REPUBLIC OF CYPRUS
SHIPPING DEPUTY MINISTRY

Circular No .24/2026 27 October 2026

SDM 05.13.002, 05.24.017

To all Registered Owners, Registered bareboat charterers,

Managers and Representatives of Ships flying the Cyprus Flag

Subject: Digitalization of the Cyprus Registry of Ships and other related services

I refer to the above subject and wish to inform you of the introduction of new services to the Cyprus Shipping One-Stop-Shop Platform (CYSh1P), the digital platform of the Shipping Deputy Ministry, in addition to the services already available in relation to the Cyprus Tonnage System and Certificates for Seafarers.

Through the digitalization of these services, the Shipping Deputy Ministry aims to provide simpler, more effective, efficient and customer-oriented services, to optimize its business processes and maximize its operational efficiency. At the same time, this initiative is in line with the Shipping Deputy Ministry's objective of achieving a paperless maritime administration and facilitating the transition towards a more sustainable future. The CYSh1P platform is accessible through the link https://cysh1p.dms.gov.cy/.

The new services on the CYSh1P platform are expected to go live in the coming weeks. The exact date when such services will go live date (hereinafter "the go-live date") will be announced soon by a new Circular.

2. The new Digital Platform

As from the go-live date, all registry transactions and services relating to Cyprus ships must be submitted electronically. The full list of services that will be offered through the CYSh1P platform are listed in Appendix A. Accordingly, applications and supporting documentation related to the services listed in Appendix A will no longer be accepted in hard copy after this date, with the exception of the documents specifically referred to in this Circular. For any other service that is not mentioned in Appendix A, the application submission process remains unchanged until further notice.

2.1 As from the go-live date, all certificates issued by the Shipping Deputy Ministry in relation to registry transactions and services concerning Cyprus ships will be issued in digital (electronic) form. Each digital certificate issued after this date will contain a Quick Response (QR) code, which may be used to verify the authenticity and validity of the certificate.

2.2 All certificates issued prior to the above date will remain valid until their expiration or replacement. The authenticity of such hard-copy certificates will continue to be verified through the existing procedures, by accessing the Government of Cyprus online services:

- "Verification of certificates of Cyprus Registry" (https://www.gov.cy/en/service/verification-of-certificates-of-cyprus-registry/)
- "Verify a civil liability certificate for vessels" (https://www.gov.cy/en/service/verification-of-civil-liability-certificates/)
- "Verify your certificate as a seafarer" (https://www.gov.cy/en/service/verification-of-seafarers-certificates/)

as the case may be.

2.3 To facilitate the transition to the new system, the Shipping Deputy Ministry has prepared user manuals for these services, which will be available in the CYSh1P platform (https://cysh1p.dms.gov.cy/services).

3. Registration in CYSh1P

The following additional guidelines are provided to ensure a smooth transition to the digitalization system.

The users of the platform must create an account in the CYSh1P platform and enrol to its services. The registration procedure varies depending on the type of the user (legal entities / natural persons, Cyprus citizens-companies / foreign companies). Details regarding the registration process are provided in the user manuals.

Users are therefore strongly encouraged to register on CYSh1P as soon as possible, according to their respective capacity/ role, i.e. owners, managers or advocates/ law firms, in order to ensure a smooth transition to the new digital system and avoid any delays in the submission and processing of applications.

3.1 The registration of a legal entity must be carried out by an authorised representative of the entity (Entity Account Manager). In the case of a legal entity registered in Cyprus, registration on CYSh1P must be carried out using the legal entity's CY Login account. In the case of foreign companies, supporting documentation relating to the legal entity must be provided, together with an authorisation for the person who will act as the Entity's Account Manager and undertake the registration on behalf of the company.

3.2 Subsequently, the Account Manager may invite other individuals to join the entity as members on the CYSh1P platform. These individuals will also act as representatives of the entity on the platform. The Account Managers are advised to exercise due care when managing members' accounts, as they are solely responsible for the management and administration of these accounts.

3.3 Further guidance related to the registration and enrolment process can be found in the CYSh1P platform (https://cysh1p.dms.gov.cy/services).

4. Registry Transactions

4.1 I wish to remind you that, in accordance with the provisions of the relevant legislation, all registry transactions must be carried out through a local registered advocate.

The advocate/law firm authorised to carry out a transaction must complete all the relevant fields required for the respective transaction. To facilitate the process, drop-down lists will be available for various categories, including recognised organisations, accounting authorities, countries, mortgagees, etc.

