ELECTRONIC SEAFARERS APPLICATIONS SYSTEM – e-SAS User Guide.
GENERAL


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).

Abbreviations:

CoC Certificate of competency

DMS Shipping Deputy Ministry to the President

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.
The following messages will appear

Press Don't Block

Security Warning

Block potentially unsafe components from being run?

Application: oracleformsengine.Main

Java has discovered application components that could indicate a security concern. Contact the application vendor to ensure that it has not been tampered with.

More information

Press Run

Security Warning

Do you want to run this application?

An application is requesting permission to load a resource from location below.

Location: http://10.210.95.3:9000

More Information

Click Cancel to block loading such resources or Run to allow them to load.

Run Cancel
CREATE A BATCH OF APPLICATIONS

Select Functions – Payments from the main menu

Screen no.2
Press button **NEW BATCH** and after the button **save**.

![Screen no.3](image_url)
A Batch Ref. No. is automatically created.

Press button exit to return to the main menu.
COMPLETE SEAFARERS APPLICATIONS

Select Functions - Seafarer Application

SCREEN 5
Press Search and select the Batch Ref. No. from the list.
Select the **Batch Ref. No.** from the list and press **OK**
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.

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.

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

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

<table>
<thead>
<tr>
<th>A. Application for SISRB</th>
<th>B. Application for endorsement(^1) (only for officers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ID document (only the pages which are required for the ID)</td>
<td>B.1 Master and Deck officers</td>
</tr>
<tr>
<td>3. Certificate of competence if any.</td>
<td>2. GMDSS Certificate of competency and Endorsement if any.</td>
</tr>
<tr>
<td>4. For renewal/replacement of a SISRB, please enclose copy of page 2 of the previous Cyprus SISRB</td>
<td>3. Tankers Training Certificate if any.</td>
</tr>
<tr>
<td></td>
<td>4. Medical fitness certificate</td>
</tr>
<tr>
<td></td>
<td>5. Verification of authenticity for CoCs (from 2/10/2017)</td>
</tr>
<tr>
<td></td>
<td>6. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement.</td>
</tr>
<tr>
<td></td>
<td>B.2 Engine and Electrotechnical officers</td>
</tr>
<tr>
<td></td>
<td>1. Certificate of competency and endorsement if any.</td>
</tr>
<tr>
<td></td>
<td>2. Tankers Training Certificate if any.</td>
</tr>
<tr>
<td></td>
<td>3. Medical fitness certificate</td>
</tr>
<tr>
<td></td>
<td>4. Verification of authenticity for CoCs (from 2/10/2017)</td>
</tr>
<tr>
<td></td>
<td>5. For renewal/replacement of an endorsement attesting recognition of a foreign CoC, please enclose copy of the old Cyprus endorsement.</td>
</tr>
</tbody>
</table>

\(^1\) If the officer does not hold valid Cyprus SISRB you shall apply for it otherwise the application for endorsement will be rejected.
After the completion of the form **SEAFARER INFO** press button **SISRB** to apply for seaman’s book or **ENDORSEMENT** to apply for endorsement.
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.

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.

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 completed. It is important to select the correct Tanker’s Training Level (Management or Operational) and Tanker Type.

Screen no. 12
For more applications press the **Add Seafarer** and continue as above. (Screen nos. 8 to 12)
SUBMISSION OF APPLICATIONS

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

![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 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.*
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**.

*see examples in **ANNEX 1**
Press **OK** to finish and submit the applications.
The submitted batch of applications turned into pink.
Press the button **exit** to go to the main menu.
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.
Press **Search** to find the preferred **Batch Ref. No.**
Select the **Payment Ref. No.** from the drop down list and press **OK**.
Proof of application

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

```
<table>
<thead>
<tr>
<th>Batch Ref. No.: 2017/CC174/3273</th>
<th>Total Amount: 34.17</th>
<th>Submit Date: 15/03/2017</th>
<th>SISRB No.: 0</th>
<th>Endorsement No.: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Surname:</td>
<td>Birth Date:</td>
<td>Nationality:</td>
<td>SISRB:</td>
</tr>
<tr>
<td>NAME1</td>
<td>SURNAME1</td>
<td>01/01/1900</td>
<td>CYPRUS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Batch Ref. No.: 2017/CC174/3783</th>
<th>Total Amount: 85.43</th>
<th>Submit Date: 15/03/2017</th>
<th>SISRB No.: 1</th>
<th>Endorsement No.: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Surname:</td>
<td>Birth Date:</td>
<td>Nationality:</td>
<td>SISRB:</td>
</tr>
<tr>
<td>NAME1</td>
<td>SURNAME1</td>
<td>01/01/1900</td>
<td>CYPRUS</td>
<td></td>
</tr>
</tbody>
</table>

**Total SISRB: 1**  
**Total Endorsements: 2**  
**Total Amount Due: 119.6**
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ANNEX 1 - Samples of payments receipt no.

INVOCIA DETAILS

Total ISSRB: 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: 25648100
Email: martin.neadmin@dms.mcw.gov.cy
Fax: 25648200
Address: YFLIANS STREET, IAEA VITOMIA, 44007 LUIMASSOL
ANNEX 2 - Configuration of the Java security settings

Java security settings must be configured in order the browser (Internet Explorer) 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.