND OFF-SHORE FACILITIES
9	PFP	CARRIAGE OF PASSENGERS BETWEEN FOREIGN PORTS
10	PFPOF	CARRIAGE OF PASSENGERS BETWEEN FOREIGN PORTS AND OFF-SHORE FACILITIES
11	POF	CARRIAGE OF PASSENGERS BETWEEN OFF-SHORE FACILITIES
12	DREDGING	DREDGING OUTSIDE THE TERRITORIAL SEA OF THE REPUBLIC OF CYPRUS
13	N/A	NOT APPLICABLE
14	TOWAGE	TOWAGE OUTSIDE THE TERRITORIAL SEA OF THE REPUBLIC OF CYPRUS

## D. Ancillary Activities

S/N	CODE	ACTIVITY
1	CATERING	CATERING ACTIVITIES IN RELATION TO CARRIAGE OF PASSENGERS BY SEA
2	ENTERTAINMENT	ENTERTAINMENT IN RELATION TO CARRIAGE OF PASSENGERS BY SEA
3	HOTEL	HOTEL ACTIVITIES IN RELATION TO CARRIAGE OF PASSENGERS BY SEA
4	LOADING	LOADING AND UNLOADING OF CARGO (INCLUDING MOVING OF CONTAINERS)
5	N/A	NOT APPLICABLE
6	OFFICE	OPERATION OF OFFICE FACILITIES IN CONNECTION WITH SHIPPING ACTIVITIES SUBJECT
		TO TONNAGE TAX
7	TERMINALS	OPERATION OF PASSENGER TERMINALS
8	TICKETING	OPERATION OF TICKETING FACILITIES
9	RETAILING	RETAILING ACTIVITIES IN RELATION TO CARRIAGE OF PASSENGERS BY SEA

## E. Classifications Societies

S/N	CODE	CLASSIFICATION SOCIETY
1	ABS	AMERICAN BUREAU OF SHIPPING
2	BV	BUREAU VERITAS
3	CCS	CHINA CLASSIFICATION SOCIETY
4	DNV	DET NORSKE VERITAS
5	GL	GERMANISCHER LLOYD
6	KRS	KOREAN REGISTER OF SHIPPING
7	LRS	LLOYD'S REGISTER OF SHIPPING
8	N/A	NOT APPLICABLE
9	NKK	NIPPON KAIJI KYOKAI
10	PRS	POLSKI REJESTR STATKOW
11	RINA	REGISTRO ITALIANO NAVALE
12	RS	RUSSIAN MARITIME REGISTER OF SHIPPING

## F. Reasons for which the vessel is a non-qualifying ship

S/N	REASON
1	CARRIAGE OF GOODS OR PASSENGERS WITHIN THE TERRITORIAL SEA OF THE REPUBLIC OF CYPRUS
2	NON-COMPLIANCE WITH INTERNATIONAL AND COMMUNITY REQUIREMENTS
3	NON-QUALIFYING ACTIVITY
4	NON-QUALIFYING FLAG
5	NON-QUALIFYING TYPE OF SHIP
6	NOT CERTIFIED UNDER THE ISM CODE (DOC) FOR THAT TYPE OF SHIP (TECHNICAL MANAGERS)
7	NOT CLASSED WITH A CLASSIFICATION SOCIETY REGOGNISED BY EU
8	NOT SATISFYING THE "COMMUNITY FLAGGED SHARE" REQUIREMENT
9	NOT SATISFYING THE MINIMAL SHARE OF THE FLEET IN OWNERSHIP REQUIREMENT (CHARTERERS)
10	NOT SATISFYING THE MLC 2006 REQUIREMENTS (CREW MANAGERS)
11	OTHER
12	TONNAGE IN EXCESS OF 1/3 OF THE TONNAGE ENTIRELY MANAGED FROM THE TERITORRY OF EU/EEA
12	(SHIPMA NAGERS)
13	TOWAGE, DREDGING, CABLE-LAYING WITHIN THE TERRITORIAL SEA OF THE REPUBLIC OF CYPRUS
14	VESSEL IS SUBJECT EXCLUSIVELY TO COMMERCIAL MANAGEMENT SERVICES





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