



REPUBLIC OF CYPRUS  
MINISTRY OF TRANSPORT,  
COMMUNICATIONS AND WORKS



DEPARTMENT  
OF MERCHANT SHIPPING  
LEMESOS

Circular No. 9/2017

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All Private Ship Security Companies

**Subject: (1) Consolidated Instructions and Guidelines applicable to Private Ship Security Companies**  
**(2) Instructions by virtue of sections 70 and 81 of Law 77(I)/2012**

I refer to the above subject and I wish to inform you that the Competent Authority, based on the experience gained through the implementation of the Protection of Cyprus Ships against Acts of Piracy and Other Unlawful Acts Law of 2012 ("the Law"), has decided, in accordance with sections 70 and 81 of the Law, to issue detailed instructions and guidelines, applicable to Private Ship Security Companies (PSSCs) holding a Certificate issued by the Competent Authority pursuant to section 22(1) of the Law (the Certificate), or are in the process to submit an application for the issue of the Certificate, pursuant to section 21(1) of the Law.

2. The content of this Circular intends to provide guidance on several requirements of the Law, and is applicable in cases of submission of an initial application, a supplementary submission after an examination by the Competent Authority, a submission of an application for the addition of private ship security guards or firearms on previously issued Certificate of a PSSC or in cases of purchase / take over or merge of PSSCs. Furthermore, the instructions are to be considered in cases when a PSSC desires to alter any information already provided to the Competent Authority, pursuant to section 24 (1) (c) of the Law.

3. The instructions and guidelines are set out in the annexes attached to this Circular (Annex 1: General Instructions; Annex 2: Firearms; and Annex 3: Guidance on Application – Explanations on Examination Process). All PSSC's holding a Certificate or are in the process of examination and certification are urged to ensure full compliance with these instructions.

Ioannis Efstratiou  
Acting Director  
Department of Merchant Shipping



**Cc.-** Attorney General of the Republic

- Permanent Secretary, Ministry of Transport, Communications and Works
- Permanent Secretary, Ministry of Foreign Affairs
- Permanent Secretary, Ministry of Justice and Public Order
- Permanent Secretary, Ministry of Energy, Commerce, Industry and Tourism
- Maritime Offices of the Department of Merchant Shipping abroad
- Diplomatic and Consular Missions and Honorary Consular Officers of the Republic
- Chief of Cyprus Police
- Cyprus Shipping Chamber
- Cyprus Union of Shipowners
- Cyprus Bar Association

KA/LMK

**ANNEX 1**  
**GENERAL INSTRUCTIONS**

1. The application for the issue of the Certificate may be submitted either by the legal person (the PSSC), or its authorized representative in Cyprus, as referred in section 21 of the Law, but in either case it must be signed only by an authorized officer of the PSSC.
2. An electronic version of the application including all supporting documentation, stored in a USB stick / CD, should be also submitted together with the original hard copies.
3. The Competent Authority can offer guidance and clarifications on the requirements of the Law, until an application is submitted, but not during the examination process of the application, as from the date of submission.
4. Any amendments to an already submitted application or submission of any additional documentation, unless requested by the Competent Authority, will not be accepted.
5. Following the submission of the application, officers of the PSSC should be available for clarifications, if needed.
6. The information to be provided in the application and the supporting documentation are listed in the Sixth Schedule of the Law and in the relevant instructions / circulars of the Competent Authority. The submission of additional bulky documents, prepared for any other reason or sort of certification, irrelevant to the requirements of the Law, might result in the immediate rejection of the application.
7. The PSSC is obliged to conform to the requirements of the Law and to submit all supporting documentation as required by the Competent Authority. Claiming that certain documents cannot be presented because they are not issued by the State of registration of the PSSC is not acceptable and will result to the delay of the examination process, until presentation of the required documents, or eventually to the rejection of the application in case of no submission. . All documents which are requested should be produced by a State authority or by other entity under its permission.
8. Any information related to the application will not be released to anyone other than the PSSC, unless such person or entity has been assigned by the PSSC to act on its behalf. A written statement for the assignment must be communicated by the PSSC to the Competent Authority.
9. The Competent Authority, pursuant to section 33 (2) (d) of the Law, might conduct written and/or oral examinations and/or interviews of the Officers of the PSSC (minimum 2 officers of the PSSC) during the examination process of the application and prior the issuance of the Certificate to the PSSC. . An examination may be also conducted in cases where the Competent Authority considers that the performance of the PSSC and the knowledge of the provisions of the Law by its key officers must be a re-evaluated.
10. It is emphasized that, the Certificate issued to a PSSC, pursuant to section 22 of the Law, is valid only for the provision of services to Cyprus flag ships. The Certificate does not authorize PSSCs to offer services to ships of any other flags. In such a case, the Certificate becomes void. The Certificate is also void if is used by any other party for any reason other

