



REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY
LEMESOS

ELECTRONIC SEAFARERS APPLICATIONS SYSTEM – e-SAS User Guide.



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GENERAL

Link - <http://esas.dms.gov.cy/forms/frmservlet?config=pesas>

System requirements:

Browser: preferable Internet Explorer due to the use of JAVA. The above link shall be inserted in Java security exception site list (see instructions in ANNEX 2).

Appreviations:

CoC Certificate of competency

DMS Shipping Deputy Ministry

ENDORSEMENT Endorsement attesting the recognition of a foreign CoC

SISRB Seafarers Identification and Sea Service Record Book

Use the username and password provided by DMS. The password is case sensitive.

Window e-SAS

e-SAS

DMS
CYPRUS

DEPUTY MINISTRY OF SHIPPING

ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

User Name:

Password:

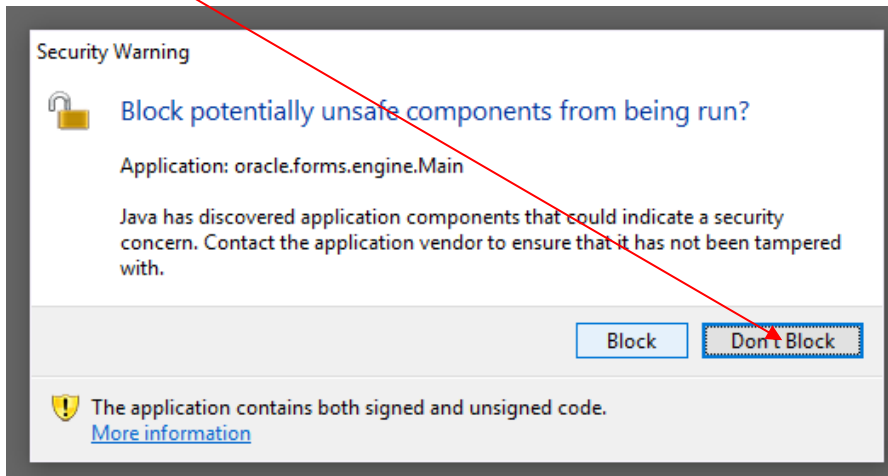
LOGIN

Record: 1/1

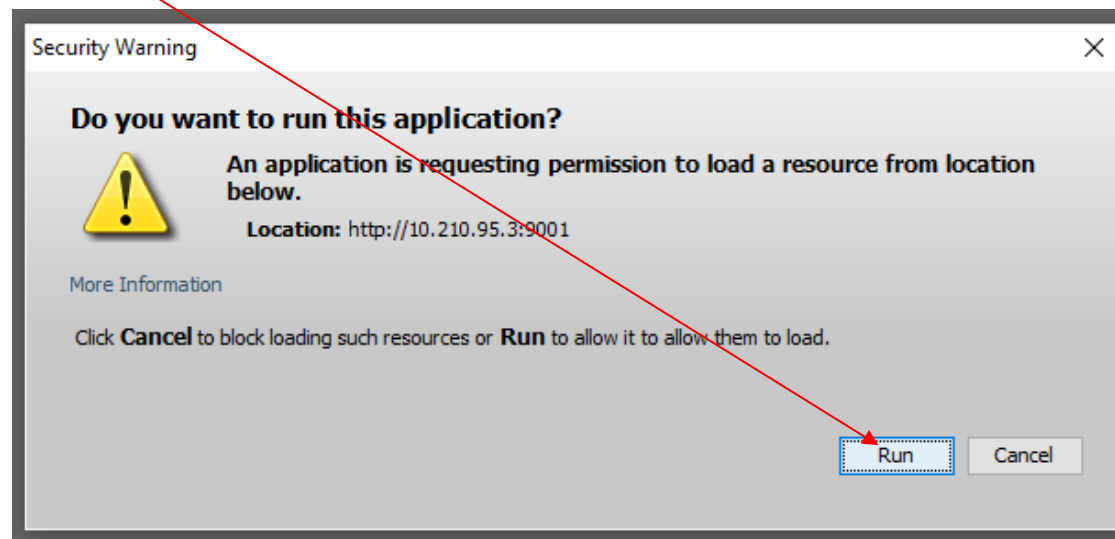
Screen no.1

The following messages will appear

Press **Don't Block**

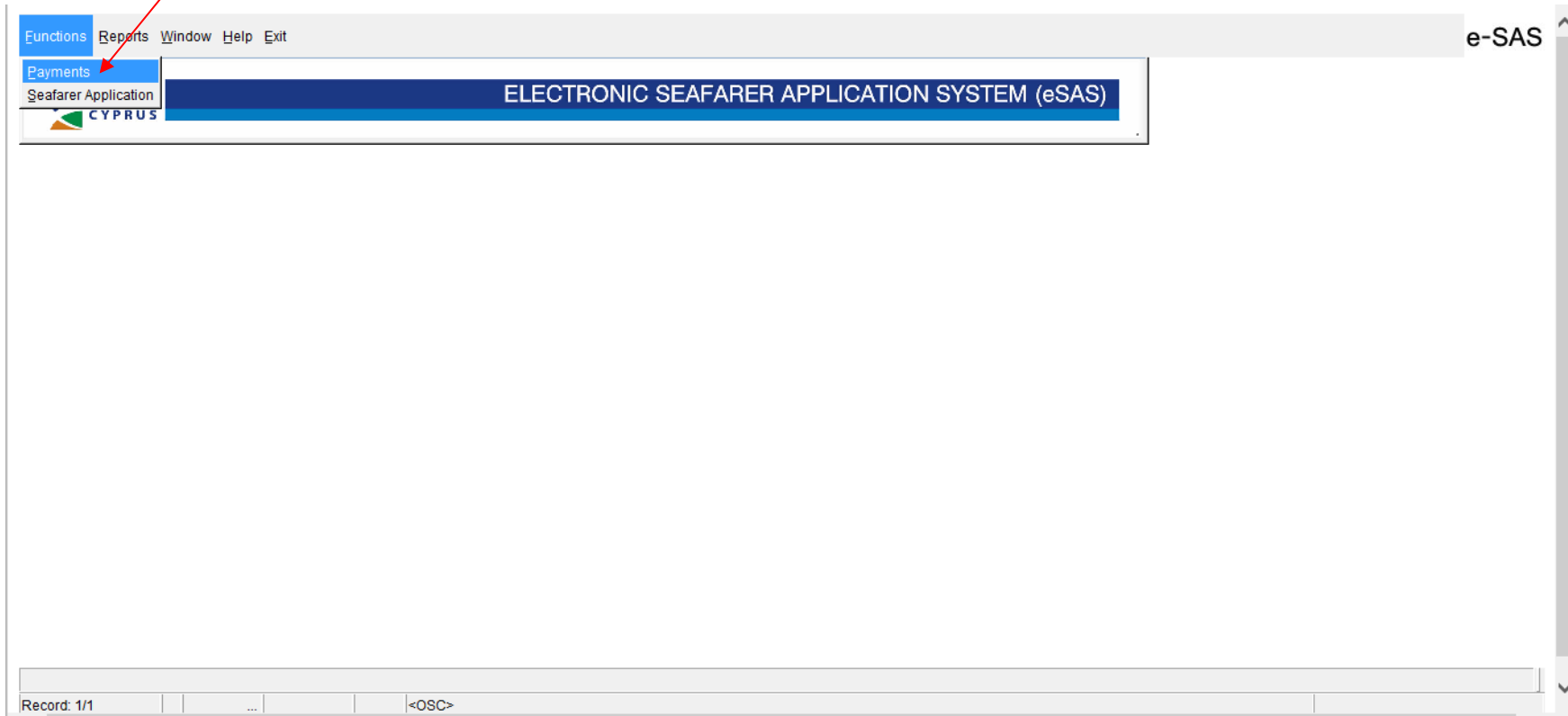


Press **Run**



CREATE A BATCH OF APPLICATIONS


Select **Functions – Payments** from the main menu



Screen no.2

Press button **NEW BATCH** and after the button **save**.

