

REPUBLIC



OF CYPRUS

**MINISTRY OF COMMUNICATIONS AND WORKS  
DEPARTMENT OF MERCHANT SHIPPING  
LEMESOS**

Circular No: 29/2004

TEN 1/5  
TEN 32/5/1/42/1

04 June 2004

To all Owners, Managers  
and Representatives of  
ships registered in Cyprus

**Subject: Special Measures to Enhance Maritime Security  
Continuous Synopsis Record(CSR)  
Standardised form ISPS C-1 for communicating the name and contact details of the  
CSO, the alternate CSO, the nominated RSO and any changes related thereto  
Contact details as per Regulation 13 of Chapter XI-2 of SOLAS 74 as amended  
Security levels set by the Administration**

Realizing the limited time period until the 1 July 2004, I wish to remind you that in order to enable us to contact you in case of security incidents and to issue the Continuous Synopsis Record (CSR), the form ISPS C-1 (you may find it as an attachment to this circular) must be forwarded to the Department of Merchant Shipping fully completed either by e-mail (tevriviades@mcw.dms.gov.cy) or by fax (+357 25848200) the soonest possible.

Our circular 18/2003, which is also relevant, contains instructions for the filling of the form ISPS C-1 and it may be downloaded from our web-page: <http://www.shipping.gov.cy> When the CSR of a ship is issued, it will be sent to its registered owner in Cyprus, who has the obligation to forward it to the managers, who will arrange for its delivery to the ship. Upon receiving the original CSR, the master must sign it on the reverse side and file it. The CSR must be always readily available for inspection by PSC Inspectors, upon request. Any mistake in the content of the CSR must be reported to the Department for correction, while the erroneous CSR must be returned

The Department of Merchant Shipping will issue the CSR of a ship immediately upon its registration in the Cyprus registry and whenever any changes occur. Thus any revised CSR will be placed on board the ship without delay and consequently it will not be necessary for the master to keep notes accordingly.

All contact details, which are required in accordance with Regulation 13 of Chapter XI-2 of SOLAS 74 as amended may be downloaded from the IMO ISPS - Code Database (IMO ISPS-Code Database web page: <http://www.imo.org>), except the contact details for receiving ship-to-shore security alert as per Regulation 6.2.1 of Chapter XI-2 of SOLAS 74 as amended, which are not available yet but they will be communicated to you the soonest possible.

All Cyprus flag ships to which Chapter XI-2 applies shall maintain **security level 2**, when approaching/entering the sea area of Indonesia, Nigeria, Bangladesh, Malacca Straits and Gulf of Aden, while in any other sea area shall maintain **security level 1**. The aforesaid instructions do not preclude the master to take appropriate security measures in any other sea area, when it may be deemed necessary, based on his own judgment.

As the period until the new SOLAS 74 amendments and the ISPS Code enter into force, is very short and no extension for compliance will be given, you are urged to proceed expeditiously to ensure full compliance with these requirements in time.

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 Bar Association  
Cyprus Shipping Association (Sea Rovers) Ltd  
Cyprus Shipping Council  
Union of Cypriot Shipowners

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**SOLAS Ch. XI-2 and the ISPS Code**

**Nomination of the Company Security Officer, his/her Alternate and the RSO**

(to be completed by an authorized representative of the Company)<sup>1</sup>

(to be used also for reporting changes)

**1. Company<sup>2</sup>**

**1.1 Name**

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**1.2 Address of Business**

	Tel.:
	Fax:
	E-mail:
	Telex

**2. Company Security Officer<sup>3</sup> (Initial/Subseq.)<sup>4</sup>**

**Alternate Company Security Off.<sup>5</sup> (Initial/Subseq.)**

**2.1. First name and Surname**

**First name and Surname**

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**2.2 Contact Details**

Tel/Office . :	Tel. Office .:
Tel/ Residence.:	Tel. Residence.:
Mobile phone :	Mobile phone :
E-mail :	E-mail :
Fax :	Fax :

1: Please type

2: Company means a company as defined in regulation IX/1 SOLAS 74, as amended.

3: Company Security Officer means the person defined as per ISPS Code Part A/2.7.

4: Delete as applicable.

5: Alternate Company Security Officer means the person defined as per DMS Circular 14/2003 par. 10.2.

