



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

Circular No. 15 / 2015  
TEN 5.13.09

23 July 2015

To all Owners, Managers  
and Representatives  
of ships under the Cyprus Flag.



**DEPARTMENT  
OF MERCHANT SHIPPING  
LEMESOS**

**Subject: Application for Extension, Dispensation, Equivalence or Exemption**

The purpose of this circular is to advise the ship owners / managers that as from 01 October 2015 the applications for Service Extension, Dispensation, Equivalence or Exemption **should be submitted in the format prescribed at the appendix 1** of this circular. **All applications should be sent to the DMS head office at the email [shipsafety@dms.mcw.gov.cy](mailto:shipsafety@dms.mcw.gov.cy).**

This procedure applies to all cargo ships under the Flag of Cyprus for matters related to the following International Instruments only:

1. **International Convention for the Safety of Life At Sea, 1974 as amended –SOLAS 74 as amended;**
2. **International Convention on Load Lines, 1966 – ILLC '69;**
3. **Code for the Construction and Equipment of Mobile offshore Drilling units – MODU Code;**
4. **Code of Safety for Special Purpose Ships - SPS Code;**
5. **The Code of Safe Practice for Cargo Stowage and Securing – CSS Code; and**
6. **International Regulations for Preventing Collisions at Sea, 1972 - COLREG '72.**

Furthermore, please be advised that the following basic **definitions** are established for reference when addressing such issues:

**Extension:** An Extension is a postponement of the term of validity of a Statutory certificate, servicing interval, or Dispensation, in accordance with the provisions of the relevant Convention, due to extenuating circumstances encountered that prevent the crediting of a requisite task prior to the nominal due date. Extensions of servicing intervals in particular are referred to as “Service Extensions.” Extensions are also issued with time specific corrective action requirements compliance with which is reportable to the Administrator by the expiration date.

**Dispensation:** A Dispensation is a temporary allowance granted in writing (Dispensation Letter) by the Administrator to permit a ship to proceed without being in full compliance with a specific Convention requirement due to mitigating circumstances preventing the immediate rectification of the subject deficiency. Dispensations are issued with time specific corrective action requirements compliance with which are reportable to the Administrator by the expiration date.

**Equivalence:** Equivalence is an equivalent arrangement which provides the same general level of safety or intent of a Convention requirement without meeting all criteria for full compliance. Such arrangements can be accomplished, either independently or in combination with, alternative equipment, additional procedures/precautions, operational restrictions, etc.

Equivalences, when granted, will be communicated to the IMO.

**Exemption:** An Exemption is a permanent release from compliance with a Statutory Convention requirement due to the existence of specific circumstances as sanctioned by the provisions of that Convention. The Exemption Certificate is linked to, and retained with, its associated statutory certificate, and is issued by the Recognized Organization (RO) issuing that certificate under authorization from the Administrator. Applications for Exemptions can also be requested directly by the shipowner, however, the Administrator will review these request with the relevant RO.



Andreas I. Chrysostomou  
Acting 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 Missions and Honorary Consular Officers of the Republic  
Cyprus Shipping Chamber  
Cyprus Union of Shipowners  
PEO Trade Union  
SEK Trade Union  
Cyprus Bar Association  
All Recognized Organizations and Inspectors of Cyprus Ships

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REPUBLIC OF CYPRUS  
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COMMUNICATIONS AND WORKS



DEPARTMENT  
OF MERCHANT SHIPPING  
LEMESOS

<b>DEPARTMENT OF MERCHANT SHIPPING</b>	<b>APPLICATION FOR EXTENSION, DISPENSATION, EQUIVALENCE OR EXEMPTION</b>	Page 1 of 1
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TYPE OF APPLICATION			
Extension <input type="checkbox"/>	Dispensation <input type="checkbox"/>	Equivalence <input type="checkbox"/>	Exemption <input type="checkbox"/>

1. Name of Vessel:	2. IMO Number:	3. Date Submitted:
4. Name & Title of Person Submitting Application:	5. Contact Number:	6. Email:
7. Company's Name (ISM) as Referred onto the Vessel's Safety Management Certificate:		
8. Description of extension/dispensation/equivalence or exemption requested (details of equipment involved, proposal, etc.):		
9. Reason for extension/dispensation /equivalence or exemption requested (circumstances necessitating the extension/dispensation/equivalence or exemption):		
10. If the application is for extension or dispensation please advise the Corrective Action Plan (anticipated location/date completion of repairs or servicing, itinerary of vessel, etc.):		
11. Special conditions or further remarks:		

FOR MARITIME ADMINISTRATION USE ONLY		Case number:
Approved ( )	Rejected ( )	Need More Information ( )
Comments By Maritime Administration:		
Regulation that grants the right to an extension/dispensation/equivalence or exemption:		
Is class informed?	Name & Title of Officer:	
Date Reviewed:	extension/dispensation/equivalence or exemption valid until:	