than the provision of services to Cyprus flag ships. In such cases the Certificate cannot be called upon for supporting any actions or omissions of a PSSC and the Competent Authority will not be in a position to provide any support to the PSSC or to any other party.

11. In no case a person or an entity will be in charge / control of more than one Certificate issued pursuant to section 22 of the Law. If a certified PSSC wishes to acquire another certified PSSC, must states in writing which of the two companies will maintain its certificate in force. The Certificate of the other one will be withdrawn on the time of the acquisition.

In cases of acquisition, the PSSC that will maintain its Certificate in force must also maintain the majority (at least 50%) of its managers or directors, which have been actively involved in the PSSC's operations, for a minimum period of 9 months or until the completion of five (5) operations related the provision of services onboard Cyprus flag ships, whichever occurs first. This is the time considered as required for the new scheme to comprehend and implement the SOPs of the company whose certificate will remain valid.

Any immediate replacement of the majority of the directors of the PSSC that will maintain its Certificate, unless previously approved by the Competent Authority, will result to immediate suspension of its certificate.

**ANNEX 2  
FIREARMS**

**(Second Schedule and subparagraph 13 of the Sixth Schedule of the Law)**

1. A certified PSSC may own only firearms listed in categories B-1, B-2, C and D of the Second Schedule of the Law. The relevant provisions of the DMS Circular no. 1/2016 must be also taken into account.
2. The ownership of any firearms is evidenced by a valid Export License / End User Certificate, issued by a State, member to the United Nations (UN) and which must be the State of the first export of the firearms after the initial purchase. The firearms must be purchased through a Registered Firearms Dealer (RFD), sited in a UN member State and this must be evidenced through sufficient documentation.
3. The Export License / End User Certificate may be substituted by any other official document, issued by the State of the first export. Documents issued by the various States' Authorities may vary and a PSSC should contact the Competent Authority for clarifications about which documents can be accepted.
4. In some cases, the Export License / End User Certificate or other similar document, may be issued by an RFD or an agent. Such documents can be accepted, provided that:
  - a. The RFD or the agent is authorized by competent State's Authority to issue the said documents.
  - b. A certificate is issued to the PSSC by a State's Authority, attesting that the PSSC is authorized to own and use firearms for antipiracy purposes, so the capacity of the PSSC as the "End User" and the legitimate practicing of the intended "End Use" are evidenced.
  - c. Copies of the above mentioned authorizations/ certificates are submitted to the Competent Authority
5. Paragraph 4 b. above applies also in case when a PSSC owns firearms prior the issue of the Certificate by the Competent Authority.
6. The following documents must be submitted to the Competent Authority together with an application for the inclusion or addition of firearms on a previously issued Certificate:
  - a. The Export License / End User Certificate, or any other document issued as per the provisions of paragraph 3 above;
  - b. The Invoice for the purchase of the firearms issued by the RFD; and
  - c. The latest version of the PSSC Information Sheet (Form "EN04F116" or any future revision) where the details of the firearms must be recorded. This document may be obtained from the official webpage of the Department of Merchant Shipping (DMS) ([www.shipping.gov.cy](http://www.shipping.gov.cy), selecting the "Anti-Piracy Law" link).

The Export License / End User Certificate and the invoice should always indicate as buyer / owner and End User the applicant PSSC, by its registered name and registered address, as recorded on the Certificate of Registration of the PSSC.