4.2 A list of the supporting documentation required for each transaction can also be found within the respective transaction. All supporting documentation should be uploaded to the CYSh1P platform following the go- live date.

The advocates carrying out the transaction will be required to retain the original documents in their possession. Where requested in writing, such original documents must be made available for inspection or submission to the Registrar of Cyprus Ships or any duly authorised officer of the Shipping Deputy Ministry.

An exception to the above rule applies to the submission of Bills of Sale and Mortgages. In such cases, in addition to uploading the relevant documents to the CYSh1P platform, the original Bill of Sale and Mortgage documents, wherever applicable, must also be submitted to the Shipping Deputy Ministry within seven (7) days from the date on which the respective documents are uploaded to the CYSh1P platform.

4.3 The advocates will be required to submit an online declaration confirming, inter alia, that:

- *the documents submitted are true and authentic copies of the original documents or of the electronic documents received;*
- *the documents submitted have, where applicable, been duly executed; and*
- *the owners/bareboat charterers of the vessels, as the case may be, as well as the directors and shareholders of corporate owners, the vessels and their beneficial ownership, have been screened against the applicable EU and United Nations Security Council sanctions lists.*

4.4 With respect to the requirement that documents must be duly executed, it is clarified that the following requirements shall apply to the documents listed below:

4.4.1 Resolutions

The advocate must ascertain the authority of the person(s) signing the Resolutions.

4.4.2 Power of Attorney

The signatures of the person(s) signing the Power of Attorney must be duly certified by a certifying officer, if executed in Cyprus or if executed abroad, by a notary public, certifying officer, consular officer or other duly authorised person, as applicable and, where required, the Apostille procedure must be adopted. The advocate must also ascertain the authority of the person(s) signing the Power of Attorney.

4.4.3 Bill of Sale

The Bill of Sale must be duly signed and certified by a certifying officer, if executed in Cyprus or if executed abroad, by a notary public, certifying officer, consular officer or other duly authorised person, as applicable and, where required, the Apostille procedure must be adopted. The advocate must also ascertain the authority of the person(s) signing the Bill of Sale.

The original Bill of Sale must be submitted to the Shipping Deputy Ministry within seven (7) days from the date on which the respective document is uploaded to the CYSh1P platform.

4.4.4 Corporate Documents

Recent corporate documents must be uploaded to the CYSh1P platform.

The advocate must verify that the documents submitted are either:

(a) original documents;
(b) electronic documents capable of verification of their authenticity; or
(c) true copies of the original documents, duly certified as such on the basis of the original documents made available to the advocate.

4.4.5 Mortgage Documents

(a) Mortgage and Deed of Covenants

The Mortgage and Deed of Covenants must be duly signed and certified by a certifying officer, if executed in Cyprus or if executed abroad by a notary public, certifying officer, consular officer or other duly authorised person, as applicable and, where required, the Apostille procedure must be adopted. The advocate must also ascertain the authority of the person(s) signing the Mortgage and Deed of Covenants.

The original Mortgage and Deed of Covenants must be bound together and must be submitted to the Shipping Deputy Ministry within seven (7) days from the date on which the respective documents are uploaded to the CYSh1P platform.

(b) Deed of Discharge

Where a registered mortgage is discharged, the deed of discharge must be duly signed and certified by a certifying officer, if executed in Cyprus or if executed abroad by a notary public, certifying officer, consular officer or other duly authorised person, as applicable and, where required, the Apostille procedure must be adopted. The advocate must also ascertain the authority of the person(s) signing the Deed of Discharge.

(c) Transfer/ Transmission of Mortgage

In case of Transfer or Transmission of a Mortgage, the instrument effecting the transfer or transmission, as the case may be, must be duly signed and certified by a certifying officer, if executed in Cyprus or if executed abroad by a notary public, certifying officer, consular officer or other duly authorised person, as applicable and, where required, the Apostille procedure must be adopted. The advocate must also ascertain the authority of the person(s) signing the instrument effecting the transfer or transmission, as the case may be.

The original instrument effecting the transfer or transmission, as the case may be, must be submitted to the Shipping Deputy Ministry within seven (7) days from the date on which the respective documents are uploaded to the CYSh1P platform.

4.5 It should be noted that all pending applications for provisional registration submitted prior to 2024 have been withdrawn. Furthermore, all remaining applications for provisional registration submitted after January 2024, whose registration will not have been completed by the go-live date, will be completed through the existing system and the relevant certificates issued will not include a QR Code as described above. However, applications may subsequently be submitted for the issuance of new certificates through the new CYSh1P platform which will include the QR Code.

