

**DOCUMENTS REQUIRED FOR THE APPROVAL  
OF AN APPLICATION FOR REGISTRATION IN PARALLEL  
OF A FOREIGN SHIP IN THE SPECIAL BOOK OF PARALLEL REGISTRATION**

1. Application on behalf of bareboat charterer (the company) for parallel-in registration of a vessel in the Special Book of Parallel Registration.
2. Memorandum and Articles of Association of the Company (bareboat charterer)
3. Certificate of Incorporation, Directors and Secretary, Shareholders and Registered Office of the Company (bareboat charterer) [In case of a Company established outside the Republic of Cyprus, a Notarial Certificate or a Certificate from the competent authority of the country may be submitted instead of Documents 2 and 3].
4. Form of Appointment of Authorised Representative (M.S. 57)\* in the case of a Company established outside the Republic of Cyprus.
5. Resolutions of the Directors of the Company for the bareboat charter of the vessel and its parallel –in registration in the Special Book of Parallel Registration.
6. Power of Attorney authorising the person who will sign all the necessary documents of behalf and on account of the bareboat charterer.
7. Shipowners’s Consent for the parallel-in registration
8. Charterparty Agreement (copy)
9. Mortgagee’s Consent
10. Consent of the maritime authorities of the country of the foreign underlying register (official translation, if not in English)
11. Certificate of Ownership and Encumbrances from the underlying registry
12. Confirmation of Radio Traffic Accounting Authority
13. Confirmation of Classification Society
14. For vessels whose keel was laid before 1<sup>st</sup> October 1994, confirmation from the classification society stating that the ship is free from HALON quantity.
15. Crew List (M.S. 50).
16. Continuous Synopsis Record (C.S.R.) (where applicable). The deletion CSR must be forwarded within three (3) months from the parallel – in registration. (Circular 8/2019).
17. Registration Form of a Mobile Maritime Radio Station (M.S. 34)\* and copy of Shore Based Maintenance Agreement
18. Registration of SAR Particulars (M.S.45)\*

19. ISM Forms – (DMS Circular 27/2006)
20. Declaration of Owner of a Cyprus Ship (Form MSTT8\* - Circular 6/2012) in the case of a qualifying ship engaged in a qualifying shipping activity.
21. Certificate of Insurance for Maritime Clams, e.g. Certificate of Entry issued by the vessel's P&I Club for vessels of a gross tonnage of 300 and above (see Law 14(I)/2012, DMS Circulars No 43/2011 and No. 15/2012)
22. Application and certificate of insurance (Blue Card) for the issuing of a Certificate under the 2001 Bunkers Convention for vessels of a gross tonnage of 1000 and above (see Law 19(III)/2004)
23. Application form MSCL1 and certificate of insurance (Blue Card) for the issuing of a Certificate under the 2007 Nairobi Wreck Removal Convention for vessels of a gross tonnage of 300 and above (see Law 12(III)/2015, DMS Circular No. 27/2015)
24. Application and certificate of insurance (Blue Card) for the issuing of a Certificate under the 1992 CLC Convention for tankers with a carrying capacity above 2000 tons (see Law 63/1989 as amended, consolidated text in English is available on the DMS website, DMS Director's Notification P.I. 92/2008 is also of relevance as well as Circular No. 4/2008)
25. Application and certificate of insurance (Blue Card) for the issuing of a Certificate in accordance with Regulation (EC) No. 392/2009 on the liability of carriers of passengers by sea in the event of accidents (where applicable) (see Circular No. 70/2012 and Circular 72/2012)
26. Certificate of Survey (M.S.1) issued on the basis of the corresponding documents of the foreign registry
27. International Tonnage Certificate (M.S.12) issued on the basis of the corresponding documents of the foreign registry
28. Application for Minimum Safe Manning Document (Circular 47/2012)
29. The International Certificates from a recognized Classification Society in accordance with the relevant international maritime conventions in force.
30. Safety Management Certificate (SMC) (where applicable)
31. Copy of Conformance Test Report – DMS Circular 13/2009 (where applicable)
32. Entry Inspection Report from the Department of Merchant Shipping and satisfaction of any other conditions contained in the Government Policy on the Registration of Vessels in the Cyprus Register of Ships (where applicable) (see Circular No 12/2012).

**Notes:**

**The documents submitted for the parallel –in registration of a vessel must be originals and duly executed, otherwise these will not be accepted.**

**\*Specimens /Forms are available in the website of the Shipping Deputy Ministry.**

**\*\* Specimen of the “MSCL 1” Single Application Form for the issuing of a Civil Liability Certificate is available in the website of the Shipping Deputy Ministry.**