



Registration Procedure (RP21):

Documentation to be submitted for a Dispensation for a vessel to be Bareboat Chartered within SKANReg

Applicable to ships that are permanently registered first, unless an exception is given by the Registrar

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

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Application form A1 to be duly completed and signed by both parties			
2	Application form for Ship Radio Station Licence (Form A11) to be completed			
3	Evidence of Title showing the transfer of ownership duly notarised or authenticated <i>by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis</i>			
4	Bareboat Charter Party Agreement, (minimum 2 years validity)			
5	Written Consent of the Mortgagee giving permission for the vessel to be Bareboat Chartered, if vessel is the subject of a Mortgage(s)			
6	For applications by a company, original current Certificate of Good Standing or equivalent			
7	For applications by individuals a notarised or authenticated <i>by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis</i> , copy of their passport(s), clearly showing their full name and other details as submitted on Form A1.			
8	Deletion Certificate issued by previous flag			
9	Full Term International Tonnage Certificate (ITC 1969) issued on behalf St. Kitts & Nevis or for Ships below 24m length, pleasure yachts, small craft etc, a National Tonnage certificate issued on behalf of St. Kitts & Nevis.			
10	Where ISM applies to ship, full term DoC for Managers. If unavailable written confirmation from Class HQ that it is in process			
11	Full Term Safety Equipment (or Certificate of Compliance or Inspection for ships below 500 GT) or if not issued, explanation from Class HQ why or when it will be issued.			
12	Full Term International Ship Security Certificates (where ISPS applies to the ship) issued			
13	Hull & Machinery Class Certificates issued (to check for any restrictions on sailing area and engine size)			
14	Statutory Certificates issued on behalf of St. Kitts & Nevis, by a Classification Society(s)/Recognised Organisation (RO)/Recognised Security Organisation(RSO).			
15	Ship Radio Station Survey Report completed and stamped by the Classification Surveyor or an approved Radio Technician, which includes details of the Ship Radio Station equipment.			
16	Contract with an AAIC for Radio Traffic Accounting OR letter from AAIC confirming existence of contract.			
17	LRIT Conformance Test Certificate			
18	Crew List (to check against BOSS to make sure all seafarers have our documents)			
19	Any other documents/certs (List herein)			

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue the applicable Electronic or Paper certificates using VesselHQ.	
2	SKANReg to email/dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	
3	SKANReg to check vessel has been issued with appropriate CSR's	
4	SKANReg to check vessel has been issued with valid Bunker CLC	

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