Functions Reports Window Help Exit e-SAS

 **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

Company Name: COMPANY LTD **NEW BATCH** **SUBMIT**

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
					JCC			

RM-40401: No changes to save.
Record: 1/1 <OSC>

Screen no.3

A **Batch Ref. No.** is automatically created.
Press button **exit** to return to the main menu.

e-SAS

Functions Reports Window Help Exit

ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

PAYMENTS

Company Name

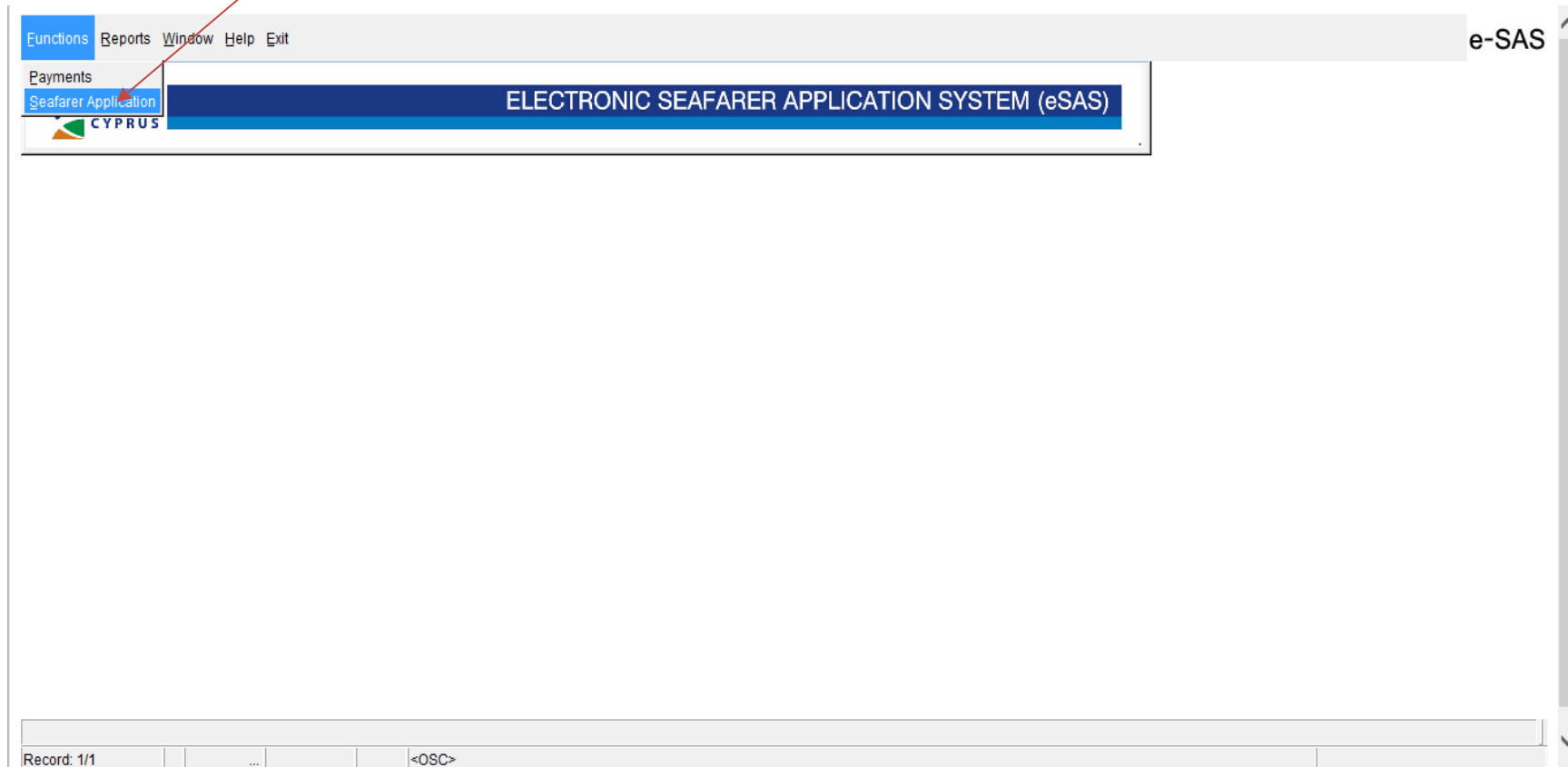
Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	0	0.00		JCC			

Record: 1/1 ... <OSC>

Screen no.4

COMPLETE SEAFARERS APPLICATIONS

Select Functions- Seafarer Application



Screen no. 5

Press **Search** and select the **Batch Ref. No.** from the list.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: Search

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.: *Date of Birth: (dd/mm/yyyy) City: Seafarer Image

Seafarer No. (SFN): Place of Birth: Country: LIST

*Given Names: *Birth Country: LIST Telephone No.:

*Surname: *Nationality: LIST Fax:

*Father's Name: *Sex: Email:

Father's Surname: Street: Medical Certificate

Mother's Name: Postal Code: *Issuing Authority: LIST

Mother's Surname: P.O. Box: *Issue Date: LIST

Seafarer Documents

PDF UPLOAD DELETE

Record: 1/1 ... <OSC>

Screen no.6

Select the **Batch Ref. No.** from the list and press **OK**

The screenshot shows the 'e-SAS SEAFARERS APPLICATION' window. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. Below the menu bar is a toolbar with various icons. The main area contains several input fields: 'COMPANY NAME' (COMPANY LTD), 'NOTES', 'ESTIMATED AMOUNT' (0.00), and 'REF. NO.'. A 'Search' button is located to the right of the 'REF. NO.' field. Below these fields are 'SEAFARER NAME' and 'SEAFARER SURNAME' fields. A 'SEAFARER INFO' tab is selected, showing a form with fields for 'CY Seaman's Book No.', 'Seafarer No. (SFN)', '*Given Names', '*Surname', '*Father's Name', 'Father's Surname', 'Mother's Name', 'Mother's Surname', '*Date of (dd/mm/)', 'Place of', '*Birth Co', '*National', '*Sex', 'Street', 'Postal Co', and 'P.O. Box'. A 'Seafarer Image' section has an 'UPLOAD' and 'DELETE' button. A 'Seafarer Documents' section has an 'UPLOAD' and 'DELETE' button. A 'Choose payment reference number' dialog box is open in the center, with a search field containing '2017/CC174/3273%'. Below the search field is a table with two columns: 'Payment Ref. No.' and 'Payment Note'. The first row of the table is highlighted in blue and contains the value '2017/CC174/3273'. The dialog box has 'Find', 'OK', and 'Cancel' buttons at the bottom. A red arrow points from the instruction text above to the 'OK' button in the dialog box.

Screen. No. 7

Completion of **SEAFARER INFO** form

Press the button **Add Seafarer** and start complete the form **SEAFARER INFO**.