7. Some common defects found in the Export Licenses /End User Certificates and the firearms' purchase invoices, which must be avoided, are:

- a. The identification details of the firearms (Manufacturer, Type, Model, Caliber, and Serial Number, as a minimum) are not included in the documents.
- b. The Export License of the firearms indicates as owner / receiver of the firearms a local agent in the country of destination. The End User (PSSC) is mentioned as the importer but its full details (name and address) are missing. Details for both the agent and the End User (PSSC) should be recorded in the appropriate space of the Export License, with full details, clarifying the role of each one (consignee, End User, etc.).
- c. The “End Use” is not clearly stated to be “antipiracy” (or a wording with similar meaning) in the Export License / End User Certificate.
- d. The End User Declaration, instead of Export License / End User Certificate, is submitted. This document, as well as any other document prepared by the buyer / PSSC, is not accepted.
- e. The owner’s (PSSC) identification information appear in purchase invoice and the Export License / End User Certificate is different. The PSSC’s identification information (name and registered address) should be the same on both documents.
- f. The End User of the firearms recorded on the Export License / End User Certificate, is not the applicant PSSC.

8. If any of the defects mentioned in paragraph 7 is observed then the related firearms will not be accepted to be added on the PSSC’s Certificate.

9. In case where a PSSC submits an application for the inclusion or addition on its Certificate firearms which have been previously owned by and licensed under another PSSC, the applicant company must submit a document (consent) issued by the competent State’s Authority, that has issued the initial Export License / End User Certificate to the initial owner. The consent must clearly states that the said Authority has been informed of the intended transfer and grants its permission for the transfer of ownership of the firearms. The initial invoices and Export Licenses / End User Certificates must also be submitted, so it can be checked that the former owner of the firearms is the one mentioned in the consent of the transfer. All PSSCs involved, should appear in all documents with their registered name and address. The consent is necessary to ensure the traceability of the firearms from the initial sale / export up to their current authorized user.

**ANNEX 3**  
**GUIDANCE ON THE DOCUMENTATION REQUIRED TO BE SUBMITTED WITH THE**  
**APPLICATION FOR THE ISSUE OF THE CERTIFICATE –**  
**EXPLANATIONS ON THE EXAMINATION PROCESS**  
**(6<sup>th</sup> Schedule of the Law)**

1. An application, including supporting documentation, submitted to the Competent Authority by a PSSC is subject to an examination (review). If the application fails to conform to all the requirements of the Sixth Schedule, then the PSSC will have the opportunity to resubmit all necessary documentation for the rectification of non-compliances, within a specific timeframe as decided by the Competent Authority. The Competent Authority will carry out an additional examination of the application and supporting documentation. If the application fails again after the additional examination then it will be rejected and the examination procedure will be terminated. The fees for the initial examination or the fees for the additional examination must be settled prior to the initial or the additional examination. Prepayment of fees for an additional examinations, at the time of submission of the initial application, is not accepted.

2. In the case of a rejection of an application of the PSSC, after the completion of the examination process, no further application by the same PSSC will be accepted. The term “same PSSC” has the meaning of:

- a legal entity under the same name and same officers (shareholders (unless for a public company) / directors / managers) of the rejected PSSC; or
- a different legal entity, with the 50% of the officers being the same officers (shareholders (unless for a public company) / director or directors / managers) of the rejected PSSC.

3. The Competent Authority communicates to the PSSC the findings of an examination by using the document “Assessment of the Application of a Private Ship Security Company” (form EN04F105 or any future revision). The conformance of the application and all supporting documentation with the requirements of the Law is examined separately for each subparagraph of the Sixth Schedule of the Law.

4. The “Certificate”, required to be submitted under subparagraphs 1 to 5 of the Sixth Schedule, is a signed document issued by the office of the Registrar of the Companies of the State of registration of the PSSC, which includes the required information. Any documents issued by agents or extracts from electronic pages are not accepted, unless verified by the Office of the Registrar of Companies of the State for the accuracy of their content.

It is recommended, instead of submitting separate “certificates”, a recent, maximum 2 months old, Certificate of Good Standing to be submitted, which includes all the information required by subparagraphs 1 to 5 of the Sixth Schedule. The certificate must be issued by the office of the Registrar of Companies of the State where the PSSC is registered.

5. PSSCs registered in Cyprus, must also submit the Memorandum of Association of the company in order to be verified that the PSSC is not involved in any activity listed in section 20(3)(a)(ix) of the Law.

