



Registration Procedure (RP18):

Documentation to be submitted when, at the time of an application for Provisional Registration with SKANReg, the vessel is to be immediately Bareboat Chartered Out

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.

Applicants are reminded that the originals of the documentation mentioned must be submitted within 90 days of the original application. Failure to do so may lead to the Dispensation being withdrawn and the Flag State to which the vessel is Bareboat Chartered being informed of the withdrawal of the Dispensation. In such a case the Owner/Applicant should be aware that there will be no refund of any Registry or other fees paid and this could result in additional costs for the Owner/Applicant.

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 A7 to be duly completed and signed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Power of Attorney or Board Resolution (where necessary) confirming the authority of the person signing the Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Evidence of Title showing the transfer of ownership, e.g. Bill of Sale, Builder Certificate, court documents, Protocol of delivery (see notes A & B)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	For applications by a Company, a copy of its Certificate of Incorporation (if previously submitted not required to be re-submitted)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	For applications by individuals a copy of their passport(s), clearly showing their full name and other details as submitted on Form A1. (if previously submitted not required to be re-submitted)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Original Bareboat Charter Agreement, duly notarised or legalized in the country of the Owner or Bareboat Charterer.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Written Consent of the Mortgagee authorising the vessel to register in the Bareboat (second) Register(s), if the vessel is subject of a Mortgage(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	Certificate of Registry for current flag (see Note C).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	Existing International Tonnage Certificate (ITC 1969).	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	For Ships below 24m length, pleasure yachts, small craft etc, existing National Tonnage certificate OR Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by SKANReg	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	Current Continuous Synopsis Record (CSR) - where ISPS Code is applicable to the size/type of ship. (see Note C)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	If not assigned Owner, Owners Agent or MR to provide SKANReg with proof that Owner/Company IMO Number has been applied for	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	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"/>		
14	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Notes:

- In cases where the ownership remains the same as under the previous registry and the ship has permanent registration under the previous registry, a Bill of Sale is not required.
- For **NEW BUILDINGS**, instead of a Bill of Sale, a Builders Certificate* and Keel Laid Certificate (Cert. CT8) from a Classification Society/RO.
* "Builder's Certificate" means a certificate signed by the builder of the ship and containing a true account of the proper dimensions and tonnages of the ship, as estimated by him, and of the date and place where it was built, and of the name of the person, if any, for whom the ship was built, or the name of the person to whom it was delivered;
- Not required for newbuildings.
- "RO" means Recognised Organisation & "RSO" means Recognised Security Organisation
- For Registration of Ships below 24m length, pleasure yachts, small craft etc, if the vessel is not Classed, a Certificate/Letter of Attestation from a surveyor recognised by **SKANReg** that the vessel complies with legislation applicable to its size, type and intended trade and is fit to proceed to sea.

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	DOCUMENT	TICK BOX
1	Check all PSC websites plus Equasis/SeaWeb website for detention record. If any detentions in last year, check with Registrar/Technical Manager before proceeding: <ul style="list-style-type: none"> • Paris MOU • Tokyo MOU (Under Performing Ships) • Mediterranean MOU • Black Sea MOU (Watch List) • Indian Ocean (Watch List) • Riyadh MOU • Caribbean MOU • USCG 	
2	SKANReg to review all documents and check application forms are completed correctly and in full. If approved, SKANReg to issue the applicable documents/certificates or SKANReg issues a NO1 which authorises the MR to issue the applicable documents/certificates with a validity of six (6) months.	
3	SKANReg to issue a Owners Introduction Letter	
4	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent by fax/email to SKANReg within 48 hours.	
5	SKANReg to make entries in the Certificate Index and Registry Book of the numbers and distinguishing marks assigned and other information required to be recorded therein.	
6	SKANReg to dispatch documents for notarisation if requested	
7	Send vessel details to IHS Fairplay	
8	Within 120 days Owner, Owners Agent or Maritime Registrar to send documents for Permanent Registration	