After the completion of an application use **Add Seafarer** to add applications for more than one seafarer in the same batch.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273 Search

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.: *Date of Birth: (dd/mm/yyyy) City: Seafarer Image

Seafarer No. (SFN): Place of Birth: Country: LIST

*Given Names: *Birth Country: LIST Telephone No.:

*Surname: *Nationality: LIST Fax:

*Father's Name: *Sex: Email:

Father's Surname: Street: Medical Certificate

Mother's Name: Postal Code: *Issuing Authority: LIST

Mother's Surname: P.O. Box: *Issue Date: LIST

Seafarer Documents

PDF UPLOAD DELETE

Record: 1/1 ... <OSC>

Screen no.8

Instructions for the submission of documents and photograph.

If the seafarer is a holder of a CY Seaman’s Book fill the “CY Seaman’s Book No.” field and “Seafarer No. (SFN)” field if known and proceed to the completion of the next fields and **upload photo and documents**.

Photo spec.	Documents spec.
Photo should be in colour in a JPEG format file with the following properties. Resolution: 100x100 dpi File Size : less than 30k Size : width - 3cm, high – 4cm	All documents must be combined in a single PDF file of a size not more than 4 Mb.

ONLY the following documents must be included in the single PDF file.

A. Application for SISRB	B. Application for endorsement ¹ (only for officers)	
	B.1 Master and Deck officers	B.2 Engine and Electrotechnical officers
1. ID document (only the pages which are required for the ID) 2. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 3. Verification of the medical fitness certificate 4. Certificate of competency if any. 5. For renewal/replacement of a SISRB, please enclose copy of page 2 of the previous Cyprus SISRB	1. Certificate of competency and endorsement if any. 2. GMDSS Certificate of competency and Endorsement if any. 3. Tankers Training Certificate if any. 4. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 5. Verification of the medical fitness certificate 6. Verification of authenticity for CoCs (from 2/10/2017) 7. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement. 8. Declaration form for Master and Chief Officer (declaration form) ²	1. Certificate of competency and endorsement if any. 2. Tankers Training Certificate if any. 3. Medical fitness certificate issued by a Practitioner recognized by a Party of the STCW78 as Amended Convention. 4. Verification of the medical fitness certificate 5. Verification of authenticity for CoCs (from 2/10/2017) 5. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement. 6. Declaration form for Chief Engineer Officer and Second Engineer Officer (declaration form) ²

¹ If the officer does not hold valid Cyprus SISRB you shall apply for it otherwise the application for endorsement will be rejected.

² *The Document which can be downloaded here “Familiarization with National Maritime Legislation and Requirements” must be carried with you every time you serve on board Cyprus flagged vessels*

8. Declaration form for Masters and Chief Officers
 ([declaration form](#))² (FAMILIARIZATION WITH NATIONAL
 MARITIME LEGISLATION AND REQUIREMENTS)

Functions Reports Window Help Exit e-SAS

After the completion of the form **SEAFARER INFO** press button **SISRB to apply for seaman's book** or **ENDORSEMENT to apply for endorsement**.

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH:

SEAFARER INFO SISRB ENDORSEMENT

CY Seaman's Book No.:	*Date of Birth: (dd/mm/yyyy)	City:	Seafarer Image
Seafarer No. (SFN):	Place of Birth:	Country: <input type="button" value="LIST"/>	<input type="text"/>
*Given Names:	*Birth Country: <input type="button" value="LIST"/>	Telephone No.:	<input type="text"/>
*Surname:	*Nationality: <input type="button" value="LIST"/>	Fax:	<input type="text"/>
*Father's Name:	*Sex: <input type="text"/>	Email:	<input type="text"/>
Father's Surname:	Street:	Medical Certificate	<input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>
Mother's Name:	Postal Code:	*Issuing Authority: <input type="button" value="LIST"/>	Seafarer Documents
Mother's Surname:	P.O. Box:	*Issue Date: <input type="button" value="LIST"/>	<input type="button" value="PDF"/> <input type="button" value="UPLOAD"/> <input type="button" value="DELETE"/>

Record: 1/1 ... <OSC>

Screen no.9

Completion of SISRB form

If the application is for renewal of SISRB select **Renewal** radio button. For replacement select **Replacement** radio button and complete the field **Replace Reason**. After completion of the SISRB form press **save**.

Functions Reports Window Help Exit e-SAS

SEAFARERS APPLICATION

COMPANY NAME: COMPANY LTD NOTES: ESTIMATED AMOUNT: 0.00 REF. NO: 2017/CC174/3273 Search

SEAFARER NAME: SEAFARER SURNAME: DATE OF BIRTH: Find Seafarer Add Seafarer

SEAFARER INFO SISRB ENDORSEMENT

Issuance Renewal Replacement

Replace Reason:

Vessel Name: *ID Document No.: *ID Issuing Country: Certificate Grade: Cert. Issuing Authority: Cert. Issue Date: Cert. Expiry Date:

IMO No: Sign on Port: Sign on Date: *Passport Travelling Document

*First Name: *Surname: *Tel. Number: *Relationship: *Street Name: Postal Code: P.O. Box: *City: *Country:

Record: 1/1 ... <OSC>

Please note that if the seafarer is a holder of a Cyprus SISRB that expires in more than one year from the date of application and the reason for replacement is not given the application will be rejected.

Screen no.10

Completion of ENDORSEMENT form. (ONLY FOR MASTER AND OFFICERS)

If the application is for renewal select **Renewal** radio button. For replacement select **Replacement** radio button and complete the field **Replace Reason**. For **Tanker Training** endorsement (ONLY FOR OFFICERS) press **Tanker Training 9** (Screen no. 12)
After completion of the ENDORSEMENT form press **save**.

The screenshot shows the 'SEAFARERS APPLICATION' window in the 'e-SAS' system. The 'ENDORSEMENT' tab is selected. Under the 'ENDORSEMENT' section, there are three radio buttons: 'Issuance' (selected), 'Renewal', and 'Replacement'. Below these is a 'Replace. Reason:' text box. To the right, there is a 'Tanker Training' section with an 'Add/Edit Tanker Certificate' button. The form also includes fields for 'COMPANY NAME', 'NOTES', 'ESTIMATED AMOUNT', 'REF. NO.', 'SEAFARER NAME', 'SEAFARER SURNAME', and 'DATE OF BIRTH'. The status bar at the bottom indicates 'Record: 1/1'.

Please note that if the seafarer is a holder of a Cyprus ENDORSEMENT that expires in more than six months from the date of application and the reason for replacement is not given the application will be rejected.

Screen no.11

Tanker Endorsement (ONLY FOR MASTER AND OFFICERS)

Up to three different certificates of proficiency for Tankers may be completed. It is important to select the correct **Tanker's Training Level** (Management or Operational) and **Tanker Type**.

The screenshot displays the 'SEAFARERS APPLICATION' window with the 'ENDORSEMENT' tab selected. The form is divided into several sections:

- Search Section:** Fields for COMPANY NAME (COMPANY LTD), NOTES, ESTIMATED AMOUNT (0.00), and REF. NO. (2017/CC174/3273) with a Search button.
- Seafarer Search Section:** Fields for SEAFARER NAME, SEAFARER SURNAME, and DATE OF BIRTH with Find Seafarer and Add Seafarer buttons.
- Navigation Tabs:** SEAFARER INFO, SISRB, and ENDORSEMENT (selected).
- Tanker Certificates Section:** Contains three columns for Certificate 1, Certificate 2, and Certificate 3. Each column has a Back button and the following fields:
 - Tanker Cert. No. (text input)
 - Issue Date (text input with calendar icon)
 - Expiry Date (text input with calendar icon)
 - Issuing Authority (text input with LIST button)
 - Tanker's Training Level (dropdown menu, currently set to MANAGEMENT)
 - Tanker Type (text input with LIST button)

At the bottom of the window, there is a status bar showing 'Record: 1/1' and '<OSC>'.