6. PSSCs registered in Cyprus and intending to submit an application for the issue of a Certificate pursuant to section 22 of the Law, must include in their Memorandum of Association the following text:

*“To provide services for the protection and security of ships from acts of piracy and other unlawful acts, after an agreement with the owners and / or charterers and / or managers of a ship with the introduction and implementation of measures to increase the security including the services rendered by private security guards (armed or not), by boarding them on ships and / or armed escorts in specially private vessels in accordance with the prevailing terms and provisions of the applicable laws, regulations, notifications and circulars, provided that the necessary authorizations, consents, certificates of each State involved, and particularly the flag State will be obtained.”*

7. Where the information on the directors (or partners, in case of partnership), the secretary and the manager(s) or the private ship security guards (subparagraphs 6 and 10 of the Sixth Schedule) is required to be submitted, then a Curriculum Vitae (CV) as per the model CV in Appendix 1 must be used. Other templates of CV will not be accepted. All information in the CV must be filled in. The CV should not be signed, or legalized. The PSSC is responsible for the accuracy of the information shown in the CVs and it may be requested to submit relevant evidences.

In case when anyone of the directors or managers does not have any military or antipiracy relevant past experience, then, as a minimum, a Company Security Officer (CSO) training evidence (IMO Model course 3.21) should be submitted.

The CVs for the persons who are working for or employed by a PSSC as private ship security guards, should include clear information on their previous military service and experience. The previous military service and experience must be in accordance with the PSSC's selection criteria of private ship security guards (paragraph 10 below is relevant). Their past experience will be examined by the Competent Authority on a case by case basis, but as a general rule, guards with no previous military or police training are not accepted.

A copy of the identity card or passport or travel document of each person must be submitted together with the CV. Seaman's Registration Book or STCW certificates are not required.

The Competent Authority has the power to investigate the accuracy of any information provided in the CV's, pursuant to section 33 (1) of the Law.

8. The term “natural person responsible for the legal person” indicates a person who can assume responsibility on behalf of the PSSC. He / she will act as the contact person, and may be called to respond to inquiries of the Competent Authority, therefore he / she should be available for communication with the Competent Authority on a short notice.

The selection of the “natural person responsible for the legal person” is PSSC's decision, and the nominated person may be either:

- a) any of the PSSC's directors as shown on the Certificate of Directors, or
- b) any other person working for the PSSC, other than the directors; in this case the written acceptance of the nominated person, duly signed and legalized, must be submitted together with the nomination.

The nomination of the “natural person responsible for the legal person” must be evidenced by a Resolution of the Directors of the PSSC, duly legalized, as per the provisions of section 92 of the Law, even if the PSSC has a sole Director. The CV, the declaration required by



subparagraph 20 of the Sixth Schedule and the written acceptance, if applicable, of the nominated person must also be submitted together with the resolution of the Directors.

Only one person is nominated as “natural person responsible for the legal person” for each PSSC, and in case of change, the PSSC must communicate to the Competent Authority the new person by submitting all the required documents mentioned above. Furthermore, no person can be nominated as the “natural person responsible for the legal person” for more than one PSSC.

The “natural person responsible for the legal person” must reside in the place where main business office of the PSSC is located, where operational activities are carried out. It is not a requirement for the natural person to reside in Cyprus, provided that the main business office of the PSSC is not located in Cyprus, or to be a Cyprus citizen.

9. When the address from where the PSSC is conducting its operations or activities is required to be declared, the PSSC must provide details on the location of **all** company’s offices, irrespective how many there are or where they are located or the nature of their business. Full contact details on and off working hours, as per subparagraph 8 of the Sixth Schedule, must be submitted.

The above-mention information must be submitted as a statement, together with the initial application or at a later stage in case of change, and must be recorded also in the PSSC Information Sheet. Failure to declare as above, may lead to actions by the Competent Authority against the PSSC.

10. The information on the employees of the PSSC, except on the private ship security guards (subparagraph 10 of the Sixth Schedule), should be submitted in a table form that contains the information as required by subparagraph 9 of the Sixth Schedule, together with a copy of the identity card or passport or travel document of each person. CVs are not required to be submitted.

Furthermore, an organization chart must be filed, that includes the capacities and identifies the person holding each post. The table, as well as the organization chart should be kept updated. Failure of the PSSC to update these documents and inform the Competent Authority accordingly, may lead to administrative actions (i.e. withdrawal /suspension of the certificate, administrative fine or inspection / audit) by the Competent Authority against the company.

