



CENTRAL BANK OF CYPRUS
EUROSYSTEM

SURVEY "SM"

Balance of Payments Section
Statistics Department
Central Bank of Cyprus
P.O.Box 25529
1395 Nicosia

Telephone: +357-22714222
Facsimile: +357-22378164
E-mail address: bop@centralbank.cy

REPORTING INSTRUCTIONS:

SURVEY ON SHIPMANAGEMENT COMPANIES

What forms are included in the Survey and when should they be completed?

Survey "SM" consists of two forms as follows:

Form 1

1.1 – Details of current reporting

1.2 – Details of the person responsible for filling in Survey " SM " / representative

1.3 – Identification of the resident reporting entity

Completion of this form is compulsory.

Form 2

2.1 – Income from services rendered by the resident reporting entity to ships owned by non residents of Cyprus¹

This form should be completed if the resident shipmanagement company offers management services to both cyprus flag and foreign flag ships owned by non residents of Cyprus .

2.2 – Gross revenue with information on type of: ship, service, contract and duration of contract.

This form should be completed if the resident shipmanagement company offers management services to ships owned by both residents and non residents .

2.3 – Analysis of management fees received from shipowning companies whose ships are managed by the reporting entity and whose owner is a non-resident entity.

This form should be completed only if the criterion for the completion of form 2.1 above applies.

3 – Expenses incurred by the resident reporting entity

Completion of this form is compulsory.

¹ "Non resident of Cyprus" means any natural or legal person which does not fall under the term "resident of Cyprus" as assigned to it in the Directive on the definition of the term "resident of Cyprus" for statistical purposes of 2008, which can be found in the Central Bank of Cyprus' website <http://www.centralbank.cy>.

Reporting currency

Reporting entities are required to report data in euro (rounded to the nearest unit).

Transactions denominated in foreign currencies are to be converted at actual rates on the date of transaction, or otherwise, at the middle rate of the euro foreign exchange reference rate in the appropriate reporting period.

For more information on exchange rates, please visit the Bank's website, <http://www.centralbank.cy>.

Sign convention

Data should be reported without a sign since the forms differentiate between income and expenditure.

Valuation of data

Market value should be used to report all holdings of securities.

Assets and liabilities should be recorded at current, rather than historical value.

The balances to be reported (for opening and closing periods) are in principle to be valued at current market prices. If however, the market value is not available, then a recent assessment of the value by the directors or otherwise the historical cost may be used instead.

Transactions/flows are to be valued at the price at which they are entered in the reporting entity's or the non resident entity's books, i.e. at the agreed transaction price, which in most cases corresponds with the market price.

Dividends, interest and rents are to be valued at the price at which they are entered in the reporting entity's or the non resident entity's books.

Estimates

If actual figures are not available for any item, provisional figures must be submitted on the basis of prudent estimates in order to ensure that submission takes place within the time limit.

Explanatory notes and definitions

Please read carefully the **explanatory notes and definitions in annex 1** of this survey before completing the forms of this survey.

Insufficient space on the form

When the space provided is insufficient to permit a full answer, you must insert new rows/lines in the electronic reporting spreadsheet form, by using the template functionality button "Insert new Row" / "Insert new Line" .

Sending of reports

All correspondence should be addressed to:

Balance of Payments Section
Statistics Department
CENTRAL BANK OF CYPRUS
P.O.Box 25529
CY-1395 Nicosia

Contacts for assistance

For queries or assistance regarding this report, please contact:

Balance of Payments Section

☎ 22 714222

☎ 22 378164

e-mail: bop@centralbank.cy

DECLARATION

I, hereby, declare that to the best of my knowledge and belief the data provided in this survey have been extracted from my company's books and that the attached tables have been completed in accordance with the Central Bank of Cyprus's instructions.

Name of person who submits the survey:

Title.....Telephone.....

E-mail address..... Facsimile

Name of legal person on behalf of which the survey is submitted:.....