5. Vessels' Safety, Security and Technical Matters

5.1 Existing Cyprus DoC holders who complete their registration and enrolment as ship managers will have access to the management of their vessels that currently hold a valid Cyprus SMC.

5.2 New companies applying for the issuance of a Cyprus DoC/SMC shall follow the procedures set out in the relevant user manuals for the issuance of the respective certificates. It is emphasised that, in order for new companies to obtain access to the system in their capacity as ship managers, and consequently to gain access to vessels for which an SMC has been issued following the launch of the CYSh1P platform, they are required to upload the relevant certificates to the platform.

5.3 Further guidance related to the registration and enrolment process can be found in CYSh1P platform (https://cysh1p.dms.gov.cy/services).

5.4 As from the go-live date, all applications for Extension, Dispensation, Equivalence, Exemption, Waiver, Deficient Manning with respect to the number of crew (B21) shall be submitted exclusively through the new CYSh1P platform.

The provisions of Circular No. 16/2022 remain in full force and effect. However, the application procedure set out in paragraph 3 thereof is hereby amended. Accordingly, Form EN06F01.03 and e-mail submissions will no longer be accepted. All applications and supporting documentation shall be submitted and processed exclusively through the CYSh1P platform.

6. Payment of Financial Obligations

Payments for each service are payable in advance. Upon submitting each application, the applicant may select one of the payment methods available in a dedicated section of the online application form. The payment methods are described in detail in Circular No. 23/2026.

7. Helpdesk

For any information or help about the use of the CYSh1P platform you can contact the Shipping Deputy Ministry's helpdesk via the Helpdesk tool in the platform or by email to the email address cysh1p-helpdesk@dms.gov.cy .

Owners, managers, representatives and advocates are encouraged to familiarize themselves with the CYSh1P platform through the manuals and to complete the required registration and enrolment prior to the go-live date, in order to avoid delays in the submission and processing of applications. The Shipping Deputy Ministry remains available to provide assistance or clarification in support of the smooth and effective implementation of the new digital system.



Dr. Theodoulos Mesimeris
Acting Permanent Secretary

Cc:

- Maritime Offices of the Shipping Deputy Ministry abroad
- Permanent Secretary, Ministry of Foreign Affairs
- Diplomatic Missions and Honorary Consular Officers of the Republic
- Cyprus Shipping Chamber
- Cyprus Union of Shipowners
- Cyprus Bar Association
- Recognised Organisations
- Cyprus Bar Association

APPENDIX A
List of Services that will be offered through CYSh1P platform

The following services will be available on CYSh1P platform from the go-live date. Note that as from that date, all applications related to the services listed below must be submitted through the CYSh1P platform. For any service not mentioned below, the application submission process remains unchanged until further notice. The user manuals for the CYSh1P services are available at https://cysh1p.dms.gov.cy/services.

1. Vessel Provisional or Permanent Registration (A01)
Use this service to apply for Provisional Registration (for six months) or Direct Permanent Registration of a Vessel under the Cyprus Flag

2. Vessel Name Reservation (A02)
The application for Vessel Name Reservation must be made and be approved before the submission of the application for the registration of the Vessel under Cyprus flag or the application must be made to change the name of a Vessel already registered in the Register of Cyprus Ships.

3. Change of Vessel Name (A03)
Use this service to apply for the Change of the name of a Vessel already registered in the Register of Cyprus Ships.

4. Transcript and Ship File Search (A04)
Use this service to request a Transcript of Register or a Full Search for a specific vessel registered in the Register of Cyprus Ships.

5. Transfer of Ownership (A05)
Use this service to apply for the Transfer of Ownership of a Vessel registered in the Register of Cyprus Ships.

6. Vessel Registration Parallel-In (A06)
Use this service to apply for the Parallel registration of a vessel registered in a foreign register in the Special Book of Parallel Registration.

7. Vessel Registration Parallel-Out (A07)
Use this service to apply for the Parallel Out registration of a Cyprus ship in a foreign register.

8. Vessel Deletion (A08)
Use this service to apply for the Deletion of a Vessel registered in the Register of Cyprus Ships. At the time of deletion, the Vessel should be free of mortgages and other encumbrances.

