|  |  |
| --- | --- |
|  | **Registration Procedure (RP10):** |
| **Documentation to be submitted for Change of Ownership** |
|  | |

**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. Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration**

**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 A1 duly completed. |  |  |  |
| **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, certified or authenticated by a notary public, Maritime Registrar, SKN Consul or UK Consul |  |  |  |
| **4** | For applications by a company, a copy of its Certificate of Incorporation ***OR*** an original Certificate of Good Standing. |  |  |  |
| **5** | For applications by individuals an authenticated copy of their passport(s), clearly showing their full name and other details as submitted on Form A1. |  |  |  |
| **6** | A signed copy of the CSR Amendment Form (Form CT010F2) from the new Owner’s if the ship is over 500 GRT |  |  |  |
| **7** | **a)** Confirmation from the AAIC that there is nothing outstanding due by the previous owner (within 30 days of application)  **b)** Confirmation from the AAIC that they will be responsible for the radio accounts (within 30 days of application) |  |  |  |
| **8** | Statement issued by the Classification Society/RO stating that the vessel is in class and has valid statutory certificates without any recommendations |  |  |  |
| **9** | If changing class Letter of Attestation from Class/RO confirming they will be surveying the vessel and issuing certificates on our behalf |  |  |  |
| **10** | P&I Cover issued under new Owner |  |  |  |
| **11** | Duly completed EPIRB Registration Form (within 30 days of application) |  |  |  |
| **12** | If vessel is changing crew, a letter re SKN endorsements is to be submitted |  |  |  |
| **13** | Copy of blue card to be issued under the new Ownership for the issuance of a CLC (If applicable) (within 30 days of application) |  |  |  |
| **14** | If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for |  |  |  |
| **15** | Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary |  |  |  |
| **16** | Any other documents/certs (List herein) |  |  |  |

***Notes:***

***In cases where the change of Ownership is through a Maritime Registrar that is different from the existing Maritime Registrar and is to be registered based on an MOA, this should be referred to the International Registrar before we proceed.***

***For SKANReg use only***

|  |  |  |
| --- | --- | --- |
|  | ***DOCUMENT*** | ***TIC BOX*** |
| **1** | SKANReg to review all documents and make entries in VesselHQ of the Change of Ownership and other information required to be recorded therein. |  |
| **2** | if approved to SKANReg to issue or authorise MR to issue the applicable documents/certificates |  |
| **3** | If a Non-Navigational Certificate of Registry was issued for the vessel, please check with the MR if the non-navigational status is still required at the time of Change Of Ownership. |  |
| **4** | If there is a mortgage registered over the vessel, SKANReg is to ensure the mortgage is discharged beforehand |  |
| **5** | SKANReg to advise IHS of the new owners contact details |  |
| **6** | SKANReg to issue a Owners Introduction Letter |  |
| **7** | SKANReg to issue the Electronic certificates or Paper Certificates and dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriateIf approved. |  |