



Registration Procedure (RP20):

Documentation to be submitted for a Dispensation for a vessel to be Bareboat Chartered within SKANReg (Provisional 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.

This documentation can be submitted by Fax or Email.

Applicants are reminded that the originals of the above documentation must be submitted within 90 days of the original application. Failure to do so may lead to the Dispensation being withdrawn and the Flag State to which the vessel is Bareboat Chartered being informed of the withdrawal of the Dispensation. In such a case the Owner/Applicant should be aware that there will be no refund of any Registry or other fees paid and this could result in 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 A1 to be duly completed and signed by both parties			
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 (see notes A & B)			
4	Bareboat Charter Party Agreement, (minimum 2 years validity)			
5	Written Consent of the Mortgagee giving permission for the vessel to be Bareboat Chartered, if vessel is the subject of a Mortgage(s)			
6	For applications by a Company(s), a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted)			
7	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)			
8	Existing International Tonnage Certificate (ITC 1969).			
9	For Ships below 24m length, pleasure yachts, small craft etc, existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg			
10	Certificate of Registry for current flag (see Note C).			
11	A Certificate or Letter of Attestation dated no more than 14 days before this Application, issued by an authorised Classification Society/RO/RSO (see Note D below) stating that the vessel will be issued with valid statutory certificates on our behalf. Where the RO and RSO are different organisations a Certificate/Letter of Attestation from both is required for the respective certificates that they issue (See note E).			
12	Current Continuous Synopsis Record (CSR) - where ISPS Code is applicable to the size/type of ship. (see Note C)			
13	Application Form A21 – ISPS Code Declaration of CSO Application Form A22 – ISM Code Declaration of Company & Declaration of Designated Person			
14	Copy of DMLC Part II and MLC Certificate issued under current Flag			
15	Application form A12 duly completed and signed			
16	Letter from Owner/Manager re SKN endorsements			
17	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for			
18	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
19	Any other documents/certs (List herein)			

If vessel has been detained within the last 12 months we require the following additional documents:

	DOCUMENT/ACTIONS	Applicable Y/N (to be completed by MR)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Document of Compliance & Safety Management Certificate of the Managers (ISM Company)			
2	Date of last Dry-Docking and Special Survey			
3	Intended date of next special survey			
4	SKANReg to examine the documents submitted and may also request a Flag State Inspection to be carried out before confirming whether we can accept the ship			
5	If SKANREG requires a FSI to be carried out, written confirmation to be submitted by Owner confirming they agree to pay the fees in advance for the FSI			

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, instead we would require to see the Permanent Certificate of Registry from previous registry.
- 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 for new buildings
- "RO" means Recognised Organisation & "RSO" means Recognised Security Organisation
- This is only required where ISM & ISPS Codes are applicable to the ship

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	DOCUMENT	TICK BOX
1	Minimum Safe Manning Certificate Application (A12) passed to Assistant Registrar of Senior Registration Executive	
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 	
3	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.	
4	SKANReg to issue a Owners Introduction Letter to both parties	
5	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent by fax/email to SKANReg within 48 hours.	
6	If approved, SKANReg to issue the applicable documents/certificates or authorise the MR to print the applicable documents/certificates with a validity of six (6) months. Certificate of Registry is to be issued for both parties stated in the Bareboat Charter contract.	
7	Crew List Received (within 30 days)	
8	LRIT Conformance Test Certificate received (within 30 days)	
9	Bunker Civil Liability Certificate/Civil Liability Certificate issued (within 30 days if applicable)	
10	EPIRB Registration Form received (within 30 days)	
11	CSR Amendment Form – received (within 30 days if applicable) If not received follow-up with MR	
12	Deletion CSR from previous flag – received (within 90 days) (If not received CSR still to be issued with notation that CSR from previous flag not received as per website)	
13	CSR issued (within 2 months). Issued within 2 months to allow time to get it onboard.	
14	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration	