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| **APPLICATION[[1]](#footnote-1) FOR EXTENSION, DISPENSATION, EQUIVALENCE, EXEMPTION, DEFICIENT MANNING WITH RESPECT TO THE NUMBER OF CREW** | Page 1 of 2 |

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| **TYPE[[2]](#footnote-2) OF APPLICATION** |
| Extension ([ ] ) | Dispensation ([ ] ) | Equivalence ([ ] ) | Exemption ([ ] ) | Deficient Manning ([ ] ) |

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| **APPLICATION RELATED TO** |
| Cargo Ships (SOLAS, LL, COLREG etc.)  | ([ ] ) |
| Passenger Ships (SOLAS, LL, COLREG etc.) | ([ ] ) |
| MARPOL and Environmental Matters (MARPOL, BWM, Ship Recycling etc.) | ([ ] ) |
| Deficient Manning with respect to the number of crew (Law 105/2000) | ([ ] ) |
| Long-Range Identification and Tracking (LRIT) | ([ ] ) |
| Maritime Labour Convention (MLC) / ILO 152 | ([ ] ) |
| International Safety Management (ISM) Code | ([ ] ) |
| International Ship and Port Facility Security (ISPS) Code  | ([ ] ) |

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| 1. Name of Vessel:      | 2. IMO Number:      | 3. Date Submitted:      |
| 4. Name & Title of Person Submitting Application:      | 5. Contact Number:      | 6. Email:      |
| 7. Company’s Name (ISM) as Referred onto the Vessel’s Safety Management Certificate: |       |
| 8. Description of extension/dispensation/equivalence/exemption/deficient manning (description of request, proposal, etc.):       |
| 9. Reason for extension/dispensation/equivalence/exemption/deficient manning (circumstances necessitating the extension/dispensation/equivalence or exemption):       |
| 10. If the application is for extension, dispensation or Deficient Manning please advise the Corrective Action Plan (anticipated location/date completion of crew replacement, repairs or servicing, itinerary of vessel, etc.):       |
| 11. Is the application related to a deficiency found or detention raised by PSC:       |
| 12. Special conditions or further remarks:       |

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| **Application Guidance Notes:** 1. **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.**
2. **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 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 allowed3,4, 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. 1. **All applications should be sent to:** shipsafety@dms.gov.cy
2. **Applications should also be sent as per the following table:**

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| **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 (Law 105/2000) | 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 & Port Facility Security (ISPS) Code | maritime.security@dms.gov.cy |

**-----------------------------------------------------------------------------** 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. 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. |

1. based on SDM Circular 16/2022 [↑](#footnote-ref-1)
2. please see overleaf for the Application Guidance Notes [↑](#footnote-ref-2)