Screen no. 12

For more applications press the **Add Seafarer** and continue as above. (Screen nos. 8 to 12)

The screenshot shows the 'SEAFARERS APPLICATION' window in the 'e-SAS' system. The interface includes a menu bar (Functions, Reports, Window, Help, Exit) and a toolbar with icons for home, back, forward, and search. The main form area contains several input fields and buttons:

- COMPANY NAME:** COMPANY LTD
- NOTES:** (empty)
- ESTIMATED AMOUNT:** 0.00
- REF. NO.:** 2017/SC174/3273
- Search** button
- SEAFARER NAME:** (empty)
- SEAFARER SURNAME:** (empty)
- DATE OF BIRTH:** (empty)
- Find Seafarer** button
- Add Seafarer** button (highlighted by a red arrow)

Below the search fields are three tabs: **SEAFARER INFO** (selected), **SISRB**, and **ENDORSEMENT**. The 'SEAFARER INFO' section contains multiple input fields:


- CY Seaman's Book No.:** (empty)
- Seafarer No. (SFN):** (empty)
- *Given Names:** (empty)
- *Surname:** (empty)
- *Father's Name:** (empty)
- Father's Surname:** (empty)
- Mother's Name:** (empty)
- Mother's Surname:** (empty)
- *Date of Birth:** (dd/mm/yyyy) (empty)
- Place of Birth:** (empty)
- *Birth Country:** (LIST dropdown)
- *Nationality:** (LIST dropdown)
- *Sex:** (dropdown menu)
- Street:** (empty)
- Postal Code:** (empty)
- P.O. Box:** (empty)
- City:** (empty)
- Country:** (LIST dropdown)
- Telephone No.:** (empty)
- Fax:** (empty)
- Email:** (empty)
- Medical Certificate** section:
 - *Issuing Authority:** (LIST dropdown)
 - *Issue Date:** (calendar icon)
- Seafarer Image** section:
 - Image placeholder box
 - UPLOAD** button
 - DELETE** button
- Seafarer Documents** section:
 - PDF icon
 - UPLOAD** button
 - DELETE** button

At the bottom of the window, a status bar shows 'Record: 1/1' and '<OSC>'.

SUBMISSION OF APPLICATIONS

When the batch of applications is completed return to main menu and select **Functions – Payments** (screen no.2).

Functions Reports Window Help Exit e-SAS

 **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

Company Name:

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17		JCC			

Record: 1/1 ... <OSC>

Screen no.13

Select the preferred **Payment Type**

INVOICE the fees are debited and can be paid on a weekly basis via bank transfer, JCC or cash payment in a DMS office.

JCC on-line prepayment with credit card (account at [jccsmart.com](https://www.jccsmart.com) required) - link: <https://www.jccsmart.com/e-bill/invoices/197/pay>

CASH prepayment in a DMS office

BANK TRANSFER prepayment with bank transfer to DMS bank account

Account No: 0339-01-016858-00 IBAN: CY23 0020 0339 0000 0001 0168 5800

SWIFT address (BIC Code) of Bank of Cyprus Public Company Ltd: BCYPCY2N

Note: Please give the Batch Ref. No.

Functions Reports Window Help Exit

e-SAS

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	28/2/2017	JCC			
					JCC			
					CASH			
					INVOICE			
					BANK TRANSFER			

Record: 1/1 ... <OSC>

Screen no. 14

Complete the **Payment Date** and **Pay Receipt No.** fields and write in the **Notes** any remark you wish and after press **SUBMIT**.

Pay Receipt No. is the unique number of the receipt*. If you select the **INVOICE** payment type there is no need (you will not be allowed) to fill **Pay Receipt No.** and **Payment Date**.

The screenshot shows the 'eSAS' application window. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. Below the menu is the 'DMS CYPRUS' logo and the title 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)'. The main area is titled 'PAYMENTS' and contains a toolbar with icons for back, forward, and other functions. Below the toolbar, there is a 'Company Name' field with 'COMPANY LTD' and two buttons: 'NEW BATCH' and 'SUBMIT'. The central part of the screen is a table with the following columns: 'Batch Ref. No.', 'SISRB', 'Endorse', 'Total Amount', 'Payment Date', 'Payment Type', 'Pay Receipt No.', 'Submit Date', and 'Notes'. The first row of the table is populated with the following data: '2017/CC174/3273', '0', '1', '34.17', '10/03/2017', 'JCC', '157253523', and an empty 'Notes' field. Below the table, there is a status bar with 'Record: 1/1' and '<OSC>'.

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	10/03/2017	JCC	157253523		

*see examples in ANNEX 1

Press **OK** to finish and submit the applications.

Functions Reports Window Help Exit

DMS CYPRUS **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

Company Name: COMPANY LTD

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date
2017/CC174/3273	0	1	34.17	10/03/201

SUBMIT PAYMENT

If you press the ok button please note that:

- 1) You will submit the application(s) and you will not have the right to edit them.
- 2) You verify the authenticity of the submitted certificates and documents.
- 3) You verify that the applicant(s) is (are) of a good character.
- 4) You verify that the applicant(s) for endorsement attesting the recognition of a foreign certificate at the management level has (have) carefully studied and understood the contents of the guidance document entitled "Familiarization with National Maritime Legislation and Requirements", which they will carry with them every time they serve on board Cyprus flag vessels.

OK CANCEL

Record: 1/1 ... <OSC>

The submitted batch of applications turned into pink.
Press the button **exit** to go to the main menu.

Functions Reports Window Help Exit e-SAS

DMS CYPRUS ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)

PAYMENTS

Company Name: COMPANY LTD

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3273	0	1	34.17	10/03/2017	JCC	157253523	14/03/2017	

