



REPUBLIC OF CYPRUS  
MINISTRY OF TRANSPORT,  
COMMUNICATIONS AND WORKS



DEPARTMENT  
OF MERCHANT SHIPPING  
LEMESOS

Circular No. 6/2016

21 March 2016

TEN 5.13.09  
TEN 12.3.01.2.2.

To Cyprus Shipping Chamber, Cyprus Union of Ship-owners  
Registered Owners, Registered Bareboat Charterers,  
Managers and Representatives  
of Ships flying the Cyprus Flag

**Subject: Funding of the practical training on board ships for Deck and Engine Cadet officers.**

I refer to the above subject and I wish to inform you that the Council of Ministers at its meeting on 17/11/2015 has approved the funding of the practical training on board ships for deck and engine cadet officers.

Application for the funding must be submitted to the Department of Merchant Shipping (DMS) as follows:

#### **1. Beneficiaries**

Beneficiaries for the funding are the following:

1. Permanent residents of the Republic of Cyprus and
2. Graduates or students of the following institutions:
  - Merchant Marine Academies
  - Marine Engineering University School
  - Mechanical Engineering University School
  - Naval Architecture University School, and
3. Persons who are not receiving any funding for practical training on board ships from vessel's flag state or any other state.
4. The eligible employers should be owners of Cyprus flagged vessels or owners of foreign flagged vessels, charterers, ship managers who are taxed in the Cyprus tonnage tax system. The vessel must perform international voyages and its gross tonnage must be at least 1500.

#### **2. Required knowledge, training and certification**



1. Very good knowledge of the Greek language and good knowledge of the English language.
2. Valid medical examination certificate<sup>1</sup>
3. Basic Training (Part A-VI/1, STCW,78 as amended)
4. Ship Security Awareness Training (Part A-VI/6, STCW78)

### **3. Funding Period**

Funding period is six months for each deck or engine cadet officer per year. The total funding period should not exceed twelve months per deck or engine cadet officer and must be completed within three years from the first funding period.

### **4. Maximum number of participants per year**

The maximum number of cadet officers should be 60 graduates/students of Merchant Marine Academies and 5 graduates/students of Marine Engineering, Mechanical Engineering and Naval Architecture University School. In the event that the number of applications exceeds the funding amount priority order will be maintained.

### **5. The amount of funding**

The funding will be 600 euro per month per cadet officer. Furthermore the basic training (basic training and ship security awareness training) of the University graduates/students will be funded by 250 euros.

### **6. Employer's contribution to the salary of cadet officers**

The employer must pay as a part of cadet's salary at least 200 euros per month. Furthermore if the vessel flies Cyprus flag the employer shall pay contributions to the Social Insurance Department for the total amount of cadet's salary (600+employer's contribution).

### **7. Submission of application for the funding of the practical training of cadet officers**

Applications must be submitted by beneficiaries to DMS on the attached form EN05F34/01.

---

<sup>1</sup> Students or graduates of a University School can be directed by DMS to a General hospital of Cyprus for their medical examination

## 8. Documents which must be submitted for the payments of fund.

- 1) For the monthly payment of 600 euro the following must be submitted to DMS:
  - a) The first month of engagement.
    1. A copy of pages from ship's articles where the sign on date and vessel's name are noted.
    2. A copy of pages from cadet's seaman's book where the sign on date, the vessel's name and the vessel's stamp and master signature are noted.
    3. A copy of pages from cadet's training book where the training for the month is documented and signed by the relevant supervised officer.
    4. Copy of the monthly payslip.
  - b) The second month and following months of engagement.
    1. A copy of pages from cadet's training book where the training of the month is documented and signed by the relevant supervised officer
    2. Copy of the monthly payslip.
  - c) For the last month
    1. A copy of pages from ship's articles where the sign on date and vessel's name are noted.
    2. A copy of pages from cadet's seaman's book where the sign on and sign off dates, the vessel's name and the vessel's stamp and master's signature are noted
    3. A copy of pages from cadet's training book where the documented training of the month is documented and signed by the supervised officer
    4. Copy of the monthly payslip.
    5. Confirmation for sea service:
      - For sea service on Cyprus flagged vessels – A sea service confirmation letter from the company in accordance with the attached sample letter
      - For sea service on foreign flagged vessels – A sea service confirmation letter signed and stamped by the flag of the vessel
- 2) The interested parties for the funding of training mentioned in paragraphs 2.3 and 2.4 should submit to DMS training documentary evidence from an approved training establishment.
- 3) The required documents of paragraph 8.1 must be submitted to DMS the 10<sup>th</sup> day the latest of the month following the month in concern. These documents must be sent by electronic mail to [seafarers@dms.mcw.gov.cy](mailto:seafarers@dms.mcw.gov.cy). The relevant payment will be sent by bank transfer to the banking account of the cadet officer within 15 days from the day the required documents are submitted to DMS.

For more information the interested parties can contact the Department of Merchant Shipping, Seafarers' Division (tel: 25823701 / 710 / 726 or/and visit DMS website [www.shipping.gov.cy](http://www.shipping.gov.cy)) .



