



Registration Procedure (RP23):

Documentation to be submitted for Registration of Mortgage

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.

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	Form A8 Duly completed and signed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Power of Attorney or a Board Resolution for the person signing the application form A8 giving them the power to Mortgage the vessel.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Mortgage Agreement.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Evidence of Title showing the transfer of Ownership duly notarised or if the Mortgagee is a Bank we require a title satisfaction letter which can be downloaded from our website. Only required in the case of Ships under provisional registration.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	If the Mortgagee is a company we require an original Certificate of Good Standing or Certificate of Incumbency or equivalent document	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	For applications by an Owner(s) who is/are individual(s), authenticated passport copy(s) clearly showing their full name as submitted on Form A8	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	If vessel is Bareboat Chartered Out: a) Written consent from Mortgagee giving permission for the vessel to be bareboat chartered out. b) Written confirmation from the Bareboat Charterer confirming they are aware of a mortgage being registered on the vessel.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	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"/>		
9	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, Mortgage form to be signed by the Registrar or Assistant Registrar.	
2	If mortgage to be registered through a MR's office, SKANReg to authorise MR to state date and time on Form A8 and send original to SKANReg to endorse and return to MR.	
3	SKANReg to record the mortgage in the Registry Book	
4	SKANReg to record in the Registry Book when and where the original documents were sent	
5	SKANReg to dispatch the documents	