Record: 1/1 <OSC>

Screen no. 17

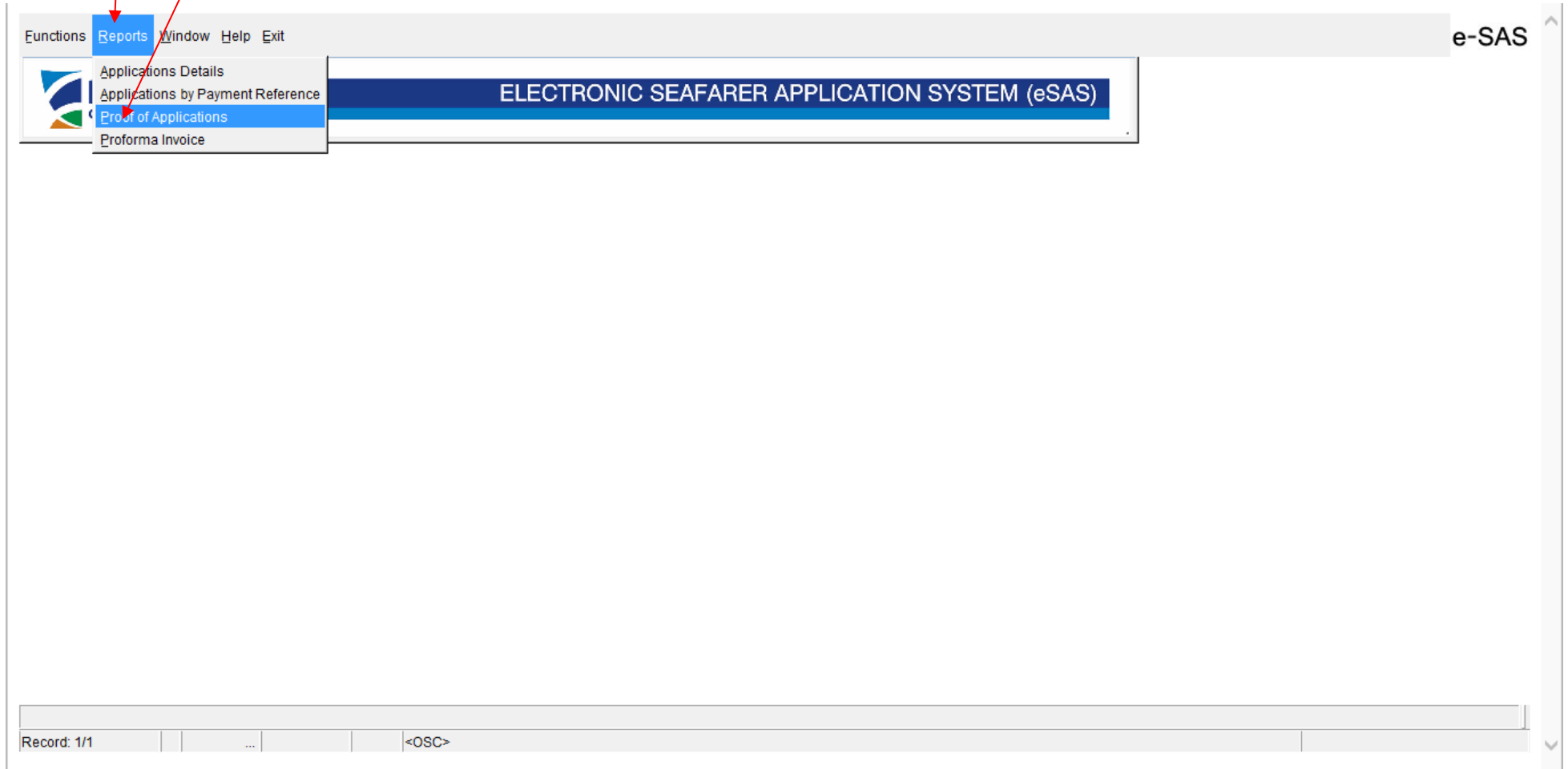
GENERATE THE PROOF OF APPLICATION

Select **Reports - Proof of Applications** to get for each submitted application a PROOF in PDF format.

Applications Details provides a report of the submitted data for each seafarer.

Applications by Payment Reference provides a short report for the requested documents.

Proforma Invoice provides a report of the submitted applications with selected **Payment Type** the **INVOICE**.



Screen no.18

Press **Search** to find the preferred **Batch Ref. No.**

The screenshot displays the 'e-SAS' application window. At the top, there is a menu bar with 'Functions', 'Reports', 'Window', 'Help', and 'Exit'. Below the menu bar is a header area with the 'DMS CYPRUS' logo on the left and the text 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)' on the right. The main content area is titled 'PROOF OF APPLICATIONS' and contains the following elements:

- A prompt: 'Please enter the following criteria:'
- A 'Company:' label followed by a text input field containing 'COMPANY LTD'.
- A 'Payment Ref. No.:' label followed by an empty text input field and a 'Search' button.
- A 'Print:' label followed by three radio button options: 'Both' (selected), 'SISSRB', and 'Endorsement'.
- A 'PRINT' button at the bottom of the form.

At the bottom of the application window, there is a status bar showing 'Record: 1/1' and '<OSC>'.

Screen no.19

Select the **Payment Ref. No.** from the drop down list and press **OK**.

The screenshot displays the e-SAS application interface. At the top right, the text "e-SAS" is visible. A search dialog box is open, titled "Choose Reference Number:". The "Find" field contains the text "2017/CC174/3%". Below this, a list of "Payment Referenc..." is shown with two entries: "2017/CC174/3273" (highlighted in blue) and "2017/CC174/3783". At the bottom of the dialog box are buttons for "Find", "OK", and "Cancel". A red arrow points from the instruction above to the "OK" button. Another red arrow points from the instruction above to the highlighted entry in the list. In the background, a window titled "ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)" is partially visible. Below the search dialog box, there is a section with a "Payment Ref. No.:" field, a "Search" button, and radio buttons for "Print:" with options "Both", "SISSRB", and "Endorsement". A "PRINT" button is located below these options. At the bottom of the application window, a status bar shows "Record: 1/1" and "<OSC>".

Screen no.20

Proof of application

Select the appropriate radio button for the type of proof of application and press **PRINT**. A PDF file is generated.

The screenshot displays the 'e-SAS SEAFARERS APPLICATION' interface. A dialog box titled 'PROOF OF APPLICATIONS' is open, prompting the user to enter criteria. The dialog box contains the following fields and controls:

- Company:** Text input field containing 'COMPANY LTD'.
- Payment Ref. No.:** Text input field containing '2017/CC174/3273' with a 'Search' button.
- Print:** Radio buttons for 'Both' (selected), 'SISSRB', and 'Endorsement'.
- PRINT:** A button to generate the PDF.

The background application window shows the following details:

- NOTES:** Empty text field.
- ESTIMATED AMOUNT:** Text input field containing '0.00'.
- REF. NO.:** Text input field.
- Search:** Button.
- DATE OF BIRTH:** Text input field.
- Find Seafarer:** Button.
- Add Seafarer:** Button.
- Seafarer Image:** Empty image box with 'UPLOAD' and 'DELETE' buttons.
- Seafarer Documents:** Section with 'PDF' icon and 'UPLOAD' and 'DELETE' buttons.
- Medical Certificate:** Section with '*Issuing Authority:' and '*Issue Date:' text input fields, each with a 'LIST' button.
- Other fields:** City, Country (with 'LIST' button), Telephone No., Fax, Email, Date of Birth (mm/yyyy), Place of Birth, Birth Country (with 'LIST' button), Nationality (with 'LIST' button), Address, Postcode, and P.O. Box.

At the bottom of the application window, it shows 'Record: 1/1' and '<OSC>'.

Screen no. 21

Instructions for Payment Type INVOICE

If a Company select to pay for the submitted applications on a weekly basis the **Payment Type INVOICE** shall be selected for each batch of applications before the submission. **If you select the INVOICE payment type there is no need (you will not be allowed) to fill Pay Receipt No. and Payment Date.**

The screenshot shows the 'ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)' interface. At the top, there are menu options: 'Functions', 'Reports', 'Window', 'Help', 'Exit'. The 'e-SAS' logo is in the top right corner. Below the logo is the 'PAYMENTS' section with a toolbar containing icons for back, forward, and other actions. A 'Company Name' field contains 'COMPANY LTD', with 'NEW BATCH' and 'SUBMIT' buttons next to it. The main area is a table with the following columns: 'Batch Ref. No.', 'SISRB', 'Endorse', 'Total Amount', 'Payment Date', 'Payment Type', 'Pay Receipt No.', 'Submit Date', and 'Notes'. Two rows are visible in the table. The first row has 'Batch Ref. No.' 2017/CC174/3783, 'SISRB' 1, 'Endorse' 1, 'Total Amount' 85.43, 'Payment Date' (empty), 'Payment Type' INVOICE, 'Pay Receipt No.' (empty), 'Submit Date' 15/03/2017, and 'Notes' (empty). The second row has 'Batch Ref. No.' 2017/CC174/3273, 'SISRB' 0, 'Endorse' 1, 'Total Amount' 34.17, and other fields are empty. A dropdown menu for 'Payment Type' is open, showing options: 'INVOICE', 'JCC', 'CASH', 'INVOICE', and 'BANK TRANSFER'. A red arrow points from the text above to the 'INVOICE' option in the dropdown. At the bottom of the screen, there is a status bar showing 'Record: 2/2' and '<OSC>'.

