Circular No. 54/2004

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16 November 2004

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

Subject: International Safety Management (ISM) Code
Revision of Documents to be filed by the Owner and the
Company on first notification and for reporting changes
thereafter

Further to our circular no. 13/2002 dated 29/5/2002 please find attached revised appendix 1 referring
to the Documents to be filed by the Owner and the Company on first notification and for reporting
changes thereafter.

Serghios S. Serghiou
Director
Department of Merchant Shipping

cc Permanent Secretary, Ministry of Communications and Works
Permanent Secretary, Ministry of Foreign Affairs
Diplomatic and Consular Missions of the Republic
Honorary Consular Officers of the Republic
Cyprus Bar Association
Cyprus Shipping Council
Cyprus Union of Shipowners

Encl.
Documents to be filed by the Owner and the Company on first notification and for reporting changes thereafter

1. The documents (ISM Forms) referred to in our circular 13/02 are hereby cancelled and replaced by the ISM Form 01/Revision 02

   The said Form must be submitted in original form:
   a. as part of the interim notification process (for Company or ship)
   b. for reporting changes (particulars of the Company, change of the RO, change of ownership, change of DPA)

2. As per our circular 13/02, Companies are not obliged to seek further authorization from this Department prior to the Initial Audit, or as a result of adding a Type of ship on the existing DoC or for an Annual or a Renewal Audit, provided that:
   a. The Company has submitted the required Form at the stage of the Interim Certification and received the relevant authorisation.
   b. The nominated RO has not changed
   c. Particulars of the Company as stated in the respective ISM Form have not been amended.
   d. The Auditors verify during the audit that none of the above has been amended; otherwise they should seek an authorization.

3. Companies are not obliged to seek further authorization from this Department prior to a vessel’s Initial, Intermediate or Renewal Audit or as a result of the vessel’s change of name provided that:
   a. The Company has submitted the required Form at the stage of the Interim Certification and received the relevant authorisation.
   b. The nominated RO has not changed
   c. Particulars of the Company and of the vessel as stated in the respective ISM Form have not been amended.
   d. The Auditors verify during the audit that none of the above has been amended; otherwise they should seek an authorization.

4. Certification of the signatures before the Registrar of Cyprus ships or a judge or a person entitled to administer oaths, when in Cyprus and before a consular officer of the Republic of Cyprus or a notary public, when abroad, is no longer required.

5. With reference to the assignment of the IMO Unique Company Identification Number, this should be stated on the Form upon adoption of the relevant regulation by the IMO. **Companies will be informed accordingly in due course.**