



REPUBLIC OF CYPRUS
MINISTRY OF
COMMUNICATIONS AND WORKS



DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS

Circular No. 11/2009

26 May 2009

TEN:1/5
TEN:32/4/15

To all Owners, Managers
and Representatives
of Ships under the Cyprus Flag

Subject: **International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW 78, as Amended- Issue of Seafarer's Identification and Sea Service Record Books and Endorsements Attesting the Recognition of Non Cyprus Certificate**

I refer to the above subject and further to our circulars No. 14/2001 dated 29 June 2001, and 26/2001 dated 19/12/2001, I wish to inform you that the Department of Merchant Shipping, in an effort to minimise the typing errors made when issuing the Seafarer's Identification and Sea Service Record Books and Endorsements Attesting the Recognition of Non Cyprus Certificate, decided the following:

1) Since the application forms (MSTC 1 and MSTC2) are provided on our website www.shipping.gov.cy in excel format and pdf format, it is highly recommended to use our electronic forms in excel format and print all information in capital letters. Both forms can be down loaded as follows:

- a) Visit our website www.shipping.gov.cy.
- b) Click on Downloads and then Seafarer's Training and Certification.
- c) Our forms will appear on your screen.
- d) Double click on Application For The Issue Or Renewal Of A Seafarer's Identification And Sea Service Record Book (MS.TC.1) or Application For The Issue Or Renewal of An Endorsement Attesting The Recognition Of A Non Cyprus Certificate (MS.TC.2)
- e) Double click on excel file.

- 2) In case the forms are filled manually, the information on the hard copy of the application forms (MSTC 1 and MSTC2) must always be printed legibly in **capital letters**.

- 3) If the information printed on the forms is not legible or it is misspelled and as a result the Seafarer's Identification and Sea Service Record Books and Endorsements Attesting the Recognition of Non Cyprus Certificate are issued with typing errors, new corrected documents will be issued upon submission of new applications and payment again of the appropriate fees.

- 4) Moreover, in case you receive Seafarer's Identification and Sea Service Record Books and Endorsements Attesting the Recognition of Non Cyprus Certificate with typing errors or any other kind of error and a notification is not sent to this Department within three (3) months from the date they are received, new corrected documents will be issued upon submission of new applications and payment again of the appropriate fees.

The Department will be at the disposal of Owners, Managers and anyone concerned with the matter for any explanations and clarifications they may require.

Serghios S. Serghiou
Director
Department of Merchant Shipping

cc: Permanent Secretary, Ministry of Communications and Works
Maritime Offices of the Department of Merchant Shipping abroad
Inspectors of Cyprus ships
Permanent Secretary, Ministry of Foreign Affairs
Diplomatic Missions and Honorary Consular Officers of the Republic of Cyprus
Cyprus Shipping Chamber
Cyprus Union of Shipowners
Cyprus Bar Association