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3783	1	1	85.43		INVOICE		15/03/2017	
2017/CC174/3273	0	1	34.17		INVOICE			
					JCC			
					CASH			
					INVOICE			
					BANK TRANSFER			

Screen no. 22

Press **SUBMIT**. The applications are submitted (turned pink) and you may proceed to generate the Proof of Application with the same procedure as described in screen nos. 18 to 21. The fees for the application shall be paid by next Friday or next working day if it happens to be a public holiday otherwise the proof of application will be considered invalid. The Company shall print the proforma Invoice (see screen nos. 24 and 25) every Friday and pay the fees and inform the DMS. The settlement of account will be effected within two working days after the a.m. information received. After the settlement the paid applications will not be shown in the proforma invoice.

Functions Reports Window Help Exit e-SAS

DMS CYPRUS **ELECTRONIC SEAFARER APPLICATION SYSTEM (eSAS)**

PAYMENTS

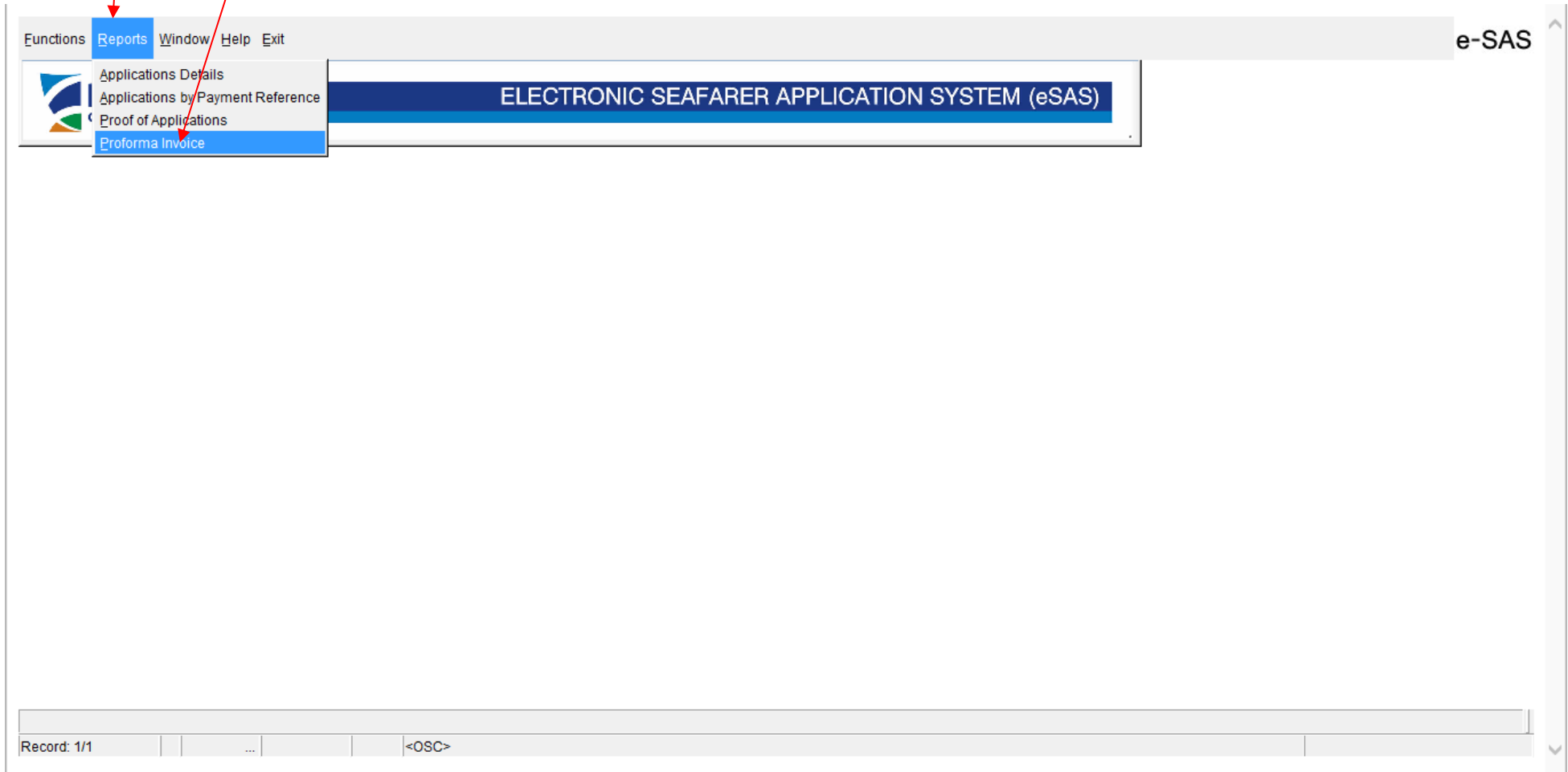
Company Name: COMPANY LTD NEW BATCH SUBMIT

Batch Ref. No.	SISRB	Endorse	Total Amount	Payment Date	Payment Type	Pay Receipt No.	Submit Date	Notes
2017/CC174/3783	1	1	85.43		INVOICE		15/03/2017	
2017/CC174/3273	0	1	34.17		INVOICE			

Record: 2/2 ... <OSC>

Generate the Proforma Invoice



Select **Reports – Proforma Invoice** from main menu. A proforma Invoice is generated where all the pending for payment batches of application are included. The fees for the application shall be paid by next Friday or next working day if it happens to be a public holiday otherwise the proof of application will be considered invalid. The Company shall print the Proforma Invoice every Friday and pay the fees and inform the DMS. The settlement of account will be effected within two working days after the a.m. information received. After the settlement the paid applications will not be shown in the proforma invoice.



Screen no. 24

Payment of amount due as per the Proforma Invoice

The total amount due shall be paid every Friday or next working day if it happens to be a public holiday otherwise the proof of application will be considered invalid. The Company shall print the **Proforma Invoice** every Friday and pay the fees and inform the DMS sending an email to seafarers@dms.gov.cy and anconstantinou@dms.gov.cy with the proforma invoice and payment receipt attached. The payment can be made by bank transfer, JCC, or cash at a DMS office. The settlement of account will be effected within two working days after the a.m. information received. After the settlement of account the paid applications will not be shown in the proforma invoice.

REPUBLIC OF CYPRUS
MINISTRY OF TRANSPORT
COMMUNICATIONS AND WORKS

DEPARTMENT OF MERCHANT SHIPPING
LEMESOS

PROFORMA INVOICE FOR COMPANY LTD

Batch Ref. No.:	Total Amount:	Submit Date:	SISR No.:	Endorsement No.:
2017/CC174/3273	34.17	15/03/2017	0	1
First Name	Last Name	Birth Date	Nationality	SISR
NAME	SURNAME	10/10/1995	CYPRUS	●
2017/CC174/3783	85.43	15/03/2017	1	1
First Name	Last Name	Birth Date	Nationality	SISR
NAME1	SURNAME1	01/01/1990	CYPRUS	●

Total SISRB: 1
Total Endorsements: 2
Total Amount Due: 119.6

Page 1 of 1

Screen no. 25

ANNEX 1 - Samples of payments receipt no.


MERCHANT SHIPPING-SEAFARERS CERTIFICATES
MERCHANT SHIPPING - SISRB/ENDORSEMENTS/CERTIFICATES

Reference number (JCCsmart): **17886284**
Placed on: 2/13/2017 1:11 PM

Invoice details

Total SISRBs: 1
Total Endorsements:
Total Cert. of Competency:
Total Cert. of Special Training:
Amount to be paid: 51.26

The total amount you have paid for this order is €51.26

For any clarifications please contact:

Telephone: 25848100
Email: maritimeadmin@dms.mcw.gov.cy
Fax: 25848200
Address: KYLLINIS STREET, MESA YTONIA, 4007 LIMASSOL

12/12/2016

TLBHCoImpriMensaje



Pay Receipt No.

