



## **Registration Procedure (RP30):**

### **Documentation to be submitted for change of Managers**

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.

	<b>DOCUMENT</b>	<b>Applicable Y/N</b> (to be completed by MR/client)	<b>Date Completed or Received</b> (to be completed by SKANReg)	<b>Notes</b>
1	CSR Amendment form CT010 F2 (to be submitted within 90 days from change of managers)			
2	Application form A12 for issuance of a Minimum Safe Manning Certificate			
3	Document of Compliance for the ship managers (the Company)			
4	Safety Management Certificate (to be submitted within 30 days from change of managers)			
5	International Ship Security Certificate (to be submitted within 30 days from change of managers)			
6	Application Form A21 – ISPS Code Declaration of CSO Application Form A22 – ISM Code Declaration of Company & Declaration of Designated Person			
7	P&I Insurance Certificate issued under the new management company if the managers are listed as co-assured i.e. listed on the insurance policy as insured on the vessel (If applicable, to be submitted within 30 days from change of managers)			
8	EPIRB Registration form to be submitted (to be submitted within 07 days from change of managers)			
9	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
10	Any other documents/certs (List herein)			

*For SKANReg use only*

	<b>DOCUMENT</b>	<b>TICK BOX</b>
1	SKANReg to review all documents and if approved to issue the applicable documents/certificates	
2	SKANReg to make entries in VesselHQ of the Manager and other information required to be recorded therein.	
3	SKANReg to advise Fulcrum of new contact details	
4	SKANReg to issue the electronic certificates or Paper Certificates using VesselHQ and dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	