Signature..... Date.....



1.1 DETAILS OF CURRENT REPORTING

Reporting period:	<input type="text"/>
Reporting Year (yyyy):	<input type="text"/>

**1.2 DETAILS OF THE PERSON RESPONSIBLE FOR FILLING IN
SURVEY "SM" / REPRESENTATIVE**

Name:	<input type="text"/>
Name of employer:	<input type="text"/>
Telephone number:	<input type="text"/>
Facsimile number:	<input type="text"/>
E-mail address:	<input type="text"/>

Address :	
Street/Avenue	<input type="text"/>
Number	<input type="text"/>
Building	<input type="text"/>
Floor	<input type="text"/>
Flat	<input type="text"/>
P.O.Box	<input type="text"/>
Postal code	<input type="text"/>
Town/Village	<input type="text"/>
District	<input type="text"/>

1.3 IDENTIFICATION OF THE REPORTING ENTITY

Name of Reporting Entity: (as recorded in the register of the Registrar of Companies).	
Reference number of reporting entity:	
Detailed description of the reporting entity's main business activities:	
Total number of employees included in the payroll.	
Total number of ships managed by the company and belong either to resident or non-resident companies.	

Address :	
Street/Avenue	
Number	
Building	
Floor	
Flat	
P.O.Box	
Postal code	
Town/Village	
District	
E-mail address:	



2.1 INCOME FROM SERVICES RENDERED BY THE RESIDENT REPORTING ENTITY TO SHIPS OWNED BY NON RESIDENTS OF CYPRUS

TOTAL INCOME

€

Please enter the total income earned from the resident reporting entity from services rendered to ships owned by non residents during the reporting period.

Analysis of Total Income per country* (please complete the relevant cells):

Country from which revenue has derived**	Management fee received	TOTAL
	€	€
Cyprus		
Germany		
Greece		
UK		
USA		
Japan		
India		
Canada		
China		
Russia		
Singapore		
TOTAL		

* Please insert new columns for types of income other than management fees received.

** Please insert new rows for countries other than those foreseen in the table.

2.2 STRUCTURAL ANALYSIS OF SHIPMANAGEMENT FEES

Please leave this space empty. No data required.

**2.3 ANALYSIS OF MANAGEMENT FEES RECEIVED FROM SHIPOWNING COMPANIES
WHOSE SHIPS ARE MANAGED BY THE REPORTING ENTITY AND
WHOSE OWNER IS A NON RESIDENT ENTITY**

	Name of shipowning company	Country of non resident ship owner's residence	Type of shipmanagement offered by the reporting entity (√ the appropriate cells)			Total Management fees
			Full management	Crew management	Technical management	€
Cyprus flag registered ships*						
Foreign Flag Registered ships*						
		Total management fees				

* Please insert new rows where necessary.

3 EXPENSES INCURRED BY THE RESIDENT REPORTING ENTITY

TOTAL EXPENSES

€

Enter the total expenses incurred by the resident reporting entity in Cyprus and abroad during the reporting period.

Analysis of Total Expenses per country (please complete the relevant cells):

Type of Expense	Country*	Cyprus	Greece	Germany	UK	U.S.A	Japan	TOTAL
		€	€	€	€	€	€	€
Crew expenses	• EU crew earnings expenses							
	• Non EU crew earnings expenses							
Operational management expenses	• Provisions							
	• Repairs and maintenance							
	• Lubricating oil							
	• Insurances							
	• Class costs							
	• Dry-docking							
	• Stores							
Administrative and other expenses	• Banking expenses							
	• Legal expenses							
	• Auditing expenses							
	• Travelling							
	• Communication							
	• Insurances							
	• Rent							
	• IT expenses							
	• Cleaning expenses							
	• Printing and Stationary							
	• Wages							
	• Depreciation							
• Other expenses								
TOTAL								

** Please insert new columns for countries other than those foreseen in the table.*