



Registration Procedure (RP37):

Documentation to be submitted for Provisional Registration of a Commercial Yacht <24 meters

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 | Date Completed or Received | Notes |
|----|---|----------------|----------------------------|-------|
| 1 | Application Form for provisional registration (A2) received | | | |
| 2 | Application Form for Ship Radio Station Licence (A11) received | | | |
| 3 | Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form | | | |
| 4 | Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see notes A & B) | | | |
| 5 | For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted) | | | |
| 6 | 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) | | | |
| 7 | A Certificate or Letter of Attestation dated no more than 14 days before this Application, issued by an authorised Recognised Organisation stating that the vessel will be issued with valid safety certificates on our behalf. | | | |
| 8 | Existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg (see note B) | | | |
| 9 | Certificate of Registry for current flag (see Note C). | | | |
| 10 | Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary | | | |
| 11 | Any other documents/certs (List herein) | | | |

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

For SKANReg use only

| | DOCUMENT | TICK BOX |
|---|--|----------|
| 1 | 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. | |
| 2 | 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. | |
| 3 | SKANReg to issue a Owners Introduction Letter | |
| 4 | 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. | |
| 5 | SKANReg to issue National Tonnage Certificate & Pleasure Vessel Safety Certificate | |
| 6 | SKANReg to issue the Electronic certificates or Paper Certificates using VesselHQ and dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate | |
| 7 | Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration | |

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