11. Concerning the requirements of subparagraph 11 of the Sixth Schedule of the Law, the company must prepare and submit for approval, a set of Standard Operation Procedures (SOP), which govern the functions and operations of the PSSC, specifically written for the Law. The SOP should include the following Chapters:

(1) Company’s guards selection criteria:

The PSSC must have in place a procedure for the selection of the private ship security guards which must include the minimum military service requirements for the guards. The procedure should ensure that the criteria are checked against the CV’s of the guards. The criteria should refer to qualification that can be checked, like age, service time, training etc. Generic criteria, like “good team spirit, ability to work as a team” or similar, which cannot be determined and evaluated in advance, should be avoided.

(2) Guards in house training:

The company must have in place a training program for its guards taking into account its intended activities, including a full schedule showing the themes and the duration of each training. The training program must include a training on the provisions of the Law 77(I)/2012 that should be conducted by an officer of the company. The trainings cannot be performed remotely (i.e. with the use of means of electronic communication). All trainings must be performed with physical presence of the trainer to the guards' location or vice versa.

(3) Guards' pre-boarding briefing specific to a forthcoming contract.

The PSSC must have in place a procedure for the pre-boarding briefing of the guards prior taking over assigned duties on a ship. The guards must be briefed on the mission, the risks assessment and the particularities of the specific voyage, like the type of ship, cargo, crew etc. The briefing may be conducted either by the Team Leader, provided that the Team Leader has been previously briefed by the Operations Manager, or by the Operations Manager directly. The briefing must be carried out prior boarding and must be properly documented, including the topics, time, location, instructor etc.

(4) Guards' and Team Leaders' evaluation.

The PSSC must have in place a procedure for the mandatory evaluation of guards and Team Leaders for their performance during a transit and for their overall performance. Section 26 (1)(a)(iv) of the Law is relevant and applicable for the guards who are not up to the company's standards and the company decides to terminate their contract.

(5) Monitoring of the operations in progress (must be full and comprehensive to ensure that the company has constant control of the operation).

The PSSC must ensure that, each time a team is on board a Cyprus flag ship, there is a continuous monitoring of the performance of the team, communication channels are open and back up (instructions or guidance) from the company's operations' department is always available. The company must have in place the relevant procedure, the recourses and the 24/7 availability in order to monitor the transit. The procedure may include mandatory reporting from the team to the company at a pre-set time, key words for identification etc.

In case that the company's procedure describes a method of monitoring which cannot be materialised (not within the common maritime security practises), or involves only a third party for monitoring (like service monitoring centre) or the Competent Authority is not satisfied with the suggested arrangements, the procedure will be rejected.

The Competent Authority may check the 24 /7 availability of the company, by randomly calling at the telephone numbers provided by the company.

(6) Updating and relaying security intelligence and information to a team on board, while the transit is in progress.

The PSSC must have a procedure in place for the regular monitoring of various security intelligence information sources (PSSC's option on the selection, but the sources must be listed), the consecutive in-house evaluation of the information, and the relaying of the same to the team on board a ship.

- (7) Company procedures and instructions on firearms (selection, acquisition, transport, storage, stowage etc., always considering the provisions of the Law 77(l)/2012).

The PSSC must have in place a procedure on the selection of firearms to be purchased, the application and relevant documentation to be submitted to the Competent Authority for their inclusion in the PSSC's certificate (see also Annex 2). Furthermore, the procedure should include the standard instructions for the handling of firearms, from the time of their removal from the storage facility, till the safe storage on board.

- (8) Team interaction with master and crew (for both the mission and on board conduct).

The PSSC must have in place instructions for the actions of the team members on board regarding their conduct and interaction with the crew. The procedure must contain clear instructions on the introduction of the team, the commencement of the watches, the safety familiarization, the on and off duty behaviour, dressing code and the organisation of the ship's protection (fences, barbed wire, doors, citadel etc). Furthermore, the procedure must contain provisions for the segregation of the team's duties from the duties of the crew for the implementation of the provisions of the approved Ship Security Plan.

- (9) Monitoring and adopting the requirements of the Competent Authority.

The PSSC must have in place a procedure for the regular monitoring of the Competent Authority's website (DMS's website) about any new circulars / instructions related to the implementation of the Law. The procedure must describe the in-house processing of any instructions issued and the integration of the instructions of the Competent Authority in the PSSC's Standard Operation Procedures as well as their transmission on-board, if necessary.

