



Registration Procedure (RP13):

Documentation to be submitted for issuance of Continuous Synopsis Record (CSR)

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 | CSR Amendment form CT010 F2 | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 2 | In the case of a 1 st CSR to be issued by SKANReg. a) Deletion CSR from previous flag. b) Copy of previous CSR's for the ship – 'The CSR File' | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 3 | Certificate of Class | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 4 | Document of Compliance for the ship managers (the Company) if not previously submitted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 5 | Safety Management Certificate if not previously submitted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 6 | International Ship Security Certificate if not previously submitted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 7 | Application Form A21 – ISPS Code Declaration of CSO Application Form A22 – ISM Code Declaration of Company & Declaration of Designated Person | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 8 | 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"/> | | |

For SKANReg use only

| | DOCUMENT | TICK BOX |
|---|--|----------|
| 1 | SKANReg to review all documents and if approved to issue the applicable certificates | |
| 2 | In the event of a vessel being Bareboat Chartered out or Bareboat Chartered within SKANReg, SKANReg to issue two CSR's, one without the BBC and one stating the BBC | |
| 3 | In the event of a vessel being Bareboat Chartered In, SKANReg to issue a CSR stating the Bareboat Charterer as the Registered Owner | |
| 4 | In the event that SKANReg does not receive a Deletion CSR from the previous flag within 1 month, SKANReg will issue a new CSR, bearing a number that is two higher than the last CSR issued by the previous Flag. There will be a remark made at the bottom of the first SKANReg CSR as follows: "A Deletion CSR has not been received from the previous flag. Therefore, this CSR Number --- is issued following on from CSR's numbered --- and ---, issued by the previous flag. When the Deletion CSR is received by St. Kitts & Nevis International Ship Registry, they will be forwarded to the Company responsible for the vessel." For vessels that had not previously been engaged on international voyages but will undertake such upon registration with SKANReg that Company has to file an Application for CSR form (with applicable attachments) to SKANReg through the Maritime Registrar. CSR numbered "one" will be issued, at the time of provisional registration, with the following remark: "Prior to registration with St. Kitts and Nevis the vessel had not been engaged on international voyages and had not been issued any CSR's. Therefore this document is numbered 'one'. For vessels Bareboat Chartered out the following remark should be stated: "on (insert date) a dispensation was granted to Bareboat Charter and register the ship outside of St. Kitts & Nevis with (insert flag)" | |
| 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 dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate | |