



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.			
2	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form			
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			
4	For applications by a company, a copy of its Certificate of Incorporation OR an original Certificate of Good Standing.			
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.			
6	A signed copy of the CSR Amendment Form (Form CT010F2) from the new Owner's if the ship is over 500 GRT			
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)			
8	Statement issued by the Classification Society/RO stating that the vessel is in class and has valid statutory certificates without any recommendations			
9	If changing class Letter of Attestation from Class/RO confirming they will be surveying the vessel and issuing certificates on our behalf			
10	P&I Cover issued under new Owner			
11	Duly completed EPIRB Registration Form (within 30 days of application)			
12	If vessel is changing crew, a letter re SKN endorsements is to be submitted			
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)			
14	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for			
15	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
16	Any other documents/certs (List herein)			

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.

For SKANReg use only

	DOCUMENT	TIC BOX
1	SKANReg to review all documents and make entries in VesselHQ of the Change of Ownership and other information required to be recorded therein.	
2	if approved to SKANReg to issue or authorise MR to issue the applicable documents/certificates	
3	If a Non-Navigational Certificate of Registry was issued for the vessel, please check with the MR if the non-navigational status is still required at the time of Change Of Ownership.	
4	If there is a mortgage registered over the vessel, SKANReg is to ensure the mortgage is discharged beforehand	
5	SKANReg to advise IHS of the new owners contact details	
6	SKANReg to issue a Owners Introduction Letter	
7	SKANReg to issue the Electronic certificates or Paper Certificates and dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriateIf approved.	