



Registration Procedure (RP38):

Documentation to be submitted for Laid Up 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.

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 for provisional registration (A1) received			
2	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form			
3	Letter from Owner/Manager re Laid Up Status & Location of Vessel			
4	Evidence of Title showing the transfer of ownership, e.g., Notarised Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see note A)			
5	For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted) For applications by individuals a copy of their passport(s), clearly showing their full name and other details as submitted on Form A1.			
6	Certificate of Non-Encumbrance / Transcript of Registry from current flag (if ownership is not changing) issued within last 14 days showing the vessel is free of liens and encumbrances.			
7	Deletion Certificate for current flag (see Note B).			
8	Statement from an authorised Classification Society / Recognised Organisation dated no more than 14 days before this Application,			
9	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for			
10	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
11	Any other documents/certs (List herein) (See Note C)			

NOTES

- A) Bill of Sale is not required if the Registered Owner is the same owner as recorded by the previous registry and detailed on the Deletion Certificate & Non-Encumbrance/Transcript of Registry.
- B) Deletion Certificate not applicable if the vessel is laid up directly after completion of build.
- C) Application for Wreck Removal Certificate to be completed within 30 days of registration.

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	DOCUMENT	TICK BOX
1	Ship Registration Executive (SRE) to complete Ship Matrix (Form MATRIX1) prior to accepting the proposed vessel for registration. SRE to review with HoD if required.	
2	Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding: <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)	
3	Check all parties are not listed within UN/OFAC Sanctions List (https://sanctionssearch.ofac.treas.gov/)	
4	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.	
5	Nairobi Wreck Certificate issued (within 30 days if applicable)	

CLARIFICATIONS

- 1) If the location of the vessel is within a Port, the relevant Port Authority to be notified of the vessels laid up status
- 2) Statement from an authorised Classification Society / Recognised Organisation to confirm that the vessel has been attended and the attending surveyor confirms the vessel is in a laid up state.

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