



REPUBLIC OF CYPRUS  
SHIPPING DEPUTY MINISTRY TO THE PRESIDENT

Circular No. 6/2020

ΥΦΥΝ 5.13.09

ΥΦΥΝ 12.3.01.36.02

17 March 2020

To all Registered Owners, Registered bareboat charterers,  
Managers and Representatives of ships flying the Cyprus flag

To all Tonnage Tax Companies

To all Members of the Cyprus Shipping Chamber

To all Members of the Cyprus Union of Shipowners

To all Members of the Cyprus Shipping Association

**Subject: Special arrangements by the Shipping Deputy Ministry for the provision of services during the COVID-19 outbreak**

In light of the recent developments regarding COVID-19 and the measures announced by the Government, and in order to protect public health and limit the spread of the virus, as from today and until the 30<sup>th</sup> of April 2020 (or until further notice), the Shipping Deputy Ministry will not be allowing access to the public in its offices. The SDM will remain operational and the following arrangements have been put in place in order for the SDM to maintain its functionality and to continue the effective provision of services to its clients and collaborators:

**Register of Cyprus Ships**

All documents regarding transactions in the Register of Cyprus Ships or in the Special Book of Parallel Registration should be sent electronically to the following e-mail: [shipregistry@dms.gov.cy](mailto:shipregistry@dms.gov.cy).

In order to safeguard a healthy working environment, the original documents should be submitted in a sealed envelope which should be delivered to the special box at the entrance of the main building of the Shipping Deputy Ministry between 9.00 and 14.00 hours.

All certificates issued upon completion of transactions in the Register of Cyprus Ships will be delivered in a sealed envelope at the entrance of the building following communication with the respective representatives of the owners of the vessels in question.

### **Small Vessels Unit**

All documents involving transactions in the Small Vessels Registry should be transmitted either electronically by e-mail to [csolomou@dms.gov.cy](mailto:csolomou@dms.gov.cy) or by fax at +357 25 848162.

For the submission of original documents involving small vessels' transactions, the same procedure will apply for small vessels as for the Register of Cyprus ships (see section above).

The relevant certificates which will be issued upon the completion of the transactions, will be sent by post to the respective owners/ applicants.

### **Civil Liability Certification (CLC, Bunkers, Wreck Removal and Athens PLR)**

Queries and applications with respect to Civil Liability Certification (CLC, Bunkers, Wreck Removal and Athens PLR) should be addressed electronically only at the dedicated email address [bunkersclc@dms.gov.cy](mailto:bunkersclc@dms.gov.cy). Information with respect to the procedure, online payments and application forms is available on the Shipping Deputy Ministry's website, under the section "Our Services/ Civil Liability Certification".

### **Flag State Control Unit**

All requests must be submitted electronically to the following dedicated e-mail addresses of the Unit:

ISPS/Security issues: [maritime.security@dms.gov.cy](mailto:maritime.security@dms.gov.cy)

ISM issues: [ism@dms.gov.cy](mailto:ism@dms.gov.cy)

Flag State issues: [shipcontrol@dms.gov.cy](mailto:shipcontrol@dms.gov.cy)

Passenger ships issues: [passengerships@dms.gov.cy](mailto:passengerships@dms.gov.cy) / [jpalates@dms.gov.cy](mailto:jpalates@dms.gov.cy)

### **Maritime Safety Unit**

All requests must be submitted electronically to the following dedicated e-mail addresses of the Unit:

Safety issues: [shipsafety@dms.gov.cy](mailto:shipsafety@dms.gov.cy)

CSR issues: [csr@dms.gov.cy](mailto:csr@dms.gov.cy)

Safe manning issues: [manning@dms.gov.cy](mailto:manning@dms.gov.cy)

### **Seafarers and Maritime Labour Unit**

The delivery of hard copy applications for the issuance of the following will not be possible during the above period:

1. Certificates of Competency or Certificates of Proficiency

2. Cyprus endorsements attesting the recognition of certificates of competency issued by a country whose certificates of competency are recognized by the Republic of Cyprus
3. Cyprus seaman's books
4. DMLC Part 1

All applications for the above must be submitted electronically:

- through our electronic application system E-SAS (for managers or owners of Cyprus flagged vessels); or
- by email at [seafarers@dms.gov.cy](mailto:seafarers@dms.gov.cy);
- or by fax at +357 25 305030

Payments for the above will be accepted only electronically using debit/credit cards through JCC at the link: <https://www.jccsmart.com/e-bill/invoices/197/pay>

Or by bank transfer using the following bank account:

IBAN: CY23 0020 0339 0000 0001 0168 5800

SWIFT/BIC: BCYPCY2N

Cyprus certificates, endorsements and seaman's books will be sent by registered mail and will also send PDF copies by email upon request. The electronic copy will be substituting the original for maximum one month from the date of issuance of certificates, endorsements or seaman's books which will be used in Cyprus and for three months for use outside Cyprus.

