



# Registration Procedure (RP12):

## Documentation to be submitted for Change of Ships Particulars

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	In the case of a change of tonnage: a) Application form A5 duly completed and signed b) Copy of New International Tonnage Certificate issued by a Recognised Organisation (RO) showing the tonnage calculation results. c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	In the case of a change of Class: a) Application form A5 duly completed and signed b) Letter of Attestation from new Class Society/RO c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary d) CSR amendment form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	In the case of a change of vessel's type and dimensions: a) Application form A5 duly completed and signed b) Copy of the Class Certificate showing the particulars/dimension(s) that was changed and a copy of the new International Tonnage Certificate c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	In the case of a change of the year of build due to renovations/conversions: a) Application form A5 duly completed and signed b) Copy of the Class Certificate issued by a Recognised Organisation clearly showing the date they conclude that the conversion took place c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	In the case of a change of AAIC a) Application form A5 duly completed and signed b) Confirmation from previous AAIC that there are no outstanding fees due by the Owner c) Written confirmation from new AAIC confirming existence of contract d) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	In the case of a change of Radio, Communication or Navigation Equipment a) Application form A5 duly completed and signed b) Copy of Safety Radio Certificate issued by Class/RO c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	In the case of a change in the Registered Owners address a) Application form A5 duly completed and signed b) Copy of the Corporation documents showing the change of address c) Acceptance of quotation (form Q3) and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue or authorise MR to issue the applicable documents/certificates	
2	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	
3	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent to SKANReg by fax/email within 48 hours	
4	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	