RESGUARDO DE PAGO
MT103

BANCO DEL RECEPTOR BCYPCY2NXXX

REFERENCIA DE MENSAJE 1300070184088678

CODIGO TRANSACION CRED

FECHA/DIVISA/IMPORTE 161212EUR 307,56

ENTIDAD QUE
AVALA/ORDENAN

BCO.ORDENANTE/GIRADOR

BANCO DEL BENEFICIARIO BCYPCY2NXXX

BENEFICIARIO CY23002003390000000101685800

1/DIRECTOR DEPARTMENT OF MERCHANT S

1/HI

3/CY

DETALLES DEL PAGO

S/ BOOK

DETALLE DE GASTOS

NOMBRE ORDENANTE 1º

COD.IDENT.BENEFICIARIO

Pay Receipt No.



Starptautiskais maksājums
Международный платёж / international payment

Maksājuma dokumenta nr.: 11197

Платёжный документ № / Payment document No.

Datums: 28.01.2017
Date / Date

Trans. ID: RMZB13PBLX

Trans ID / Trans. ID

Statuss: Проведен
Change / Status

Maksātājs: Платёжник / Payer

Saņēmājs: Получатель / Beneficiary

Bank of Cyprus for the
Department of Merchant
Shipping

Konts: Чёт / Account

Konts: Чёт / Account

CY23002003390000000101685800

Banka, kods: Банк, код / Bank, code

Banka, kods: Банк, код / Bank, code

BANK OF CYPRUS PUBLIC
COMPANY LIMITED
BCYPCY2N

Starptanka, kods: Банк-корреспондент, код / intermediary bank, code

Summa, valūta: Сумма, валюта / Amount, currency

51.26 EUR (пятьдесят один, 26/100 EUR)

Mērķis: Цели / Purpose

ref.2017/CC65/2220 Dmitrijevs Makelins

Komisija: Комиссия / Fee

Раздельно

Komisijas maksājums: Комиссия / Charge

0.10 EUR

Stokāzamība: Срочность / Urgency

Эквивалентный

Komisijas konts: Чёт комиссии / Charge account

Valūtas kurss: Курс валюты / Currency rate

Sagatavotājs: Автор / Prepared by

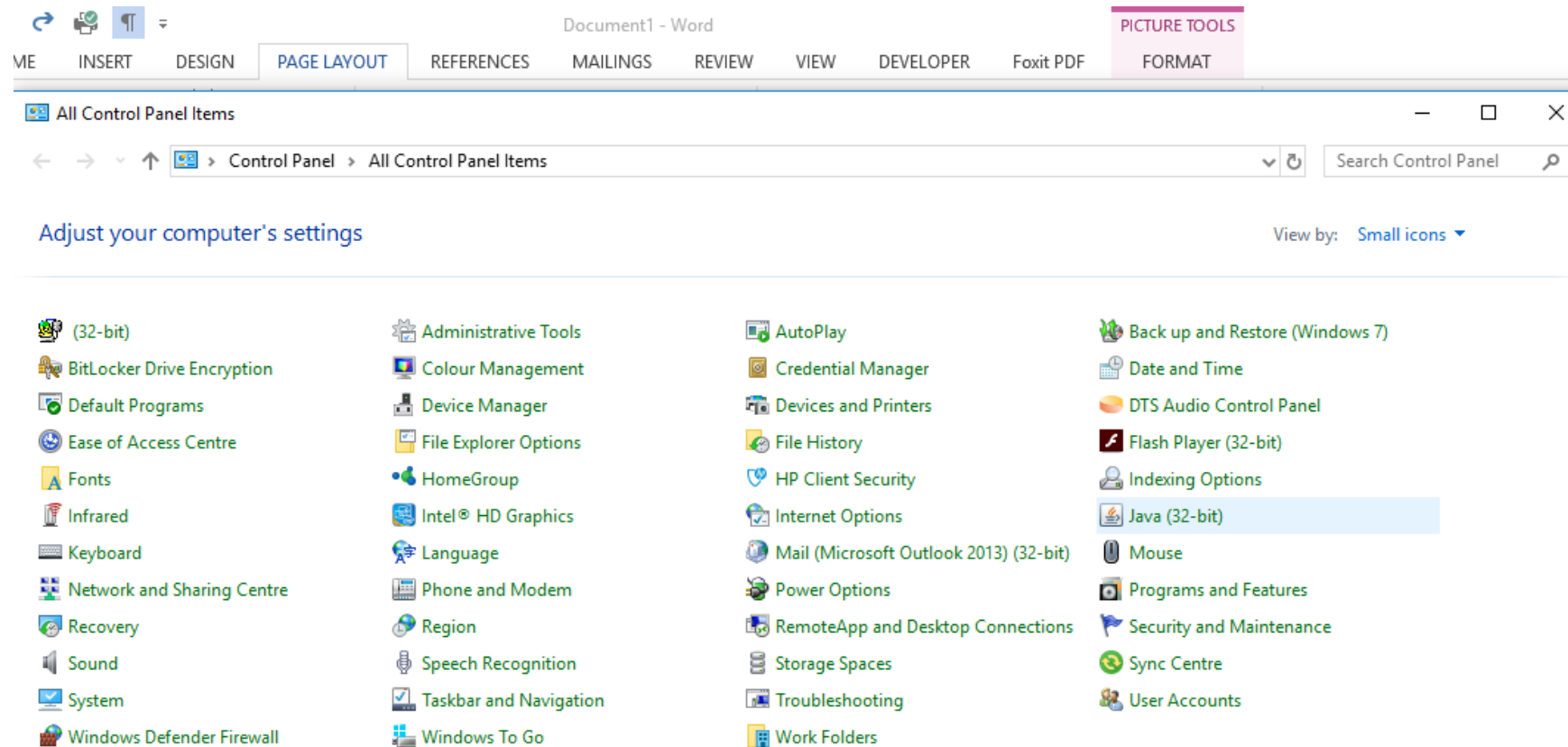
Interbank / Банк-корреспондент / Prep time: 30.01.2017 14:46:32

