



Registration Procedure (RP5):

Documentation to be submitted for renewal of Ship Radio Station Licence and Minimum Safe Manning Certificate

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	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A12 to be duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Copy of crew list	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Letter from Owner/Manager re SKN endorsements if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	For fishing vessels a copy of the current fishing licence is to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	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"/>		
7	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

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	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue the applicable certificates	
2	SKANReg to check that the vessel has been issued with a CLC and Bunker CLC if applicable	
3	SKANReg to check vessel is reporting LRIT if applicable	
4	SKANReg to check vessel has a valid full term Document of Compliance if applicable	
5	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	
6	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	