



Registration Procedure (RP17):

Documentation to be submitted for a Dispensation for a vessel to be Bareboat Chartered In to SKN Flag (Permanent Registration)

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 and A11 to be submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Evidence of Title showing the transfer of ownership duly notarised or authenticated by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Bareboat Charter Party Agreement, (minimum 2 years validity)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Duly notarised or authenticated Letter of Consent from the Original Flag State authorizing the vessel to be registered in St. Kitts & Nevis International Ship Registry	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Duly notarised or authenticated Non-Encumbrance Certificate or Transcript of Registry from original Flag State	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Written Consent of the Mortgagee giving permission for the vessel to be Bareboat Chartered, if vessel is the subject of a Mortgage(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	For applications by a company, original current Certificate of Good Standing or equivalent for the Bareboat Charterers	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	For applications by individuals a notarised or authenticated by a Notary, a Maritime Registrar or Diplomatic Mission of St. Kitts & Nevis, copy of their passport(s), clearly showing their full name and other details as submitted on Form A1.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Deletion Certificate issued by previous Flag	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	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.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	Where ISM applies to ship, full term DoC for Managers. If unavailable written confirmation from Class HQ that it is in process	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	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.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Full Term International Ship Security Certificates (where ISPS applies to the ship) issued	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14	Hull & Machinery Class Certificates issued (to check for any restrictions on sailing area and engine size)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	EPIRB registration form (A18) if not previously submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	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.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
17	Contract with an AAIC for Radio Traffic Accounting OR letter from AAIC confirming existence of contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
18	LRIT Conformance Test Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
19	Crew List (to check against BOSS to make sure all seafarers have our documents)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
20	Submit a Blue Card for the issuance of a Civil Liability or Bunker Convention CLC if applicable and if not already issued	Yes <input type="checkbox"/> No <input type="checkbox"/>		
21	Any other documents/certs (List herein)	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 documents/certificates	
2	SKANReg to check CSR has been issued if applicable	
3	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	
4	SKANReg to dispatch the applicable documents/certificates to the Owner/Owners Agent or Maritime Registrar, as appropriate	