



REPUBLIC OF CYPRUS
**MINISTRY OF
COMMUNICATIONS AND WORKS**



**DEPARTMENT
OF MERCHANT SHIPPING
LEMESOS**

Circular No: 30/2009
TEN 5.13.09
TEN 4.28.05.6.1
TEN 4.28.30

21 December 2009

Owners, Managers and Representatives of Ships under the Cyprus Flag

Recognised Security Organisations

Subject: Continuous Synopsis Record (CSR) for Cyprus flag vessels

Further to Circulars No. 6/2006 and No. 5/2009, I wish to inform you that in order to facilitate and expedite the issue of CSR documents, the procedure explained in the attached Annex has been worked out with immediate effect.

Serghios S. Serghiou
Director
Department of Merchant Shipping

CC - Permanent Secretary, Ministry of Communications and Works
- Permanent Secretary, Ministry of Foreign Affairs
- Maritime Offices of the Department of Merchant Shipping abroad
- Diplomatic and Consular Missions of the Republic
- Honorary Consular Officers of the Republic
- Cyprus Shipping Chamber
- Cyprus Union of Ship Owners
- Cyprus Bar Association

Encl.
GMD/

ANNEX

1) Applications for the issue / changes / issue of a missing CSR document and ISPS C1, C2 and C3 forms submitted to the Department of Merchant Shipping.

The Department of Merchant Shipping accepts applications and forms from:

- The Owner of the vessel;
- The Management Company of the vessel;
- An authorised representative of the owner or management company, provided that the name and contact details have been communicated to the Department by either the Owner or the Manager of the vessel prior to the submission of the forms / applications.

Above mentioned applications will be accepted provided that the Owner's and Manager's IMO Identification numbers have also been communicated with the application / forms. The Department of Merchant Shipping will issue and forward to the applicant the requested documents provided that the appropriate fees have been paid to the Department. The applicants must inform the Department the address where the CSR documents should be dispatched.

2) Continuous Synopsis Record – when ships are deleted from the Register of Cyprus Ships

When an application for the deletion of a ship from the Register of Cyprus Ships is submitted to the Registrar of Ships, the owners / managers / authorized representatives must communicate in writing the name of the new flag State of the ship in order to expedite the issuance of the closed CSR (which includes the deletion details from this Administration).

When a ship is deleted from the Register of Cyprus Ships, and the original CSR or CSRs issued by the Department of Merchant Shipping are not on board, all missing CSR documents will be re-issued provided that:

- A written request has been submitted to the Department of Merchant Shipping (Maritime Security Section) by the new owner / manager providing sufficient reasons for their request.
- The new owner/manager must take care of the payment of the relevant fees and either appoint a representative and advise the Maritime Security Section of his name to collect the documents or give the address where these should be dispatched.
- Remittances of fees for the issue or re-issue or re-issue of CSR documents, as well as of postages and Bank charges should be made to the name of THE DIRECTOR DEPARTMENT OF MERCHANT SHIPPING through our Bankers, THE BANK OF CYPRUS LTD

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.

The relevant fees are:

Issue of CSR document €34,17

Re-issue of CSR document €25,63

Postages (in case of dispatching CSR doc by data post) and bank charges (in case of remittance through bank) are calculated to the amount of €20 and should be added to the above fees.

3) Contact details of Maritime Security Section

All requests related to maritime security matters concerning Cyprus Flag Ships must be sent to:

DEPARTMENT OF MERCHANT SHIPPING

Offices: Kyllinis Street, Mesa Geitonia, Lemesos, Cyprus

Postal Adress: P.O.Box 56193, 3305 Lemesos, Cyprus

Telephone+ + 357 25848100

Fax + 357 25848200

Email maritime.security@dms.mcw.gov.cy

E-mail messages should not be addressed to any of the personal email addresses of the Department of Merchant Shipping personnel **unless** it is requested by an officer of the Department of Merchant Shipping for a particular message to be sent to his / her personal e-mail address.