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Circular Letter No.4251/Add.1
22 June 2020

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Communication from the Republic of Cyprus**

The Government of the Republic of Cyprus has sent the attached communication, dated 12 June 2020, with the request that it be circulated by the Organization.



REPUBLIC OF CYPRUS

SHIPPING DEPUTY MINISTRY TO THE PRESIDENT

Circular No.: 13/2020
SDM 21.11.02

12 June 2020

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
To all members of the Cyprus Marinas Association
To all Registered Owners, Registered Bareboat Charterers, Registered Ship Managers
To all Owners of Coastal Passenger Ships

Subject: Revised procedure for facilitating crew changes within the framework of the gradual relaxation of the Restrictive Measures applicable during the COVID-19 Pandemic

According to Decree No. 28 dated 5 June 2020, issued by the Minister of Health (on the determination of measures to prevent the spread of COVID-19), crew changes are possible at Cyprus ports provided certain conditions are met.

The present circular issued by the Shipping Deputy Ministry (SDM), which replaces Circular no. EE 12/2020, dated 14 May 2020, provides information regarding the **revised procedure for conducting crew changes in a practical and effective way**, in accordance with the above Decree and the relevant instructions of the Minister of Transport, Communications and Works, regarding the operation of Ports and Port Facilities as well as the related protocol for crew changes (attached). This procedure is as follows:

1. For crew changes involving crew members which, in the 14 days before their arrival in Cyprus, were in countries belonging to categories A or B, or were onboard vessels which did not dock at any port, or were onboard vessels which docked only at ports of countries belonging to categories A or B, **no approval is required from the Shipping Deputy Ministry**. In all such cases, crew changes should be executed in accordance with all existing measures and procedures applicable to persons arriving from countries belonging to categories A and B.
2. For crew members which meet the above criteria but are not able to perform a PCR-based covid-19 test from a certified medical center in the country of departure within 72 hours of departure with a negative result, a request should be made to the Shipping Deputy Ministry in accordance with the procedure set out in paragraph 3 below, in order to secure approval, so that a PCR-based covid-19 test is conducted upon their arrival in Cyprus.
3. In addition to cases described in paragraph 2 above, special approval should be obtained from the Shipping Deputy Ministry for crew members and passengers of vessels or pleasure craft who **do not meet the provisions set out in paragraph 1 above**. Approval requests should be submitted electronically at the following email address: crewchanges@dms.gov.cy



All requests should include the following information:

- Vessel Name and/ or IMO number
- Vessel location in the Republic of Cyprus (name of port/ marina)
- Crew members' names (on-signers and off-signers)
- Crew members' flight details and original country of departure
- Accommodation arrangements in Cyprus (if applicable)

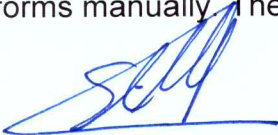
No approval is required for crew changes **between vessels** (which do not involve the embarkation/ disembarkation of any crew members).

4. In cases where charter flights are organised for the transfer of crew members and/ or passengers, additional permission is required from the Ministry of Transport, Communications and Works for the execution of such flights.

5. The above procedures should be carried out in accordance with the provisions of Decree No. 28 of the Minister of Health (on the determination of measures to prevent the spread of COVID-19) as issued on 5 June 2020, as well as the provisions of the Protocol for crew changes issued by the Ministry of Transport, Communications and Works.

Please note that the relevant provisions for **crew changes** can be found in paragraph 2.15 of Decree No. 28 (attached). Provisions for the **disembarkation** of crew members can be found in paragraph 2.16 of said Decree and provisions for the disembarkation from **pleasure craft** can be found in paragraph 2.19 of said Decree.

6. Crew members entering the Republic of Cyprus through the airports of the Republic of Cyprus can apply for granting of a "CyprusFlightPass", at the official web electronic platform of the Republic of Cyprus (<https://www.cyprusflightpass.gov.cy>). By selecting, through the online platform, in Section 41 of the form "Passenger Locator", the following category of passengers: **"Persons, regardless of nationality, having a special permission by the Republic of Cyprus"**, and stating thereafter whether or not they will perform a Covid -19 test upon their entry into the Republic of Cyprus, the "CyprusFlightPass" will be granted. Said pass must be presented to the airlines, so that the crew members will be allowed to board the aircraft. Crew members who will be doing the Covid-19 test upon entry into the Republic of Cyprus will need to pay the relevant cost of 60 euros. In the case where the web electronic platform of the Republic of Cyprus is temporarily unavailable due to technical issues or scheduled maintenance, persons travelling to Cyprus will be able to complete the required forms manually. These forms can be downloaded from the above web electronic platform.



Stavros Michael
Acting Permanent Secretary
Shipping Deputy Ministry

CC:

- Permanent Secretary, Ministry of Foreign Affairs
- Permanent Secretary, Ministry of Transport, Communications and Works
- Permanent Secretary, Ministry of Ministry of Energy, Commerce and Industry
- Permanent Secretary, Deputy Ministry of Tourism