9. Registration of Mortgage (A09)
Use this service to apply for the registration of a mortgage on a Cyprus ship.

10. Discharge of Mortgage (A10)
Use this service to apply for the discharge of a mortgage recorded on a Cyprus ship.

11. Transfer of Mortgage (A11)
Use this service to apply for the transfer a mortgage recorded on a Cyprus ship.

12. Transmission of Mortgage (A12)
Use this service to apply for the transmission of a mortgage recorded on a Cyprus ship.

13. Change of Authorised Representative (A14)
Use this service to apply for the Change of a Vessel's Authorised Representative.

14. Change of Lawyer (A15)
Use this service to apply for the Change of Lawyer acting on behalf of the registered owner/ bareboat charterer (in case of parallel-in registration).

15. Change of Technical Characteristics (A16)
Use this service to submit an application to Change the Technical Characteristics and/or the Type of the Vessel.

16. Filing of Injunction (A17)
Use this service to apply to Record an Injunction against a Vessel registered in the Register of Cyprus Ships.

17. Extension of Provisional (A21)
Use this service to apply for the Extension of Provisional Registration. The legislation allows for a 3-month extension of the period of the ship's provisional registration, provided the Provisional Certificate of Cyprus Registry of the ship has not expired

18. Extension of Parallel-Out (A22)
Use this service to apply for the Extension of a Parallel-Out Registration.

19. Extension of Parallel-In (A23)
Use this service to apply for the Extension of a Parallel-In Registration.

20. Termination of Parallel-In (A24)
Use this service to apply for the Termination of the status of the parallel in registration of a foreign ship and its deletion from the Special Book of Parallel Registration.

21. Termination of Parallel-Out (A25)
Use this service to apply for the Termination of Parallel Out Registration and Re-instatement of the Cyprus Flag.

22. Issuance of Civil Liability Certificates Cyprus Vessels (A26)
Use this service to apply for the Issue or Renewal of Civil Liability Certificates (CLC, Bunkers, Wreck Removal, Athens PLR) to a Cyprus flagged ocean-going vessel.

23. Change of Name of Registered Owner/Change of Address of Registered Owner (A27)
Use this service to apply for the Change of the Name of a Registered Owner /Change of Address of a Registered Owner of a Vessel registered in the Register of Cyprus Ships.

24. Discharge of Injunction (A28)
Use this service to apply for the removal of an Injunction on a Vessel registered in the Register of Cyprus Ships.

25. Provisional to Permanent (A29)

Use this service to apply for the Permanent Registration of a Provisionally registered ship. The permanent registration of a provisionally registered ship must be effected prior to the expiry of the ship's Provisional Certificate of Cyprus Registry.

26. Transfer of Ownership and Change of Name (A30)

Use this service to submit an application for both the Transfer of Ownership and the Change of Name of a Vessel in a single transaction.

27. Radio Licence (C222)

Use this service to apply for the Issue or Renewal of a Radio Licence and the Registration of a Mobile Maritime Radio Station and Registration of SAR Particulars, where applicable.

28. MLC Audit Report Evaluation (A107)

Use this service to submit MLC Certificates and the related Audit Reports for evaluation according to the MLC Convention.

29. Extension of the Validity of the Company's ISM Certificate (B101A)

Use this service to request for an extension of the validity of DoC certificate or the time period requested to carry out the internal audits.

30. Extension of the Validity of the Vessel's ISM / ISPS / MLC Certificates (B101B)

Select this action to request for an extension of the validity of SMC, ISSC and/or MLC related certificates or the time period requested to carry out the internal audits.

31. Authorisation Letter for DoC / Declaration of particulars of a shimanagement company according to the ISM Code (B106A)

Select this action to declare new / amend particulars related to the ISM code for a shipmanagement company. If required, an authorisation letter to RO will be sent (DoC).

32. Authorisation Letter for SMC / Declaration of particulars of a vessel according to the ISM & ISPS Codes (B106B)

Select this action to declare new / amend particulars related to the ISM/ISPS code for a vessel. If required, an authorisation letter to RO will be sent (SMC/ISSC). The shipmanagement company should have uploaded its DoC certificate prior to this application using Action B107A.

33. Submission of a DoC Certificate and a DoC Audit Report (B107A)

Select this action to submit a DoC Certificate and a DoC Audit Report for evaluation according to the ISM Code.

34. Submission of SMC/ISSC Certificates and ISM/ISPS Audit Reports (B107B)

Select this action to submit SMC/ISSC Certificates and the related Audit Reports for evaluation according to the ISM /ISPS Codes.