### **Coastal Navigation Unit**

Entry to the premises for the collection of certificates / licenses or the submission of applications for the following activities **is strictly prohibited**:

1. Inspections of coastal passenger vessels and other passenger vessels.
2. Inspections of fishing vessels.
3. Approvals for enlisting third country citizens on-board coastal and fishing vessels.
4. Issuance of high-speed craft learner operator licenses<sup>1</sup>
5. Request for participation in the examinations for the acquisition of a high-speed craft operator licenses.
6. Issuance / reissuance of high-speed craft operator licenses<sup>2</sup>.
7. For the inspection of high-speed crafts.
8. Issuance / reissuance of circulation licenses for high-speed crafts.
9. Issuance / reissuance of radio licenses of high-speed crafts.

All the above applications shall be submitted by email at [mconstantinou@dms.gov.cy](mailto:mconstantinou@dms.gov.cy) or by fax at +357 25 848 220.

<sup>1</sup> The original medical examination certificate must be kept in the applicant's possession to be presented at a later stage

<sup>2</sup> The original certificate of success in the examination must be kept in the applicant's possession to be presented at a later stage



All payments should be made online with credit / debit card through JCC at the following link:

<https://www.jccsmart.com/e-bill/invoices/244/pay>  
or with wire transfers at the following bank account:  
IBAN: CY23 0020 0339 0000 0001 0168 5800  
SWIFT/BIC: BCYPCY2N

All certificates and licenses issued by the Shipping Deputy Ministry will be sent with registered mail and if the applicant requests it, an electronic copy in PDF form will also be sent via email. The electronic copy can be used in replacement of the original document for a period of one (1) month from the date of issue of the original.

Entry in the premises will be allowed **ONLY** to individuals that have scheduled appointments with officers of the Shipping Deputy Ministry.

#### **Maritime Surveillance and Anti-pollution Unit**

- LRIT : All inquiries related to LRIT matters to be submitted by email to [lrir@dms.gov.cy](mailto:lrir@dms.gov.cy)
- Ship Radio Licenses : All inquiries related to Ship Radio License matters to be submitted by email to [shipradio@dms.gov.cy](mailto:shipradio@dms.gov.cy)
- Vessel Traffic Information Management System Centre (VTMIS)  
Contact details 24/7  
Telephone: +357 25848114 (24 hours) +357 25848277 (24 hours)  
E-mail: [vtmis@dms.gov.cy](mailto:vtmis@dms.gov.cy) Fax: +357 25848173 (24 hours)

#### **Marine Environment Unit**

All inquiries related to Marine Environment Unit should be sent at [environment@dms.gov.cy](mailto:environment@dms.gov.cy)

#### **Port State Control Unit, Port Security Unit and Accident Investigation Unit**

All services related to the above Units will continue to be executed. For inquiries please email [psc@dms.gov.cy](mailto:psc@dms.gov.cy) or call +357 99 642801.

#### **Tonnage Tax System Unit**

All urgent queries must be submitted by email. During the above period and in order to minimise the movements and contacts, no hard copies will be accepted. All applications and tax declarations can be submitted electronically with scanned copies of the signed documents, to the following email addresses: [eneophytou@dms.gov.cy](mailto:eneophytou@dms.gov.cy) or [nioannou@dms.gov.cy](mailto:nioannou@dms.gov.cy).

#### **Payment Transactions**

All payments should be made in one of the following ways:

- by swift payment to:

PERMANENT SECRETARY OF SHIPPING DEPUTY MINISTRY TO THE  
PRESIDENT

ACCOUNT NUMBER: 0339-01-016858-00

IBAN : CY23 0020 0339 0000 0001 0168 5800

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

- by credit card via the [www.iccsmart.com](http://www.iccsmart.com)
- Direct payment to the Cashier will not be accepted. Instead, any bank cheques together with all supporting documentation should be posted or placed in the box at the reception of the Shipping Deputy Ministry (main building).

Given the extraneous circumstances arising due to COVID-19, certain delays in the processing of requests may arise. Every effort will be made for the smooth execution of requests, particularly those of urgent nature, and the provision of all the necessary information.

Furthermore, all relevant certificates issued related to all services provided will be forwarded to you electronically.

All the above measures are effective as of 17<sup>th</sup> March 2020.

Thank you in advance for your cooperation and understanding.



Stavros Michael  
Acting Permanent Secretary  
Shipping Deputy Ministry

**Cc:**

- Permanent Secretary, Ministry of Finance
- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices
- Diplomatic Missions and Honorary Consular Officers of the Republic
- Commissioner for State Aid Control
- Commissioner of Taxation, Tax Department
- Cyprus Bar Association
- Institute of Certified Public Accountants of Cyprus