Andreas Chrysostomou  
Director  
Department of Merchant Shipping

- CC:
- Permanent Secretary, Ministry of Transport, Communications and Works
  - Maritime Offices of the Department of Merchant Shipping abroad
  - Cyprus Shipping Chamber
  - Cyprus Union of Ship-owners
  - Trade Union SEK
  - Trade Union PEO
  - Cyprus Bar Association
  - Cyprus Master Mariners Association
    - Association of Merchant Marine Officers



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΜΕΤΑΦΟΡΩΝ,  
ΕΠΙΚΟΙΝΩΝΙΩΝ ΚΑΙ ΕΡΓΩΝ



ΤΜΗΜΑ  
ΕΜΠΟΡΙΚΗΣ ΝΑΥΤΙΛΙΑΣ  
ΛΕΜΕΣΟΣ

**Αίτηση για συμμετοχή στο σχέδιο επιδότησης για την επί του πλοίου εκπαίδευση νεοεισερχομένων στο επάγγελμα του Αξιωματικού Εμπορικού Ναυτικού**  
Έτος:.....

Προς: Τμήμα Εμπορικής Ναυτιλίας

**Στοιχεία Αιτητή**

Επώνυμο: .....

Όνομα: .....

Ημερ. Γεννήσεως: .....

Υπηκοότητα: .....

Αριθμός Διαβατηρίου:.....

Διεύθυνση κατοικίας:  
.....  
.....  
.....

Διεύθυνση για αλληλογραφία:  
.....  
.....  
.....

Τηλέφωνο κινητό:.....

Τηλέφωνο σταθερό: .....

Email: .....

Ημερομηνία: .....

Κύριοι,

Παρακαλώ να μου επιτραπεί να συμμετέχω στο σχέδιο επιδότησης για την επί πλοίου εκπαίδευση νεοεισερχομένων στο επάγγελμα του αξιωματικού εμπορικού ναυτικού

Επισυνάπτω τα ακόλουθα δικαιολογητικά:

1. Αντίγραφο Διαβατηρίου
2. Βεβαίωση για εκπαιδευόμενους αναφορικά με το πλοίο ναυτολόγησης και την ναυτιλιακή εταιρεία που διαχειρίζεται το πλοίο (EN05F34/01).
3. Πιστοποιητικό Μόνιμης Διαμονής (από Επαρχιακή Διοίκηση διαμονής)
4. Αντίγραφο Πιστοποιητικού Ιατρικής Εξέτασης.
5. Αντίγραφο αρχικών σελίδων βιβλίου εκπαίδευσης.
6. Πιστοποιητικό σπουδών / Δίπλωμα
  - a. Για σπουδαστές: Βεβαίωση σπουδών
  - b. Για διπλωματούχους: Αντίγραφο Πτυχίου/Διπλώματος και βεβαίωση αναγνώρισης από το ΚΥΣΑΤΣ
7. Έντυπο FIMAS με τα τραπεζικά στοιχεία του λογαριασμού μου

Με τιμή,

.....  
(Υπογραφή Αιτητή)

## Confirmation letter

Management Company .....  
Address .....  
.....  
.....  
Telephone no. ....  
.....  
Fax no. ....  
.....  
email .....  
.....

We here by confirm that:

- 1) Mr/Ms (full name) .....
- Passport number.....
- Country of issue .....
- Date of expiry .....

will be employed as deck/engine (delete as applicable) cadet officer on board our vessel.

Type .....

Name .....

Gross Tonnage (GT) .....

Flag .....

Propulsion power (Kw) .....

IMO No. ....

- 2) During the period of employment the training of the aforementioned cadet officer will be monitored by an officer of the corresponding capacity.
  
- 3) The provisions of MLC2006 will be applied respectively for the above mentioned cadet officer.

Signed by .....

( Name-Title-Stamp-  
Signature) .....

.....

Place and date of issue .....

## Βεβαίωση

Πλοιοδιαχειρίστρια .....  
εταιρεία .....  
Διεύθυνση .....

Αρ. τηλεφώνου .....

Αρ. Φαξ .....

email .....

### Βεβαιώνουμε ότι:

- 1) Ο/η (ονοματεπώνυμο) .....  
Αριθμός διαβατηρίου .....  
Χώρα έκδοσης διαβατηρίου .....  
Ημερομηνία λήξης διαβατηρίου .....

θα ναυτολογηθεί με την ειδικότητα του δόκιμου αξιωματικού καταστρώματος/μηχανής (διαγράφεται ανάλογα) στο παρακάτω πλοίο μας.

Τύπος .....

Όνομα .....

Ολική Χωρητικότητα(GT) .....

Σημαία .....

Ισχύς πρόωσης (Kw) .....

IMO No. ....

- 2) Σε όλη την περίοδο κατά την οποία θα είναι ναυτολογημένος/η ο/η παραπάνω δόκιμος αξιωματικός, η εκπαίδευση του/της θα εποπτεύεται από αξιωματικό αντίστοιχης ειδικότητας.
- 3) Οι πρόνοιες της Σύμβασης MLC,2006 θα εφαρμόζονται ανάλογα και για τον/την ανωτέρω δόκιμο αξιωματικό.

Υπογραφή .....

(Όνομα-Τίτλος-Σφραγίδα-Υπογραφή) .....

Τόπος και ημερομηνία .....

