



Registration Procedure (RP10):

Documentation to be submitted for Change of Ownership

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. Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration

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.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery, certified or authenticated by a notary public, Maritime Registrar, SKN Consul or UK Consul	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	For applications by a company, a copy of its Certificate of Incorporation OR an original Certificate of Good Standing.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	For applications by individuals an authenticated copy of their passport(s), clearly showing their full name and other details as submitted on Form A1.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	A signed copy of the CSR Amendment Form (Form CT010F2) from the new Owner's if the ship is over 500 GRT	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	a) Confirmation from the AAIC that there is nothing outstanding due by the previous owner (within 30 days of application) b) Confirmation from the AAIC that they will be responsible for the radio accounts (within 30 days of application)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Statement issued by the Classification Society/RO stating that the vessel is in class and has valid statutory certificates without any recommendations	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	If changing class Letter of Attestation from Class/RO confirming they will be surveying the vessel and issuing certificates on our behalf	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	P&I Cover issued under new Owner	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	Duly completed EPIRB Registration Form (within 30 days of application)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	If vessel is changing crew, a letter re SKN endorsements is to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Copy of blue card to be issued under the new Ownership for the issuance of a CLC (If applicable) (within 30 days of application)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue or authorise MR to issue the applicable documents/certificates	
2	If there is a mortgage registered over the vessel, SKANReg is to ensure the mortgage is discharged beforehand	
3	SKANReg to advise IHS of the new owners contact details	
4	SKANReg to issue a Owners Introduction Letter	
5	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent to SKANReg by fax/email within 48 hours	
6	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	

Notes:

In cases where the change of Ownership is through a Maritime Registrar that is different from the existing Maritime Registrar and is to be registered based on an MOA, this should be referred to the International Registrar before we proceed

FORM CODE: RP10	ISSUE No: 001	REVISED: 10/09/2013
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