- (10) Submission of an application for the provision of services on a ship.

The PSSC must have in place a procedure on the preparation and submission of the information (application form EN04F111/02 or any future revisions) to the Competent Authority, pursuant to section 26(2) of the Law, in cooperation with the ship's operator, requesting the issue of the certificate to a ship, as per section 13(3) of the Law. The procedure must ensure that the information contained in the form is accurate and the form is properly checked, signed and stamped by the PSSC before its submission to the Competent Authority.

- (11) Implementation of the Rules of Use of Force (RoUF):

The PSSC must have in place a procedure about the rules of engagement of the guards, when needed, covering all levels of escalation of any deterring actions, as mandated by the situation. While there is no restriction on the model of RoUF the PSSC may choose to implement, the RoUF must clearly address two fundamental provisions of the Law:

- a. No firearms are deployed unless authorised by the master (section 29 (1) (d) of the Law), and
- b. Only the master will liaise with the team on-board on any decision needed on the implementation of the provisions of the Law, unless he / she delegates this to any other of his / her officers.

In paragraph (11) a. above, the term “deployed” means any use of a firearm, not only firing. The master will authorise any use of the firearms, but after the authorisation for use, any decision on how the firearms are to be used is the responsibility of the Team Leader or team member, according to their professional judgement and training, and they bear the responsibility for their actions.

In paragraph (11) b. above, the designation of authority to the master only, has the meaning that any instructions, permissions, authorisations, etc. can only be given by the master and not any other officer on watch. It is the master’s option to allow other officers to make decisions, by implementing any ship’s internal procedure, but this cannot be predetermined by any RoUF. There is nowhere in the Law a reference to any other officer on board unless the master. It is the master’s duty to proceed to arrangements as necessary for immediate response to any alerts from the guards on board. The PSSC has no authority to determine who will issue instructions, among the crew of the ship.

Further to the above, caution is needed when submitting to the Competent Authority the written agreement (contract) between the PSSC and the ship’s operator for obtaining the permission for the provision of services on board a ship, as per 4<sup>th</sup> Schedule of the Law. If the contract contains any provisions regarding the use of firearms or the authority of the master that contradicts to the provisions of the Law, these provisions must be amended prior to the submission of the contact to the Competent Authority. The text to be used should be the following or similar:

*“In the event of any actual, perceived, or threatened act of piracy and/or violent robbery and/or capture/seizure by third parties the Team Leader shall advise the master and seek authorisation to use firearms and invoke the use of. No firearms are to be deployed unless authorised by the master”.*

The Standard Operation Procedures, should be PSSC specific and specially drafted to respond to the above-mentioned requirements. They should be segregated in Chapters (1 to 11 as above) in a manner where it can be easily identified to which requirements they refer to.

Procedures drafted for any other reason or form of certification (e.g. ISO) do not substitute the above requirements. PSSC’s are requested to carefully study the above and prepare their SOPs accordingly. Submission of documents not as above, might lead to the termination of the examination procedure on the grounds that the PSSC is not aware of the current instructions.

12. Subparagraph 12 of the Sixth Schedule refers to the services that the PSSC offers in relation to the provisions of the Law. What is requested is an addendum to the PSSC’s SOP, described in paragraph 10 above.

*The following sections of the Law must be addressed:*

- a. Section 4 (describing the mission of PSSC - implementing “additional” measures)*
- b. Section 12 (offering the option to use firearms)*
- c. Sections 24 to 31 (the major obligations of a PSSC).*

The full text of the above sections of the Law must be copied and included in the addendum of SOP’s and should be altered to read the name of the PSSC where the text of the Law it reads “the Private Ship Security Company”.

Under the same subparagraph, the PSSC must declare the type of ships it intends to offer its services. This information must be provided to the Competent Authority in the form of a declaration and it must be also recorded in the relevant field of the PSSC Information Sheet. The declaration should identify the type of ships accurately, like “Bulk carrier”, “Container”, “Oil tanker”, “Chemical tanker”, “General cargo”, etc. Types of ships like “Cargo ship”, “Tanker” or “Dry cargo” etc., not corresponding to a type of ship, will be rejected.

