



Registration Procedure (RP40):

Documentation to be submitted for renewal of Radio License and Minimum Safe Manning Certificate (If applicable) for Pleasure Yacht or Commercial Yacht over 24M but less than 500GT.

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.

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 A11 to be duly completed and signed			
2	Application form A12 to be duly completed and signed, if applicable.			
3	Copy of crew list, if applicable.			
4	Letter from Owner/Manager re SKN endorsements, if applicable			
5	Valid Insurance policy documents			
6	Class Certificate issued by RO.			
7	Acceptance of quotation forms Q3 from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
8	Any other documents/certs (List herein)			

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	DOCUMENT	TICK BOX
1	SKANReg to review all documents	
2	SKANReg to check whether the vessels registration is still valid prior to issuing renewed SRSL and MSMC Documents, as applicable.	
3	SRE to send crew list to Seafarers Dept for cross referencing of documents against BOSS, as applicable.	
4	SKANReg to issue the Electronic certificates or Paper Certificates using VesselHQ and email/dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	
5	Ship Registration Executive to pass Quotation forms (Q3) to Accounts.	