35. Declaration for Ship Management (B116)

This procedure is used to appoint a management company (or change the management company) of the ship, in order for the new management company to be able to proceed with the application to issue a new SMC for the ship (B106B). The management company is required to be a holder of a valid Cyprus DoC certificate or to have requested for an Authorisation to issue a Cyprus DoC (B10A).

36. Issuance of Extension, Dispensation, Equivalence, Exemption, Waiver, Deficient Manning with respect to the number of crew (B21)

Use this service to apply for Extension, Dispensation, Equivalence, Exemption, Waiver, Deficient Manning with respect to the number of crew

37. Minimum safe manning document (B22)

Use this service to apply for the issuance of a Minimum Safe Manning Document. The Minimum Safe Manning will be compiled taking into account the requirements regarding hours of rest of watch-keeping seafarers, as prescribed by the STCW Convention as amended, as well as the requirements of IMO Assembly Resolution A.1047(27).

38. Certificate of Survey (B23)

Use this service to apply for the issuance of the Certificate of Survey for registration purposes or to upload the Certificate of Survey that has been issued by a Classification Society on behalf of the Cyprus Administration.

39. Tonnage Measurement (B24)

Use this service to apply for the issuance of the International Tonnage Certificate (1969) or to upload the new ITC'69 Certificate that has been issued by a Classification Society on behalf of the Cyprus Administration due to changes affecting the vessels Tonnage. An International Tonnage Certificate (1969) shall be issued to every ship, the gross and net tonnages of which have been determined in accordance with the International Convention on Tonnage (ITC) Measurement of Ships, 1969.

40. Continuous Synopsis Record (B25)

Use this service to apply for the issue of a Continuous Synopsis Record (CSR).

41. Permit to operate (B26)

Use this service to apply for the issuance of a Permit to Operate High Speed Craft, issued under the provision of the International Code of Safety for High Speed Craft.

42. National Tonnage Certificate (vessels <24m) (B27)

Use this service to apply for the issuance of a National Tonnage Certificate for a vessel of length less than 24 metres.

43. Vesel Laid Up (B28)

Use this service to inform the Administration of a vessel's laid up status / reactivation. Provided the Shipping Deputy Ministry is notified not later than 3 months from the commencement of the lay up period, tonnage tax payable is reduced by 75 percent for the period during which the vessel is laid up.

44. Change of Classification Society (B29)

Use this service to inform the Administration of the Transfer / Suspension / Reinstatement / Withdrawal of the Class Certificates of a Cyprus ship (B29).

45. Declaration of Maritime Labour Convention (DMLC) Part I (C51)

Use this service to submit an application for the issuance of the Declaration of Maritime Labour Convention (DMLC) Part I

46. Application for Entry to the Cyprus Tonnage Tax System (TTS) (A32)

Use this service to apply for approval of the option to be taxed under the Cyprus Tonnage Tax System (F)

47. Declaration for Taxation for a specific Fiscal Year (A33)

Qualifying owners of foreign ships, qualifying charterers and qualifying ship managers are obliged, between the 1st January and 28th February of the next year following the fiscal year, to submit a Declaration for Taxation of the object of the tax and to pay the calculated amount according to the Declaration

48. Tonnage Tax System Enquiry (A311)

Use this service to submit an enquiry related to the Tonnage Tax System (TTS)

49. Accounts Declaration for Companies admitted to the Cyprus Tonnage Tax System (A313)

Declaration of Auditors / Legal Representative of Owners of Foreign Vessels or Charterers or Declaration of Auditors of Charterers admitted to the TTS

50. Notice of Termination from Tonnage Tax System (A314)

Notice of Termination from Tonnage Tax System

51. Extension of the option to be taxed under the Cyprus Tonnage Tax System (TTS) (A315)

Use this service to extend the option to be taxed under the Cyprus Tonnage Tax System for another 10 years upon the of expiration of the first 10-year period.

52. Seafarer Registration Certificates and Endorsements (C41)

Use this service to submit applications for the Issue or Renewal of Seafarer Registration Certificates and/or Endorsements attesting the recognition of non-Cyprus certificates.

53. Certificates of Competency and Seafarer Training Certificates of Proficiency (C42)

Use this service to submit applications for the Issue or Renewal of Seafarer Training Certificates of Proficiency, Documentary Evidence and Certificates of Competency (CoC)

54. Cyprus Skipper Certificates (C43)

Use this service to submit an application for the Issue or Renewal of a Cyprus Skipper Certificate for: Coastal Passenger Vessels/ Small Passenger Vessels/ Coastal Vessels of length less than 12 metres.