13. Subparagraph 13 of the Sixth Schedule refers to the firearms documentation. Annex 2 of this Circular is relevant and includes detailed instructions on this issue.

14. Subparagraphs 14 to 19 of the Sixth Schedule require the submission of specific declarations by the PSSC. The template of these declarations is available on the website of the Competent Authority. Only the templates of the Competent Authority are to be used, and the formalities set in the foreword of the templates should be considered. No changes in the wording of the declarations are accepted, for any reason. Altered wording or erroneous filling in of the declarations will lead to the rejection of the declarations.

The above-mentioned declarations have to be signed only by the natural person responsible for the legal person and legalised as per the provisions of section 92 of the Law. As a rule, any legalisation done abroad by a Consular officer of the Republic of Cyprus does not need to be apostilled, whilst legalisations done by a Notary Public should be apostilled. The apostil should be in English language. Legalisations done by a certifying officer in Cyprus are accepted only for persons residing in Cyprus. PSSC's willing to file declarations intended to be legalised in a State which is not a member to the Hague Convention on Apostil, they have to clarify in advance with the Competent Authority on the accepted form of legalisation.

Legalisations should clearly include a wording that the person signing the declaration signed it while physically presented himself/herself before the officer verifying the legalisation. Any other wording referring only on the correctness / verification of signature is not accepted.

Legalisations done before an Honorary Consular or a Consular officer of the Republic of Cyprus should bear a revenue stamp or any other evidence that the relevant fees have been paid. Legalisations by a Notary Public or a Consular officer of the Republic of Cyprus who are sited in a different state than the one where the person signing the declaration is usually residing or working, should be filed together with evidence that the person signing or the Notary Public or Consular Officer actually travelled to that country for the legalisations.

15. Subparagraph 20 of the Sixth Schedule refers to the declarations needed to be filled in by everyone working for or employed by or related with the PSSC as described in this Subparagraph. The shareholders are excluded from the submission of a declaration, provided that they do not have any other capacity or position in the PSSC. The PSSC should clarify in advance with the Competent Authority for which of the low grade administrative staff working for the PSSC is not required to file a declaration.

16. Subparagraph 21 of the Sixth Schedule refers to the nomination of the authorised representative of the PSSC in Cyprus, the acceptance of the nomination and the declaration of the authorised representative. Both documents are available on the website of the Competent Authority and should be legalised as per the provisions of paragraph 14 of this Annex.

**Curriculum Vitae**

DATE

**Personal information**

Surname(s)

First name(s)

Home Address(es)<sup>1</sup>Work Telephone(s)<sup>i</sup>Residence Telephone(s)<sup>2</sup>

Work E-mail(s)

Nationality

Place of birth

Date of birth (dd/mm/yyyy)

Gender

Identity card or passport or  
travel document

Number

Issued by

Date of issue and expire  
(dd/mm/yyyy)

Issued on

Expires on

**Work experience**Dates (mm/yyyy to  
mm/yyyy)

Occupation or position held

Main activities and  
responsibilitiesName and address of  
employer

Type of business or sector

Dates (mm/yyyy to  
mm/yyyy)

Occupation or position held

Main activities and  
responsibilitiesName and address of  
employer

Type of business or sector

Dates (mm/yyyy to  
mm/yyyy)

Occupation or position held

Main activities and  
responsibilitiesName and address of  
employer

Type of business or sector

**Education and training**

Dates (mm/yyyy to mm/yyyy)  
 Title of qualification awarded  
 Principal subjects/occupational skills covered  
 Name and type of organisation providing education and training  
 Level in national or international classification

Dates (mm/yyyy to mm/yyyy)  
 Title of qualification awarded  
 Principal subjects/occupational skills covered  
 Name and type of organisation providing education and training  
 Level in national or international classification

**Personal skills and competences**

Language skills  
 Mother tongue(s)  
 Other language(s)

*Specify your mother tongue(s) and the other languages you are able to understand, speak or write.*

Language Self-assessment  
*(in accordance with the Common European Framework of Reference for Languages)*

Language	Understanding		Speaking		
	Listening	Reading	Spoken interaction	Spoken production	Writing

**Places of residence**

*Provide information on the places where you have been living, for more than one month, during the last 1 years starting from the most recent.*

Place	Country	From	To

**Additional information**

*Include here any other information that may be relevant, for example contact persons, references, etc.*