ANNEX 2 - Configuration of the Java security settings

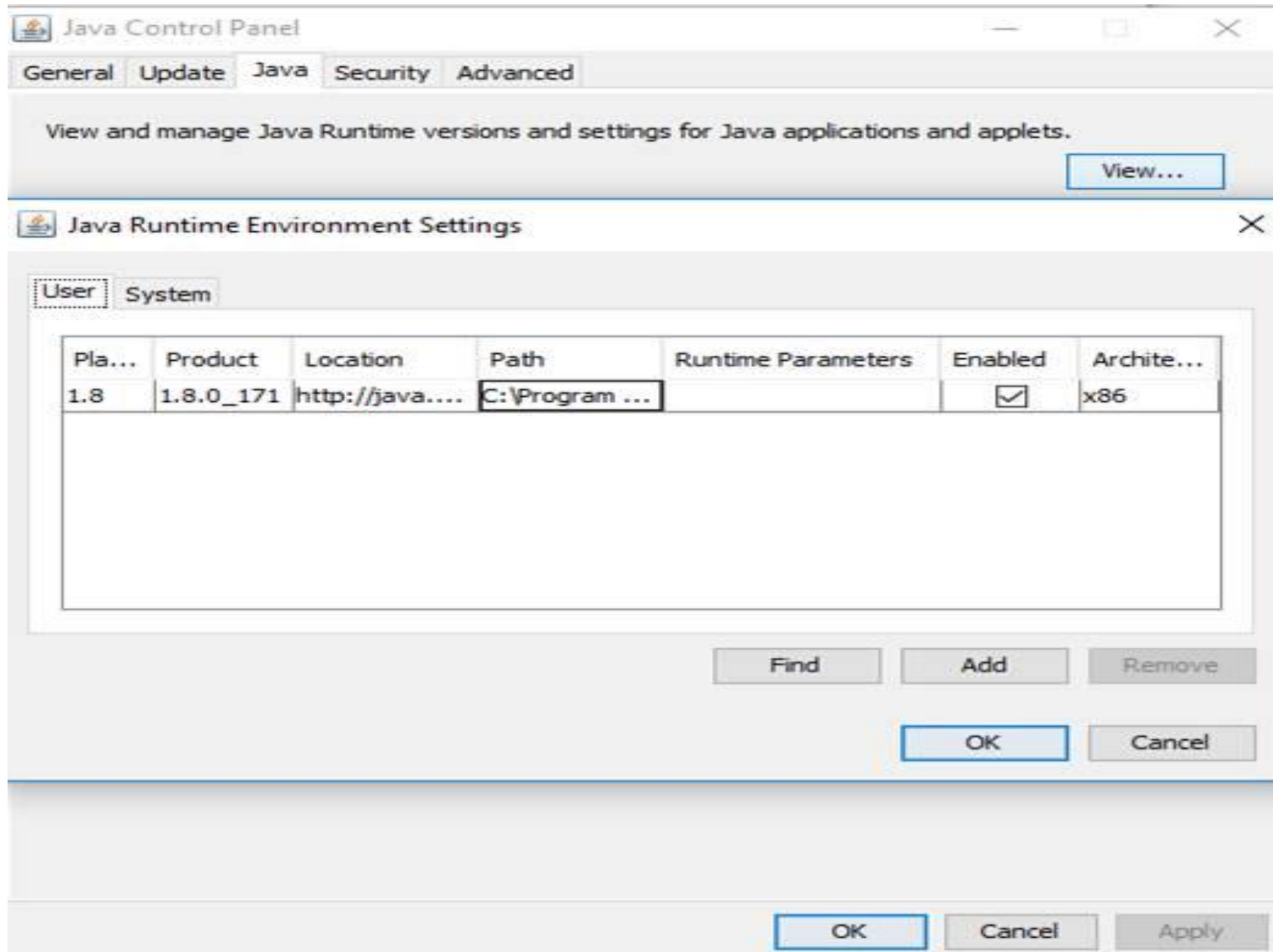
Java security settings must be configured in order the browser (Internet Explorer version 11) be able to load and launch Java application from eSAS url. This will be achieved by adding the eSAS url to the Java exception site list. The following steps describe this procedure.

Please note that eSAS web application can be accessed only through Internet Explorer browser. Also note that the Java (32-bit) and not the 64-bit version must be installed.

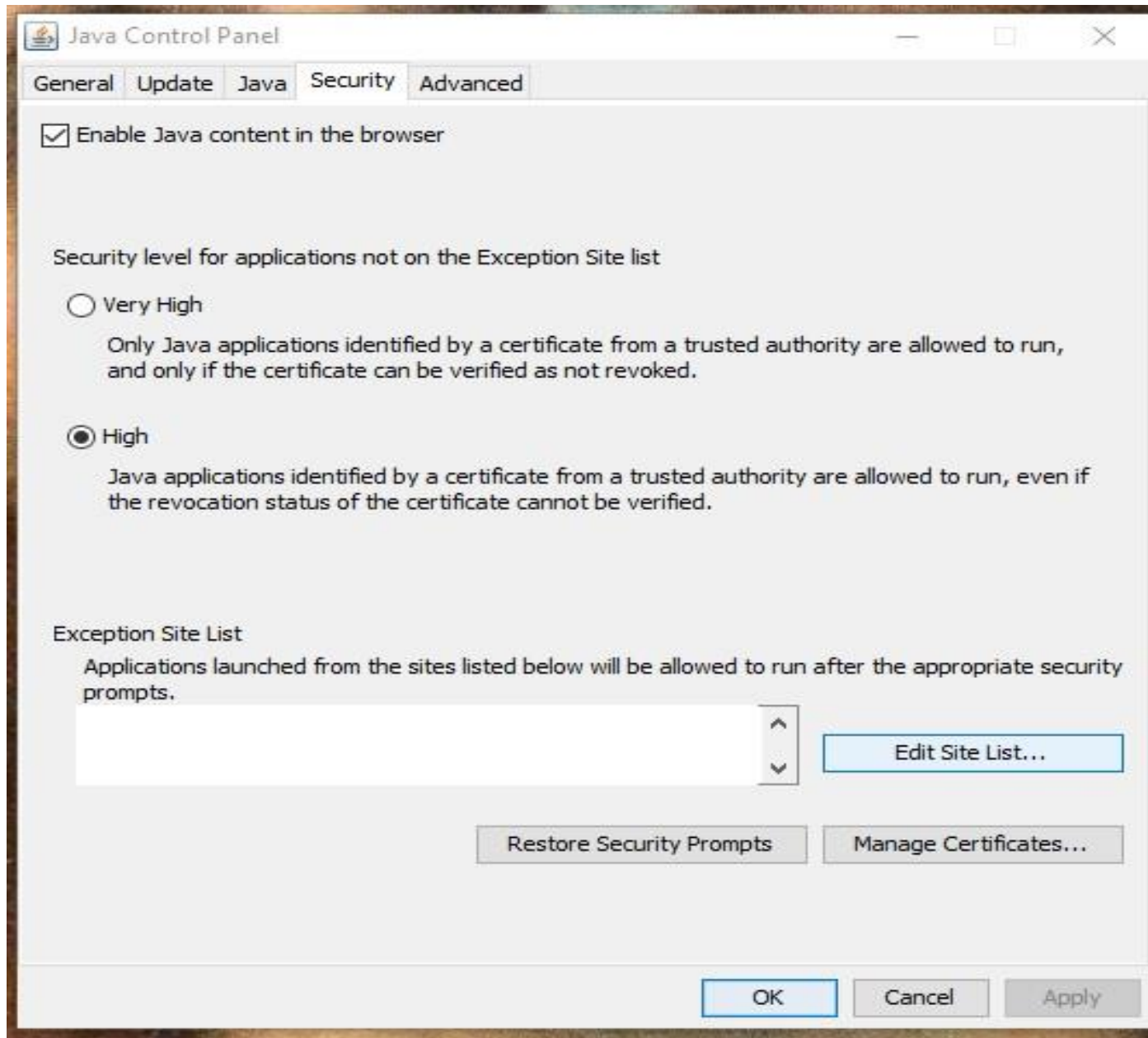
1. Go to the Control Panel on your computer and click on the Java (32-bit) icon (see picture below).



2. Check if only one version of Java is installed (see picture below). The “Java Control Panel” window will appear. Select “Java” tab and click on the “View” button in order to see the versions of Java that are installed. Only one should appear. If there exist more, remove (uninstall) the older versions.



3. Select the "Security" tab and then click ok "Edit Site List" button (see below).



4. Click on the “Add” button on the new window that will appear (see below). Then on the row that has the (!) icon, add the following:
<http://esas.dms.mcw.gov.cy>, then click “Add” , then “Continue” -> OK -> OK.

Close Java control Panel and (Windows) Control Panel. Re-launch Internet Explorer and go to the eSAS webpage.

