



Registration Procedure (RP9):

Documentation to be submitted for Permanent Registration of a Pleasure Vessel <24 meters < 300 Gross Tons

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 documentation must be submitted as an original or certified true copy of the original document

(*Certified Copy is a copy of the Original document, certified by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis that it is a True Copy of the original)

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.

The documentation mentioned should be submitted within 120 days of the original application for Registration. Failure to do so may result in a delay to the Permanent Registration and will result additional costs for the Owner/Applicant.

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 (A2) received			
3	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see notes A & B)			
4	For applications by a company, original current Certificate of Good Standing or equivalent			
5	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)			
6	National Tonnage Certificate issued on behalf of SKANReg (see note C)			
7	Pleasure Vessel Safety Certificate issued on behalf of SKANReg (see note C)			
8	Photograph of exterior of vessel			
9	Deletion Certificate or notification of registration closure from previous flag			
10	Any other documents/certs (List herein)			

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.
- 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 newbuildings.
- Not required if already issued by SKANReg Head Office

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	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue the applicable documents/certificates	
2	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	