



# Registration Procedure (RP11):

## Documentation to be submitted for Change of Name

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 30 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

	<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	Application Form A5 duly completed.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Application form A11 for re-issuance of Ship Radio Station Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Application form A12 for re-issuance of Minimum Safe Manning Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	A signed copy of the CSR Amendment Form (Form CT010F2) if the ship is over 500 GRT.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Copy of blue card to be issued under the new name for the issuance of a CLC (If applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Letter of Attestation from the Class Society confirming they will issue new valid certificates under the new name	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	If there is a mortgage registered over the vessel we require a letter from the mortgagee confirming their agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Duly completed EPIRB Registration Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	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"/>		
10	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 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 insert vessel's new name on EPIRB Database	
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 amend the vessels name on LRIT Portal	
7	SKANReg to inform IHS of the change of name	