



Registration Procedure (RP1):

Documentation to be submitted at 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.

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 for provisional registration (A1) received & Application form for MSMC (A12) received			
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	For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted) 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)			
5	Existing National Tonnage Certificate / International Tonnage Certificate (ITC 1969) or for new building a Keel Laid Certificate			
6	Certificate of Registry for current flag (see Note C).			
7	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for			
8	Acceptance of quotation forms Q1/3 and Q5 from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary			
9	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:

- a) 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.
- b) 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 newbuilding.
- c) Not required for new buildings

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	DOCUMENT	TICK BOX
1	Ship Registration Executive (SRE) to complete Ship Matrix (Form MATRIX1) prior to accepting the proposed vessel for registration. SRE to review with HoD if required.	
2	Ship Registration Executive (SRE) to review vessels AIS tracking history for noticeable periods of non-reporting	
3	Ship Registration Executive (SRE) to receive LRIT conformance test report within 14 days of registration	
4	Minimum Safe Manning Certificate Application (A12) passed to Seafarer Registration Manager & Technical & Survey Manager for review	
5	<p>Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding:</p> <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 • South America MOU (http://www.acuerdolatino.int.ar/ciala/index.php) 	
6	Check all parties are not listed within UN/OFAC Sanctions List (https://sanctionssearch.ofac.treas.gov/)	
7	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.	
8	If approved, SKANReg to issue the applicable certificates Electronically or on Paper, depending on Client/MR requirement. The Certificate of Registry should be with a validity of six (6) months.	
9	Ship Registration Executive to pass Quotation forms to Accounts. Q5 to be submitted to Marine Services Limited (accounts@marineserviceslimited.com)	
10	SKANReg to issue an Owners Introduction Letter	
11	SKANReg should email or dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate.	
12	Crew List Received (within 30 days)	
13	LRIT Conformance Test Certificate received (within 30 days)	
14	Bunker Civil Liability Certificate/Civil Liability Certificate issued (within 30 days if applicable)	
15	EPIRB Registration Form received (within 30 days)	
16	CSR Amendment Form – received (within 30 days if applicable) & CSR issued (within 90 days of Registration).	
17	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)	
18	CSR issued (within 2 months). Issued within 2 months to allow time to get it onboard.	
19	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration	