



# Registration Procedure (RP24):

## Documentation to be submitted for Transfer 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

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

	<b>DOCUMENT</b>	<b>Applicable Y/N</b> (to be completed by MR/client)	<b>Date Completed or Received</b> (to be completed by SKANReg)	<b>Notes</b>
1	Transfer section of 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 transfer the Mortgage over the vessel.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	If the Transferee 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"/>		
4	Copy of revised or new Mortgage Agreement.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	For a vessel that is Provisionally Registered, the new mortgagee (bank, shipyard, finance house etc) is to confirm that they have sighted the original evidence of ownership of title in the ship i.e. bill of sale, sale contract etc.	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"/>		

For SKANReg use only

	<b>DOCUMENT</b>	<b>TICK BOX</b>
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 transferred 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 details in the Registry Book	
4	SKANReg to dispatch the documents	