



Registration Procedure (RP6):

Documentation to be submitted for 3 Month Special Purpose Registration

This checklist is used as an indication to allow an Owner/MR to check the documents required for registration. Please complete the relevant sections of the checklist and submit with application form and supporting documents.

All documents are to be submitted in the English Language. Where the document has been issued in a language other than English, then a True Translation into English is to be attached to it.

This documentation can be submitted by Fax or Email.

Additional documentation to that stated as SKANReg may deem necessary for the changes in question or from time to time.

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Application Form A1 duly completed and signed			
2	Application form A12 duly completed and signed			
3	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form			
4	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see Notes A & B)			
5	For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted)			
6	For applications by individuals a copy of their passport(s), clearly showing their full name and other details as submitted on Form A1. (if previously submitted not required to be re-submitted)			
7	Existing International Tonnage Certificate (ITC 1969).			
8	For Ships below 24m length, pleasure yachts, small craft etc, existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg			
9	Certificate of Registry for current flag			
10	For vessels performing the voyage under tow: 1 – Copy of Insurance certificate for the voyage or confirmation of the vessel being insured for the voyage and 2 - Certificate of Suitability of Towing Arrangements (issued by the Classification Society/RO) (to be submitted after registration and completion of survey by the Classification Society/RO)			
11	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for			
12	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			

Notes:

- In cases where the ownership remains the same as under the previous registry and the ship has permanent registration under the previous registry, a Bill of Sale is not required, instead we would require seeing the Permanent Certificate of Registry from previous registry.
- For NEW BUILDINGS, instead of a Bill of Sale, submit a document signed by the builder of the ship and/or the Class Society containing a true account of the proper dimensions and tonnages of the ship, as estimated by him, and of the date and place where it was built, and of the name of the person, if any, for whom the ship was built, or the name of the person to whom it was delivered. Such documents can be known as a Builders Certificate or Keel Laid Certificate (See our example Certificate CT8) or similar name. If in doubt about the acceptability of a document consult SKANReg Not required for new buildings)
- "RO" means Recognised Organisation & "RSO" means Recognised Security Organisation

- d) For Registration of Ships below 24m length, pleasure yachts, small craft etc, if the vessel is not Classed, a Certificate/Letter of Attestation from a surveyor recognised by **SKANReg** listing the legislation that the vessel will be surveyed for and the certification that will be issued.

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	DOCUMENT	TICK BOX
1	Minimum Safe Manning Certificate Application (A12) passed to Seafarer Manager or Registrar for review, if SKAN requirements not met.	N/A
2	<p>Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding:</p> <ul style="list-style-type: none"> • Paris MOU • Tokyo MOU (Under Performing Ships) • Mediterranean MOU • Black Sea MOU (Watch List) • Indian Ocean (Watch List) • Riyadh MOU • Caribbean MOU • USCG • South America MOU (http://www.acuerdolatino.int.ar/ciala/index.php) <p>If fishing vessel check NEAFC and other websites.</p>	N/A
3	SKANReg to review all documents and check application forms are completed correctly and in full. SKANReg to make entries in VesselHQ of the numbers and distinguishing marks assigned and other information required to be recorded therein.	YES
4	If approved, SKANReg to issue the Electronic certificates or Paper Certificates using VesselHQ with a validity of three (3) months and dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate.	YES
5	Ship Registration Staff needs to follow up with MR/Client for a copy of the Class & Statutory certificates	N/A
6	SKANReg to issue a Owners Introduction Letter	N/A
7	Blue card for Civil Liability Certificate/Bunker Civil Liability Certificate to be submitted within 30 days of registration (if applicable)	